



Fleming College

CONTINUING EDUCATION & ONLINE LEARNING | WINTER/SPRING 2013



Develop your skill. Expand your knowledge.

Whether you want a competitive edge, a new career or greater talent, it starts here.

Flemings' Continuing Education courses and certificates offer high-caliber learning with instructors, who are chosen for their expertise, so you get the benefit of their practical knowledge from the workplace.

Fleming's certificates are reviewed and updated regularly to stay at the forefront of best practices and industry information, and many of the certificate courses can be taken individually.

They're your competitive edge. They're your pathway to greater knowledge and skills.

New and Noteworthy

- Arts courses – Haliburton School of the Arts programs now in Peterborough!
- Photographic Studies
- Green Business Management
- Social Media Marketing
- Website Design
- Children's Mental Health
- Working with Dementia Clients
- Teacher/ Trainer of Adults
- Language courses
- Creative Writing
- Not-for-Profit Leadership
- Photovoltaic System Planning & Installation
- Environmental Field Skills
- Sustainable Trails
- Spa Management
- Motorcycle courses



WELCOME!

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DIGITAL ARTS COURSES OFFERED.

Visit our website for more information at:

flamingcollege.ca/con-ed



Haliburton
School of The Arts • Fleming College

**We're bringing our most popular
courses and instructors to
Peterborough this winter/spring.**

We're bringing some of our popular instructors and courses to Peterborough!

Our summer program is renowned among serious artists, art enthusiasts, and families for the quality of its programming and instructors. Now you can join renowned artists such as **Brian Smith, Rick Fines, Cassandra Wyszkowski, Bruce Lepper**, and many more for one day workshops and weeklong courses.

**See pages 8 to 11 for the complete program.
Instructor profiles can be found on the course page at hsta.ca**

WINTER/SPRING COURSES online

Learn virtually anytime, anywhere.

These courses are held in virtual classrooms, where you communicate on message boards and via email with your instructor and classmates. You will participate in a structured class with regular lessons and assignment deadlines, but you can log on and complete these lessons whenever it suits your weekly schedule. A virtual classroom lets you learn in the comfort of your home, in your favourite café, in the middle

of the night or the middle of the day, as long as you have access to a computer and the internet. Should you need it, technical support is available 24 hours a day.

This calendar only has a sample of online courses. There are hundreds of courses available online. For a full list and more details about how Online Learning works, please see flamingcollege.ca/con-ed.

A+ Essentials – Hardware 22	Document Management Technology 20	Instructional Technology in Adult Education 39
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Ready to Register?

See page 68 for details.



ARTS, PHOTOGRAPHY, MUSIC AND DANCE

ARTS

Acting/Auditioning for Cameras

How to get the job and what to do when you get it!! This course is designed to introduce aspiring film and TV actors to the art of auditioning techniques and camera awareness. From eyelines to hitting your marks, finding your light and adjusting your performance to the camera lens, this is a technically intensive and fun workshop for anyone who wants to or is going to act in front of the camera.

ARTS 1440 \$79.20
Ptbo (Sutherland) Sat, Feb 2 – Mar 9 10:00am – 12:00pm

Ballroom Dance - Latin

Catch the beat and loosen those hips when you learn the Tango, Ramba, and Cha-Cha. Continue to learn more dance steps while having fun.

RECR 93 \$97.21
Ptbo (Sutherland) Jan 16 – Feb 20 6:30 – 8:30pm

Blacksmithing - Open Studio

Please note: This course is not suitable for beginners.

This course is an excellent opportunity to challenge, explore, and expand upon your blacksmithing skills. The learning environment is an independent open studio format that is suitable for any subject matter and style of approach. Expand your visual language, technical skills, and artistic vocabulary in a safe and highly creative environment. Instruction will encourage creative design, content, and contemporary and traditional execution of your ideas. In addition there will be ongoing personal and group critiques as well as daily informal lectures on advanced techniques and processes.

ARTS 1726 \$406.10
Haliburton Mon – Fri, Jan 7 – 11 9:00am – 4:30pm
Haliburton Mon – Fri, Jan 14 – 18 9:00am – 4:30pm

Garden Design

In this six-week course, you will learn the general principles and elements of garden design. Bring along a sketch of a property, and together we'll learn to assess and inventory the plot, discover your style, and help put your plan into action. For beginner and intermediate gardeners, this course will be useful to both those pursuing garden design for personal interest, or those wishing to increase their knowledge to enter the field of landscape design professionally.

ARTS 1358 \$79.20
Ptbo (Sutherland) Tue, Mar 5 – Apr 9 6:00 – 8:00pm
Cobourg Thu, Mar 7 – Apr 11 6:00 – 8:00pm



Public Speaking - Beginner

Ever felt nervous or tongue-tied when you had to speak? Butterflies in the stomach? Sweaty palms? Lack of focus? This intensive weekend course will pinpoint the pitfalls of public speaking, teach awareness of breath control, examine the recipe of a well-written speech and provide lots of fun at the same time. Whether you have to speak in front of a few people or a crowd, simple techniques and the tricks of trade will give you the confidence and ability to win over an audience.

ARTS 1443 \$105.60
Ptbo (Sutherland) Sat/Sun, Feb 23 – 24 10:00am – 4:30pm

Screenwriting

Do you have a film in your head? A story you would like to see on TV? Stop talking about it and get down to work! This class will teach you the basics of screenwriting: character development, structure, story arcs and emotional hooks. We will also examine the differences between writing a film script, a TV pilot and MOW's. From the one-page pitch to a treatment and the final product, this course will give you the technique and the confidence to realize your vision.

ARTS 1636 \$105.60
Ptbo (Sutherland) Sun, Mar 3 – Apr 7 10:00am – 12:00pm

GUITAR

Learn to Play Guitar 1

Designed for the beginner, this crash course (six two and a half hour lessons) in how to play the guitar will teach you basic chords, strumming patterns and guitar tab. Proper techniques, counting/tempo and how to learn a song on your own, will start you on a lifetime of guitar pleasure!

ARTS 1634 \$271.17
Ptbo (Sutherland) Thu, Jan 17 – Feb 21, 6:30-9:00pm
Cobourg Wed, Jan 16 – Feb 20 6:30 – 9:00pm



Now offered in Peterborough!



Haliburton
School of The Arts • Fleming College

Haliburton School of The Arts Courses

The Haliburton School of The Arts is pleased to bring a selection of its renowned instructors and popular courses to Peterborough. Choose a one-day workshop or week-long course and immerse yourself in a creative experience.

For material requirements and instructor bios, please visit our website at hsta.ca.

At the Haliburton School of The Arts you can choose from over 300 art courses in all mediums, suitable for all skill levels and for every member of the family.

City and Cottage-Country Art Experiences are available in:

- Haliburton
- Huntsville
- OCAD in Toronto
- Peterborough
- McMichael Canadian Art Collection in Kleinburg



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The following courses are offered in Peterborough by Haliburton School of The Arts.

FEBRUARY 23, 2013

Acrylic Stain Painting Workshop

COURSE CODE ARTS1721 SECTION 49
INSTRUCTOR Shelley Beach
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

Luminous staining and glazing techniques will be demonstrated using watercolour paper, raw canvas and wood panel. Experiment with a variety of techniques including wet-into-wet, as well as glazing and staining wet onto dry panel. Instruction will emphasize contrasting transparency with opacity. Textured surfaces can then be built up from the underpainting. Enjoy the freedom of experimenting with paint without fear!

Collage – Toward Abstract Painting Workshop

COURSE CODE ARTS1848 SECTION 49
INSTRUCTOR Judith Mason
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

This workshop will begin with an exploration of collage and its relationship to the birth of abstract art. As an organizing principle, collage often combines different themes. Investigating the work of two Russian collage artists, Lyubov Popova and Olga Rozanova, we will discuss how their work contributed to the formation of early geometric abstraction. By overlaying sheets of opaque or transparent planes and interweaving sheets of colour, you will create a series of small collages as studies to be developed into abstract paintings. There will be a \$10 material fee payable to the instructor.

Feet & Leaves for Bird Carvers Workshop

COURSE CODE ARTS1865 SECTION 49
INSTRUCTOR Bruce Lepper
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

Please note: This workshop is not suitable for absolute beginners.

Learn how to construct anatomically correct feet from brass and steel and how to position them accurately on the bird. You will work with modeling epoxy to render the scales and pads, characteristic to most song birds (ie. chickadee) but the information and skills gained will be applicable to other birds as well. If you're new to this technique you will make the two basic tools that are required. Instruction will also enable you to create leaves as part of a habitat. It is suggested that you bring a project bird if you have one, however this is not a requirement. There will be a \$15 material fee payable to the instructor.

Jewellery Workshop

COURSE CODE ARTS1821 SECTION 49
INSTRUCTOR Valerie Davidson
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

Project Title: Sterling Silver Ring

Basic jewellery techniques such as sawing, piercing, filing, and forming are applicable to a wide range of projects. Surface decoration techniques such as stamping, hammering and various methods to create texture and contrast will make your project unique. Instruction will also include polishing the finished product. This workshop is suitable for beginners. Students with previous experience will have an opportunity to advance these techniques with the guidance of the instructor. There will be a \$35 material fee payable to the instructor.

The following courses are offered in Peterborough by Haliburton School of The Arts.

Portrait Sketching Workshop

COURSE CODE ARTS1866 SECTION 49
INSTRUCTOR Matthew Mancini
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

This workshop will focus on creating realistic portrait sketches with an emphasis given to accuracy of shape and form. Simplified instructive steps will guide you through the process of creating a lifelike portrait in a short period of time.

The Look of Film: An Art Director Workshop

COURSE CODE ARTS1817 SECTION 49
INSTRUCTOR James McAteer & Tammy Rea
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

The overall look of a film or a television show is carefully designed to enhance the Director's vision. In *A Single Man* on Colin Firth's last day, subliminally the design of the movie intensifies to show his love of life – the colours of the film become more intense – lipstick becomes redder, sweaters bluer, etc. Production design includes the design and creation of sets, finding locations, establishing the color scheme or palette of a film, and supervising the costumes, hairstyles, and makeup. One of Canada's foremost Production Designers, James McAteer, (*Good Will Hunting*, *A History of Violence*) explains the visual style of film that will help you better understand how you are being influenced as a viewer. This workshop would also be valuable for film students.

Wire Sculpture Workshop

COURSE CODE ARTS416 SECTION 49
INSTRUCTOR Charles O'Neil
DATES February 23, 2013 9:00am – 5:00pm
FEE \$102.18

Project Title: Song Bird Plant Spike

Please note: This course requires the use of simple hand tools (wire cutters, pliers).

Wire sculpture is an exciting and expressive art form. In this workshop you will receive step-by-step instruction to successfully create your project. With a variety of wires (steel, copper, galvanized) this creation is designed for indoor or garden use, and will be a great addition to any setting. There will be a \$25 material fee payable to the instructor.

APRIL 13, 2013

Abstract Painting – Emerging Forms Workshop

COURSE CODE ARTS1849 SECTION 49
INSTRUCTOR Judith Mason
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

This workshop approaches abstract painting as a process of discovery through the appearance and disappearance of form. You will work through a method of painting that allows forms to emerge from underneath the surface of your work. Without using analysis or criticism you will allow your paintings to take their own shape without reference to visual objects or traditional rules of perspective. This workshop invites you to experience painting as an organic way of working intuitively. During a process of repetition, transformation occurs and forms emerge. These emerging forms construct their own language. This pictorial practice seeks to access the subject/painter's inner life, to communicate raw, gut, felt, yet difficult to name visceral experience.

Artful Lettering Workshop

COURSE CODE ARTS1720 SECTION 49
INSTRUCTOR Judith Jaimet Bainbridge
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Lettering can have a very artful presence in a wide range of applications. Enjoy a serious study of the structures of written letters, leading to play with free-form styles. Make a 'cola' pen for lettering on cards, signs, in artwork, hand-made books, or any other projects you would want to incorporate lettering in. You will also design and create a painting using acrylic washes and lettering. There will be a \$20 material fee payable to the instructor.

Creative Brush Expressions – Japanese Sumi-e

COURSE CODE ARTS1777 SECTION 49
INSTRUCTOR Cassandra Wyszowski
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

This unique workshop is suitable for the beginner painter or the seasoned artist and is designed to introduce the fascinating world of Japanese brush painting (known as Sumi-e). Instruction in this water-based medium will emphasize various brush techniques, gradation of tones/values to achieve depth, brush control that develops spontaneous expression, and effective simplicity in composition and design. This stimulating technique can be expressed in an abstract or a more representational approach, with an overlying impressionistic, personal style that encourages the creative spirit. Potters and fabric painters who wish to beautify their work with expressive brush strokes will also benefit from this instruction. Beautiful soft flowing music will underpin the learning process by adding a peaceful atmosphere. There will be a \$35 material fee payable to the instructor.

Expressive Faces Workshop

COURSE CODE ARTS687 SECTION 49
INSTRUCTOR Ramune Luminaire
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Please note: This workshop is not suitable for beginners to drawing but does not require portrait experience.

Create faces that express personality and really say something about your subject. Move beyond reproducing a likeness and into producing forceful portraits that convey meaning and emotion. Learn to feel your way into an image, and let go of preconceived notions of how a face should look or what your work should be like. Lessons will include exercises to loosen up and come from a place of true expression. Although some drawing experience is required, it is not necessary to be experienced or competent at drawing or painting portraits. Initial work will be done using charcoal and graphite, after which you are free to use whatever medium you prefer.

Felting Workshop

COURSE CODE ARTS1772 SECTION 49
INSTRUCTOR Heidi Hudspith
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Transform wool fibres into artful creations! Utilize traditional wet and dry felting techniques to create two and three-dimensional items. Learn to felt simple forms and then experiment with the addition of texture and colour. Instruction and practice will also include needle felting. Your new skills can be applied to a wide range of projects including jewellery, hats, scarves, hair and fashion embellishments, flowers, vessels, handbags, and more. There will be a \$25 material fee payable to the instructor.

The following courses are offered in Peterborough by Haliburton School of The Arts.

Finger-Style Guitar Workshop

COURSE CODE ARTS483 SECTION 49
INSTRUCTOR Rick Fines
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Please note: A general knowledge of chords is required.

This workshop is an opportunity to enhance and increase expression in your guitar playing. Instruction will concentrate on right-hand guitar skills. You will learn some essential finger picking patterns to add colour to your guitar playing. The ability to read music is not necessary as standard notation will not be used.

Grapevine Home & Garden Décor Workshop

COURSE CODE ARTS1864 SECTION 49
INSTRUCTOR David Hickey
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Learn to make organic woven sculptures for your home or garden. Whether your objective is to create seasonal art for your home or a larger sculpture for the garden, this workshop will provide you with the techniques and confidence to do so. Instruction will progress from the structural wire frame to weaving and tying the vine to complete the project. Techniques learned will be applied to a finished piece within the workshop and enable you to continue with additional creative projects at home. Larger scaled projects will be discussed. There will be a \$20 material fee payable to the instructor.

Printmaking Without a Press Workshop

COURSE CODE ARTS1820 SECTION 49
INSTRUCTOR Elisha Barlow
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Printmaking without a press is economical, easy, and provides a simple way to make beautiful images. An introduction (or refresher) to the basic tools, materials and techniques will enable you to create works suited to a variety of projects and applications. Relief block printing, reduction printing, collage printing from natural forms, as well as simple repeat printing will be explored throughout this fun and productive workshop. Previous drawing or art making experience is not required. There will be a \$25 material fee payable to the instructor.

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Ukulele Workshop

COURSE CODE ARTS1704 SECTION 49
INSTRUCTOR Eve Goldberg
DATES April 13, 2013 9:00am – 5:00pm
FEE \$102.18

Discover some of the many musical possibilities offered by this beguiling instrument. Explore chords and strumming as well as melody playing and put it all together in simple but effective group arrangements. Along the way you'll learn a scale or two, improve singing and listening skills, and demystify some of the notes on the page. There will be a \$5 material fee payable to the instructor.

Learn from an Artist

Our instructors are working artists.

See their profiles in the course listing at hsta.ca.

MAY 27 – 31, 2013

Bird Carving & Painting

COURSE CODE ARTS1861 SECTION 49
INSTRUCTOR Bruce Lepper
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

Project Title: Red-necked Phalarope, swimming. This shore bird can be rendered as a smoothie, or be fully textured, depending on the experience of the student. As a swimming bird it will have a flat bottom (for display purposes), and will be slightly weighted to facilitate its ability to float upright.

Instruction will progress from the safe use of tools through the various stages of bird carving including shaping, feather groups and diversity, imitation of feather detail, exploring basic painting techniques, and applying acrylic paints. Anatomical details that specifically relate to shore birds will be addressed, enabling you to pursue future projects. Whether you are a beginning or experienced carver, your skill level will be accommodated. There will be a \$30 material fee payable to the instructor. This course is an elective credit toward Fleming College's Visual and Creative Arts Diploma.

Environmental Art – Site Specific Installations

COURSE CODE ARTS1860 SECTION 49
INSTRUCTOR Judith Mason
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

This course is for any artist with an interest in landscape or environmental issues. By creating a body of work that both challenges current notions of belonging and our place in the world, you will begin to imagine a new relationship to nature, one that respects and accommodates all life forms as an ethic of care. Begin by examining the elements used in traditional European landscape painting, such as framing, the relationship between background/foreground and the use of the sublime. Reference the land-based art of Richard Serra, Andy Goldsworthy, Robert Smithson, and the practices of contemporary regional environmental artists. Through site visits, learn to transform your on-site experience into environment art and develop an environmental art practice. Discover how to curate, or care for, a specific site through an environmental art practice. This course is an elective credit toward Fleming College's Visual and Creative Arts Diploma.

Ask about our \$450 bursaries

Call 1-866-353-6464 ext. 3 or 705-457-1680

*The following courses are offered in Peterborough
by Haliburton School of The Arts.*

Experimental Contemporary Drawing

COURSE CODE ARTS1858 SECTION 49
INSTRUCTOR Brian Smith
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

No rules, no preconceptions, no “getting it right.” Non-traditional tools, materials, and marks lead to new ways to challenge ourselves to see any object, including the human body. All those lessons in perspective, proportion, shadows, anatomy – we’ll ignore those and approach drawing in a much different way. Drawing alone and in collaboration with others allows you to play in experimental and non-judgmental ways. The result is a fresh perspective and unique creative development. This course is suitable for all skill and experience levels. This course is an elective credit toward Fleming College’s Visual and Creative Arts Diploma.

Mixing Media

COURSE CODE ARTS1262 SECTION 49
INSTRUCTOR Ramune Luminaire
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

Take time to experiment and explore. Expand your creative horizons by finding new ways to work with charcoal, graphite, pastel, paint, ink, simple printmaking techniques and collage. Instruction and experimentation will help you choose and use the best materials to suit your ideas, rather than feeling bound by one particular medium. It will also provide you with new ways of producing an image, and strategies for moving an idea along. This course is perfect for beginners who want to experiment and explore in a structured environment, as well as for more experienced artists looking for ways to re-invigorate their art practice. There will be a \$20 material fee payable to the instructor. This course is an elective credit toward Fleming College’s Visual and Creative Arts Diploma.

Oil Painting

COURSE CODE ARTS285 SECTION 49
INSTRUCTOR John Pryce
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

This studio course in safe, non-toxic and environment-considerate practise in oils, is designed to engage you in the fundamental aspects of painting. Specific issues that form the language of painting will be explored. These will include spatial structure, mark-making, colour, shape, form, scale, texture, and surface relationships. Learning traditional and contemporary handling of oil paint, and with individual instruction, you will develop confidence in your own painting ability. This course is suitable to all skill levels from beginner to advanced. You are invited to work with oil paint in an environment that encourages individual freedom and expression. This course is an elective credit toward Fleming College’s Visual and Creative Arts Diploma.

Painting From The Model

COURSE CODE ARTS157 SECTION 49
INSTRUCTOR Matthew Mancini
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

Students will review and apply working theory in colour and design as they explore approaches from classical, high realism, abstraction, impressionism, and contemporary approaches to painting from the model. Drawing techniques will be reinforced, along with a study of more advanced paint application techniques using a limited colour palette. This course is an elective credit toward Fleming College’s Visual and Creative Arts Diploma.



Portrait Drawing

COURSE CODE ARTS1859 SECTION 49
INSTRUCTOR Marta Scythes
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

In a relaxed yet structured atmosphere, learn the underlying anatomical structures that mould the face, head and neck before studying individual facial features. “Seeing” exercises will be introduced to achieve likeness of character and value exercises will be used to analyze the different planes that form the face in various lighting scenarios. Composition and perspective will be addressed as they apply to portrait drawing. Models will be studied for part of the course. Demonstrations will be in graphite and charcoal pencils with the option of colour enhancement in pastel. This course is an elective credit toward Fleming College’s Visual and Creative Arts Diploma.

Writing Life Stories – Introductory

COURSE CODE ARTS1857 SECTION 49
INSTRUCTOR Nora Zylstra Savage
DATES May 27 – 31, 2013 9:00am – 4:30pm
FEE \$313.51

Preserve your stories through this motivational and entertaining workshop. It’s never too early to start writing the highlights of your life. Memories are fragile – if your stories are not remembered and told, they will be lost forever. A recorded life story is a window on the past and a gift that will last forever. Discover where to start and how to retrieve and organize your precious memories. The focus will be on your personal life stages and relationships of your past. You will have the opportunity to write, share, and receive oral feedback in a sensitive and fun environment. Effective writing techniques and creativity exercises will be presented and practiced. These are designed to encourage the beginner writer, and develop style and polish in the more advanced writer. Upon completion, you will be equipped with the necessary skills and information to continue writing personal life stories. This course is an elective credit toward Fleming College’s Visual and Creative Arts Diploma.



Haliburton
School of The Arts • Fleming College

hsta.ca

1-866-353-6464 ext. 3 createit@hsta.ca

Visit hsta.ca for more information on summer school courses, college diploma and art certificate programs.

BUSINESS AND LEADERSHIP



12 Leadership Development Series

Leadership is rooted in knowing your field well. With these courses you can build on your expertise to become a dynamic, creative manager who knows how to get the best performance out of their team. This certificate could boost your résumé for management positions or make you a better leader in your current position.

Career prospects

- Team or project lead
- Departmental management
- Project management
- Change management and re-organization
- Organizational (HR) management
- Product/service development

Courses	
	Communication – LDS
MGMT 160	Employment Law – LDS
MGMT 209	Project Management
BUSN 153	Creative and Critical Thinking
	Human Relations
	Leading Teams
MGMT 210	Managing Performance
	Managing Change
	Leading Responsibly
	Finance

Business Analysis, Introduction

Discover the overall fundamental processes of business analysis and the description of the business analyst's roles and responsibilities. The course examines tools and techniques that provide context for the business analyst's activities within the broader context of organizations and their projects. Students review methodologies for business analysts to better perform as a communication link between all business areas and deliver on their key role in project and organizational success. Students learn to plan, structure and control the requirements gathering and management process, maximize success and optimize results. These techniques can be utilized on a wide variety of activities, initiatives and projects and are an important component for success. Students will use effective communication, interviewing and information gathering techniques. You will gain insight into the interaction between the business analyst and its surrounding projects and presents methodologies to identify, analyze and resolve business problems.

BUSN 154 \$347.20 Online, starts Jan 11 and May 10

Creative & Critical Thinking – LDS

Thinking is any mental activity that helps formulate or solve a problem, make a decision, or fulfill a desire to understand. Today more than ever, leaders need to be creative and critical thinkers in order to deal with all aspects of organizational, strategic and societal situations or environments. You will learn how to think creatively and critically and apply those skills to both professional and personal situations. For leaders, fine-tuning your creative and critical thinking skills will assist you in strategic planning, decision-making and problem solving.

BUSN 153 \$248.00 Online, starts Jan 11 and May 10

Dealing with Difficult People

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. Learn to identify and cope with some of the most difficult behavior you may encounter. Topics include personality styles, establishing rapport, body language, matching and mirroring techniques.

SOCI 78 \$268.00 Online, starts Jan 11 and May 10

Dispute Resolution

Study the major alternative dispute resolution methods, their advantages and disadvantages, and when to apply them. Explore mediation skills, ethical issues, power imbalances, issues of culture, race and gender and stages in the mediation process. Examine how to determine the interests of the parties, how to generate options for settlement, and how to get beyond impasses. An introductory course in Human Resources Management or experience in the field is required prior to taking this course.

MGMT 101 \$347.20 Online, starts Jan 11 and May 10

Employment Law for Leadership Development 🖱️

Today's workplace is highly regulated from the start of the employment relationship through to its termination. An examination of both statutory law and common law will be undertaken in both federal and provincial jurisdictions. Review employment standards, health and safety, labour relations, pay equity and human rights legislation as it applies to management and unionized employees and leaders.

MGMT 160 \$268.00 Online, starts Jan 11 and May 10

Intro to E-Business – see page 24

Leadership and Communication 🖱️

Learn the theory and application of effective communication skills for leaders. A critical function of a leader is to represent your organization not only internally, but also to external audiences, such as the media, other organizations, stakeholder groups, the public, and government. This highly interactive course will improve skills in communicating messages plainly and concisely to both internal and external audiences.

MGMT 92 \$367.00 Online, starts Jan 11 and May 10

Leadership & Career Management 🖱️

Especially of interest to those in a unionized workplace, this course will help to develop effective supervisory strategies and an awareness of labour relations issues. This course will focus on two important topics; strategies for effective supervision and supervising in a unionized environment. Employment standards, health and safety and human rights legislation will be covered as well as the Labour Relations Act, an overview of union organizing, components of a typical collective agreement and the grievance process.

MGMT 136 \$347.20 Online, starts Jan 11 and May 10

Leadership in a Team Environment 🖱️

Examine the skills and abilities needed to lead a team-based organization. Understand the competencies, tools 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.

BUSN 127 \$367.00 Online, starts Jan 11 and May 10

Managing Performance - LDS 🖱️

This subject will focus on performance analysis, counselling, constructive feedback, conflict resolution, performance management systems and overall strategies for performance management.

MGMT210 \$268.00 Online, starts Jan 11 and May 10

Principles Of Buying

This course is an introduction to the purchasing function and how it forms a necessary segment of any modern organization. Many aspects of purchasing will be covered including objectives and organization, quality description, price determination, evaluating suppliers, contracts and the legal aspects of purchasing.

Note: There are no pre-requisite courses, however, students should have a general knowledge of sound business practice. Operations Management BUSN 20 and Intro to Materials Management MTRL 11 are recommended.

MKTG 22 \$297.00

Ptbo (Sutherland) Tue, Jan 8 – Apr 16 5:00 – 8:00pm

Project Management - LDS 🖱️

Leadership today involves all aspects of an organization and multiple skills, duties and responsibilities. This course is designed to meet the needs of leaders in any organization who may be new to project management or who have not had formal project management training. This course provides the practical knowledge to start and complete a project successfully from a leadership perspective. Learn how the elements of the Project Management Body of Knowledge are applied during each phase of a project's life cycle and the implications of project management on leadership within an organization. This will help establish priorities and effectively manage your projects and project teams.

MGMT 209 \$268.00 Online, starts Jan 11 and May 10

Starting Your Own Business Workshop

Why do so many businesses fail? Too many entrepreneurs are snared by what author, consultant and writer of a book called 6 Secrets to Start-up Success, John Bradberry calls "the passion trap." The very thing that drives them is the very thing that can lead them astray, he says. This workshop will take you through step-by-step: what you need to know, where to find the information and the questions you need to answered to start smart. The emphasis is on the most important issues to consider.

BUSN 158 \$68.25

Haliburton Sat, Feb 23 9:00am – 5:00pm

How to Start a Small Business 🖱️

This course will guide you through the process of setting up a business including: 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.

BUSN 102 268.00 Online, starts Jan 11 and May 10

Write Your Own Business Plan Workshop

Learn about the components of a business plan during this interactive workshop. Find out how, what and where to research to complete your plan and expand your business idea. You will be introduced to a basic business plan outline that is easy to follow.

BUSN 157 \$68.25

Haliburton Sat, Mar 2 9:00am – 5:00pm



Green Business Management Post-Graduate Certificate – ONLINE AND IN-CLASS New!

Program Code: GBM

Prepare to lead a culture of sustainability.

A hybrid approach to program delivery combining some on-site with extensive online learning technologies is being used to accommodate a wide range of interested individuals, including those who are unable to attend courses full time.

Is This for You? This innovative certificate is created for College and University students who graduated from Business, Management or Environmental programs and who are passionate about creating a more responsible workplace. You will add a highly attractive additional skill set in sustainability to your formal education background.

The program will be particularly attractive to:

- Managers and leaders who are tasked with leading sustainability and green practices in the business and industrial sector.
- Entrepreneurs in the green product or service business or those who wish to add sustainability to a traditional product or service business
- Recent business graduates keen to add sustainable business practices to their tool kit; and
- Recent environmental studies graduates seeking to apply their ecological education to the business world.

Certificate Highlights: This post-graduate certificate is designed to assist those interested in supporting and implementing broad-based business sustainability to develop the knowledge, tools, guidelines, techniques and practices to do just that. The program of study includes:

- Flexibility: in-class components and online study
- Completion of a comprehensive business plan
- Culminating Applied Project with an industry partner
- Focus on pragmatic, ROI and change management aspects of green business

Career Prospects: Sustainability leaders in the global community are pushing for “Green Business Management” to be the norm rather than the exception. With this certificate you may be on your way to a new and exciting Green Business Leader Career as:

- Sustainability Coordinator or Manager
- Environmental Leader
- Program Manager – Green Products
- Sales and Marketing of Green Products and Services Categories
- Corporate Social Responsibility Advisors

Admission Requirements: The minimum admission requirement for this program is an Ontario College Diploma or an undergraduate university degree in a business or environmental related field. Professionals who are currently in management and professionals with equivalent related work experience will also be considered for admission on an individual basis.

A high level of comfort in computer/internet skills is recommended.

For more information or to register, contact Colleen Johnston at 905-372-6865 ext. 5000 or coljohns@flemingc.on.ca

Core Courses	
MGMT 193	Sustainability Principles, Models and Tools ✓
MGMT 194	Corporate Social Responsibility ✓
MGMT 195	Sustainability Standards, Practices and Processes ✓
MGMT 196	Workplace Sustainability
MGMT 197	Opportunities in the Green Economy ✓
MGMT 198	Implementing Change
MGMT 199	Comprehensive Sustainability/Business Plan
MGMT 200	Applied Project

✓ offered this calendar

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Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Corporate Social Responsibility

Analysing critical issues and international best practices of environmentally sustainable organizations in the field of corporate social responsibility (CSR), learners will identify and develop strategies to manage risk and uncertainties in the global economy and natural and social environments while responding to the increasing demand for ethical and socially responsible business management behaviour. Working with a ‘Partner Organization’, learners evaluate the effectiveness of the policies and processes their Partner Organization has developed, and procedures and practices designed, to identify and accept responsibility for the impacts of its decisions and activities on the social and natural environment. The Partner Organization’s policies, processes, procedures and practices will be examined with respect to how they contribute to sustainable development, take into account the expectations of stakeholders, are in compliance with applicable laws and consistent with international norms of behaviour.

MGMT 194 \$339.84

Format: in-class & online

Cobourg Jan 8 – Mar 30 only 2 days in class at beginning and end – in-class dates:
Sat, Jan 12 & Mar 23 9:00am – 4:00pm

Opportunities in Green Economy

With a focus on growth and development of the Green Economy, this course examines market knowledge as well as marketing strategies and skills for entrepreneurs who are starting a new environmentally sustainable business, and for managers in existing organizations who are looking at environmentally sustainable initiatives for competitive advantage. Students develop and apply a business case framework to launch a new business, or to enhance the performance of an existing organization, that subscribes to environmentally sustainable practices and meets a market need for Green products or services. Analysing Green market trends, opportunities and issues through a variety of approaches, including class presentations from successful entrepreneurs and managers in environmentally sustainable organizations, students undertake appropriate market and financial feasibility analysis to identify attractive opportunities for a Green business idea with a physical or web-based presence. Students will also learn the process to apply for public sector and NGO grants and other financial support for environmentally sustainable business opportunities or projects.

MGMT197 \$339.84

Format: in-class & online

Cobourg Apr 8 – Jun 29 only 2 days in class at beginning and end – in-class dates:
Sat, Apr 6 & Jun 22 9:00am – 4:00pm

OFFICE AND ADMINISTRATION

Office Administration Certificate – ONLINE

Is This for You? If you are not confident in using business software, such as the Microsoft Suite of programs, but enjoy multitasking and developing interpersonal relationships, this certificate will give you the skills you need to become a valued administrative member of an office team. If you already possess some knowledge of business software, this certificate allows you to upgrade your skills to a more advanced level.

Certificate Highlights: Office Administration has evolved into a multi-tasking job that can include a variety of manual and electronic tasks, spreadsheet and basic financial management, as well as customer service and interpersonal relations. This program will build your skills in today's most commonly-used office computer applications and in the project management skills required by today's employers.

Career Prospects

- Front line / reception staff
- Office Assistant
- Office Administration
- Information Management
- Professional development

Core Courses	
COMP 220	Microsoft Word Specialist* – see Computer section
COMP 221	Microsoft Excel Specialist* – see Computer section
BUSN 55	Office Technology & Procedures
COMM 59	Organizational Business Communications
MGMT 21	Introduction to Project Management – see Business Section
BUSN 31	Building and Maintaining Customer Relationships
Electives (Choose 3)	
ACCT 38	Accounting Basics 13 – see Business Section
BUSN 153	Critical & Creative Thinking
COMP 216	Microsoft Access Specialist* – see Computer Section
COMP 164	Microsoft Excel Expert*
COMP 289	Project Management & Scheduling Software (Microsoft Project)
COMP 158	Desktop Publishing for Business – see Computer Section
ACCT 47	Simply Accounting – see Business Section

* Participants with existing basic skills in these programs can elect to take the more advanced course.

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Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Building and Maintaining Customer Relationships

Develop your 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. It will be of interest to anyone who works with customers, either internal or external, on a daily basis.

BUSN 31 \$386.80 Online, starts Jan 11 and May 10

Critical and Creative Thinking

These skills are valued in every company and organization. Practice creative thinking and reasoning techniques and apply these skills to help analyze and respond appropriately to a wide variety of personal and work situations.

BUSN 153 \$268.00 Online, starts Jan 11 and May 10

Office Technology & Procedures

Become proficient in a broad range of office tasks, including Internet research and reporting, e-mail messages, time and stress management, telecommunications, office reception and customer service, meetings and travel arrangements, office mail procedures and records management.

BUSN 55 \$439.60 Online, starts monthly

Organizational Business Communications

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

COMM 59 \$367.00 Online, starts Jan 11 and May 10

Project Management & Scheduling Software (Microsoft Project)

The functions of project planning and scheduling, resource allocation and costing, progress monitoring and reporting are explored in detail. Move from a basic to an advanced level of familiarity with the functions of Microsoft Project 2010, a typical project management software. Prior experience with project management concepts is recommended.

COMP 289 \$386.80 Online, starts monthly

HUMAN RESOURCES

Human Resources Management Certificate – ONLINE OR IN-CLASS

Is This for You? Human Resources is the perfect vocation for your interest in teamwork and tactful communication, your problem solving skills and your passion for policies and processes.

Certificate Highlights: This certificate gives you a skill set that includes up-to-date Canadian regulations and policies, working with the different levels of an organization, compensation administration, recruitment, training, labour relations and other key HR components.

Career Prospects

- HR Assistant/Clerk
- Payroll Clerk
- Benefits Administration
- Recruitment and Selection
- Labour Relations
- Workforce Planning
- Training & Development
- Occupational Health & Safety Coordination
- Advancing from a clerical position into Human Resources
- Completion of the Certified Human Resources Professional (CHRP™) designation

Competent computer skills are recommended whether you take your courses in-class or online.

IN-CLASS		ONLINE EQUIVALENT	
Core Courses			
MGMT 1	Compensation Administration	MGMT 23	Compensation Management ✓
ACCT 11	Finance & Accounting	ACCT 44	Intro to Financial Management Accounting ✓
MGMT 17	Recruitment & Selection	MGMT 35	Recruitment & Selection ✓
MGMT 7	Human Resources Administration	MGMT 30	Human Resource Management Principles ✓
MGMT 8	Human Resources Planning ✓	MGMT 33	Human Resources Planning and Development ✓
MGMT 10	Industrial Relations ✓	MGMT 22	Industrial Relations ✓
MGMT 15	Occupational Health & Safety	MGMT 36	Occupational Health and Safety ✓
BUSN 21	Org. Theory, Structure & Design	MGMT 32	Intro to Business Management & Organizational Behaviour ✓
MGMT 18	Training & Development ✓	MGMT 31	Training & Development ✓

✓ offered this calendar

Fleming's Certificate and the CHRP™ Designation

All HRM courses have been approved as academic credits by the Human Resources Professionals Association (HRPA) and thus qualify as credits for the National Knowledge Exam (NKE™) set by the Canadian Council of Human Resources Associations (CCHRA). To write the NKE exam, the passing of which is mandatory to attain the CHRP designation, an overall average of at least 70 percent must be attained in the nine required courses, with no mark less than 65 percent. Attaining CCHRA recognition requires joining a provincial HR association (such as HRPA) and passing the NKE. As of January 2011, qualifying to write the NKE also requires prior completion of a Degree. In Ontario, the acquisition of three years of experience in the field at a professional/supervisory level is also necessary for the CHRP designation.

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Compensation Management

This course introduces the foundation of the reward systems found in all organizations, whether profit or not-for-profit. You will examine 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.

MGMT 23 \$367.00 Online, starts Jan 11 and May 10

Human Resource Management Principles

Explore the strategic importance of HR management, job analysis and design, planning, recruitment and selection, government and legal challenges, orientation and training, management development and career planning, employee motivation, performance appraisal, compensation management, financial incentives, employee benefits and services, employee relations and the Union-Management framework.

MGMT 30 \$527.30 Online, starts monthly

Human Resources Planning and Development

Learn how to forecast the human resource needs of an organization within ambient socio-political situations. Prior learning or work experience in the Human Resources field is highly recommended.

MGMT 33 \$347.20 Online, starts Jan 11 and May 10
 MGMT 8 \$297.20
 Cobourg Tue, Jan 8 – Apr 16 6:00 – 9:00pm
 Mon, Feb 25 – Jun 10 6:00 – 9:00pm

Industrial Relations 🛠️

Delve into the environmental influences in Canadian union-management relations, the combination of power, reason, communications, politics and attitudes, significant bargaining issues and their economic implications, collective bargaining process, preparation for negotiations, strategies at the bargaining table, principles of negotiation, understanding and administering the collective agreement, grievances, and the arbitration process. Prior learning or work experience in Human Resources Management Principles is highly recommended.

MGMT 10 \$297.00

Ptbo (Sutherland) Tue, Jan 8 – Apr 16 5:00 – 8:00pm

MGMT 22 \$347.20 Online, starts Jan 11 and May 10

Intro to Business Management & Organizational Behaviour 🛠️

An examination of the Canadian business environment and the management decision making process as an integral component of organizational behaviour. Pre-requisite: Human Resources Management Principles or similar work experience.

MGMT 32 \$347.20 Online, starts monthly

Introduction to Financial Management Accounting 🛠️

Learn financial and management accounting concepts and techniques, focusing on the relationships between management of performance and basic management functions of planning, coordination and control. It is recommended that students have a basic knowledge of accounting before taking this subject.

ACCT 44 \$347.20 Online, starts monthly

Occupational Health and Safety 🛠️

Explore technical, legislative, political, and personal issues surrounding workplace health and safety. Examine the Occupational Health and Safety Act of Ontario, Workplace Safety and Insurance Board (WSIB) and the Workplace Health and Safety. Topics include WHMIS, transportation of dangerous goods, accident prevention and investigation, physical and biological agents, and the management of Occupational Health and Safety programs

MGMT 36 \$367.00 Online, starts Jan 11 and May 10

Recruitment and Selection 🛠️

Gain an understanding of how recruitment and selection fits into the broader organizational structure, processes, and goals of an organization and how this function is related to the other functions of HR management. Identify HR requirements and attract and retain an effective workforce. A background in a prior learning in Human Resources Management is recommended.

MGMT 35 \$347.20 Online, starts monthly

Training and Development

This course is based on the premise that people are the most valuable resource of the organization. One of the mandates of the Human Resources Department is to develop and administer policies, practices and procedures that will provide for the effective training and development of employees to ensure that the organization achieves its goals and objectives and that employees fulfill their maximum career potential. This course will provide participants with skills in the areas of assessing staff training needs, designing and administering staff training and development programs, as well as evaluating the effectiveness of such programs.

Note: This course has been approved by the Human Resources Professionals Association (HRPA) as a credit in the Canadian Council of Human Resources Associations' (CCHRA's) national certification program. To qualify to write the National Knowledge Exam, it is necessary to attain an overall average of 70 percent in the nine subjects covered, with no grade of less than 65 percent.

Note: Prior to enrolment in this course, it is recommended that participants have attained the learning outcomes of Human Resources Administration (MGMT 7) and Communications - Report Writing (COMM 6).

MGMT 18 \$297.00

Ptbo (Sutherland) Thu, Jan 10 – Apr 19 5:00 – 8:00pm

MGMT 31 \$527.00 Online starts monthly

Benefits Administration 🛠️

This comprehensive course covers the Canada Pension Plan, Workers' Compensation, government health plans, pension programs, insurance, contractual benefits such as rest periods, vacations and sick leaves and volunteer benefits such as social, recreational, and cultural activities and counseling. Also addressed are costing, program design, EAPs and special programs such as retirement planning and fitness projects.

MGMT 118 \$347.20 Online, starts Jan 11 and May 10



ACCOUNTING AND BOOKKEEPING

Small Business Accounting Certificate – ONLINE

Is This for You? This career is ideal for those with an eye for detail and organization, a good grasp of mathematics and basic computer use, as well as a professional attitude toward business processes.

Certificate Highlights: This certificate gives you a skill set that includes the day-to-day financial operations tasks carried out by small- to medium-sized businesses. It has been developed in conjunction with the Canadian Institute of Bookkeeping (CIB).

Career Prospects

- Accounting Clerk
- Accounts Receivable/Payable
- Bookkeeper
- Payroll Clerk
- Salary Administration
- Freelance Bookkeeper
- Tax Preparation
- Manage your own home business
- Work in wholesale, service or retail industries

ONLINE	
ACCT 38	Accounting Basics 1 ✓
ACCT 39	Accounting Basics 2 ✓
ACCT 47	Simply Accounting ✓
ACCT 44	Intro to Financial Management Accounting ✓
FINA 03	Taxation 1 ✓
Electives (Choose 3)	
MGMT 24	Payroll Administration ✓
COMP 239	Computers 1 – Introduction ✓ – see Computer section
MGMT 107	Small Business Financial Management ✓
COMP 221	Microsoft Excel – Specialist ✓ – see Computer section
COMP 220	Microsoft Word – Specialist ✓ – see Computer section

✓ offered this calendar

Participants must have basic Windows computer and Internet skills (managing files and folders, keyboarding, email and Internet searches).

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Accounting Basics 1

Topics include recording business transactions, preparing financial statements, end-of-period adjustments, accounting for merchandising firms, accounts receivable, cash management and an introduction to financial ratios. Software requirements: Microsoft Word and Excel

ACCT 38 \$367.00 Online, starts monthly

Accounting Basics 2

This is the continuation of the basic financial accounting course. Topics covered include receivables, capital assets, current and long-term liabilities, corporations, partnerships, statement of cash flow and financial statement analysis. Pre-requisites: Accounting Basics 1. Software requirements: Microsoft Word and Excel.

ACCT 39 \$367.00 Online, starts monthly

Introduction to Financial Management Accounting

Learn financial and management accounting concepts and techniques, focusing on the relationships between management of performance and basic management functions of planning, coordination and control. Recommended: Basic bookkeeping skills, Human Resource Management.

ACCT 44 \$347.20 Online, starts monthly

Payroll Administration

Learn all facets of payroll administration, such as maintaining payroll records, salaried; hourly; commission and contract workers; taxable benefits, deductions; preparation of payroll journal entries; preparation of Record of Employment; preparation of T4's and T4 Summary; Workers' Compensation; Employment Standards; and Computerized Payroll. Pre-requisite: Accounting Basics 1.

MGMT 24 \$347.20 Online, starts monthly

Simply Accounting

This beginner course will help you move finances from paper-based into digital processes and maintain existing records in that format. It is not intended to be an accounting course. Pre-requisite: knowledge of accounting principles and manual bookkeeping. Course textbook includes a trial version of the software. Advanced course ACCT78 also available online.

ACCT 47 \$268.00 Online, starts Jan 11 and May 10

ACCT 37 \$198.00

Cobourg Tue, Feb 5 – Apr 9 6:00 – 9:00pm

Small Business Financial Management

Advance from an accounting technician or a financial specialist to a role as entrepreneur, acting as a general manager. Emphasis is on developing a broad understanding of those accounting and financial management concepts and terminologies which will serve you in the course of starting and operating a small business.

MGMT 107 \$439.60 Online, starts Jan 11 and May 10

Taxation I

This is an introductory course to Canadian federal income tax. Topics: 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. Pre-requisite: Accounting Basics 1 or equivalent skill set.

FINA 3 \$367.00 Online, starts monthly

Bookkeeping for a Small Business

This indispensable course for small business owners shows you how to set up a simple set of business records that meet government requirements. Topics include transactions, journals, ledger and financial statements, and government regulations concerning HST and EI.

ACCT 36 \$198.00

Ptbo (Sutherland) Mon, Jan 7 – Mar 18 6:30 – 9:30pm

Haliburton Tue, Jan 29 – Apr 2 6:30 – 9:30pm

Records & Information Management Certificate – ONLINE New!

Is This for You? Records and Information Managers are analytical and technically oriented. They have good oral and written communication skills and strong interpersonal skills. In this position you will interact with internal and external contacts while managing records-related projects and keeping up-to-date with regulations and information technology.

Certificate Highlights: Records and Information management is affected by changes in regulations, technology, organizational needs and community needs. A good records and information manager needs to be armed with the latest skills and knowledge in best practices, regulated processes and cost efficiencies to support their organization and its stakeholders.

Career Prospects

- Archivist
- Research & Reporting
- Information Management
- Library technician
- Systems security
- Professional development for office and information technology staff

ONLINE	
Core Courses	
COMP 436	Microsoft Office – see Computer section
MGMT 164	Records & Information Management Fundamentals
MGMT 162	Archives
MGMT 163	Document Management Technology
MGMT 161	Active Records Management
COMM 51	Researching and Reporting
Electives (Choose 1)	
BUSN 55	Office Technology & Procedure – see page 17
MGMT 165	Management Information Systems
COMP 216	Microsoft Access Specialist* – see Computer section
COMP 221	Microsoft Excel Specialist* – see Computer section

* Participants with existing basic skills in these programs can elect to take the more advanced course.

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.calcon-ed for more information.

Active Records Management

An introduction to skills and techniques needed to effectively manage and control active records in various formats. You will examine file plan development, typical filing systems, storage systems and equipment, and file management procedures. Pre-requisite: Records & Information Management Fundamentals.

MGMT161 \$327.40 Online, starts Jan 11 and May 10

Archives

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.

MGMT 162 \$327.40 Online, starts May 10

Document Management Technology

Explore how electronic documents, imaging and micrographic technology can be applied to records management, short and long term storage and retrieval for active and inactive documents. Topics include metadata, life expectancy of electronic storage media, secure storage media, migration and image file formats.

MGMT 163 \$327.40 Online, starts Jan 11 and May 10

Management Information Systems

Gain an understanding of management and leadership styles and develop your own personal style in managing the many practical aspects of a business operation, and providing leadership by motivating, empowering, and supporting staff. Problem solving and team building skills are essential.

MGMT 165 \$347.20 Online, starts Jan 11 and May 10

Records & Information Management Fundamentals

This is an introduction to the records lifecycle and establishes a solid bases 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.

MGMT 164 \$327.40 Online, starts May 10



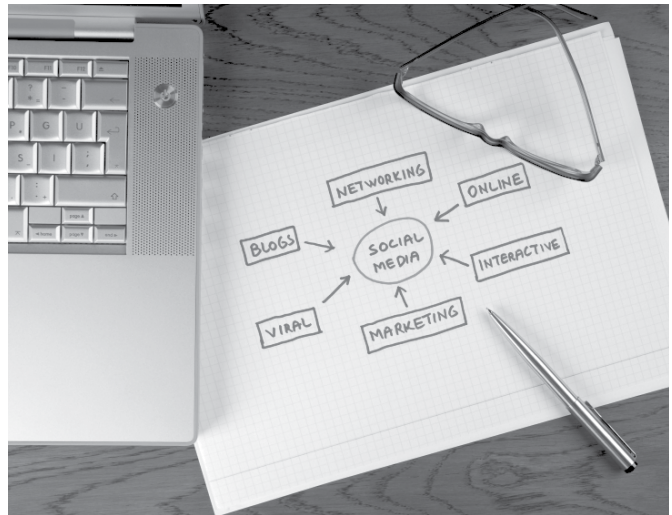
Ready to Register?

See page 68 for details.

SOCIAL MEDIA

Social Media Marketing Series for Small Business Owners

Social media technologies have changed the way we consume, converse, inform and get informed. They have forced a cultural shift, become mainstream and are here to stay. If your business has not implemented a social media campaign yet, these courses will help you cut short the trial-and-error learning curve to give you hands-on instruction in developing your strategy. You'll walk away with a clear idea of how to use social media tools for your business.



MKTG 111	Social Media for Business ✓
MKTG 112	How to: Navigate the Blogosphere ✓
MKTG 113	Executing a Sound Facebook Fan Page Campaign
MKTG 114	How to: Measure Social Media Effectiveness
MKTG 115	Get Found Online: SEO for Business 101
MKTG 117	Viral Marketing with YouTube
MKTG 118	Twitter: From Conversation to Conversion ✓
MKTG 127	How to: Build Your Own Website Workshop

✓ offered this calendar

How to: Navigate the Blogosphere

Get hands-on instruction in using blogs to market your product and services. Learn to use Wordpress, the world's #1 blogging software to write for the web and market your blog. Please have your own hosted installation of Wordpress ready before class to get the most out of this course.

MKTG 112	\$66.00		
Cobourg	Wed, Feb 6 – Mar 6	6:00 – 8:00pm	

Social Media for Business

Create your online presence, using LinkedIn, Twitter and geolocational platforms, from Facebook to foursquare. Manage your profiles seamlessly and efficiently to maximize your return, and find out how to track your brand online to measure progress and improve your marketing campaign. Your instructor, a successful web entrepreneur, will reveal the tips and tricks vital to making a splash on the social media scene.

MKTG 111	\$66.00		
Cobourg	Thu, Feb 7 – Mar 7	6:00 – 8:00pm	

Twitter: From Conversation to Conversion

Tweet for business or pleasure and follow the conversations that interest you. Learn the mechanisms of Twitter including speaking the language of today's winning corporations for greater customer engagement and product exposure.

MKTG 118	\$66.00		
Ptbo (Sutherland)	Mon, Feb 25 – Mar 18	6:00 – 8:30pm	
Cobourg	Mon, Apr 15 – May 6	6:00 – 8:30pm	



COMPUTERS

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

A+ Essentials – Hardware

Gain a greater understanding of typical PC components and their relationship to computer operating systems and peripherals. Hands-on experience in diagnosis and troubleshooting helps prepare you to service PCs and related equipment. This course prepares you for the A+ Hardware certification exam. It is recommended that you complete this course before taking the A+ Operating System course.

COMP 260 \$439.60 Online, starts Jan 11 and May 10

A+ Essentials – Operating Systems

This course along with A+ Essentials – Hardware, provides the fundamentals 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 you to write the core CompTIA A+ Essentials Exam.

COMP 282 \$413.20 Online, starts Jan 11 and May 10

Adobe Dreamweaver (formerly Macromedia Dreamweaver)

One of the most popular web page editors, Adobe Dreamweaver offers an easy way to create pages quickly using a point-and-click interface. Building on your basic knowledge of web design concepts, you will learn how to set up this software to suit your preferences, create a site, and learn to use the wizards and time-saving features of Dreamweaver to insert interactive features into your web pages. Prerequisite: Web Design Basic, file management skills.

COMP 132 \$198.00
Ptbo (Sutherland) Wed, Apr 3 – Jun 5 6:00 – 9:00pm

Adobe Dreamweaver (Web Page Authoring)

Learn to customize the working environment, create sites and documents, develop navigation, site management, typography, images, tables, using layers, using frames, creating forms, CSS (cascading style sheets), rollovers and behaviours. Recommended: Knowledge of HTML. Adobe Dreamweaver Advanced (COMP 228) also available online.

COMP 218 \$268.00 Online, starts Jan 11 and May 10

Adobe Illustrator – Digital Illustration & Design

This course will help develop your skills and knowledge in creating digital files for graphic design projects using Adobe Illustrator. As the graphic design industry changes through the development, advancement and integration of computer technology, the importance of learning Adobe Illustrator for the design and production of digital files becomes evident. Software required: Illustrator CS4 or newer.

COMP 435 \$347.20 Online, starts Jan 11 and May 10

Adobe Photoshop – Basic

Adobe Photoshop is the professional image-editing standard used in today's workplace. Learn how to use the many powerful and exciting creative tools to manipulate, repair and improve photographic images to help you achieve extraordinary results for both print and web applications.

COMP 121 \$198.00
Ptbo (Sutherland) Tue, Jan 22 – Apr 2 6:30 – 9:30pm

Adobe Photoshop – Level 1

Discover the user interface of this image edition software, manipulate photographic images, use special tools to control such functions as colorizing, blurring, distorting, adding text, layers, combining images, and understand the process of preparing the file for output to hardcopy. Software: CS4 or CS5. Adobe Photoshop Level 2 (COMP302) also available online.

COMP 167 \$347.20 Online, starts Jan 11 and May 10

Computers I – Introduction

This course will familiarize you with both the hardware and software of their computer system using the Windows environment. File management, security risks and the basics of using Microsoft Word and Excel are covered. Software required: Microsoft Office 2007 or 2010

COMP 239 \$347.20 Online, starts Jan 11 and May 10

Desktop Publishing for Business

Using Microsoft Word, you will learn to combine basic design principles and techniques to produce a variety of printed matter, such as stationery, business cards, posters, newsletters, resumes, and more. This is a practical, hands-on course that will place emphasis on producing real-life, professional materials using specific desktop publishing terminology and document-handling techniques. Software required: Microsoft Word 2007 or 2010.

COMP 158 \$491.96 Online, starts Jan 11 and May 10

Developing Web Applications with ASP.NET and C#

Building on fundamentals of C programming, this course introduces students to Web application development and database connectivity. Coursework emphasizes how to create the basic, dynamic, and advanced ASP.NET pages in Microsoft's C programming language, and how to interact with the database using ADO.NET. Pre-requisite: Introduction to C Programming.

COMP 267 \$347.20 Online, starts Jan 11 and May 10

Dynamic Web Sites with AMP (Apache, MySQL and PHP)

Build dynamic and secure ecommerce websites, using the AMP (Apache web server with PHP scripting and a MySQL database) installing and developing applications with PHP (Apache being the web server and MySQL as a back end database server). Required software for this course is free and will be downloaded during the course. Pre-requisites: HTML Intermediate.

COMP 437 \$439.60 Online, starts Jan 11 and May 10

Pre-requisites: All computer courses except for beginner sessions require a basic understanding of computer operations at the home user level. You should know how to access programs on your computer and manage your data files.

All online courses require you to be comfortable with using the Internet, sending attachments and using web-based applications such as user forums (discussion groups). A high-speed Internet connection is recommended.

For more information about online learning at Fleming, please see page 4 or visit www.flemingcollegeonline.com. Some courses have additional requirements which are noted in the description.

Flash – Intro

Gain understanding and practice using 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. Flash Intermediate (COMP261) also available online.

COMP 229 \$269.00 Online, starts Jan 11 and May 10

HTML Intermediate

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. Pre-requisite: HTML Introduction.

COMP 284 \$334.00 Online, starts monthly

HTML Introduction

Acquire the fundamentals 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.

COMP 303 \$334.00 Online, starts monthly

Internet Essentials

Master basic Internet skills. Learn how to use the Internet and e-mail, how to find specific information on the Web and how to browse the Web using popular browsers.

COMP 193 \$347.20 Online, starts Jan 11 and May 10

Introductory Computing

Working in the Windows 7 environment, this computer course introduces the student to computer basics (computer terminology, e-mail, file management) and the application and use of word processing, spreadsheet, and presentation software using Microsoft Office 2010. Through the extensive use of hands-on activities, students will gain sufficient knowledge and experience to make productive use of computers as a tool in the college and workplace environments.

COMP 345 \$297.00
Ptbo (Sutherland) Thu, Jan 10 – Apr 18 5:00 – 8:00 pm

Intro to E-Business

Develop an understanding of the current practices and opportunities in electronic publishing, electronic shopping, electronic distribution, and electronic collaboration. Security, authentication, privacy, encryption, safeguarding of intellectual property rights, acceptable use policies, and legal liabilities are explored.

COMP 208 \$367.00 Online, starts monthly

iPhone Application Development

Become familiar with all aspects of planning, developing and testing mobile applications for the iOS platform. This course will familiarize the student with aspects of planning, developing and testing for the iOS platform. It will emphasize the creation of applications using the Objective-C programming language, as well as programming techniques for achieving effective interaction on iPhones and iPads. Writing cutting-edge applications that feature innovative user interaction techniques, sensor movement, messaging, and multimedia will be introduced. Participants must have Intermediate skills in Java, My SQL and use a Mac with xCode.

COMP 513 \$307.60 Online, starts Jan 11 and May 10

Java Introduction

Designed for the beginning programmer, this course provides you with a guide to developing applications and applets using the Java programming language. Become familiar with object-oriented programming concepts including: creating and using classes and methods, loop structures, string method, If/then/else, JOptionPane Class, arrays and creating basic Java Applets. Software: JAVA SDK, JAVA IDE – both free downloads. Java Intermediate (COMP 1) is also available online.

COMP 205 \$334.00 Online, starts monthly

Javascript

Explore JavaScript 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. You will be able to apply fundamental JavaScript to deliver dynamic content to WEB based programs. Pre-requisites: Knowledge of HTML and CSS.

COMP 151 \$347.20 Online, starts Jan 11 and May 10

Microsoft Access 2010

Learn to manage customer lists, inventories, research information and so much more. Explore the potential of this popular database management package as you work with new data or by integrating data from other Windows applications. Use queries to easily create forms and reports and manage output effectively. Prerequisite: Basic Windows skills. Recommended: File management skills.

COMP 130 \$198.00
Ptbo (Sutherland) Wed, Jan 16 – Mar 20 6:00 – 9:00pm

Microsoft Access Specialist (a basic course)

Create customer databases, inventory-management systems or web-based searches, relational databases with which you can add, display and edit records. Use features such as sorting, indexing files and data queries. Course material covers 2007 to 2010 versions. Microsoft Access Expert (advanced) COMP188 also available.

COMP 216 \$268.00 Online, starts monthly

Microsoft Access 2010 Intermediate

Build on your basic knowledge of the Microsoft Access database program. This course is designed to cover the finer features of Access including designing forms and reports: using expressions in reports: creating advanced queries: utilizing the Access Wizards: macro basics: and using pictures, graphs and other objects. Prerequisite: Access Basic and file management skills.

COMP 131 \$198.00
Ptbo (Sutherland) Wed, Mar 27 – Jun 5 6:00 – 9:00pm

Microsoft Excel 2010 Basic (in class)

Manage lists, your household budget, or your company's financial forecasts with this powerful software. Learn how Excel combines basic mathematical spreadsheet functions with exceptional presentation, charting and analytical features. Required: Basis Windows skills. Recommended: File management skills.

COMP 137 \$198.00
Ptbo (Sutherland) Tue, Jan 15 – Mar 19 6:00 – 9:00pm
Cobourg Thu, Apr 18 – Jun 20 6:00 – 9:00pm

Microsoft – Excel Specialist (a basic course)

Learn to produce powerful, professional spreadsheets and graphics. Create, edit, format and print spreadsheets. Learn how to use sorting, charts, formulas and functions to facilitate your marketing, budgeting and projecting needs. Course material covers Excel 2007 to 2010. Microsoft Excel Expert (advanced) COMP 164 also available.

COMP 221 \$268.00 Online, starts monthly

Microsoft Excel 2010 Intermediate (in class)

So much more than just numbers! Explore the vast capabilities of the database component within this application. Sorting, macros, graphing and drawing techniques will be explored to add to your proficiency within this sophisticated package. Prerequisite: Basic Excel course, file management skills.

COMP 138 \$198.00
Ptbo (Sutherland) Tue, Apr 9 – Jun 11 6:00 – 9:00pm

Microsoft – Office 2007 – 2010

Familiarize yourself with the applications contained in the Microsoft Office Pro Edition, which contains Word, Excel, PowerPoint, Access and Outlook. Software required: MS Office 2007 or 2010 Professional or Ultimate edition.

COMP 436 \$347.20 Online, starts monthly

Microsoft PowerPoint

Become skilled using pull-down menus, toolbars and dialogue boxes in MS PowerPoint for Windows. PowerPoint as a presentation program allows you to create colorful graphics and text slides along with reports for your projects. Course material covers 200 to 2010 versions.

COMP 226 \$268.00 Online, starts monthly

Microsoft Publisher 2010

Explore the basics of this desktop publishing software, including creating a publication, formatting text and layout, and adding images. Course material covers the 2010 version of this software.

COMP 259 \$268.00 Online, starts Jan 11 and May 10

Microsoft Windows 7

Improve your computer skills to make the most of this operating system. Learn how to customize the Desktop and use the programs that come with Windows. Set up your own applications for easier access and install software. Learn to search for and manage files and folders and to use the communication and multimedia systems available through Windows and the Internet. Although this is a beginner course, you will need to use your computer to access it. Software: Microsoft Windows 7

COMP 463 \$268.00 Online, starts monthly

Microsoft – Word Specialist (a basic course)

Learn to create, edit, format and print documents. Use paragraph, page and character formatting commands. Create multiple page documents with tables and desktop publishing using MS-Word. Course material covers both 2007 and 2010 versions. Software: Word 2007 or newer. Microsoft Word Expert (advanced) COMP 196 also available.

COMP 220 \$268.00 Online, starts monthly

MySQL Databases

Focus is on creation, modification, implementation, and maintenance of MySQL and MSSQL databases, as well as how these databases interface with internet applications and database servers.

COMP 498 \$347.20 Online, starts Jan 11 and May 10

Programming for Absolute Beginners

If you have never written a computer program and have wondered how to do it, here is an opportunity for you to get started. Learn how to store information in the computer, how to determine what the computer does next, and how to get information into and out of the computer. Upon successful completion of this course, you will have a general understanding of what is involved in computer programming. You will need access to a C compiler for this course.

COMP 262 \$268.00 Online, starts Jan 11 and May 10

Programming in C

Introduction to structured programming and problem solving techniques using C. Gain a foundation for other programming courses, including C++. Many aspects of C, from variable, simple operations, and flow control to input/output, arrays, pointers, strings, and structures are covered. Prior computer programming experience is not necessary, but please be aware that this is a fast paced intensive course. You will need access to a C compiler.

COMP 176 \$367.00 Online, starts Jan 11 and May 10

QuickBooks

This user-friendly accounting Package by Intuit is perfect for home or small businesses. Learn to manage basic accounting tasks, create budgets, pay bills on terms, carry inventory, generate reports and statements, manage payroll and integrate financial data into other software. Prerequisite: Basic windows skills.

COMP 245 \$198.00
Haliburton Wed, Jan 30 – Apr 3 6:30 – 9:30pm

QuickBooks Introduction

QuickBooks is designed for the small to mid-sized business owner. 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. Setting up a Payroll, editing employee data, and processing payroll and government data are also explored. QuickBooks Advanced (COMP297) also available.

COMP 283 \$347.20 Online, starts monthly

Visual Basic – Introduction

Focus on the general principles of computer programming, including 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. Learn how to write computer programs, using a high level language, to solve typical business problems. Software required: Microsoft Visual Studio is bundled with the required textbook. Pre-requisite: Programming in C or other programming language.

COMP 219 \$439.60 Online, starts Jan 11 and May 10

Web Site Design – Basic

This hands-on course offers a solid introduction to web page design, web graphics, and publishing your web page. Whether designing for personal use or business, you will use text, graphics and hyperlinks to create a few basic web pages and learn about providing quality content for your web site visitors. Discover different types of software used to create web sites and how to find the ones that are right for you. Prerequisites: Basic Windows skills, file management skills.

COMP 134 \$198.00
Ptbo (Sutherland) Wed, Jan 16 – Mar 20 6:00 – 9:00pm

Web Site Design - Intermediate

Building on your basic knowledge of web design and HTML, take the next steps toward professional-looking sites. Take advantage of the power and flexibility of Cascading Style Sheets to create an integrated web standards design for your web site. Learn the fundamentals of designing layouts with CSS floats and positioning. Liven up web pages with drop-down menu navigation, multiple style sheets, basic multimedia and forms. Work with browser rendering modes, DOCTYPEs, and accessibility to build standards compliant websites. Prerequisite: Basic Windows skills, file management skills, Web Site Design - Basic (COMP 134) or equivalent.

COMP 135 \$198.00
Ptbo (Sutherland) Thu, Jan 17 – Mar 21 6:00 – 9:00pm

Website Design Certificate – ONLINE OR IN-CLASS

Is This for You? Website designers have a good eye for design and colour and are comfortable with computer concepts. Software and techniques are constantly updated, so a passion for continuous learning is essential and keeps the tasks interesting.

Certificate Highlights: Marketing on the World Wide Web is the fastest growing advertising sector for just about any product or service. We can help you join the wave and turn talent into profit through training in Web Design concepts, writing code for web applications in several languages and market your clients' ideas, all with up-to-date software and technology.

Career Prospects

- Web Developer
- Web Author
- Graphic Designer
- Internet Marketing
- Freelance web design
- Small business owner or employee

IN-CLASS		ONLINE EQUIVALENT	
Core Courses			
COMP 134	Web Site Design – Basic ✓	COMP 303	HTML Introduction ✓
COMP 135	Web Site Design – Intermediate ✓	COMP 284	HTML Intermediate ✓
COMP 154	Web Design – Advanced ✓	COMP 437	Dynamic Web Sites with AMP (Apache, MySQL and PHP) ✓
Electives (Choose 3)			
COMP 121	Adobe Photoshop – Basic or Advanced ✓	COMP 167	Photoshop Level 1 or 2 ✓
COMP 132	Adobe Dreamweaver ✓	COMP 218	Dreamweaver (Webpage Authoring) ✓
COMP 120	Adobe Illustrator – Basic	COMP 435	Adobe Illustrator – Digital Illustration and Design ✓
		COMP 229	Flash – An Introduction ✓
		COMP 208	Introduction to E-Business ✓
		COMP 176	Programming in C ✓
		COMP 151	JavaScript ✓
		COMP 498	MySQL Databases ✓
		COMP 493	Web Usability ✓

✓ offered this calendar

Web Design Advanced

Topics include HTML5, advanced CSS 2.1 and CSS 3, progressive enhancement, effective use of grid layouts, graphics, advanced web typography, and advanced frameworks for JavaScript such as jQuery. You will have a chance to install and integrate third-party applications such as content management systems, blogs, and galleries into your sites and learn how to adapt your design to these systems by editing templates and themes. Prerequisites: Basic Windows skills, file management skills, HTML, Web Design Basic (COMP 134) and Intermediate (COMP 135).

COMP 154 \$198.00
Ptbo (Sutherland) Thu, Apr 11 – Jun 13 6:00 – 9:00pm

Web Usability

Focus on designing audience-appropriate dynamic web sites. Learn how to use effective copy for web sites, establish content guidelines and create sites that are accessible, usable and flexible. Discover how to use flow charts and navigational plans to design the framework for your sites. Analyze web site audiences and apply web usability testing principles to ensure good website design.

COMP 493 \$268.00 Online, starts Jan 11 and May 10

XML – Introduction

Learn to define and create well-formed XML documents and validate them against XML Schemas, how to extract information from XML documents and convert it to other formats using XML related technologies (DOM, XPath, XQuery and XSLT) and how to store and retrieve XML documents and document fragments from different databases. By the end of the course students will be able to develop web pages for an e-commerce application using XML technology. Experience with HTML and CSS is required.

COMP 301 \$439.60 Online, starts Jan 11 and May 10

Ready to Register?

See page 68 for details.

HOSPITALITY AND CONFERENCE SERVICE



26 HOSPITALITY AND FOOD SERVICES

Kitchen Assistant Certificate – IN-CLASS

Is This for You? Specifically designed for graduates with an OSSC (Ontario Secondary School Certificate), this certificate expands your passion for food preparation. You'll enjoy working as part of a team in a fast-paced environment.

Certificate Highlights: At Fleming you'll get the background to enter the culinary field from a school noted for the excellence of its culinary graduates. In this one-year certificate program, you will be trained as a commercial kitchen assistant in the preparation and presentation of meals for a variety of food service environments.

Note: This program requires uniform attire, which can be purchased at our bookstore. Please see www.flemingcollege.ca/con-ed for details.

Admission Requirements: OSSC (Ontario Secondary School Certificate)

Courses offered at Ptbo (Sutherland).

	Semester 1
CULN 31	Basic Culinary Techniques
CULN 32	Basic Food Principles
CULN 34	Culinary Nutrition
CULN 33	Food and Kitchen Safety
	Semester 2
CULN 38	Cuisine à la Carte and Baking Fundamentals
CULN 46	Culinary Career Planning
CULN 36	Food and Bake Theory
FLPL 110	Field Placement

Food Service Worker Certificate – ONLINE OR IN-CLASS

Is This for You? This program's specialized training certifies you to work in the food service industry for health care facilities, as outlined by the Ministries of Health and of Community and Social Services. The certificate is an ideal career choice for high school graduates, adults looking for a career change, or food service workers who want to upgrade and enhance their skills. You will become part of a team as you pursue your passion for preparing nutritious food that will benefit the health of your customers.

Certificate Highlights: Food Service workers enjoy the camaraderie of working hands-on in a busy team environment and the responsibility of looking after the nutritional welfare of their clients. Your education in nutrition will include the workings of a kitchen in a health care setting and specialized food preparation techniques.

Career Prospects: The average salary for a food service worker is generally higher in the health care sector than in the fast food or restaurant sector. Job prospects are good across Canada, but especially in Ontario. With this certificate, which has been developed in cooperation with dietitians, you will be well-positioned for a job in the food service area of hospitals, nursing homes and cafeterias.

FAST TRACK IT!

Complete this certificate in just six weeks at the Cobourg Campus!
 Program Code: FSC \$1188.00 (+ textbooks)
 Call 905-372-6865 ext. 5000 to register.

IN CLASS		ONLINE EQUIVALENT	
Core Courses			
CULN 23	Introduction to Nutrition	CULN 52	Introduction to Nutrition ✓
HLTH 51	Nutrition in Health Care	HLTH 149	Nutrition in Health Care ✓
HLTH 50	Institutional Food Service	HLTH 147	Institutional Food Service ✓
COMM 47	Communication and the Food Service Worker	COMM 99	Communication and the Food Service Worker ✓
CULN 25	Sanitation and Safety	HLTH 148	Sanitation and Safety ✓
CULN 24	Quantity Food Preparation	HLTH 150	Quantity Food Preparation ✓

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Communication and the Food Service Worker 🍳

Focus on the communication skills required by the Food Service Worker in the health care institution. General principles of human communication will be explored including verbal interaction, intercultural communication, and listening. Learn effective communication skills and techniques for communicating with patients, residents, co-workers, and supervisors.

COMM 99 \$268.00 Online, starts Jan 11 and May 10
 COMM 47 \$198.00
 Cobourg Tue - Tue, Feb 12 – 19 9:00am – 3:30pm
 Tue - Tue, May 14 – May 21 9:00am – 3:30pm

Institutional Food Service 🍳

This course focuses on the role of a food service worker in the health care institution environment. Departmental organization, policies, procedures, and job descriptions will be discussed. The stages of various food service systems and menu processing will be examined. Special emphasis will be placed on quality assurance and industry work standards.

HLTH 147 \$268.00 Online, starts Jan 11 and May 10
 HLTH 50 \$198.00
 Cobourg Wed - Tue, Mar 6 – 12 9:00am – 3:30pm
 Wed - Tue, Jun 5 – 11 9:00am – 3:30pm

Introduction to Nutrition 🍳

Basic principles of nutrition and the role of nutrition in the health care environment are introduced. Current nutrition recommendations for fat, fiber, vitamins and minerals and weight control will be discussed. Discussions will incorporate social and cultural aspects of food.

CULN 52 \$268.00 Online, starts Jan 11 and May 10
 CULN 23 \$198.00
 Cobourg Wed - Tue, Feb 20 – 26 9:00am – 3:30pm
 Wed - Tue, May 22 – 28 9:00am – 3:30pm

Nutrition in Health Care 🍳

Discover the basic principles of diet therapy, diets for heart disease, diabetes, kidney disease, digestive diseases, cancer and HIV. Special diet recipes and commercial products are also presented. Pre-requisite: Introduction to Nutrition.

HLTH 51 \$198.00
 Cobourg Wed - Tue, Feb 27 – Mar 5 9:00am – 3:30pm
 Wed - Tue, May 29 – Jun 4 9:00am – 3:30pm
 HLTH 149 \$268.00 Online, starts Jan 11 and May 10

Quantity Food Preparation 🍳

This course concentrates on the cooking principles and methods for preparing food in large quantities. NOTE: For safety and conformity reasons for all cooking courses, students must wear non-slip, non-absorbent closed-toed shoes, full length pants, an apron (available at the bookstore), a white shirt, hair tied back.

CULN 24 \$198.00
 Cobourg Wed - Tue, Mar 20 – 26 9:00am – 3:30pm
 Wed - Tue, Jun 19 – 25 9:00am – 3:30pm
 HLTH 150 \$268.00 Online, starts Jan 11 and May 10

Red Seal Preparation-Cook

This course is designed for industry cooks that are eligible to write the Certification of Qualification exam. Go into the exam prepared! Refresh your theoretical knowledge! Students will review the areas of theory and practise writing multiple-choice tests. Basic and Advanced Food Theory are recommended. Please contact your Apprenticeship office to confirm your eligibility to write the C of Q.

CULN 72 \$178.20
 Ptbo (Sutherland) Wed, Feb 27 – Apr 24 6:00 – 9:00pm

Sanitation and Safety

Prevent food borne illness within the health care institution by learning about the special regulations and acts governing food service as well as the strategies involved in proper food handling and controlling contamination, with a focus on safe working environments for the food service worker.

HLTH 148	\$268.00	Online, starts Jan 11 and May 10
CULN 25	\$198.00	
Cobourg	Wed - Tue, Mar 13 – 19	9:00am – 3:30pm
	Tue, Jun 12 – 18	9:00am – 3:30pm

Service Excellence

This dynamic, interactive and engaging one-day workshop has been designed to prepare individuals with the skills and tools to create memorable service experiences resulting in customer loyalty and successful customer centric organizations. This course provides students with behaviour guidelines, standards and service processes to build customer loyalty in the hospitality industry. Text extra: OTEC Workbook – Service Excellence.

BUSN 116	\$52.80	
Ptbo (Sutherland)	Tue, Feb 26	9:00am – 5:00pm

Bartending

Experience the art of mixing, dispensing and serving alcoholic beverages through demonstrations and practical training. Legal implications and responsibilities involved in the profession are also addressed. Successful graduates receive Smart Serve accreditation from the Hospitality Industry Training Organization of Ontario.

HOSP 13	\$172.39	
Ptbo (Sutherland)	Mon, Jan 21 – Mar 25	6:00 – 9:00pm
Cobourg	Wed, May 1 – Jun 19	6:00 – 9:00pm



CONFERENCE PLANNING

Event & Conference Planning Certificate – ONLINE

Is This for You? Conference and event management requires a detail oriented, highly organized individual. The rewards are a job with variety and creativity that will connect you with many different people and that could involve travel.

Certificate Highlights: From security to the selection of glass ware, the ability to efficiently manage the countless details involved in planning a major event is a valuable skill that saves time and money for the employer.

Career Prospects

- Hospitality industry, such as hotel conference manager
- Tourism industry, such as tourism event planner
- Associations and professional organizations
- In-house conference management for large corporations
- Convention and trade show management
- Private special event planner
- Marketing

ONLINE	
Core Courses (6)	
HOSP 22	Principles of Convention and Meeting Planning ✓
HOSP 41	Planning & Operations – Event Management ✓
HOSP 33	Event Management Strategies ✓
HOSP 30	Event Planning & Protocol ✓
HOSP 29	Trade Show Management for Conventions ✓
HOSP 51	Practical Project – Event Management ✓
Electives (Choose 1)	
MGMT 21	Introduction to Project Management
MGMT 25	Management/Leadership Skills
MKTG 91	Hospitality Marketing 1
MGMT 166	Responsible Practices for Green Meetings Mgmt

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Event Management Strategies

Gain an understanding of 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.

HOSP 33 \$466.00 Online, starts Jan 11 and May 10

Event Planning and Protocol

Gain a practical foundation in planning an event. Critical aspects of event planning will be discussed including themes, food and beverage planning, cost control, menus, quantity needs, service options, and room setup. Learn about key issues involved in protocol when planning hospitality events, including the proper use of titles, seating, levels of service and security. The purpose and role of media in organizing an event will also be discussed.

HOSP 30 \$268.00 Online, starts Jan 11 and May 10

Hospitality Marketing I

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.

MKTG 91 \$367.00 Online, starts Jan 11 and May 10

Introduction to Project Management

Learn the fundamental principles of project management including: project initiating, project definition, creating the Work Breakdown Structure, estimating effort, budgeting, scheduling using Gantt charts and network diagrams, risk management, controlling resources, quality assurance, auditing and closing.

MGMT 21 \$386.80 Online, starts monthly

Management/Leadership Skills

Gain an understanding of management and leadership styles and develop your own personal style in managing the many practical aspects of a business operation, and providing leadership by motivating, empowering, and supporting staff.

MGMT 25 \$334.00 Online, starts monthly

Planning and Operations – Event Management

Raise your responsibilities as meeting planner to a professional, managerial level. Focus on operational analysis and control, with an in-depth look at: site inspection and selection, negotiation for services and products such as food and beverage, transportation, shipping, accommodation, security and insurance, preparation of contracts and legal liabilities, budgeting, on-site management, and the meeting planner's professional code of behaviour. Recommended prior learning: HOSP 22.

HOSP 41 \$367.00 Online, starts Jan 11 and May 10

Practical Project – Event Management

Move through a case-study course that will provide you with the opportunity to demonstrate and apply all the theoretical concepts learned in the previous core courses. Working in teams, you will undertake the basic management functions of planning, organizing, controlling, and evaluation as they relate to the event. This course is to be taken at the end of the certificate series.

HOSP 51 \$307.60 Online, starts Jan 11 and May 10

Principles of Convention and Meeting Planning

Acquaint yourself with the fundamental principles and practices involved in meeting planning, including the key functional responsibilities, as well as potential highlights and pitfalls that may be encountered. Major topics include: site selection, negotiation, program planning and design, and food and beverage arrangements.

HOSP 22 \$307.60 Online, starts Jan 11 and May 10

Responsible Practices for Green Meeting Management

Observe the environmental considerations through all phases of the meeting planning cycle in order to minimize the negative impact on the environment. Become familiar with the best environmental and corporate social responsibility practices available. Simulations and practice exercises provide cost effective hands-on training to ensure a successful environmentally responsible meeting. Recommended prior learning: Planning and Operations.

MGMT 166 \$307.60 Online, starts Jan 11 and May 10

Trade Show Management for Conventions

Take an in-depth look at the role and responsibilities of a meeting planner as related to their involvement in trade show management. In addition, this course will acquaint you with the management principles and practices involved in organizing, promoting and selling a trade show.

HOSP 29 \$268.00 Online, starts Jan 11 and May 10

HEALTH

MENTAL HEALTH

Children's Mental Health Certificate – ONLINE New!

MULTIDISCIPLINE CERTIFICATE

Is This for You? This online certificate is designed for busy professionals and parents who are currently working with infant, child and adolescent populations with potential mental health challenges. Professionals who may benefit from this certificate include: Early Childhood Educators, Educational Assistants, Fitness Health Promotion Professionals, Occupational Therapy Assistants and Physiotherapist Assistants, Personal Support Workers, Registered Practical Nurses and Registered Nurses.

Courses may be taken individually.

Core Courses	
HLTH 279	Psychiatric Disorders Common to the Infant, Child & Adolescent Population ✓
HLTH 280	Cognitive Development, Trauma and Loss – Children's Mental Health Focus ✓
HLTH 283	Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent Population ✓
HLTH 284	Family Relationships and their Impact on Psychiatric Disorders ✓
HLTH 285	Prevention and Intervention Strategies – Children's Mental Health Focus

✓ offered this calendar

Certificate Highlights: Gain the relevant knowledge and skills to effectively work with infants, children or adolescents with complicated psychiatric disorders. These interactive online courses will focus on the developmental process, understanding psychiatric disorders and associated behaviors, risk factors and triggers, the identification of behaviors and symptoms, family relationships, and intervention and prevention strategies.



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Cognitive Development, Trauma and Loss – Children's Mental Health Focus

Learners will determine the effects of trauma on cognitive development of infants, children and adolescents. Students will also identify those children with trauma histories in order to limit the potential triggers within the therapeutic environment.

The theories of loss and grief, as these relate to the infant, child and adolescent population will be explored throughout the course.

HLTH 280 \$367.00 Online, starts Jan 11 and May 10

Family Relationships and their Impact on Psychiatric Disorders

Students will examine the interconnectedness of family relationships and their effect on common abnormal psychiatric disorders in the infant, child and adolescence populations. This course will review the developmental stages, familiar structures and family functions through the lens of family systems theory. Students will also explore the environmental effects and their influences on the family as a dynamic entity.

HLTH 284 \$367.00 Online, starts May 10

Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent Population

In this course, students will recognize the risk factors and triggers associated with common psychiatric disorders in the infant, child, and adolescent population. Early identification and awareness of the behaviours will enable the students to appropriately identify and assess the situation at hand.

HLTH 283 \$367.00 Online, starts May 10

Psychiatric Disorders Common to the Infant, Child and Adolescent Population

To understand complicated mental health disorders common to infant, child and adolescents, students will review a variety of abnormal cognitive and behavioural disorders. This course will emphasize an understanding of the behaviours and the daily effects and challenges on the mental health of the infant, child, and adolescent population.

HLTH 279 \$367.00 Online, starts Jan 11 and May 10

Please order your books online at
Brealey: www.fleming.bkstr.ca
705.749.5539
Frost: www.fleming-Lindsay.bkstr.ca

NEW! The Child Youth Worker Apprenticeship program courses will be offered at Fleming College.

The Child & Youth Apprenticeship curriculum has been designed to compliment and reinforce the on-the-job training received from the employer as well as the college and aligns with the Ministry of Training, College and Universities Apprenticeship Training Standards.

ADMISSION CRITERIA

- Apprentices must first register with the Ministry of Training, Colleges and Universities prior to enrollment in the Fleming College Child and Youth Worker (CYW) Apprenticeship Program. Call 1-800-668-4479 or visit www.edu.gov.on.ca and click on postsecondary and then apprenticeship.
- Students must have an identified sponsor to register i.e. Community Service Agency
- Note: Registered students who have been convicted of an offence under the criminal code for which they have not been pardoned may be denied the opportunity to enter clinical placement. A certificate of 'Police Clearance' and/or 'Consent to Disclosure' may be requested by the clinical placement agency.

Contact Aurrora Demonte at audemont@flemingc.on.ca
705-749-5520, ext. 1199

Crisis Interventions

This course will prepare students to deal with children and adolescents who are experiencing crises. The focus of the course will be on crisis intervention theory and the application of that theory to a wide variety of crisis situations (developmental and situational crisis)

(Ptbo (Sutherland) Thu, Jan 10 – Mar 1)

Preparation for Field Placements

This course is designed to provide the student with a thorough understanding of the Child and Youth Worker Apprenticeship Evaluation Manual, including all the skills required for graduation and the policies and procedures, which govern his/her behaviours and performance throughout the apprenticeship courses. Examples of these include the supervision and evaluation process, reporting child abuse, goal setting (personal and professional), responsibilities and ethics working in the field of Child and Your Work and professional development.

(Ptbo (Sutherland) Mon, Jan 14 – Jan 28)

Working with Dementia Clients Certificate – ONLINE

Multidiscipline Certificate

Is This for You? This certificate is tailored to professionals with certificates in the health or social service field such as Nurses, Social Service Workers, Health Care Aides and Personal Support Workers, and family support workers to increase employment opportunities into fields that include Dementia patients.

Certificate Highlights: The number of Canadians living with Dementia is expected to more than double within a generation, increasing the need for qualified care givers. This certificate will provide you with the skills to provide meaningful experiences and interactions when working with clients and families impacted by dementia. Build on your skills and develop new competencies that will promote the highest quality of life possible for the dementia client and their families.

Career Prospects

- Long-term care facilities
- Palliative care facilities
- Retirement residences
- Private and social service case work
- Rehabilitation facilities

All courses in this program are offered online except the field placement. The course work must be completed prior to the placement.

ONLINE	
Core Courses	
HLTH 236	Healthy Adult Aging ✓
HLTH 237	Exploring Dementia Care ✓
HLTH 238	Treatment Options in Dementia Care ✓
HLTH 239	Creating a Dementia Care Skill Kit ✓
HLTH 240	Empowerment in Dementia Care ✓
HLTH 241	Enhancing Communication and Interpersonal Skills in Dementia Care ✓
NRSRG 39	Field Placement Working with Dementia Clients (60 hours) to be arranged by calling 1-866-353-6464 ext. 1364

✓ offered this calendar

Abnormal Psychology

Study 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. An introductory course or experience in basic psychology concepts is helpful, but not required.

SOCI 108 \$367.00 Online, starts monthly

Creating a Dementia Care Skill Kit

This course allows you to explore a variety of dementia care skills including creating meaningful programs and activities, therapeutic caregiving strategies, needs communication messaging models (NCM), life stories, and compassionate communication. Pre-requisite: HLTH 2 7.

HLTH 239 \$228.40 Online, starts Jan 11 and May 10

Empowerment in Dementia Care

Examine ways that caregivers and those with dementia can ensure, maintain and enhance their quality of life. Topics include: staff recruitment, development and training, caregiver integrity, affecting change in the workplace.

HLTH 240 \$228.40 Online, starts Jan 11

Enhancing Communication and Interpersonal Skills in Dementia Care

This course will focus on bringing the person back to personal care. Learn to develop specialized non-verbal communication techniques, facilitate enhancement of workplace interpersonal skills and bridge communications between professional and family caregivers. Pre-requisite: HLTH 237.

HLTH 241 \$228.40 Online, starts May 10

Exploring Dementia Care

This course will focus on the philosophy of care, specifically holistic care within a medical model, including diagnosis, appropriate physical and emotional environments, effects of dementia on the client and caregiver, research, and the importance of ongoing education for caregivers.

HLTH 237 \$228.40 Online, starts May 10

Healthy Adult Aging

Examine the normal physiological, psychological, social and spiritual changes affecting aging adults using the Holistic Approach to wellness. Normal physiological and anatomical changes, the dysfunctional effects of common health problems and cognitive decline will be examined. Additional topics include spirituality, changing requirements for physical activity, and health promotion measures. Learn common medical terminology and charting techniques related to aging clients.

HLTH 236 \$367.00 Online, starts Jan 11 and May 10

Introduction to Mental Health Practice

Designed for anyone working with adults experiencing a major mental illness, this course provides a basic understanding of psychiatric diagnoses and treatments as well as related mental health issues and current mental health legislation. Course includes mandatory live chats.

HLTH 221 367.00 Online, starts Jan 11 and May 10

Introduction to Psychology

To understand ourselves and interact appropriately with others, we must first understand the basis for behaviour. Psychology provides us with an understanding of why people think and act as they do. Examine the scientific process of research, the human brain and nervous system, sensation and perception, learning, memory and personality.

SOCI 72 \$347.20 Online, starts monthly

NEW! Skills for Community Mental Health Workers

What happens to individuals with mental health issues after discharge from hospital? Supporting people with complex needs in the community or their natural environment (in vivo) presents unique challenges. An overview of various mental health conditions, treatment approaches, and community service agencies will be presented from a legal and social perspective. The complexities of addictions, domestic violence, safety, housing, diversity, culture, aboriginal health and poverty issues will be explored. This course is of interest to those in rural and urban settings working or volunteering in health care, social services, correctional fields or those who may have a personal interest in this material. A comprehensive and recovery based approach will be utilized to help learners enhance effective methods to work with clients and support their unique needs as well as promote the attainment of their highest potential.

HLTH 286 \$367.00 Online, starts Jan 11 and May 10

Treatment Options in Dementia Care

Take a guided tour through the brain and learn how various dementias affect brain processes. Explore treatment options currently available, and look into the future and view the journey towards a cure for Alzheimer disease and related dementias.

HLTH 238 \$228.40 Online, starts May 10

OF INTEREST

Chronic Pain in the Aging Population – Registered Massage Therapist Focus

An in depth course that will cover chronic pain in the aging population and guidelines for treatment from the RMT perspective. As a RMT you will learn how to measure success with your clients using outcome measures. An overview of a multiple-session series based on Structural Integration and treatment plans for chronic pain will be discussed. Hands on experience will include clients with related chronic pain impairments during the later half of the day. This one day course will use lecture, related video, client profiles and use of treatment skills directly on clients. As a RMT, you will leave with quality tools to use in your practice when treating the aging population with chronic pain. This workshop is part of Fleming College's participation in the Seniors Month Event. Admission restricted to RMT Pending CMTO approval for CEU recognition

HLTH 287 \$199.14

Ptbo (Sutherland) Sat, Jun 22 8:00am – 5:00pm

How to stay out of the hospital (and manage the medical system effectively)

Are you a senior interested in becoming a smart consumer of the health care system? Learn how to improve communication channels regarding asking the right questions of the healthcare team, understanding alternatives to treatment and implications of prescribed medications and emphasis on next steps: availability of services and support groups. This workshop is part of Fleming College's participation in the Seniors Month Event.

Thursday, June 20 2013.

Contact Linda Poirier lpoirier@flemingc.on.ca or 705-749-5530 ext. 1436

COMMUNITY & HEALTH RELATED CERTIFICATIONS

**Please order your books online at
Brealey: www.fleming.bkstr.ca
705.749.5539
Frost: www.fleming-Lindsay.bkstr.ca**

CPR - Basic Rescuer (Level C)

Successful participants will learn to perform adult, child and infant CPR and choking. The Standard First Aid certification includes a Lay Rescuer, CPR-C certification. (*10 hrs)

HLTH 57	\$84.00	
Haliburton	Fri/Sat, Mar 1 – 2	8:30am – 4:30pm
Haliburton	Fri/Sat, May 31 – Jun 1	8:30am – 4:30pm
Haliburton	Mon/Tue, Aug 26 – 27	8:30am – 4:30pm

Non-Violent Crisis Intervention (CPI)

Without the necessary skills to deal with crisis situations, staff lack confidence, morale and overall quality of client service. Learn how to handle assaultive, disruptive, and out-of-control behavior through a combination of verbal, non-verbal and physical intervention skills to enable you to control crisis situations even during the most violent moments.

SOCI 100	\$99.00 (text required)	
Ptbo (Sutherland)	Sat – Sun, Jan 19 – 20	8:30am – 4:30pm
	Sat – Sun, Mar 23 – 24	8:30am – 4:30pm
	Sat – Sun, Apr 20 – 21	8:30am – 4:30pm
	Sat – Sun, Jun 22 – 23	8:30am – 4:30pm
Lindsay (Frost)	Sat – Sun, Feb 23 – 24	8:30am – 4:30pm
	Sat – Sun, May 18 – 19	8:30am – 4:30pm

Applied Suicide Intervention Skills Training (A.S.I.S.T)

A.S.I.S.T. provides practical help for caregivers seeking to prevent the immediate risk of suicide with an emphasis on helping a person at risk stay safe and seek further help. Learn how to recognize opportunities for help, reach out and offer support, estimate the risk of suicide, apply a model for suicide intervention, and link people with community resources. The interactive program includes teaching, discussion, videos and skills practice.

SOCI 101 (15 hrs)	\$99.00 (text required)	
Ptbo (Sutherland)	Sat – Sun, Apr 27 – 28	8:30am – 4:30pm

CPR (Level C) Recertification

The Lifesaving Society of Canada recommends retraining for CPR every 12 months to keep skills at an optimum level. This course provides a basic skills overview prior to evaluation of candidate skills and knowledge. HCP certifications are covered in this course. NOTE: Due to the strenuous nature of the practice sessions, you should be in good health and dress comfortably.

HLTH 80	\$126.21 (text required)	
Ptbo (Sutherland)	Sat, Jan 19	8:30am – 2:30pm

First Aid/CPR (Level C)

This is a compressed 16 hour combination courses offering both first aid and CPR HCP level.

HLTH 104	\$131.45 (text required)	
Ptbo (Sutherland)	Sat/Sun, Jan 19 – 20	8:30am – 4:30pm
	Sat/Sun, Feb 9 – 10	8:30am – 4:30pm
	Sat/Sun, Feb 23 – 24	8:30am – 4:30pm

First Aid - Standard

This 16-hour course teaches basic first aid skills and procedures that can be applied without special equipment and in the absence of medical help or supervision to preserve life, minimize the effects of injury and promote recovery. This certification includes Lay Rescuer CPR-C.

HLTH 81	\$131.45	
Haliburton	Fri/Sat, Mar 1 – 2	8:30am – 4:30pm
Haliburton	Fri/Sat, May 31 – Jun 1	8:30am – 4:30pm
Haliburton	Mon/Tue, Aug 26 – 27	8:30am – 4:30pm

First Aid - Standard Recertification

The Lifesaving Society of Canada recommends retraining for First Aid every 2 years to keep skills at an optimum level. WSIB recommend a full training course every second recertification. This course provides a basic skills overview prior to evaluation of candidate skills and knowledge. This certification includes Lay Rescuer CPR-C (*10 hrs)

HLTH 82	\$91.85	
Haliburton	Fri/Sat, Mar 1 – 2	8:30am – 4:30pm
Haliburton	Fri/Sat, May 31 – Jun 1	8:30am – 4:30pm
Haliburton	Mon/Tue, Aug 26 – 27	8:30am – 4:30pm

Non-Violent Crisis Intervention Update

Refresh the skills needed to deal with disruptive or unmanageable behaviour. This one-day workshop will review intervention skills that help to control difficult situations. NOTE: This refresher course is not creditable towards the Managing Complex Behaviour Certificate. Prerequisite Non-Violent Crisis Intervention

SOCI 73	\$148.31 (text required)	
Ptbo (Sutherland)	Sat, Apr 6	8:30am – 4:00pm

“REAL Justice” Facilitator Training:

The Restorative Practice Framework provides a construct for acting restoratively in a 'community'. With application in a variety of settings such as schools, facilities, community programs, workplaces, faith groups and families, the aim of the framework is to focus on strengthening relationships and repairing harm as a way of building community.

In this 2 day training, participants will gain an understanding of the continuum of restorative practices through instructional videos and in-depth experiential activities that teach you to facilitate a restorative conference.

EDUC119	\$92.40 (text required)	
Ptbo (Sutherland)	Thu/Fri, Feb 7 – 8	8:30am – 4:30pm
	Sat/Sun, Mar 30 – 31	8:30am – 4:30pm

NURSING

Personal Support Worker bridging to Practical Nursing

Take the next step! Here is an opportunity for PSWs to move directly into the second semester of our full-time Practical Nursing program at the Peterborough campus.

How to Qualify

You will need:

- Your PSW Certificate
- Your transcript from your PSW Program
- A completed application – you can download it at www.flemingc.on.ca/PDF/Continuing-Education-PSW-Bridge-Application.pdf

Your application will be reviewed to determine which of the following in-class courses you will be required to complete on a part-time basis.

- **Bridged Anatomy & Physiology I** (NRSRG 182)
- **Anatomy and Physiology I** (SCIE 2) ✓
- **Transitional Concepts for PSW Bridging** (NRSRG 183) ✓
- **Communication** (COMM 79) – see page 43 ✓
- **Introduction to Computers** (COMP 345) – see page 23 ✓
- **Field Preparation for Bridging Students** (NRSRG 193) ✓
- **Non-Violent Crisis Intervention** (SOIC 100) – see page 32 ✓

Once you have completed the courses you require, you are eligible for consideration for Semester 2 of the Practical Nursing program in January. We can accept up to 30 participants every January.

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For more information on the PSW Bridge to Practical Nursing Program or to register, please contact:

Dorothy Hopkins at **866-353-6424 ext. 1364**
or email dhopkins@flemingc.on.ca

Financial Aid

For information about Part-time Canada Student Loans, contact **Donna Hayes** at **705-749-5530 ext. 1638** for more information.

✓ offered this calendar

Anatomy and Physiology I

This course is designed to provide the student with an understanding of the anatomy and physiology of the human body. It will begin with an introduction to the organization and the cellular/tissue basis of the human body. The systems that will be focused on in this course are: integumentary, skeletal, muscular, fundamentals of the nervous system, cardiovascular system (blood, heart, and peripheral vascular), lymphatic, and gastrointestinal.

SCIE 2 \$396.00

Ptbo (Sutherland) Wed, Jan 9 – Apr 17 5:00 – 9:00pm

Field Preparation for Bridging Students

This course is specifically designed to prepare PSW students in their bridging process to the PN program. It is intended to prepare students for the rigorous academic demands of the practical nursing program through the development of study skill techniques, test-taking strategies, and critical thinking skills. It will also assist students with their clinical assignments through the review of the nursing process, assessment frameworks utilized in the clinical setting, and the evaluative format for the practice reflection process. Applied lab practice will include updating and refining skills in blood pressure measurement, vital signs, and topical medication administration.

NRSRG 193 \$105.95

Ptbo (Sutherland) Thu/Fri, Apr 25 – 26 1:00 – 6:00pm
Sat, Apr 27 9:00am – 2:00pm

THE NURSING EDUCATION INITIATIVE

You may qualify for up to \$1,500/year tuition reimbursement.

What is it?

The Nursing Education Initiative is a program funded by the Ontario Ministry of Health & Long-Term Care, created to provide funding to nurses who have taken or are taking courses to increase their knowledge and professional skills to enhance the quality of care and services provided within Ontario. Applications must be submitted within 90 days of completion of the course.

What can you apply for?

Nursing education takes many forms. The course, conference or workshop you choose to participate in must provide you with education that will increase your knowledge and skills. Some examples of programs that may be considered for tuition reimbursement are:

- Nurses who have not yet received \$1,500 from the fund
- Nurses working in priority clinical areas
- Nurses taking clinical/specialty education
- Education taken at a college/university level

FOR MORE INFORMATION:

Registered Nurses Association of Ontario (RNAO)
1-866-464-4405 www.RNAO.org

Registered Practical Nurses Association of Ontario
1-877-602-4664, Ext 234 or 230 www.RPNAO.org

Note: The Nursing Education Initiative is a discretionary program funded by the Ontario Ministry of Health & Long-Term Care. Applications are approved based on the pre-established criteria set by the Government of Ontario and the program may not reimburse all claims made. The maximum amount of funding available in one year is \$1,500 per selected nurse. The administering associations assume no liability for ineligible claims.

CUSTOMIZED WORKSHOPS AND SEMINARS FOR CONTRACT TRAINING

Fleming College can design and deliver customized courses specific to your employee learning needs to be delivered on-site at your facility. Below is a sample of courses we can provide:

- IV therapy and Venipuncture Refresher Skills course (12 hours)
- Venipuncture Workshop (12 hours)
- Non-Violent Crisis Intervention (CPI™)
- ASIST (Livingworks™) (15 hours)
- Assisting with Medication Administration
- Manual Transfer and Lift Refresher
- Professional Practice & Mental Health Focus
- Communicating by Heart (4 to 6 hrs)
- Caring in the Community

For health related contract training needs,
contact **Linda Poirier** at **705-749-5530 ext 1436**.

Transitional Concepts for PSW Bridging

This course will assist in preparing the PSW graduate to assume the role of a practical nursing student. Theoretical and practical components from the PSW curriculum will be aligned and integrated with theory, principles, and concepts specific to the practical nursing curriculum to ready the student to enter the second semester of the PN program. Health promotion across the lifespan; application of a framework utilizing the nursing process; legislative regulations and governance specific to the practice of nursing; and pharmacological administrative responsibilities will be studied. Inherent in this course will be the themes of humanistic caring, reflective practice, therapeutic use of self, and health promotion that are incorporated throughout the practical nursing curriculum.

NRSRG 183 \$297.00

Ptbo (Sutherland) Wed, May 8 – Aug 14 6:30 – 9:30pm

Perioperative Nursing Certificate – IN-CLASS

for RNs & RPNs

Is This for You? Adding another specialization to your resume can open the doors to more employment opportunities and greater challenges. The certificate is intended to prepare RNs and RPNs to function effectively in the operating room or perioperative setting as part of the team. Recent RN grad students will require certification to participate in the Clinical placement courses.

Certificate Highlights: As an RN or RPN with a current Certificate of Competence, you will gain specialized training the pre, post, and intra-operative phase of the surgical process. The certificate includes extensive lab practice and clinical field experience as well as evidenced based theory.

Career Prospects: Graduates are employed as perioperative nurses in surgical settings including teaching hospitals, community hospitals, and clinics such as ambulatory and plastic surgery clinics.

Core Courses	
NRSG 64	Introduction to Perioperative Nursing
NRSG 47	Development of Perioperative Nursing Techniques ✓
NRSG 106	Specialized Nursing Skills for Caring for the Perioperative Patient ✓
NRSG 187	Perioperative Clinical Placement 1 ✓
NRSG 188	Perioperative Clinical Placement 2 ✓

The certificate has been designed in accordance with the Standards of Practice of the College of Nurses of Ontario, and in alignment with the guidelines and Standards of Practice of the Operating Room Nurses Association of Canada (ORNAC).

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Arrhythmia Interpretation

Review cardiac mechanical anatomy and electrical structures. Using a systematic approach, learn to recognize and interpret cardiac arrhythmias, understand their causes, clinical manifestations and management. Participants must currently work as a health care professional.

NRSG 174 \$268.00 Online, starts Jan 11 and May 10

Development of Perioperative Nursing Techniques

This course will provide an opportunity to continue the development of perioperative nursing skills and techniques. Safe application of nursing principles and techniques for patients undergoing surgery will be studied. Preparation for surgical intervention, including positioning, anaesthetic induction, and measures for quality assurance during the perioperative period will be addressed. Environmental hazards and the responsibilities of the nurse will be examined. The study of pharmacotherapeutics relating to these procedures will also be included. Pre, intra, and post operative phases will all be included. Strategies for working in a high-tension area where team work is paramount will be studied. Prerequisite: Introduction to Perioperative Nursing (NRSG064).

NRSG 47 \$396.00

Ptbo (Sutherland) Mon/Wed, Jan 7 – Mar 18 6:30 – 9:30pm

Pathophysiology 1 for RPN

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. Pre-requisite: Anatomy & Physiology2 Level 2 NRSG186 also available online.)

NRSG 185 \$382.20 Online, starts monthly

Perioperative Clinical Placement 1

Integrate theory with clinical practice in the operating room theatre with emphasis on the role of the scrub and circulating nurses. Demonstrate strict aseptic techniques in the care of the surgical patient and practice competencies in the use of instrumentation and participate in all phases of an individual's surgical experience. Pre-requisite: Specialized Nursing Skills for the Perioperative Patient (NRSG106)

NRSG 187 \$516.20

Ptbo (Sutherland) Mon, Apr 1 – Aug 31

Perioperative Clinical Placement 2

Integrate theory and clinical practice in a more independent manner. You will assume various roles in the pre-, post-, and intraoperative phase with the guidance and support of a perioperative nurse. You will be expected to demonstrate critical thinking and problem solving skills as a member of the team. Pre-requisite: Clinical Placement (NRSG187)

NRSG 188 \$516.20

Ptbo (Sutherland) Mon, Apr 1 – Aug 31 6:30 – 9:30pm

Pharmacology Theory Review for Nurses

Review and update the skills and knowledge of the RN/RPN in the area of pharmacology and medication administration. Emphasis is placed on the knowledge of drug groups, both traditional and non-traditional such as natural herbs, in terms of actions, uses, adverse reactions, special considerations, and application of the nursing process. Prerequisite: Current RN or RPN registration. NOTE: RPNs must have a Medication Admin Certificate or have taken the material in their basic training.

NRSG 157 \$307.60 Online, starts Jan 11 and May 10

R.P.N. Exam Preparation

This course helps the graduate practical nurse in preparing to write the Canadian Registered Practical Nurse exam. Note: The Canadian PN Exam Preparation Guide is the required text and should be purchased prior to the first class.

NRSG 181 \$158.40

Ptbo (Sutherland) Wed, Jun 5 – Jun 26 9:00am – 4:00pm
Thu, Jul 4 – Jul 25 9:00am – 4:00pm

Specialized Nursing Skills for Caring for the Perioperative Patient

This course focuses on the more specialized and complex perioperative nursing situations. The utilization of the nursing process is emphasized while the nurse anticipates and deals with situations in the recovery of the anaesthetized client. Cultural values, beliefs, and practices will be debated. Also included will be the safe application of nursing principles and techniques as they apply to clients undergoing various kinds of surgery, i.e. orthopaedic, plastic, E.N.T., and ophthalmic. Prerequisite: Development of Perioperative Nursing Techniques (NRSG 47).

NRSG 106 \$396.00

Ptbo (Sutherland) Mon/Wed, Apr 1 – Jun 10 6:30 – 9:30pm

Venipuncture and IV Therapy

Examine the current principles and practice of safe venipuncture procedures and IV insertion and management. Professional standards, equipment, and documentation related to vascular access will be explored. Simulated lab experience will provide an opportunity to develop or enhance skills.

NRSG 118 \$82.98

Ptbo (Sutherland) Thu, May 9 – May 30 6:30 – 9:30pm

Hospital Nursing Unit Secretary Certificate – ONLINE OR IN-CLASS

Is This for You? You will be an important part of the care team and often will be the first one with whom patients or their families interact, so excellent and communication skills are essential. Physicians, nurses and support staff will rely on your administrative savvy for support. This can be a fast paced environment, where multi-tasking is a fundamental job component.

Certificate Highlights: Join a fast-paced working environment where you will use your interpersonal skills of working comfortably with busy professionals and the interesting variety of clients that frequent medical facilities. Add to your people and organizational skills with a solid foundational knowledge in medical terminology and procedures, office skills and communication. A field placement will round out your training.

Career Prospects

- Hospital ward clerk
- Office support, long term care facility
- Surgical unit clerical support staff
- Private clinic office staff

Courses may also be taken individually to boost your resumé.

Basic computer skills are expected of all participants whether or not you are taking online courses.

IN-CLASS		ONLINE	
LANG 63	Comprehending Medical Terminology	HLTH 56	Medical Terminology ✓
HLTH 209	Comprehending Diagnostic Tests	HLTH 58	Understanding Medical Tests ✓
HLTH 210	Hospital Unit Administration and Technology ✓	HLTH 151 and HLTH 278	Essentials in Health Record Management ✓ and Working with Doctors' Orders (in-class, mandatory) ✓
HLTH 211	Common Medical and Surgical Procedures ✓	HLTH 146 and HLTH 109	Understanding Surgical Procedures for Medical Office Staff ✓ and Medical Conditions for Medical Office Professionals ✓
COMM 145	Professional Communication in a Medical Setting ✓	HLTH 126	Working and Communicating in a Medical Setting ✓
HLTH 212	Pharmacology for Allied Health Professionals ✓	SCIE 21	Introduction to Pharmacology ✓
SOCI 187	Behaviour Management and Crisis Intervention ✓	SOCI 7	Behaviour Management and Crisis Intervention ✓
FLPL 134	Clinical Placement for Hospital Nursing Unit Secretary (40 hours, 5 days) for all participants. ✓		

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Behaviour Management & Crisis Intervention

In this interactive course, participants will practice effective strategies and techniques for the management of conflict and for communication in stressful situations. Best practices in care-giving situations will be studied along with the impact of personal values, institutional settings, and other factors on dysfunctional behaviour. Self-care and self-evaluation of the care-giver will also be emphasized.

SOCI 7 \$297.00 Online, starts Jan 11 and May 10
 SOCI 187 Mon, Apr 29 – Aug 26 6:30 – 9:30pm

Clinical Placement for Hospital Nursing Unit Secretary

This 5 day placement at the end of the theoretical component concludes the certificate and involves job shadowing and practice in a hospital nursing unit or outpatient clinic to consolidate the beginning skills of a Hospital Nursing Unit Secretary.

FLPL 134 \$273.84
 Ptbo (Sutherland) Mon, Apr 1 – Aug 31

Common Medical and Surgical Procedures

Using a body systems approach, this course is designed to help hospital and medical office staff understand common medical and surgical procedures conducted in the hospital and out patient clinics. It introduces common pathologies and the treatments encountered by patients in health care settings. Pre-requisite: Comprehending Medical Terminology LANG06

HLTH 211 \$237.60
 Ptbo (Sutherland) Thu, Jan 10 – Apr 4 6:30 – 9:30pm

Essentials in Health Records Management

Gain an understanding of the 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.

HLTH 151 \$307.60 Online, starts Jan 11 and May 10

Health Record Management

Learn entry level health information and health records management. Essential procedures such as number and filing methods, processing and assembling health records, physician incomplete areas, as well as confidentiality and release of information will all be studied.

Pre-requisite: Comprehending Medical Terminology LANG63.

HLTH 214 \$217.80
 Ptbo (Sutherland) Wed, Apr 10 – Jun 19 6:30 – 9:30pm

Hospital Unit Administration and Technology

This course is intended to establish the essential administrative and clerical skills required of the frontline individual in a busy medical setting. Procedures and skills such as order processing, chart management, admissions, discharges, and transfers will be addressed. A variety of the technological tools utilized in the healthcare setting will be studied. A practical introduction to the software Meditech will also be included. Pre-requisite: Comprehending Medical Terminology LANG063.

HLTH 210 \$237.60
 Ptbo (Sutherland) Tue, Jan 8 – Mar 26 6:30 – 9:30pm

Medical Office Support Staff Certificate – ONLINE OR IN-CLASS

Is This for You? As Medical Office Support Staff, your organizational skills and attention to detail will be in high demand. Your position will require administrative multi-tasking and interaction with different members of the medical community. You will also require outstanding customer service skills, even in the face of stressful situations.

Certificate Highlights: This certificate can open doors into specialized environments. Your organizational, interpersonal and communication skills and your team player attitude will be great assets in a busy office where you interact with both professionals as well as a variety of clients.

Basic computer skills are expected of all participants. Online participants are also required to have Internet skills (managing files and folders, keyboarding, email and Internet searches.)

Career Prospects

- Medical office support staff
- Shared clinic / medical centre reception
- Seasonal support
- Data entry, medical facilities
- Office support, laboratories
- Office support, long term care facilities

IN-CLASS		ONLINE	
HLTH 209	Comprehending Diagnostic Tests	HLTH 58	Understanding Medical Tests ✓
LANG 63	Comprehending Medical Terminology	HLTH 56	Medical Terminology ✓
HLTH 235	OHIP Billing	HLTH 152	Medical OHIP Billing ✓
HLTH 214	Health Record Management ✓	HLTH 151	Essentials in Health Record Management ✓
COMM 145	Professional Communication in a Medical Setting ✓	HLTH 126	Working and Communicating in a Medical Setting ✓
SOCI 187	Behaviour Management and Crisis Intervention ✓	SOCI 7	Behaviour Management and Crisis Intervention ✓
HLTH 213	Medical Office Administration & Technology ✓	BUSN 57	Medical Office Procedures ✓
HLTH 53	Transcription (course offered at Fleming College, Peterborough, in-class only) ✓		

Keep building your resumé!

The Medical Office Support Staff and the Hospital Nursing Unit Secretary certificates share some of the same core courses. Having completed one certificate, you can achieve dual certification by also completing the specializations required of the other.

Introduction to Pharmacology

This course will provide an introductory examination of pharmacology and expand your knowledge base of a variety of drugs and interactions. You will examine drug legislation, pharmacological actions and come to understand the responsibility of dispensing medications. This is not an applied medications course. The Medical Terminology course is strongly recommended as a precursor to this course.

SCIE 21 \$367.00 Online, starts Jan 11 and May 10

Medical Conditions for Medical Office Professionals

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.

HLTH 109 \$307.60 Online, starts Jan 11 and May 10

Medical Office Procedures

Study the 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.

BUSN 57 \$367.00 Online, starts Jan 11 and May 10

Medical OHIP Billing

This course is designed to provide the student with the basic principles of efficient Health Claim Billing in Ontario. You will learn how to use the Schedule of Benefits and Preambles of the Ministry of Health, as well as be introduced to computerized billing. Pre-requisite: Medical Terminology.

HLTH 152 \$347.20 Online, starts Jan 11 and May 10

Medical Terminology

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.

HLTH 56 \$347.20 Online, starts monthly

Professional Communication in a Medical Setting

Study effective communication strategies for front-line staff in a medical setting. Hospital structure and stressors and their impact on appropriate interactions are explored. Professional written, verbal and nonverbal communication skills will be practiced. Ethical behaviour, confidentiality, and legislative requirements in a health care setting are also covered. Techniques for dealing with difficult people are components of this course. Pre-requisite: Comprehending Medical Terminology LANG63.

COMM 145 \$198.00
Ptbo (Sutherland) Tue, Apr 9 – Jun 11 6:30 – 9:30pm

Pharmacology for Allied Health Professionals

Using a body systems approach, this course will prepare hospital and medical office staff to understand and process patient ordered medications. Drug actions, classifications, approved abbreviations, and methods of administration will be studied. Explore both legal and ethical issues related to medication and its administration. Pre-requisite: Medical Terminology LANG63.

HLTH 212 \$237.60
Ptbo (Sutherland) Thu, Apr 4 – Jun 20 6:30 – 9:30pm

Medical Office Administration & Technology

Gain an understanding of the professional responsibilities and administrative duties required in a medical office. Acquire knowledge and skills in a variety of medical office areas, including reception duties, methods of appointment scheduling, preparation of patient charts, and effective communication techniques incorporating the use of the principles of triage. Prerequisite: Terminology LANG63.

HLTH 213 \$277.20
Ptbo (Sutherland) Wed, Jan 9 – Apr 3 6:30 – 9:30pm

Transcription

This course focuses on developing skills in operating transcription equipment and will reinforce your ability to understand and follow dictated material. You should be familiar with Microsoft Word and basic keyboarding skills. Pre-requisites: Comprehending Medical Terminology

HLTH 53 \$158.40
Ptbo (Sutherland) Thu, Mar 7 – Apr 25 6:30 – 9:30pm

Understanding Medical Tests for Medical Office Staff

Knowledge in the area of medical testing will help you 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. Recommended: Medical Terminology

HLTH 58 \$307.60 Online, starts Jan 11 and May 10

Understanding Surgical Procedures for Medical Office Staff

Review a wide variety of surgical procedures that commonly occur in the hospital setting. This course is open to people currently employed in Health related areas or who hope to do so in the future. Recommended prior learning: Medical Terminology

HLTH 146 \$307.60 Online, starts Jan 11 and May 10

Working and Communicating in a Medical Setting

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.

HLTH 126 \$307.60 Online, starts Jan 11 and May 10

Working with Doctors' Orders

Students in this course will learn how to accurately record physician's orders onto the appropriate forms and then transcribe these orders using Meditech software. Procedures and skills such as order processing, admissions, discharges and transfers will also be addressed. Prerequisites: Basic Computer Skills and HLTH 56 Medical Terminology. Corequisites: HLTH 151 Essentials in Health Record Management

HLTH 278 \$164.42
Ptbo (Sutherland) Sat, Apr 20 8:30am – 5:00pm

HUMAN AND COMMUNITY SERVICES

COMMUNITY AND SOCIAL SERVICES

Abuse & Family Violence

Examine the complex factors and conditions that contribute to various forms of abusive situations within the family. Violence within partner relationships and the resulting impact on the child will be addressed. Explore the professional roles with respect to prevention and intervention, current community response initiatives, methods of helping individuals develop conflict resolution skills for replacing dysfunctional patterns.

SOCI 87 \$386.80 Online, starts Jan 11 and May 10

Accessibility Legislation and Application

Study the fundamental concepts of accessibility with specific reference to legislation in Ontario. The implications and requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontarians with Disabilities Act are explored. Topics include the various barriers that prevent accessibility, financial considerations towards full inclusion as well as real life scenarios which illustrate compliance. Explore the differing accessibility needs of organizations and apply the accessibility standards to these settings.

LAWS 257 \$347.20 Online, starts Jan 11 and May 10

Community and Social Services

Explore the structure and administration of community organizations and social services that operate within and adjacent to the criminal justice system. The issues, trends, and legislations that impact on Community Social Services will be examined. The major focus of this course is on a 40-hour hands-on study of these processes within your own community.

COUN 54 \$367.00 Online, starts Jan 11 and May 10

Introduction to Sociology

Study the concept of people's relationship to society as a whole and the effect of society on them. The concepts, theories and methods of sociology will be introduced and discussed with particular emphasis on the dynamics of Canadian society and Canadian social problems.

SOCI 79 \$347.20 Online, starts monthly

Principles of Ethical Reasoning

Focus on ethical issues faced by the individual as a person and more particularly as a professional in a position of authority. It will help you clarify your values and establish a framework for ethical decision making based on the importance of a moral philosophy. Designed for Fleming's Police Foundations program, this course is relevant to anyone working with the public.

SOCI 190 \$367.00 Online, starts Jan 11 and May 10

Skills for Community Mental Health Workers

What happens to individuals with mental health issues after discharge from hospital? Supporting people with complex needs in the community or their natural environment (in vivo) presents unique challenges. An overview of various mental health conditions, treatment approaches, and community service agencies will be presented from a legal and social perspective. The complexities of addictions, domestic violence, safety, housing, diversity, culture, aboriginal health and poverty issues will be explored. This course is of interest to those in rural and urban settings working or volunteering in health care, social services, correctional fields or those who may have a personal interest in this material. A comprehensive and recovery based approach will be utilized to help learners enhance effective methods to work with clients and support their unique needs as well as promote the attainment of their highest potential.

HLTH286 \$367.00 Online, starts Jan 11 and May 10

"Real Justice" Facilitator Training – See page 33.

EDUCATION

Teacher / Trainer of Adults Certificate- ONLINE

Is This for You? Develop or boost your role as teaching and training practitioner with the courses in this certificate.

Certificate Highlights: This online certificate is designed to provide essential and practical skills in teaching and training adults. These skills can be used in both virtual and in-class teaching scenarios.

Program requirements: basic Windows computer and Internet skills (managing files and folders, keyboarding, email and Internet searches).

Career Prospects: Graduate of this certificate can expect greater successes as:

- Teaching assistant
- A teacher of continuing education subjects (resume builder)
- Private tutor
- Working in developmental services
- Curriculum development

ONLINE	
Core Courses	
SOCI 109	Adult Learning ✓
EDUC 69	Curriculum Development ✓
EDUC 107	Instructional Technology in Adult Education ✓
EDUC 71	Instructional Techniques ✓
SOCI 106	Assessment and Evaluation ✓
EDUC 99	Managing a Diverse Learning Environment ✓
FLPL 132	Practicum: Micro Teaching Clinic and Portfolio Review Note: This is not an online course.

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Adult Learning

Learn 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.

SOCI 109 \$347.20 Online, starts monthly

Assessment and Evaluation

Gain an overview of the processes involved in assessment and evaluation. A variety of types of evaluation will be used to understand and meet the needs of learners and stakeholders. You will be encouraged to evaluate your own practice as a teacher or trainer in your environment. Pre-requisite: Adult Learning SOCI109.

SOCI 106 \$347.20 Online, starts monthly

Curriculum Development

Learn how to develop a systematic approach to curriculum development based on a training/education model. Topics include needs assessment, learning outcomes, course outlines, lesson plans with an introduction to choosing instructional techniques, developing a marking system, integration of planning, learning styles, instructional techniques and course assessment/evaluation methodologies. Pre-requisite: Adult Learning SOCI109.

EDUC 69 \$347.20 Online, starts monthly

Educational & Recreational Programming

This course focuses on the methodology of teaching/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.

SOCI 16 \$367.00 Online, starts Jan 11 and May 10

Instructional Techniques

Gain an understanding of techniques such as lecture, group discussion, demonstration, icebreakers, case study, brainstorming, debate, fishbowl, collage, role-play, panel discussions, skits, co-operative learning, problem based learning and action learning. Classroom management issues and the use of media and resources are also addressed. You need a microphone for some assignments. Pre-requisite: Adult Learning SOCI109.

EDUC 71 \$347.20 Online, starts monthly

Instructional Technology in Adult Education

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.

EDUC 107 \$268.00 Online, starts Jan 11 and May 10

Leisure Education

Learn the foundations of leisure education, including how to promote the values and benefits of leisure as an important life skill, assist in overcoming barriers to participation and examine various strategies and models for assisting individuals and groups in finding ways to improve quality of life through leisure.

RECR 109 \$347.20 Online, starts Jan 11 and May 10

Managing Diverse Learning Environments

Discover cross-cultural differences in adult learning styles, preferences and educational expectations and compare those to learning in a Canadian learning environment. Recognize how diversity impacts the learning experience and learn to manage and plan for the complexities of such a learning environment.

EDUC 99 \$307.60 Online, starts Jan 11 and May 10

Practicum: Micro Teaching Clinic and Portfolio Review

Engage in a capstone project to apply and analyze your approach to adult learning. Under the guidance of a faculty sponsor, you will prepare a learning experience designed to address identified learning goals. You will be asked to implement the learning experience and conduct an analysis of the outcomes with recommendations for future modifications to the experience. Note: Design and development of learning Portfolio will be built into all courses as a component of assessment.

FLPL 132 (45 hrs) \$297.00

Ptbo (Sutherland) Mon, Apr 1 – Aug 31

NOT-FOR-PROFIT AND FUNDRAISING

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Donor Relationships in Fundraising

The funding relationship between the charitable sector, corporations and individual donors is integral to fundraising. Learn the needs and motivations of donors (corporations or individuals) and the key to sustaining long-term partnerships with the non-profit sector. Identify, analyze and rate potential prospects and prepare a solicitation approach accordingly.

MGMT 167 \$367.00 Online, starts Jan 11 and May 10

Fundraising as a Management Process

Accountability and transparency are key in today's society. Develop realistic marketing, communication, and financial plans that reflect the budgetary obligations of an organization, learn how to inspire general public interest, and establish trust in the brand of organization they represent. Learn the importance and role of marketing, public relations, and financial management in the world of fundraising.

MGMT 134 \$367.00 Online, starts Jan 11 and May 10

Independent Project – Fundraising

Apply the concepts learned in the Fundraising Management program through a series of reports. In collaboration with a non-profit organization, you will analyze existing fundraising practices and make recommendations for enhancements. Acting as a member of a Board of Directors, you will provide ongoing feedback to colleagues and help to critique the final report. This course should be taken last in the Fundraising Management Certificate.

MGMT 169 \$367.00 Online, starts Jan 11 and May 10

Introduction to Fundraising

Gain an overview of the principles, ethics, and practices of professional fundraising and a systemic examination of the thought and preparation required before an organization can engage in successful fundraising. Examine the evolution of fundraising in North America, the role of the voluntary sector in today's society and the changing nature of a fundraising professional's role. You will also analyze the needs of an organization to determine the best fundraising approaches.

BUSN 128 \$367.00 Online, starts Jan 11 and May 10

Methods of Fundraising

Examine the organization of special events as a fundraising technique: tasks and responsibilities, working with committees, creative development, scheduling, budgeting, strategies for maximizing profits, corporate partnerships, and grant seeking.

MGMT 131 \$367.00 Online, starts Jan 11 and May 10

Not for Profit Leadership I: Operational Frameworks

Through discussion and practical projects, gain an understanding of the fundamental principles, issues and best practices for effective leadership and management of a not-for-profit sector organization. The course provides context-specific knowledge and skills for current executives, new or aspiring non-profit managers, members of boards or career changers.

MGMT 114 \$367.00 Online, starts Jan 11 and May 10

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Not-for-Profit Leadership – ONLINE

Is This for You? This certificate offers a resume-enhancing advantage to a management career path for employees and volunteers who are already in the non-profit sector and to those thinking of entering it. To managers it provides the latest leadership theories and skills for the non-profit industry. Only three courses are required to complete this certificate, making it feasible to achieve certification in a short time.

Certificate Highlights: This leading edge certificate has been designed specifically to enhance the talent, drive, and creativity of those involved in Canadian not-for-profit agencies. Managers, staff, volunteers, and board members would all benefit from the array of curriculum offered in this certificate. Delivered on line, this certificate will allow you to interact with participants from across the nation as you learn best practices and core elements of a successful charitable organization.

Career Prospects: Successful participants can expect greater opportunities in:

- Not for Profit or charitable agencies
- Professional fundraising agencies
- Volunteer Positions
- Special events management
- Managing volunteers
- Campaign strategies

ONLINE	
Core courses	
MGMT 114	Not for Profit Leadership I: Operational Frameworks ✓
MGMT 115	Not for Profit Leadership II: Contemporary Issues and Practices ✓
Electives (choose 1)	
MGMT 131	Methods of Fundraising
MGMT 134	Fundraising as Management Process
ORGB 12	Interpersonal and Group Dynamics – see p. 45
MGMT 21	Introduction to Project Management – see p. 30
MGMT 30	Human Resource Management Principles – see p. 19

✓ offered this calendar

Not for Profit Leadership II: Contemporary Issues and Practices

Current issues and emerging pressures will be analyzed and applied, including 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. Pre-requisite: Not for Profit Leadership I: Operational Frameworks.

MGMT 115 \$367.00 Online, starts Jan 11 and May 10

Strategic Management of Campaigns

Learn how to develop a compelling case for support, attract the best leadership potential, develop donor prospects and prepare a plan of action. Study management and financial strategies to effectively control the fundraising process of campaigns. Explore the practical implementation of fundraising strategies required to manage information from a campaign such as processing gifts and dealing with information flow and technology.

MGMT 168 \$367.00 Online, starts Jan 11 and May 10

You might also be interested in...

- *Interpersonal and Group Dynamics*, page 45
- *Introduction to Project Management*, page 30
- *Management/Leadership Skills*, page 15



Fundraising Management Certificate – ONLINE

Is This for You? This certificate provides well-rounded training for entry level employees as well as managers in the not-for-profit sector. Volunteers, including board members and those involved directly in fundraising, will benefit from this training with an enhanced understanding of the many strategies and processes. This certificate also offers an excellent professional development opportunity for fundraising professionals who are looking to update or refresh their skills.

Certificate Highlights: This comprehensive certificate provides the techniques and skills required by not-for-profit managers, employees and volunteers to implement a wide variety of fundraising strategies and campaigns. The core courses provide training related to all aspects of successful fundraising, including recognizing opportunities, managing events, communicating with volunteers, donors and the media, as well as marketing and financial planning. The electives provide valuable management and leadership skills specific to fundraising.

Career Prospects: You could find a satisfying position as an employee, manager or board member in the areas of:

- Community agencies
- Charities
- International development agencies
- School foundations
- In-house fundraising committees

ONLINE	
Core Courses	
BUSN 128	Introduction to Fundraising ✓
MGMT 134	Fundraising as Management Process ✓
MGMT 131	Methods of Fundraising ✓
MGMT 167	Donor Relationships in Fundraising ✓
MGMT 168	Strategic Management of Campaigns ✓
MGMT 169	Independent Project – Fundraising ✓
Electives (choose 1)	
MGMT 21	Introduction to Project Management – see p. 30
MGMT 25	Management/Leadership Skills – see p. 15
MGMT 92	Leadership & Communication
BUSN 127	Leadership in a Team Environment
MGMT 114	Not for Profit Leadership 1

✓ offered this calendar

LANGUAGES, WRITING AND COMMUNICATIONS

42

FRENCH

French As A Second Language Certificate

Boost your resume or keep up with your French Immersion kids. This series of courses provides you with increasing competency in both written and oral language skills. Teaching methods will emphasize active participation, listening skills, role playing, as well as writing for retention.

Start at the first level if you have had little or no prior experience and proceed with the remaining levels. In order to obtain our Certificate for French as a Second Language, you must complete Levels 1 to 5. Additional levels will be available in upcoming semesters. If you do have some background or education in that language, please contact us to discuss which of the more advanced levels will be appropriate for you.

French II

This is a second level beginner course in conversational French. It is designed to provide the learner with a wider grammatical base in the French language and the opportunity to apply it in conversation. A communicative approach is used to develop your aural/oral skills and emphasis is placed on developing your self-confidence in practical language situations.

LANG 3 \$297.00
Ptbo (Sutherland) Tue, Jan 8 – Apr 16 6:30 – 9:30pm

French IV

This advanced course in conversational French focuses on the most of the complex grammatical structures of the French language and gives you the opportunity to practice these structures in conversation. A communicative approach is used to develop and enhance your listening and speaking skills.

LANG 5 \$297.00
Ptbo (Sutherland) Wed, Jan 9 – Apr 17 6:30 – 9:30pm



SPANISH

Three levels of Conversational Spanish courses will prepare you to communicate effectively with Spanish-speaking individuals in social situations. Additional levels will be available in upcoming semesters.

Spanish - Level I

This course is for the very beginner in Spanish. Starting with the alphabet and basic grammar, building vocabulary, such as numbers, days, months, seasons, and members of the family, asking questions as well as giving the answers, and common verbs in present tense. You will begin to communicate in Spanish by speaking and writing for the purpose to travel to Spanish speaking countries or for personal development.

LANG 43 \$165.00
Haliburton Wed, Mar 6 – May 8 6:30 – 9:00pm

Spanish II

Spanish II will complete the students' familiarity with aspects of basic Spanish. This will lead the students to a basic proficiency level necessary for a non-intensive language situation.

LANG 12 \$297.00
Ptbo (Sutherland) Wed, Jan 9 – Apr 17 6:30 – 9:30pm

Conversational Spanish – Intmd

Continues to develop the use of Spanish in your business travels. Build on the vocabulary and the grammar covered in the Basic course. Prerequisite: Conversational Spanish - Beginner or equivalent.

LANG 39 \$138.60
Cobourg Tue, Jan 22 – Mar 5 6:30 – 9:30pm
Ptbo (Sutherland) Mon, Jan 21 – Mar 4 6:30 – 9:30pm

ITALIAN

Our fun and engaging series of Italian courses, is perfect for travelers, scholars and those who occasionally encounter Italian-speaking individuals in social and business situations. Fundamental courses include conversational Italian as well as writing and reading skills. Start with Italian I this fall and continue with Italian II in the winter.

Italian II

In this direct continuation of Italian I, lessons will resume using active participation, while developing listening, speaking, reading and writing skills for use in work, in travel and in social situations. Pre-requisite: Italian I or some knowledge of Italian.

LANG 56 \$198.00
Ptbo (Sutherland) Thu, Mar 28 – May 30 6:30 – 9:30pm

WRITING

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Business Report Writing

Learn 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. Master reports through a series of ten assignments ranging from simple memos to formal reports under the guidance of a professional writer.

COMM 58 \$386.80 Online, starts monthly

Business Writing Strategies

Develop practical writing skills using technology for successful communication in business. Learn how to compose business correspondence including emails, memoranda, letters, and reports with a focus on routine, persuasive, and negative messages. The course includes a review of grammar and mechanics. PowerPoint will be used as part of this course.

COMM 55 \$386.80 Online, starts monthly

College Communications for Helping Professions

This first semester course will introduce students to the essential communication skills required to be successful in their chosen post-secondary program. These skills include reading, writing, speaking, listening and critical thinking. Through a series of written assignments, in-class discussions based on readings, and lab activities, students will improve their overall communication skills.

Students of COMM79 will engage in a series of activities and assignments designed to provide the essential language skills required for academic success.

COMM 79 \$244.20
Ptbo (Sutherland) Tue, Apr 23 – Jul 30 5:00 – 8:00pm

Communications I

Develop and practice the fundamentals of Standard English including grammar, sentence structure, and the conventions of Standard English. You will practice paragraph and essay research, hone your organization, planning and independent learning skills and develop e-learning capabilities.

COMM 56 \$367.00 Online, starts Jan 11 and May 10

Creative Writing – Intermediate

This follow-up course to Creative Writing ' Beginners (COMM 76) is also suitable for anyone who already has some writing and critiquing experience. You should have 2-3 story-length pieces (approx. 5-10 pages or slightly longer if novel segments) of your own writing to workshop and will be asked to read and critique the same number of submissions by fellow participants.

COMM 101 \$268.00 Online, starts Jan 11 and May 10

Creative Writing Certificate

– ONLINE  

Is This for You? Whether you are already an author or are just starting on the road to become one, this certificate offers a broad spectrum of useful skills. You will practice writing extensively and receive regular constructive feedback that will let you improve on your style, grammar, organization and vision. The core courses will hone your core skills, while the electives in this certificate will allow you to improve in specific writing genres.

Certificate Highlights: Pursue your passion for writing in a guided environment. The courses in this certificate have been designed to let you acquire and fine-tune the elements of your craft, expand your writing style and publish your work. You will receive motivation, structure and creative encouragement from experienced faculty as well as your online class mates. Understanding the business process of becoming a published author will help you work with agents, editors and publishers in today's popular media.

Career Prospects

- Short Story Writing
- Online contributor
- Publishing
- Proofreading and editing
- Resumé builder for teachers and Early Childhood Educators

ONLINE	
Core Courses	
COMM 71	Writing for Publication 1 ✓
LANG 28	Grammar for Writing Professionals ✓
COMM 76	Creative Writing – Beginners ✓
COMM 101	Creative Writing – Intermediate ✓
Electives (choose 3)	
COMM 158	Essentials of Writing Fiction ✓
COMM 77	Understanding Literature ✓
COMM 74	Writing for Publication 2 ✓
LANG 35	Writing Grammatically ✓
COMM 70	Writing Short Stories ✓
COMM 53	Intro to Children's Literature ✓
COMM 149	From Harry Potter to Aslan: Exploring Children's Fantasy ✓
COMM 167	Introduction to Writing Children's Fantasy ✓
COMM 102	Romance Writing ✓
ARTS 411	Poetry Writing ✓
COMM 161	Dramatic Scriptwriting ✓

✓ offered this calendar

Critical Thinking

How do 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. Learn how to identify both false and misleading arguments. In addition, you will 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.

SOCI 75 \$367.00 Online, starts monthly

Writing For Professionals Certificate – ONLINE

Is This for You? This is an essential certificate for anyone whose job includes writing, editing or proof reading as well as those who want to add these skills to their resume for a competitive edge.

Certificate Highlights: A professionally written document is articulate, persuasive, concise, and usable. Experienced faculty will hone your competency in grammar and spelling and refine your writing style for a variety of different applications, from professional and concise business documents to web based communications. Exchange ideas with a group of like-minded peers as you learn how to plan, structure, manage and promote your written work.

Career Prospects

- Technical writer, manual preparation
- Consulting and Research Firms
- Editor/Proof reader
- Online contributor
- Publishing Industry, including non-fiction author
- Professional development for office and administrative staff

ONLINE	
Core Courses	
LANG 35	Writing Grammatically ✓
LANG 28	Grammar for Writing Professionals ✓
COMM 84	Technical Communications ✓
COMM 58	Business Report Writing ✓
Electives (choose 3)	
COMM 71	Writing for Publication 1 ✓
COMM 74	Writing for Publication 2 ✓
COMM 165	Introduction to Non-Fiction ✓
COMP 158	Desktop Publishing for Business (see Computers section) ✓
COMM 55	Business Writing Strategies ✓
SOCI 75	Critical Thinking ✓
COMP 220	Microsoft Word Specialist (see Computers section) ✓
COMM 86	Writing a Business Manual ✓
COMM 91	Writing a Proposal ✓
COMM 88	Writing Sales Material ✓
COMM 51	Researching & Reporting ✓
COMM 168	Writing for the Web ✓

✓ offered this calendar

Dramatic Scriptwriting

Gain the skills necessary for developing an original short dramatic script idea. Providing a structured developmental process, we will begin with researching and evaluating story concepts, writing an outline, treatment and first draft, followed by revision and polishing of a final draft ready to be marketed. Script formats and terminology specific to film, television and radio will be covered, along with intellectual property protection issues, marketing, and developing the tools necessary to sustain a writing career.

COMM 161 \$254.80 Online, starts Jan 11 and May 10

Essentials of Writing Fiction

Discover the core elements needed for creative writing. Gain an understanding of the process of creative writing including theme, setting, plotting, characterization, and the use of dialogue, enabling you to successfully discover your writer's voice and build confidence in your writing abilities.

COMM 158 \$386.80 Online, starts Jan 11 and May 10

From Harry Potter to Aslan: Children's Fantasy

Explore fantastic worlds, the creators of those worlds, and the underlying mythologies upon which they draw. Discover ways to assist children and adults in appreciating the intricacies of good children's literature in this genre as well as how those fantastic worlds contribute to and enrich children's imaginations and lives. Writers will gain much from this course as well as course as well as librarians and others working with children's programs.

COMM 149 \$347.20 Online, starts Jan 11 and May 10

Grammar for Writing Professionals

Gain experience in the editing and proofreading process, recognizing and correcting errors in accordance with accepted Canadian standards. You will also study the importance of working as part of an editing team to help produce acceptable full-length manuscripts. This course examines the use of grammar; participants should already possess competent English language skills including basic grammar (or Writing Grammatically LANG 35).

LANG 28 \$347.20 Online, starts Jan 11 and May 10

Introduction to Children's Literature

Acquire an overview of children's literature, its history and development, and its rich variety of forms and techniques. This course 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 some may find offensive.)

COMM 53 \$347.20 Online, starts monthly

Introduction to Non-Fiction

Determine an idea's marketability in the non-fiction market, target a reading population, participate in critical discussions about issues in non-fictionwriting, and learn how to effectively research a topic or project. You will develop a draft of a professional book proposal/query and several story drafts. You will also learn strategies for marketing yourself and your work effectively.

COMM 165 \$327.40 Online, starts Jan 11 and May 10

Poetry Writing

Develop skills necessary for the creation, development, and marketing of publishable poems.

ARTS 411 \$347.20 Online, starts Jan 11 and May 10

Researching and Reporting

In this 39-hour online course communication skills are developed through hands-on application. Students can choose examples related to their careers or from sample assignments. Participants define a problem, collect research using print sources, the Internet, interviews and questionnaires, and present their findings in reports.

COMM 51 \$327.40 Online, starts Jan 11 and May 10

Romance Writing

Explore the art and craft of writing for the growing romance fiction market. Through lectures, examples, and lots of research, you will develop skills in creating engrossing plots and settings, and engaging characters, as well as keeping abreast the growing and changing market for romance oriented fiction.

COMM 102 \$367.00 Online, starts Jan 11 and May 10

Technical Communications

Engage in various technical writing problems that will challenge you to generate practical solutions that are clear, focused and expressed in appropriate language style. Develop the sound thinking and planning skills that are fundamental to communicating successfully in technical fields. In addition, you will conduct online research, collaborate with other learners and format technical information to industry standards using text and graphics on your computer.

COMM 84 \$386.80 Online, starts Jan 11 and May 10

Understanding Literature

Acquire the tools necessary to appreciate literature critically by reviewing literary history and examining different genres. You will explore themes and conventions associated with these genres and develop an understanding of literary analysis and various critical approaches. For creative-writing enthusiasts, this course will provide a framework in which to appreciate and evaluate their own writing.

COMM 77 \$386.80 Online, starts Jan 11 and May 10

Writing a Business Manual

Discover how to write clear, concise, context-specific descriptive prose that will enable you to produce effective instructions and manuals. A project planning approach to determining sections, headings, page layout and packaging will be examined in terms of audience analysis, the incorporation of visuals and collaborative writing. You will complete a business manual suitable for use as a company handbook of operational policies, responsibilities and procedures.

COMM 86 \$228.40 Online, starts Jan 11 and May 10

Writing a Proposal

This project-based course will systematically guide you through the entire process of producing a proposal. You will describe your chosen topic, produce an initial plan, then create a hierarchical framework of headings, and finally develop a detailed written outline. Paragraph structure, sentence composition, and word choice will also be reviewed to ensure effective writing.

COMM 91 \$228.40 Online, starts Jan 11 and May 10

Writing for Publication I

Examine the publishing process and available opportunities for writers as well as the key elements of major genres. You will follow the various steps of manuscript preparation, from query letter to polished final draft and on to professional submission.

COMM 71 \$347.20 Online, starts Jan 11 and May 10

Writing for Publication 2

Focus on the publishing process with emphasis on the Canadian magazine trade. You will develop your ideas into acceptable compositions and find out how to approach suitable publishers for you work. Recommended: Writing for Publication 1

COMM 74 \$347.20 Online, starts Jan 11 and May 10

Writing for Sales Material

Examine the craft of persuasive writing as it applies to sales letters and promotional material. Learn to analyze the logical and rhetorical structure of effective sales material and to apply similar strategies to your own persuasive writing project. The media's use of literary techniques such as allusion and irony are examined. Practice the use of such techniques in persuading target audiences.

COMM 88 \$228.40 Online, starts Jan 11 and May 10

Writing for the Web

Using a practical, hands on approach, examine specific issues and skills of writing for the web, such as writing for emphasis and visual impact, the basics of search engine optimization, sourcing images and incorporating multi-media with text. Gain an understanding the various styles and requirements involved in writing for blogs, online magazines, commercial websites and other text based models, including social media.

COMM 168 \$347.20 Online, starts Jan 11 and May 10

Writing Grammatically

Catch up on the rules of English grammar in a comprehensive, easy-to-follow manner. The 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.

LANG 35 \$386.80 Online, starts monthly

Writing Short Stories

Explore character development, narrative unity, and plot construction by analyzing selected short stories and participating in writing exercises. Work step-by-step to produce a story suitable for publication. The process of submission for publication as well as the various opportunities for publication are examined.

COMM 70 \$386.80 Online, starts Jan 11 and May 10



Ready to Register?

See page 68 for details.

COMMUNICATIONS

Interpersonal and Group Dynamics

In this introductory level course, 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.

ORGB 12 \$297.00 Online, starts Jan 11 and May 10

SIGN LANGUAGE

American Sign Language (ASL) Certificate – IN-CLASS

Is This for You? Professionals and families in contact with signing deaf people, or any individual interested in learning a new language will benefit from classes taught by culturally deaf instructors.

Certificate Highlights: These popular courses are offered in partnership with The Canadian Hearing Society and are highly endorsed by the deaf community. All courses are based on the Signing Naturally Curriculum, which teaches the linguistic principles of ASL, and touch on the culture of the deaf community. A certificate will be granted upon completion of all Level 1 and Level 2 ASL courses.

Course fee does not include books and tapes required for this course. One set of DVDs are used for each course.

Core Courses	
LANG 9	Signing Naturally 101
LANG 18	Signing Naturally 102 ✓
LANG 19	Signing Naturally 103 ✓
LANG 20	Signing Naturally 201 ✓
LANG 21	Signing Naturally 202 ✓
LANG 22	Signing Naturally 203

46

✓ offered this calendar

Ready to Register?

See page 68 for details.

ONLINE LANGUAGE STUDIES

Through the use of supplemental CDs and multimedia course materials, you can study languages from the comfort of your home. Visit our web site to search for courses such as:

- French, levels 1 – 5
- Italian
- Mandarin Chinese
- Japanese
- Spanish
- Ojibwe

and even Braille!

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Signing Naturally 102

Functions and grammar introduced in level 101 are reviewed and expanded to refine your signing skills. New strategies move from discussing activities, time concepts, and asking for repetition, to expanded cultural knowledge and sensitivity. You will rehearse various conversation strategies and volunteer appropriate information to maintain a comfortable exchange.

LANG 18 \$237.60
Ptbo (Sutherland) Tue, Jan 15 – Apr 2 6:30 – 9:30 p.m.

Signing Naturally 103

This third level course in the ASL series enables you to rehearse previously learned conversational strategies and be able to correct information to minimize misunderstandings. Topics move from talking about yourself and the immediate environment, to talking about others and your community. You will develop language skills focused on conversation strategies and volunteer appropriate information to maintain a comfortable exchange.

LANG 19 \$237.60
Ptbo (Sutherland) Tue, Apr 9 – Jun 25 6:30 – 9:30 p.m.

Signing Naturally 201

While level one introduced language concepts related to people, places and things within the immediate environment, level two encourages you to talk about people in a more abstract way and about the environment outside the classroom. You will also learn to narrate events that occurred in the past.

LANG 20 \$237.60
Ptbo (Sutherland) Thu, Jan 17 – Apr 4 6:30 – 9:30 p.m.

Signing Naturally 202

The objective of this course is to further your proficiency and refine the skills learned/retained during ASL 201. You will continue to learn how to relate to others and to build up your cross-cultural awareness and understanding of, and respect for deaf culture while you learn.

LANG 21 \$237.60
Ptbo (Sutherland) Thu, Apr 11 – Jun 27 6:30 – 9:30 p.m.

LANGUAGE INSTRUCTION **FREE!** FOR NEWCOMERS TO CANADA (LINC)

Are you new to Canada and would you like to meet new friends, develop your English language skills and learn about Canadian culture?

Come and join our friendly group to learn conversation skills, reading, writing, grammar, vocabulary, idioms, participate in field trips and maybe exchange some recipes!

Classes are offered from LINC level 0-8. Daycare subsidies are available for eligible clients.

LINC is funded by Citizenship and Immigration Canada.

Monday – Friday, 12:15pm – 3:15pm (levels 0 – 3)

Monday – Friday, 9:00 am – 12:00noon (levels 4 – 8)

This free program is offered to permanent residents of Canada who have completed an assessment at the New Canadian Centre in Peterborough.

For more information, please call the
New Canadian Centre at **705-743-0882**.

OUTDOOR SKILLS AND SUSTAINABLE LIVING

Outdoor Skills Certifications

Employers look for well-trained people able to show proof of correct training in potentially high risk work situations. Training and certification in these areas can help your resumé stand out. Fleming College offers industry certifications to help you gain the needed credentials according to the most current regulations and safety standards.

Certification/ License Course	Certifying, Licensing or Standards Body
Canadian Firearm Safety Courses	Chief Firearms Officer of Ontario
Chainsaw Operator	Workplace Safety North
Fur Management	Ontario Ministry of Natural Resources
GPS & Wilderness Navigation	Green Check – Canadian Ecology Centre
Ontario Hunter Education	Ontario Ministry of Natural Resources
Restricted Radio Operator	Industry Canada

Fleming also offers certification in:

- Workplace Hazardous Materials Information System (WHMIS), see page 58.
- Non-Violent Crisis Intervention, see page 33.
- Fall Protection, see page 48.



Air Brakes 'Z' End.

The Ontario Ministry of Transportation requires drivers of air brake equipped vehicles to have a Z endorsement on their license. This course includes a 1-hour exam and a 40-minute practical test, which is individually scheduled on the third day. (Your presence will not be required for the whole day.) Upon successful completion we will issue the necessary forms and certification that you require for your license upgrade.

MECH 79 \$372.71
Lindsay (Frost) Sat/Sun, Feb 23/24 & Sat, Mar 2 8:30am – 4:30pm

Amphibian Biology and Identification

This course will provide fundamental knowledge of amphibian reproduction, behaviour and physiology in the context of wildlife conservation, ecological monitoring, ecosystem assessment and restoration in Ontario is vital in many public and private sectors in Ontario. Learn how to accurately identify Ontario's amphibians and gain an understanding of their distribution, habitat preferences and status in Ontario

ENVR 48 \$79.20
Lindsay (Frost) Sat/Sun, Apr 6 – 7 9:00am – 3:30pm

Animal Tracks & Signs

Enhance your enjoyment of the outdoors and broaden your awareness of nature by unraveling the clues animals have left behind. Teachers or those working in parks and other tourist areas will also benefit from learning about track identification and analysis, pressure releases, animal markings and signs, and scat identification. There will also be the opportunity to test your new skills in tracking a selected animal as it moves throughout the park. Please bring a foam pad for sitting in the snow, writing materials, snowshoes (if necessary), lunch, and be dressed for a day outdoors.

NATR 14 \$111.87
Kawartha Field Centre, Ken Reid Conservation Area
Sat, Feb 2 8:30am – 4:30pm

Astronomy

This is an introduction to the study of all that exists beyond our planet. The course examines the characteristics of the bodies of the Solar System presenting interesting information about the planets and their moons. The course will also deal with stars, nebulae and galaxies.

SCIE 143 \$367.00 Online, starts Jan 11 and May 10

Bear Safety and Awareness

Learn how to assess and respond effectively to bear encounters to reduce the risk of human injury. The course focuses on bear biology, identification, behaviour and how to prevent and respond to bear encounters. Non-lethal bear deterrents, including pepper spray and noise makers will be demonstrated and practiced.

NATR 94 \$74.75
Lindsay (Frost) Sat, Mar 23 9:00am – 1:00pm

Canadian Firearm Safety (PAL)

For those who do not require the Hunter Safety certification, this course includes the training and exam required to apply for the Firearm Possession and Acquisition License. It includes basic firearm parts, care, transportation, use, and storage of non-restricted firearms, and rules and regulations surrounding firearms. Equipment is supplied.

MECH 140 \$134.71
Lindsay (Frost) Sat – Sun, Jan 19 – 20 8:00am – end times may vary
Sat – Sun, Mar 9 – 10 8:00am – end times may vary
Sat – Sun, May 4 – 5 8:00am – end times may vary

Canadian Firearm Safety and Hunter Safety (One-Stop Program)

Successful completion of this course and two examinations will enable you to apply for both the Hunting Outdoor Card and the Firearm Possession and Acquisition License and subsequently purchase/possess a non-restricted firearm and ammunition. It includes basic firearm parts, care, transportation and storage of non-restricted firearms, hunting trip preparation, hunting guidelines and ethics, and rules and regulations surrounding firearms and hunting. This course consists of 21 hours of training plus a scheduled one-on-one exam. (Note: In order to qualify for the Hunter Safety exam, 100% attendance of this course is mandatory.) Equipment is supplied.

MECH 83 \$259.33
Lindsay (Frost) Fri – Sun, Feb 1 – 3 Fri 6:00 –
Sat 8:00am –
Sun 8:00am –
Mon – Thu, Feb 25 – 28 8:00am –
Fri – Sun, Mar 15 – 17 Fri 6:00 –
Sat 8:00am –
Sun 8:00am –
Fri – Sun, Apr 19 – 21 Fri 6:00 –
Sat 8:00am –
Sun 8:00am –

end times may vary

Chainsaw Operator

This entry-level course, based on the competency standards set by the Ministry of Training, Colleges and Universities and developed by Workplace Safety North teaches the knowledge and basic skills to safely handle a chainsaw, to demonstrate safe practices and to fell trees properly. The first eight hours are spent in class learning chainsaw use, maintenance and sharpening, and safe chainsaw handling. safety techniques. Then two days are spent in the field bush practicing these techniques with an emphasis on safety. methods. You must provide your own working chainsaw, supplies, and safety equipment. You must be physically fit to take this course. As well, you must be 19 years of age or older or a high school graduate. For a complete list of required equipment, please view the course description at flemingcollege.ca/con_ed.

MECH 82 \$172.62
Lindsay (Frost) Mon – Wed, Feb 25 – 27 8:00am – 5:00pm
Mon – Wed, Apr 29 – May 1 8:00am – 5:00pm
Haliburton Sat – Mon, Apr 20 – 22 8:00am – 5:00pm

Canadian Wildland Firefighters Exchange Fitness Standard

To fight forest fires safely and effectively, avoid injuries and recover rapidly, initial attack forest fire fighters must have suitable levels of aerobic fitness, muscular strength and muscular endurance. WFX-FIT is a fitness standard for the exchange of Type 1 firefighters across Canada. It includes performing a continuous circuit that involves carrying a medium pump on the back for 160 m while traversing a 35 degree ramp every 20 m, carrying a medium pump in hands 80 m without traversing the ramp, picking up and carrying an Ontario hose pack (containing 4 lengths of hose) on the back for 1 km while traversing the ramp every 20 m, then dragging a weighted sled 80 m on level ground to simulate advancing charged hose. NOTE: WFX-FIT is required for anyone wishing to gain employment as front-line initial attack fire fighter.

NATR 98 \$131.51
Lindsay (Frost – Field House) Sat, Mar 9 or 23 or Apr 13
By Appointment

Edible Wilds

During this hands-on course, you will learn how to identify numerous native edible wild plants, and discover their many uses, including nutritional, medicinal, and other outdoor uses. You will sample salads, teas, nuts, jams, juices, and other delicious foods. Participants should bring their own eating utensils (cup, plate, bowl, knife, fork, and spoon), lunch, a sharp knife (or pruner), writing materials, and be suitably dressed for a day outdoors.

NATR 15 \$111.87
Kawartha Field Centre – Ken Reid Conservation Area, Lindsay
Sat, May 25 8:30am – 4:30pm

Environment Management, An Introduction

Develop analytical and evaluation skills required in the management of environmental issues. Gain a better understanding of the complexity of environmental policies, and legislation procedures. The application and development of site inspections and program auditing are explored to assist in the recognition and analysis of potential environmental risks.

ENVR 50 \$367.00 Online, starts Jan 11 and May 10

Fall Protection

Hands-on training in the proper use and maintenance of fall arrest equipment will be demonstrated. This training focuses on the dangers associated with working in areas where falling to a lower level is a possibility, such as scaffolds, roofs, ladders and elevated work platforms. It is applicable to industries such as manufacturing, construction, display art, mining and farming.

CNST 77 \$104.64 (incl. wallet card)
Haliburton Sat, Apr 6 1:00 – 5:00pm

Food Self-Sufficiency

Become food self-sufficient by learning how to grow and store the vegetables, fruits and meat needed to keep a family supplied for a year. The course explores the very efficient square-foot method of growing food and introduces canning, dehydrating and other food storage principles. Subjects also include raising and butchering chickens on a small lot. The course will include hands-on activities and field trips, and will be a good starting point for market gardeners, community leaders and food co-ops. Participants should bring a sharp kitchen knife and cutting board and be suitably dressed for a day both indoors and outdoors.

NATR 67 \$99.00
Lindsay (Frost) Sat, May 4 & 11 8:30am – 4:30pm

Fur Management

Offered in conjunction with the Ministry of Natural Resources and the Ontario Fur Managers Association, this course provides instruction to novice and experienced trappers in the use of humane trapping methods. Learn about the biology and management of furbearing species, methods of increasing trapping efficiency and success, proper pelt preparation, safe trap handling and essential survival skills. Demonstrations of skinning and trap set construction will be given in class and in the field. A final exam to be eligible for a trapping licence will be administered by the Ministry of Natural Resources. NOTE - +2 Saturdays in the field as scheduled by instructor depending on weather conditions.

NATR 16 \$292.95
Lindsay (Frost) Every Tue, Jan 22 – Feb 19 6:00 – 10:00pm

Geological Disasters

Study the events, the causes and the effects of some of the world's greatest natural or geological disasters. Examine disasters associated with earthquakes, volcanoes, tsunamis, weather, hurricanes, floods, fires, extinctions and impacts from space. A fundamental knowledge of geology is recommended.

GEOL 59 \$367.00 Online, starts Jan 11 and May 10

GIS Geographic Information Systems – Introduction

Acquire an overview of the fundamental concepts, 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, concepts of database systems, data modeling, and digital mapping. Software requirements: Open Source Software (Map Windows).

GEOM 61 \$347.20 Online, starts Jan 11 and May 10

Global Warming Concepts

Develop an awareness of the differences in current scientific certainties and uncertainties in global warming as well as historical and current political issues at a global and national level, including topics such as the Kyoto agreement, ethical responsibilities of individuals, corporations, and governments, and the conflicts between economic development and the environment. This course provides the opportunity for you to develop greater understanding of social awareness and the relationship between science, technology and an individual's responsibility to society and the environment.

GNED 90 \$268.00 Online, starts monthly

GPS and Wilderness Navigation

Suitable for those working or adventuring outdoors, this basic orientation course covers a variety of land-based navigational aids, such as GPS, different types of maps, compass use, and signs in nature. Learn how to use a GPS unit and map together off-trail, and how to avoid getting lost in the bush. Required equipment: a mirrored compass with a declination setting, a wristwatch, writing materials, a water bottle, lunch, and suitable attire for a day out of doors. A GPS unit will be made available to you for this session or you can bring your own. You will be certified to national standards by the Canadian Ecology Centre.

NATR 20 \$122.18
Kawartha Field Centre – Ken Reid Conservation Area, Lindsay
Sat, Mar 16 8:30am – 4:30pm

Meteorology

This introductory course will logically and methodically develop your understanding of weather and weather-related phenomena.

SCIE 144 \$367.00 Online, starts Jan 11 and May 10

Natural Resources Career Management

Acquire the skills, tools, and knowledge to develop and manage a career in Natural Resources. We will discuss career planning, help you research employers with information that includes how and when to apply for positions, and look at program-specific resume writing and job interviews.

COUN 043 \$386.80 Online, starts Jan 11 and May 10

Ontario Hunter Education

This course covers the Hunter Education Material as laid out by Ministry of Natural Resources Policy. It includes information on the Role of the Hunter, Hunting Laws, Bow and Gun Hunting procedures as well as Safety Issues. Upon the successful completion of the course and examination you will be eligible to apply for the H2 Hunting Outdoors Card. NOTE: This course does not include the examination for the Canadian Firearms Safety test required for hunting using non-restricted firearms. Equipment is supplied.

NATR 49 \$141.12
Lindsay (Frost) Sat – Sun, Mar 23 – 24 8:00am – end times may vary

TDG

This course is for transportation drivers, carriers, shippers or receivers, or anyone involved in the transportation of dangerous goods and materials. It is designed to meet legislated requirements under the federal TDG regulations and the provincial DTGA regulations. The workshop covers TDG and the law, exclusions and restricted substances, signage and documentation, classifications, dangerous occurrence reporting, and emergency occurrence reporting. Certificates are issued upon successful completion.

MTRL 19 \$103.36
Lindsay (Frost) Wed, Feb 13 6:00 – 10:00pm

Restricted Radio Operator

As holder of a Restricted Radio Operator - Aeronautical Certificate, you may act as a radiotelephone operator on any aeronautical land or mobile station. Learn to operate radiotelephone equipment, operations procedures, domestic regulations, and safety regulations. The written and oral exam from Industry Canada will be administered (free of charge) during the class. Certificates will be issued by Industry Canada upon successful completion of both exams. Participants MUST bring a government-issued PHOTO I.D. (eg. drivers licence or passport).

MECH 88 \$60.32
Lindsay (Frost) Tue, Feb 19 6:00 – 10:00pm

Wild Edibles Foraging 101

Enjoy a fun-filled adventure day of hiking and foraging for wild edible/medicinal/useful/species of plants, trees, shrubs, and lichens... participants will identify, gather, and sample wild teas, salads, and berries. Foraging skills can be useful when you venture into the backcountry on extended outings, for surviving in the wilds, or just for healthy living!

RECR 10 \$136.00
Haliburton Sat, May 25 10:00am – 5:00pm

Wilderness Survival – Part 1

Whether you venture into isolated areas for your job or for fun, working and traveling in these regions can be hazardous. Learn survival fundamentals, such as building shelters from available materials, orientation, finding food, making fire without matches and staying warm. Please bring a sharp, non-folding hunting knife, leather work gloves, and a mirrored compass with a declination setting. Please be suitably dressed for a day both indoors and outdoors. Snowshoes are helpful in winter weather.

NATR 31 \$99.00

Kawartha Field Centre – Ken Reid Conservation Area, Lindsay
Sat – Sun, Mar 9 – 10 8:30am – 4:30pm

Wilderness Survival Skills Workshop

Learn how to survive in the wilderness. Topics include survival preparedness, game plan, selecting survival kits and backcountry clothing, and priority survival skills if you become lost (shelter/fire/signal building, finding food and water).

RECR 102 \$136.00

Haliburton Sat, Apr 20 10:00am – 5:00pm



50 Sustainable Trails Certificate – IN-CLASS

Is This for You? This certificate provides a full range of trails theory and skills training available to trails groups, communities, employers, and government agencies.

Certificate Highlights: This certificate takes place at Fleming's Frost Campus, one of Canada's leading environmental education institutions.

Offered on weekends, the program will provide insight and best practices into the design, construction, and maintenance of trails. You will study and gain practical experiences by applying techniques that can enhance, rehabilitate, and protect trails and greenways. Interpretive studies of the various fauna and flora will be explored from a sustainability perspective.

Admission Requirements: The minimum admission requirement for entrance into this program is: 19 years of age or older, or an Ontario Secondary School Diploma or its equivalent.

Core Courses	
RECR 115	Trail Planning
RECR 114	Trail Design
RECR 113	Trail Construction
RECR 119	Trail Maintenance & Signage
RECR 112	Trail Business Planning and Law & Risk Management
MGMT 158	Management of Trail Users & Volunteers
ECOS 34	Ecologically Sustainable Trails
Electives (choose 2)	
RECR 111	Marketing & Promoting Trails
RECR 116	Trails Education & Interpretation
RECR 120	Understanding Accessibility for Designing Better Trails
RECR 121	Motorized Trail Recreation
RECR 122	Introduction to Trails
MECH 82	Chainsaw Operator
NATR 31	Wilderness Survival – Part 1

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Management of Trail Users & Volunteers

Gain a practical understanding of how to create a plan for and manage the users of a trail. You will develop a trail-specific draft plan. Determining uses, articulating behaviour and regulations to minimize conflicts between users, developing a code of user behaviour, and managing events on trails will be discussed. Equally addressed is volunteer management through the steps of effective supervision to improve volunteer job satisfaction and retention. Local, provincial, national associations and internet resources will be examined as sources for ongoing professional management development.

MGMT 158 \$92.40
Lindsay (Frost) Sat – Sun, Feb 23 – 24 9:00am – 4:30pm

Marketing & Promoting Trails

This course covers basic concepts of online marketing and promotion techniques such as web site design and social marketing, as they relate to recreational trails. Various on line marketing and promotion strategies will be examined, as well as comparisons with offline strategies such as magazine adverts, editorial and flyers. Through the use of a marketing plan framework participants will be able to apply certain concepts and generalization as it applies to a trail.

Prerequisite: This course requires a general familiarity of the Internet. While not required, participants who have had courses in web technologies or programming related to web page design will find it useful.

RECR 111 \$92.40 Feb 4-15 On-Line

Trail Business Planning and Law & Risk Management

Managing the risks associated with multi-use trails can create some unique challenges for municipalities, private land owners, and trail user groups. There appears to be much confusion and misunderstanding regarding many of the liabilities associated with trails, and there are definitely errors committed in efforts to transfer the risks from landowners (public and private) to trail user groups. This course will provide answers and preventative actions to many of the legal and risk issues associated with trails. Course participants will also spend a day examining basic concepts and techniques used in developing a trail business plan. Emphasis will be on entrepreneurial strategy, the business plan, marketing, and financial management.

RECR 112 \$92.40 Online, Nov 30 – Mar 1

Trail Construction

Building upon trail planning and design, this basic trail construction course will combine both theory and practical learning. You will have the opportunity to build parts of trail in the field using hand tools, techniques, and knowledge gained from classroom instruction. Using best practices and construction techniques, you will experience how sustainable trails need to be constructed.

RECR 113 \$138.60
Lindsay (Frost) Fri/Sat/Sun, May 3 – 5 9:00am – 4:30pm



Trail Design

This is a highly interactive course that builds on the Trail Planning course and includes an overview of trail design principles and techniques. Engage in a field tour to assess a variety of trail designs, and design a charrette for a gap or a specific missing trail segment.

RECR 114 \$138.60
Lindsay (Frost) Fri/Sat/Sun, Mar 22 – 24 9:00am – 4:30pm

Trails Education & Interpretation

Individuals using a trail may not be aware of the unique and specific attributes of a particular trail. This course will assist participants to develop stimulating educational and interpretive sessions concerning specific recreational trail attributes.

RECR 116 \$92.40
Lindsay (Frost) Sat/Sun, Apr 20 – 21 9:00am – 4:30pm

Trail Planning

The first step in trail development is a trail plan. Landownership, legislation, and site evaluation will be studied in the preparation of a comprehensive sustainable plan that can be used to support project proposals for partnerships and funding. Some field work will give you hands-on skills in using planning tools such as a GPS, aerial photography and maps.

RECR 115 \$92.40
Lindsay (Frost) Sat – Sun, Mar 9 – 10 9:00am – 4:30pm

Ready to Register?

See page 68 for details.

ENVIRONMENTAL FIELD SKILLS CERTIFICATE

Program Highlights

This new Continuing Education Certificate, offered by our School of Environmental and Natural Resource Sciences, provides hands-on activities and skills in the identification, sampling, measurement and classification of organisms and habitats within our ecosystem. Learn practical techniques and protocols for the collection, recording and reporting of field data, as well as safe field practices. The certificate comprises six courses plus a two-week field placement. All courses take place at Frost Campus and run during the daytime. Enrol in all the courses within the certificate, or take one or more courses at a time, depending on your needs and interests.

The courses are available starting in May as well as in January, with the exception of the Field Placement course, which is offered starting in August and again in April.

Is This You?

These Field Skills Courses are for:

- University graduates who may be eligible for advanced standing entry to the Ecosystem Management Technology or Environmental Technician program, but who may need these fundamental field skills for success in these programs.
- Environmental sector employees who want to enhance their portfolio of skills and increase their employment opportunities.
- Community members and volunteers with an interest in learning more about our natural world.

Admission Requirements:

The minimum admission requirement for entrance into this program is: 19 years of age or older, or an Ontario Secondary School Diploma or its equivalent.

MANDATORY COURSES

Ecology: Concepts and Linkages

Ecology: Concepts and Linkages introduces contemporary theory, ideology and practices of ecosystem management. Students use qualitative and quantitative methodology, historical context, and selected experiences to assemble ecological data and information into knowledge that functions to benefit ecosystems. The course integrates ecology, environmental and ecosystem health sciences to assist in the understanding and sequential application of ecosystem management practices.

Forest Measurement

This course deals with specific measurements and assessment methods for forests. The course involves laboratory sessions and field trips. Measurement of tree height, tree diameter, basal area, land area, and tree volume is studied. The Canadian Fire Weather Index system is introduced. Fixed area sampling, point sampling, tree marking, and fuel loading are field trip topics.

Soil Studies I

The Common Lecture/Lab portion of the Soil Studies course provides an introduction to the physical and chemical properties of soils. Students develop skills in the identification and classification of soil, physical and index properties, textures, soil moisture, soil porosity, and other aspects of soil science using a variety of field and laboratory methods.

Soil Studies II course for the Ecosystem Management and Forestry

Technician Programs continues with physical and chemical properties of soils and introduces the biological component required for the understanding of forest soils. The student will determine soil textures, pH; moisture regimes and drainage, identification of mineral and organic soil profiles: application of the Forest Ecosystem Classification methodology, and perform a soil/site description in the field. Throughout the course analytical skills will be developed that are typical of site evaluation and environmental studies.

Trees and Shrubs Of Ontario

This course deals with the identification of approximately 100 species of trees and shrubs of importance to those managing the forests resources of Ontario. Throughout the semester identification features for common trees and shrubs in both summer and winter condition are introduced and applied. A number of field trips are utilized to assist students with their identification skills. In the weekly lecture series topics such as tree growth, reproduction, photosynthesis, respiration, forest ecology and uses of trees will be introduced. At the completion of the course students will have a sound working knowledge of dendrology. The skills introduced in this semester may then be used in following semesters when working with Forest Ecosystem Classification, Restoration Ecology, Conservation Planning and other habitat management situations.

Wildlife Observation Skills

This course is an introduction to a range of skills in wildlife observation. A variety of wildlife species may be present in an environment despite not being seen. Important skills include visual and auditory identification of wildlife signs. The primary emphasis in this course will be on identification of wildlife signs such as tracks, trail patterns, scat, skulls, impacts on the environment, bird song and amphibian calls. When ever possible it is important to achieve visual observation and documentation of wildlife. Photography will be examined as a tool to document wildlife and their signs. Studies of wildlife observation technology will include an evaluation of binoculars and spotting scopes. Wildlife observation projects and groups will be reviewed including the Christmas Bird Count and breeding bird surveys. Lab instruction will be augmented with field trips to observe signs of local wildlife and when possible to document actual wildlife sightings.

Field Placement - Field Skills

This 80 - hour (2 week) course will take place during August. The student will be engaged in a Field Placement for an organization whose primary focus and core business is of an environmental nature.

**There are no start dates scheduled.
Please check the web for upcoming dates.**

SECURITY, LAW AND EMERGENCY SERVICES

Canadian Wildland Firefighters Exchange Fitness Standard

To fight forest fires safely and effectively, avoid injuries and recover rapidly, initial attack forest fire fighters must have suitable levels of aerobic fitness, muscular strength and muscular endurance. WFX-FIT is a fitness standard for the exchange of Type 1 firefighters across Canada. It includes performing a continuous circuit that involves carrying a medium pump on the back for 160 m while traversing a 35 degree ramp every 20 m, carrying a medium pump in hands 80 m without traversing the ramp, picking up and carrying an Ontario hose pack (containing 4 lengths of hose) on the back for 1 km while traversing the ramp every 20 m, then dragging a weighted sled 80 m on level ground to simulate advancing charged hose. NOTE: WFX-FIT is required for anyone wishing to gain employment as front-line initial attack fire fighter.

NATR 98 \$131.51

Lindsay (Frost) Sat, Mar 9

Appointment times will be assigned – call 1-866-353-6464 ext. 3310.

Criminal Psychology – Psychopathic Minds

You will study how and why some individuals become criminals and why some actually become killers, stalkers, rapists and criminals. Also, the latest techniques used in criminal profiling and questioning will be examined. Note: for a more in-depth understanding of the subject, we recommend taking Abnormal Psychology and/or Introduction to Psychology before taking this course.

SOCI 80 \$367.00 Online, starts Jan 11 and May 10

Criminology

Examine various theoretical explanations of criminal behaviour including the sociological, biological and psychological perspectives. 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.

LAWS 109 \$268.00 Online, starts monthly

Emergency Management

Develop an understanding of various emergency plans/procedures and your responsibility as identified in those plans. Become aware of the resources available within the emergency response community. You will learn unique information concerning response to emergency and how to manage them.

MGM 10 \$254.80 Online, starts Jan 11 and May 10



Fire Protection

Gain specific knowledge related to fire and life safety. Topics include the chemistry and physics of fire, building design for life safety, and other aspects of fire and life safety. Applicable legislation related to fire and life safety is also covered.

MGMT 90 \$386.80 Online, starts Jan 11 and May 10

Forensic Psychology

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. Note: for a more in-depth understanding of the subject, we recommend taking Abnormal Psychology and/or Introduction to Psychology before taking this course.

LAWS 163 \$307.60 Online, starts Jan 11 and May 10

Intelligence Gathering, Introduction

This course covers the fundamentals of collecting, sorting, analyzing criminal intelligence and relating with law enforcement environment. Emphasis is development of skills in investigations, behavioural analysis and on building a networking with government agencies internationally, at all levels.

COMM 185 \$367.00 Online, starts Jan 11 and May 10

Private Investigator Training

Train to be a Private Eye. Topics include surveillance, investigation, record keeping, surveillance video, asset protection. Training standards as per the Ministry of Community Safety & Correctional Services under the Private Security and Investigative Services Act and will prepare you to write the provincial licensing examination for Private Investigators in the province of Ontario.

LAWS 247 \$439.60 Online, starts Jan 11 and May 10

SPA AND WELLNESS



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FLEMING PUBLIC MASSAGE CLINIC

The School of Education, Health and Wellness provides a Public Massage Clinic on campus at 599 Brealey Drive, Peterborough Tuesdays and Thursdays from 2:00 – 9:00 pm. Services provided by Fleming Massage Therapy students include assessment and treatment plans.

**Contact Jennifer Chambers
at 705-749-5530 ext. 1708
or jechambe@flamingc.on.ca**

Advanced Skin Peels and Microdermabrasion

Are you looking to expand the services you can offer? This profitable addition to a Medical Esthetics practice includes extensive theoretical and practical training in medical microdermabrasion and advanced chemical peels. Develop the skills required to individualize consultation based on client needs and explore possible contraindications.

A blended delivery offering includes the theory components delivered online and the lab components delivered at the Cobourg Fleming College site (Esthetician Spa) on a varied schedule of Sundays over the 10 week course.

COSM 33 \$1,079.82
Cobourg Mon, Feb 4 – Apr 12



**Please order your books online at
Brealey: www.fleming.bkstr.ca
705.749.5539
Frost: www.fleming-Lindsay.bkstr.ca**

Spa Management Grad Certificate – ONLINE & IN-CLASS New!

Is This for You? This certificate would be of interest for managers or those aspiring to be managers or owners in the health and wellness sector. You will add a specialized skill set to your problem-solving and analytical skills, leadership abilities and communication and organizational skills.

Certificate Highlights: This unique Ontario College Graduate Certificate offered part-time consists of an on-site Orientation and Portfolio workshop in Peterborough, 12 online courses and two Internship experiences.

You will gain practical knowledge of the management role in today's spa industry. In-depth courses provide an opportunity for you to apply, develop, analyze and evaluate all the key components of successful spa management including, entrepreneurship, leadership, finance, operations, human resources and customer service.

Flexible, fully-supported online delivery allows students to continue working while completing the program.

Career Prospects

- Destination spas
- Resort/hotel spas
- Day spas, medical spas
- Holistic/wellness centers
- Cruise ships
- International spas

Graduates of this certificate can also choose to design, launch and manage their own spa business.

Semester 1	
BUSN 147	Orientation and Professional Portfolio Workshop ✓
BUSN 150	Managing Canadian Spa Environments ✓
COSM 31	Fundamentals of Spa and Spa Services, Planning, Design and Development ✓
BUSN 148	Entrepreneurship and Evolution of the Modern Spa ✓
ORGB 14	Negotiating Skills for Spa Managers ✓
Semester 2	
FLPL 175	Spa Internship I
COSM 32	Spa and Hospitality Operations
MKTG 125	Revenue, Merchandising and Sales
MKTG 126	Marketing Innovations in the Spa
ACCT 89	Financial Management Skills for Spa Directors and Owners
Semester 3	
FLPL 174	Spa Internship II
MGMT 175	Spa Human Resources Planning and Management
MGMT 176	Coaching, Mentoring and Development of the Spa Team
MGMT 177	Spa Recruitment, Selection and Retention
BUSN 149	Spa Customer Service Management

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Entrepreneurship and Evolution of the Modern Spa

This course is part of a suite of courses offered through Fleming College that leads to an Ontario College Graduate Certificate in Spa Management. The course presents a fundamental approach to managing a small firm in the Canadian business environment. It is designed to develop an understanding of planning the start-up of a business, its ongoing management and strategies for growth. Students develop an understanding of the legal forms of business ownership, the importance of financial analysis as a success indicator for the business and appropriate marketing tactics for promoting small business. The student progresses to the development of an actual Business Plan for their own business idea. The student will also explore the evolution of the spa industry from ancient civilizations to new frontiers, where spas integrate medicine, healthcare, tourism, and hospitality. The learner will study aspects of the spa industry, and analyze current and future trends in relation to the day, destination, and resort spas. From an international perspective, an overview of the industry will be provided with emphasis on current business models and positioning for future trends.

BUSN 148 \$331.20 Online, starts May 10

Fundamentals of Spa and Spa Services

This course is part of a suite of courses offered through Fleming College that leads to an Ontario College Graduate Certificate in Spa Management. Students will evaluate and design a sustainable spa layout that uses space effectively, enhances customer and employee comfort and safety, and creates a relaxing aesthetic environment. The learner will also examine spa services and treatments based on holistic and traditional philosophies. Healthy lifestyle management will focus the design and development of an array of sustainable spa services and treatments. Environmentally sensitive business practices will provide a foundation on which to build a selection of innovative spa services and treatments that contribute to effective management systems.

COSM 31 \$331.20 Online, Mar 4 – Jun 2

Managing Canadian Spa Environments

In this course both theoretical and practical fundamentals of managerial work are explored and experienced. Through self-assessments, discussions, text readings, and experiential activities, students will learn about management competencies and will have an opportunity to connect their learning to the spa workplace.

BUSN 150 \$331.20 Mon, Mar 4 – May 27
6:30 – 9:30pm Online

Manicure

Manicures are one of the most requested services in the Spa industry. Wet and dry treatments, hot stone massage, exfoliants and masks will provide students with a solid learning foundation. All aspects of decontamination nail disorders and diseases are discussed and practiced.

COSM 3 \$297.00 Supplies - \$130.00
Cobourg Wed, Jan 9 – Apr 17 6:30 – 9:30pm

Negotiating Skills for Spa Manager

This course is part of a suite of courses offered through Fleming College that leads to an Ontario College Graduate Certificate in Spa Management. Students will demonstrate interest based negotiation and learn practical negotiation skills and process theories that can be successfully applied to staff, client and supplier interactions within the spa environment.

ORGB 14 \$331.20 Online, starts May 10

Orientation and Professional Portfolio Workshop

The course will orient Spa Management students to the program, the spa business plan and the components of a professional portfolio which will showcase the student's spa industry skills and abilities. The professional portfolio will demonstrate the graduate's skills and abilities as well as transition the graduate into his or her own spa management career.

BUSN 147 \$88.32
Ptbo (Sutherland) Sat, Feb 23 12:00 – 4:00pm and
Sun, Feb 24 9:00am – 5:00pm

Electrical Fundamentals ☆

Gain a fundamental understanding of electricity, electronics, and the Canadian Electrical code relating to photovoltaic systems, including electrical theory and the relationship between potential, current, resistance and power. Topics include: Conductors, Semiconductors and Series and Parallel circuits, AC and DC circuits, rectification and inverter design and construction and electrical generation technologies. You will design, build and test DC circuits using photovoltaic cells.

ELCT 115 \$297.00
Cobourg Sat/Sun, Feb 2 – Mar 2 9:30am – 3:00pm

Mathematics for Solar Installation and Maintenance ☀

Basic mathematical principles and geometry skills are studied as required by the learner entering a trade. Topics include whole numbers, fractions, decimals, and the S.I. and imperial systems of measurement, including conversions between systems. Mensuration, ratio and proportion, perimeter, area, and volume, Pythagorean Theorem, trigonometry, and trade-related problems will also be covered. The basic principles of geometry will include line-work, angles, triangles, quadrilaterals, and circles.

MATH 113 \$323.40
Cobourg Tue, Mar 26 – Jun 25 5:00 – 8:30pm

Part 8: On-site Sewage Systems

This 38 hour course prepares the student for the provincial examination for Inspectors and/or Supervisors of On-site Sewage Installations. Topics covered within this course include: Initial Screening and Background; Site Evaluation; Sewage Systems: Characteristics and Design Flows; Class 1, 2 and 3 Sewage Systems; Class 4 Sewage Systems; Class 5 Sewage Systems; Construction; Occupational Health and Safety; and Evaluation of Malfunctioning systems, Remedial Work and Change-Of-Use Procedures.

ENVR 42 \$549.83
Haliburton Mon – Fri, Feb 25 – Mar 1 8:30am – 5:00pm

☆ *This course is part of the Solar Photovoltaic System Planning & Installation Certificate program.
Call 905-72-6865 x5000 for course dates and times.*

Ozone Depletion Training Certification Course

Based on Environment Canada's Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems, this course deals with environmentally correct equipment design, proper handling of CFC/HCFC/HFC and will prepare the you for complying with provincial regulations covering refrigeration and air conditioning systems. A mark of 75% or better on the exam will make you eligible to receive certification in the form of an Ozone Depletion Prevention (ODP) card (Ontario Only) or an Ozone Depleting Substances (ODS) card (all other provinces). Please note: This course is strictly theory and does not incorporate hands-on training.

MECH 108 \$205.02
Ptbo (McRae) Thu, Jan 17 8:00am – 2:00pm

Renewable Energies ☆

In this course students will investigate the current and future of renewable energy generation. Solar electric, solar heat, wind, biomass, alcohol, geothermal, hydro electric and hydrogen technologies are examined, discussed and compared. Students will be given an understanding of inverter technologies, distribution and storage of renewably generated electricity. Using industry standard RET Screen software, students will model and evaluate the environmental and economic dimensions of large and small scale renewable projects. Corequisite: Electrical Fundamentals.

ELCT 114 \$198.00
Cobourg Sat/Sun, Mar 3 – 17 9:00am – 3:30pm

Solar Installation Job Site Safety ☆

This course emphasizes the safety aspects encountered on a solar installation job site. Students will earn their Fall Protection and Hoisting & Rigging certifications during this course.

CNST 140 \$158.40
Cobourg Wed, Feb 27 – Apr 17 6:00 – 9:00pm

APPRENTICESHIP EXEMPTION TESTING

Fleming College is pleased to offer Apprenticeship Exemption Testing in most trades. A successful exemption test will allow you to be exempt from the classroom portion of apprenticeship in your trade however will not exempt you from the required working hours for your trade. Tests are available to registered apprentices and those who, while not registered, have trade experience. Successful tests are valid for two years from the date of the test for nonapprentices.

Tests must be successfully completed in order (e.g. Level 1 (Basic), Level 2 (Intermediate), Level (Advanced)). To ensure your eligibility and the availability of the correct test, you must contact us at least 1 week prior to the date you wish to write.

Cost \$150.00

To register please call 705-749-5530 x2290.

For inquiries and additional information please call 705-749-5530 x1510.

TRADES PRE-EXAMINATION PREP COURSES

Preparing to write your examination for their Certificate of Qualification (CofQ). Students who have taken these courses in the past have been very successful when writing the CofQ.

We offer pre-examination courses for the following trades:

CNST 35 **Construction & Maintenance Electrician** (electrical) (60 hrs)

CNST 34 **General Carpentry** (60 hrs)
Thu, Jan 24 – May 2 6:00 – 10:00pm

McRae Campus, Peterborough

\$396.00 per course (does not include text)

Courses are scheduled to meet demand. Please call 705-749-5530 x2290 to have your name added to the next session's enrolment list.

Solar Photovoltaic System Planning & Installation Certificate – IN-CLASS

Is This for You? This certificate is a great add-on for anyone already employed in the trades industry as well as those looking for a career in the green energy industry. It would be a suitable program of study for:

- high school graduates with an interest in green energy who want some experience in the area of solar planning and installation
- construction trades employees involved in renovations and building of new residential projects and small commercial projects
- those employed in other green energy businesses who wish to add a second skill set
- graduates of related program areas in the electrical/electronic field who wish to develop a specialized skill set
- self-employed tradespeople who wish to branch their business into a growing field

Certificate Highlights: This comprehensive 14-week program will equip you with the skills sought after by employers in Ontario's largest growth industry, Solar Photovoltaics. The curriculum has been designed to meet the criteria for the North American Board of Certified Energy Practitioners.

Career Prospects: When the Ontario Government passed the "Green Energy and Green Economy Act" into law on May 14, 2009, one of its objectives was to create over 50,000 jobs in the green energy sector in the first four years. Many of those jobs will be in the manufacturing, design and installation of solar photovoltaics. The Solar PV industry in Ontario experienced a record breaking expansion in 2011 and that trend is expected to continue through 2012 with an expected growth of over 100% in PV installations. With this certificate you may be able to enter into a career in:

- Solar panel and system installation,
- Shade analysis and site feasibility studies
- System design
- Technical sales
- Maintenance and troubleshooting
- Project supervision/management

Certificate Code: SIM

For more information or to register, contact Colleen Johnston at 905-372-6865 ext. 5000 or coljohns@flemingc.on.ca

Core Courses	
ELCT 113	3D Computer Modeling and Drafting
BUSN 142	Beyond Excellence in Customer Service ✓
COMP 370	Computer Skills in Trades ✓
ELCT 115	Electrical Fundamentals ✓
MATH 113	Math for Solar Installation & Maintenance ✓
ELCT 114	Renewable Energies ✓
CNST 140	Solar Installation Job Site Safety ✓
CNST 150	Solar Photovoltaics
HLTH 100	WHMIS Online ✓
CNST 145	Applied Project
	First Aid

✓ offered this calendar

Workplace Hazardous Materials Information System

WHMIS

Required training for many workplaces, our comprehensive WHMIS seminar is designed to meet legislated requirements under the Ontario Occupational Health and Safety Act and Regulations. This course includes the core components of The Responsibilities under WHMIS, Material Labeling Requirements, Reading Material Safety Data Sheets and Control Programs.

HLTH 52 \$59.73
Haliburton Sat, Apr 6 9:00am – 12:00pm

WHMIS On-line

Study in your own home, your workplace, or at one of our locations at your own pace to complete this certification. Perfect for rounding out a resume or updating your staff on current legislation and safety information. (Internet and audio-enabled computer required).

HLTH 100 \$28.92 Online, Start anytime

Construction Skills Courses in Peterborough

Daytime courses in Masonry, Electrical Wiring, Carpentry, Drafting, Prints and Plumbing are available this winter/spring. See flemingcollege.ca/con_ed for dates and times.



TRANSPORTATION

Introductory Motorcycle Course

Never been on a motorcycle? Wondering if it's right for you? This three hour Canada Safety Council approved course introduces you to the basics of riding a motorcycle. All three hours are spent on our bikes, allowing you to gain an understanding of the basics of riding, and dispel any concerns about operating a motorcycle. No M1 license required.

RECR 107	\$139.93	
Ptbo (Sutherland)	Mon, Apr 29	6:00 – 9:00pm
	Mon, Jul 8	6:00 – 9:00pm

Motorcycle M2 Exit

Our M2 Exit course is recognized by the Ministry of Transportation in Ontario to issue permanent 'M' licences. Once you pass the M2 Exit course, no further testing is required. This means that you do not have to go to the Ministry of Transportation for testing. This course is designed for the experienced street rider who wants to make the most of their riding skills, gain a permanent licence, and learn safety management techniques. Students MUST show up at 6:30pm on Friday WITH THEIR MOTORCYCLES AND READY TO RIDE. There will be a practical skills evaluation period included in the first class.

Course times - Friday 6:30pm-10:30pm
Saturday 7:00am-12:00pm or 12:00pm-5:00pm.
Sunday 1 hour test between 7:00am and 3:00pm.

You will learn defensive driving techniques and vehicle control, refresh your low speed skills, practice emergency measures, perform in traffic situations, practice high speed pattern riding and ride using advanced riding procedures.

Thanks to constant wireless communications you will be safely escorted through intersections, left and right turns, commercial and residential traffic, and you will also learn expressway skills.

Prerequisite: Applicants must be in possession of an 'M2' graduated licence for a minimum of 18 months.

NOTE: A refund will only be issued if you withdraw at least 7 days prior to the course start date. Waiver form can be download at the following link: <http://flemingcollege.ca/PDF/Motorcycle-Program-Waiver.pdf>

RECR 68	\$463.06	
Ptbo (Sutherland)	Fri/Sat/Sun May 3 – May 5	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 17 – May 19	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 31 – Jun 2	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Jun 14 – Jun 16	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Jul 5 – Jul 7	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Jul 19 – Jul 21	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Aug 9 – Aug 11	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Aug 23 – Aug 25	7:00 – 10:00, 9:00 – 4:30

Motorcycle Training

This training is designed for new riders or those wishing to further develop their skills. It covers the basics of motorcycle riding, manoeuvring, collision avoidance skills, and defensive driving techniques. At the end of the course you are tested for your "M2" class licence on the bike you have learned on. (You must have a valid "M1" permit, the written test, prior to taking the course if you wish to be tested). A helmet, heavy jacket, gloves, slacks and leather footwear are necessary. Graduates may qualify for insurance premium discounts and shorten the time required before you can test for the "M" exit test. Prerequisite: You must be 16 years of age before the start of the course.

RECR 67	\$499.52	
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NOTE: Our motorcycle courses are in high demand. A refund will only be issued if you withdraw at least 7 days prior to the course start date. Waiver form can be downloaded at the following link:

<http://flemingcollege.ca/PDF/Motorcycle-Program-Waiver.pdf>

Ptbo (Sutherland)	Fri/Sat/Sun Apr 5 – Apr 7	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Apr 12 – Apr 14	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Apr 26 – Apr 28	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 3 – May 5	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 10 – May 12	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 17 – May 19	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 24 – May 26	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun May 31 – Jun 2	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Jun 7 – Jun 9	7:00 – 10:00, 9:00 – 4:30
	Fri/Sat/Sun Jun 14 – Jun 16	7:00 – 10:00, 9:00 – 4:30
	Mon/Tue/Wed Jun 17 – Jun 19	7:00 – 10:00, 9:00 – 4:30

Ladies Night

Fri/Sat/Sun Jun 21 – Jun 23

7:00 – 10:00, 9:00 – 4:30

Fri, Jun 21 Mon – Thu, Jun 24 – 27

(weeknights) 7:00 – 10:00

Fri/Sat/Sun Jun 28 – Jun 30

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Jul 5 – Jul 7

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Jul 12 – Jul 14

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Jul 19 – Jul 21

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Jul 26 – Jul 28

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Aug 16 – Aug 18

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Aug 23 – Aug 25

7:00 – 10:00, 9:00 – 4:30

Fri/Sat/Sun Aug 30 – Sep 1

7:00 – 10:00, 9:00 – 4:30

Motorcycle Refresher

This 8 hour course (6 on-bike and 2 in classroom) is designed to give experienced motorcyclists the opportunity to brush up on your riding and defensive driving skills. You must hold a current M or M2 licence and may use our bike (or your own if currently licensed & insured). You should arrive with a helmet, gloves, a heavy jacket and boots that cover the ankles (no running shoes). A certificate of competence suitable for insurance requirements will be issued upon successful completion of the course. Waiver form can be downloaded at the following link:

<http://flemingcollege.ca/PDF/Motorcycle-Program-Waiver.pdf>

RECR 33 \$392.14

Ptbo (Sutherland) Wed/Thu, Apr 24 – 25 6:00 – 10:00pm

Z Endorsement – Air Brakes

The Ontario Ministry of transportation requires drivers of air-brake-equipped vehicles to have a Z endorsement on their license. This course includes a 1-hour exam and a 40-minute practical test, which is individually scheduled on the third day. (Your presence will not be required for the full day.) Upon successful completion we will issue the necessary forms and certification that you require for you license upgrade.

MECH 79 \$372.71



Home Inspection Certificate – ONLINE

Is This for You? To be a successful home inspector, you need to be thorough with good investigative skills. You will also require excellent interpersonal skills to communicate your findings in laymen's terms to your customers, with diplomatic sensibilities, when the results are not as anticipated. Most home inspectors enjoy the freedoms and responsibilities of being self-employed.

Certificate Highlights: Home Inspection has become a standard part of the home purchase procedure. Get certified by a program that has been developed in cooperation with the Ontario Association of Home Inspectors (OAHI) and incorporates the Standards of Practice of the American Society of Home Inspectors/Canadian Association of Home and Property Inspectors (ASHI/CAHPI). The courses are organized into subject areas that describe the materials used in the construction of each house system and how these are assembled. Possible causes and implications of problems that result from the construction of a home are integrated within each course. The program gives you clear direction on what to look for during an inspection.

Successful completion of this program fulfills the academic entrance requirements of the Ontario Association of Home Inspectors (OAHI), provided that a 70% average is maintained in each of the subjects being submitted to OAHI for consideration. Admission to the OAHI has requirements and conditions in addition to these academic subjects, such as the Defect Recognition and Reporting Subject, which must be taken through the OAHI directly.

Textbooks: Cost of textbook for each course is currently \$273.25+ HST (subject to change without notice). Textbooks can be pre-purchased at the Fleming bookstore by calling 1-866-353-6464 ext 1654.

Career Prospects

- Self-employment as Home Inspector
- Home Inspector for Real Estate Development companies
- Building Consultant

ONLINE	
Core Courses	
CNST 100	Exterior Inspection ✓
CNST 101	Heating Inspection I ✓
CONST 102	Heating Inspection II ✓
CNST 103	Interior/Insulation Inspection ✓
CNST 105	Plumbing Inspection ✓
CNST 106	Roofing Inspection ✓
CNST 107	Structural Inspection ✓
CNST 97	Air Conditioning and Heat Pump Inspection ✓
CNST 99	Electrical Inspection ✓
COMM 52	Communication/Professional Practices ✓

✓ offered this calendar

Courses are listed alphabetically. Fees do not include text books. Certificate requirements not listed in the descriptions are available in upcoming semesters. See www.flemingcollege.ca/con-ed for more information.

Air Conditioning and Heat Pump Inspection

Emphasis in this course is on cooling systems and heat pumps. You will learn to identify typical defects and apply correct inspection techniques.

CNST 97 \$347.20 Online, starts Jan 11 and May 10

Communication/Professional Practices

The professional home inspector is required, both verbally and in writing, to describe the inspection process and communicate inspection findings to the client. Develop your oral and written communication skills and learn the reporting requirements and proper conduct required of a professional in this industry.

COMM 52 \$347.20 Online, starts Jan 11 and May 10

Electrical Inspection

Acquire the knowledge to inspect the performance of the following components of the electrical systems within residential buildings: service drops, grounding systems, service panels, wiring systems, devices and fixtures.

CNST 99 \$347.20 Online, starts Jan 11 and May 10

Exterior Inspection

Explore inspection of retaining walls, grounds, window wells, lot grading, driveways, patios, walkways, decks, balconies, stoops and steps, porches, railing, wall cladding, flashing trim, eaves, soffits, fascia as well as exterior doors and windows. You will also learn how to describe exterior wall coverings.

CNST 100 \$347.20 Online, starts Jan 11 and May 10

Heating Inspection I

Focus on inspection of 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.

CNST 101 \$347.20 Online, starts Jan 11 and May 10

Heating Inspection II

Focus on inspection of vent systems, flues and chimneys, as well as fireplaces, other wood heating appliances, steam and electric heating systems.

CNST 102 \$347.20 Online, starts Jan 11 and May 10

Interior/Insulation Inspection

Delve into 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.

CNST 103 \$347.20 Online, starts Jan 11 and May 10

Plumbing Inspection

Prepare to inspect 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.

CNST 105 \$347.20 Online, starts Jan 11 and May 10

Roofing Inspection

The emphasis in the course is on typical defects of the various types of roof coverings, drainage systems, flashings, skylights, chimneys and other roof penetrations. You will apply your knowledge of roofing to inspections that focus on system performance, safety concerns and compliance with existing codes and standards.

CNST 106 \$347.20 Online, starts Jan 11 and May 10

Structural Inspection

Focus on the structural components of a residential dwelling. Topics include 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.

CNST 107 \$347.20 Online, starts Jan 11 and May 10

GENERAL INFORMATION

ACADEMIC REGULATIONS

Academic regulations apply to all credit courses and programs at Fleming College. Copies of these regulations are available in the Registrar's Office at Frost Campus in Lindsay and Sutherland Campus on Brealey Drive in Peterborough or on our web site at www.flemingcollege.com

ADMISSION GUIDELINES

For most courses, a student must be 19 years of age or have an OSSD. Some certificate programs include additional requirements which are listed within this publication.

APPLYING FOR COLLEGE CERTIFICATES

Please keep track of your individual subject completions and apply to the Records Office when you believe you are eligible for certification.

AUDIT

Auditing a course means you may attend class and receive instructions but are otherwise free from completing class assignments, tests or formal evaluation. Please make this request at the time of registration. Normal course fees will apply. The grade "Audit" will appear on your transcript.

BOOKSTORE

Unless otherwise noted, the course fees shown in this publication do not include the cost of text books and other course material.

Most theory courses require texts. You can purchase these via our bookstores. We pre-order a sufficient number of books prior to the start of your class but cannot predict last-minute registrations. It is helpful if you register for your course well in advance of the start date to assist with these arrangements.

The Bookstore is usually open the first night of class to purchase texts. For current hours of operation call:

Sutherland: 705-749-5539 or 1-866-353-6464

Frost: 705-878-9307 or 1-866-353-6464

Haliburton 705-457-1680

At Cobourg and McRae campuses the text books are available for sale on the first night of the class. Cash sales only in Cobourg please. To purchase by credit card from our Peterborough bookstore, please visit www.bkstr.com

CALENDAR ACCURACY

The material in this calendar has been prepared in advance of the academic session to which it pertains. The information presented herein was the most current and accurate information available at the time of printing. Fleming College reserves the right to make changes without further notice. For the most current information, please visit www.flemingcollege.com.

COURSE CANCELLATIONS

If We Cancel: Please register early. Fleming College may find it necessary to cancel a course due to low enrolment. When the college cancels a course, a full refund of fees will be granted.

If You Cancel: Once you are registered in a course you take charge of your academic performance. Please note that discontinuing attending classes does not constitute a withdrawal. All notification of withdrawals must be received in writing.

For courses of two weeks or less in length: If you withdraw any time up to 14 days prior to the start of class you will receive a full refund, less a \$25.00 administrative fee. If you withdraw later than 14 days prior to the start of class there is no refund of fees.

For courses greater than two weeks in length: If you withdraw any time up to the start of class you will receive a full refund, less a \$25.00 administrative fee. If you withdraw later than the start of class there is no refund of fees.

For web-based courses: You can withdraw from an online course or swap into a different one for up to two weeks after the official start date of the course. A \$25 administration fee applies to dropped courses. No refund will be issued after this date.

DIVERSITY

Fleming College believes that diversity and inclusion are the cornerstones of global citizenship, equity and success for both students and staff. The Fleming College Diversity Office Supports the College community in promoting equity and celebrating diversity. It encourages student leadership and a range of social justice clubs, offers training to students and staff and organizes diversity events

EXEMPTIONS

Exemptions are requirements met through successful completion of a course of equal standing. To apply for an exemption, you must supply an official transcript of completion (if completed outside Fleming) and course outline to the course coordinator for approval. If approved, "Exempt" will appear on your transcript.

FEES

Tuition fees for most part-time courses are \$5.40 per hour. The part-time service fee is \$0.71 per course hour to a maximum of \$45.00 per course. The service fee is included in the advertised price and provides services at various campus locations. Tuition fees are payable in full prior to the commencement of the course or program.

FEEDBACK/EVALUATION

During the last few weeks of classes, you will be asked to candidly evaluate the course and the services received at Fleming. Your feedback will assist us in making our future sessions as meaningful as possible and is greatly appreciated.

FINANCIAL AID

Financial Aid may be available to students studying part time. To obtain more information on the following Financial Aid Programs, please contact the Financial Aid Officer at the Sutherland Campus in Peterborough 705-749-5530 or the Frost Campus in Lindsay 705-324-9144.

You may be eligible for OSAP funding as a part-time student. When you apply for part-time OSAP you are automatically considered for funding under the following programs: Part-time Canada Student Loan, Canada Student Grant for students with Permanent Disabilities, Canada Student Grant for part-time studies, Canada Student Grant for students with dependents and Ontario Part-time Grant. For more information related to the part-time OSAP programs visit the OSAP website at: osap.gov.on.ca

FREEDOM OF INFORMATION

Information is collected under the legal authority of the Ministry of Training, Colleges and Universities Act, R.S.O. 1980, Chapter 272, s%: R.R.O. 1980, Regulation 640. This information is used for administrative purposes of the College such as class lists and mailing lists. For further information, you may contact the Dean of Continuing Education and Skilled Trades, 555 Bonaccord Street, Peterborough, Ontario K9J 7B1, (705) 749-5530.

HARASSMENT POLICY

Fleming is committed to providing a learning and working environment that is free of harassment and discrimination and which values and supports diversity. Members of the College community are supported by trained staff when they are dealing with complaints of harassment and discrimination. We have policies and procedures to help us identify, respond to and resolve these issues. The policy is based on the Ontario Human Rights Code's prohibited grounds. For more information, please contact the College's Human Rights Officer at (705) 749-5530 or see our web site at: <http://fleming0.flemingc.on.ca/hod/hd/welcome.htm>

HAVE YOU MOVED?

Please make sure to notify the Registrar's Office when you change your mailing address. Returned mail will be retained for two months, after which time the information will be destroyed. There will be a charge for re-issuing documents. Also note that the College cannot be responsible for information lost in the mail.

NAME CHANGE

Please note that appropriate documentation is required for any name change on student files.

PARKING

Parking may not be free; please contact the appropriate campus Continuing Education office for cost.

PRIOR LEARNING ASSESSMENT AND RECOGNITION

Prior Learning Assessment and Recognition (PLAR) is based on the premise that many adults acquire skills and knowledge through work experience; community, home and volunteer activities; training programs; non-college and independent study and travel and leisure activities. The PLAR system evaluates this learning and relates it to formal courses and programs at educational institutions. Using PLAR, adult candidates who can demonstrate or document that they have achieved the learning outcomes of a given course, may be given formal college credit. It may save you time and money to examine whether or not you would qualify for such credit. For further information, contact the Registrar’s Office at 705-749-5530.

REFUNDS

Fees paid by Credit Card will be refunded to the same credit card. Cheques will be issued for any other method of payment you have made and sent to

the address that we have on file for you. Processing refunds will take 4-6 weeks. If you do not receive your refund within 4-6 weeks after withdrawing from the college please contact the Cashiers office at ext 1796.

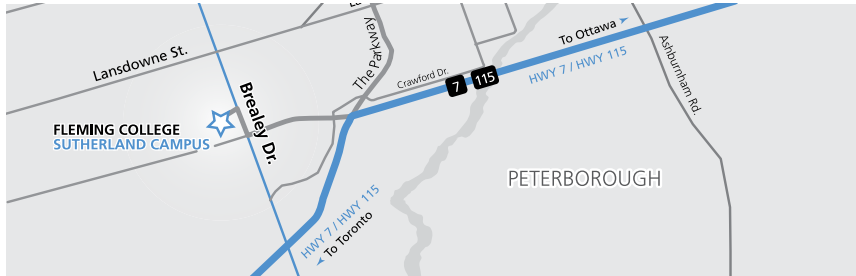
SERVICE CHARGE

There is a \$25.00 service fee on NSF cheques and on declined credit cards.

STATUTORY HOLIDAYS

The College is closed on all statutory holidays. For the upcoming semesters, these days are:

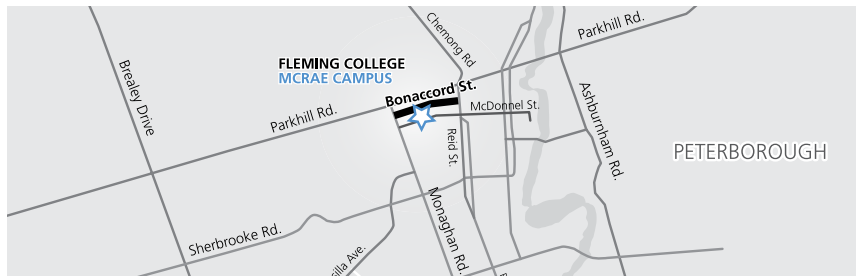
- Jan 1 New Years Day
- Feb 18 – Family Day
- Mar 29 – Good Friday
- May 20 – Victoria Day



PETERBOROUGH (BREALEY)

Sutherland Campus
599 Brealey Drive
Peterborough, ON K9J 7B1

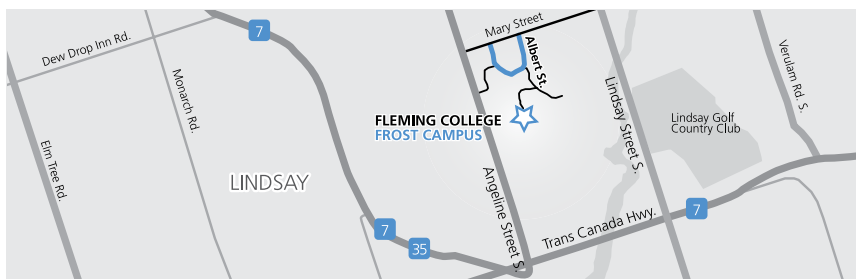
Ph: 705-749-5530 ext. 2290
Toll Free: 1-866-353-6464 ext. 2290
Fax: 705-749-5507
Email: info@flemingc.on.ca



PETERBOROUGH (BONACCORD)

McRae Campus
555 Bonaccord Street
P. O. Box 4350
Peterborough, ON K9J 7B1

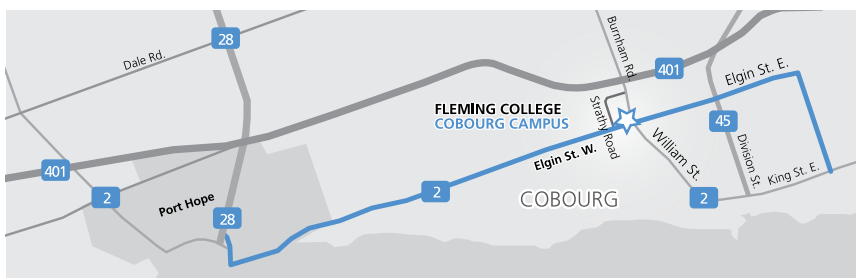
Ph: 705-749-5530 ext. 2290
Toll Free: 1-888-269-6929 ext. 2290
Fax: 705-741-3279
Email: info@flemingc.on.ca



LINDSAY

Frost Campus
200 Albert St. S.
P. O. Box 8000
Lindsay, ON K9V 5E6

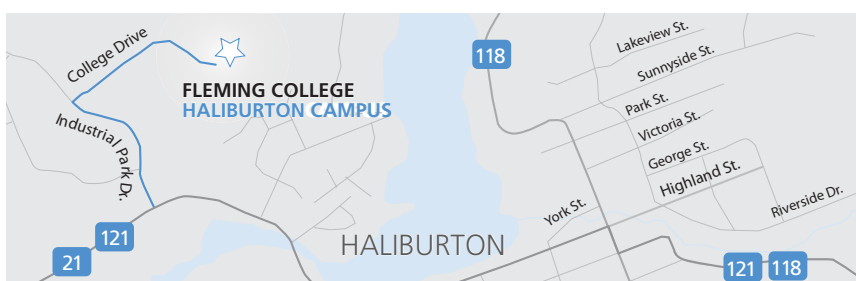
Ph: 705-324-9144 ext. 3310
Toll Free: 1-866-353-6464 ext. 3310
Fax: 705-878-9309
Email: info@flemingc.on.ca



COBOURG

Coburg Campus
The Fleming Building
1005 Elgin Street West
Cobourg, ON K9A 5J4

Ph: 905-372-6865 ext. 5000
Toll Free: 1-866-353-6464 ext. 2290
Fax: 905-372-8570
Email: info@flemingc.on.ca



HALIBURTON

Haliburton Campus
297 College Drive
Haliburton, ON K0M 1S0

Ph: 705-457-1680
Toll-free: 1-866-353-6464 ext. 3
Fax: 705-457-2255
Email: info@flemingc.on.ca

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DIGITAL ARTS COURSES OFFERED.

Visit our website for more information at:

flemingcollege.ca/con-ed

Register now for Winter/Spring courses!

HOW TO REGISTER

APPLY ONLINE

Visit the Continuing Education homepage on Fleming's web site at www.flemingcollege.ca/con-ed for information and course selection.

BY PHONE

Call 1-888-269-6929, ext. 2290. Visa or MasterCard only please.

IN PERSON

Monday to Friday, come to:

PETERBOROUGH

Sutherland Campus
599 Brealey Drive
Continuing Education Office – 470A

LINDSAY

Frost Campus
Albert Street South
School of Continuing Education & Skilled Trades,
Office 251

COBOURG

The Fleming Building, Top Floor
1005 Elgin Street West

HALIBURTON

297 College Drive
Haliburton, Ontario

Registration is now open for all online courses and courses in Peterborough, Lindsay, Cobourg and Haliburton.

Register Early!

Fleming may cancel a course if not enough people register for it. To avoid disappointment please register at least two weeks before the start of the course

Students may apply for exemptions from specific courses. For information regarding the Prior Learning Assessment & Recognition (PLAR) process, see page 60 or call the Records Department, 705-749-5502 or 1-866-353-6464 ext. 1502.

Visit www.flemingcollege.ca/con-ed for the latest information.

The material in this course calendar has been prepared in advance of the academic session to which it pertains. The information is the most current and accurate information available at the time of printing. For updates, please visit our web site, www.flemingcollege.ca. Fleming College reserves the right to make changes without further notice.

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The next calendar will be available August 2013

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- Creative and Critical Thinking
- Giving and Receiving Constructive Feedback
- Conflict Resolution
- Social Media for Business
- Effective Coaching
- Health and Safety
- Managing Organizational Change
- MS Office
- Lean Manufacturing
- Project Management
- Continuous Improvement
- Sustainability Principles for Business

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To find out more, call us at **1-866-353-6464 x 1135** or email decliffo@flemingc.on.ca



Fleming College

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