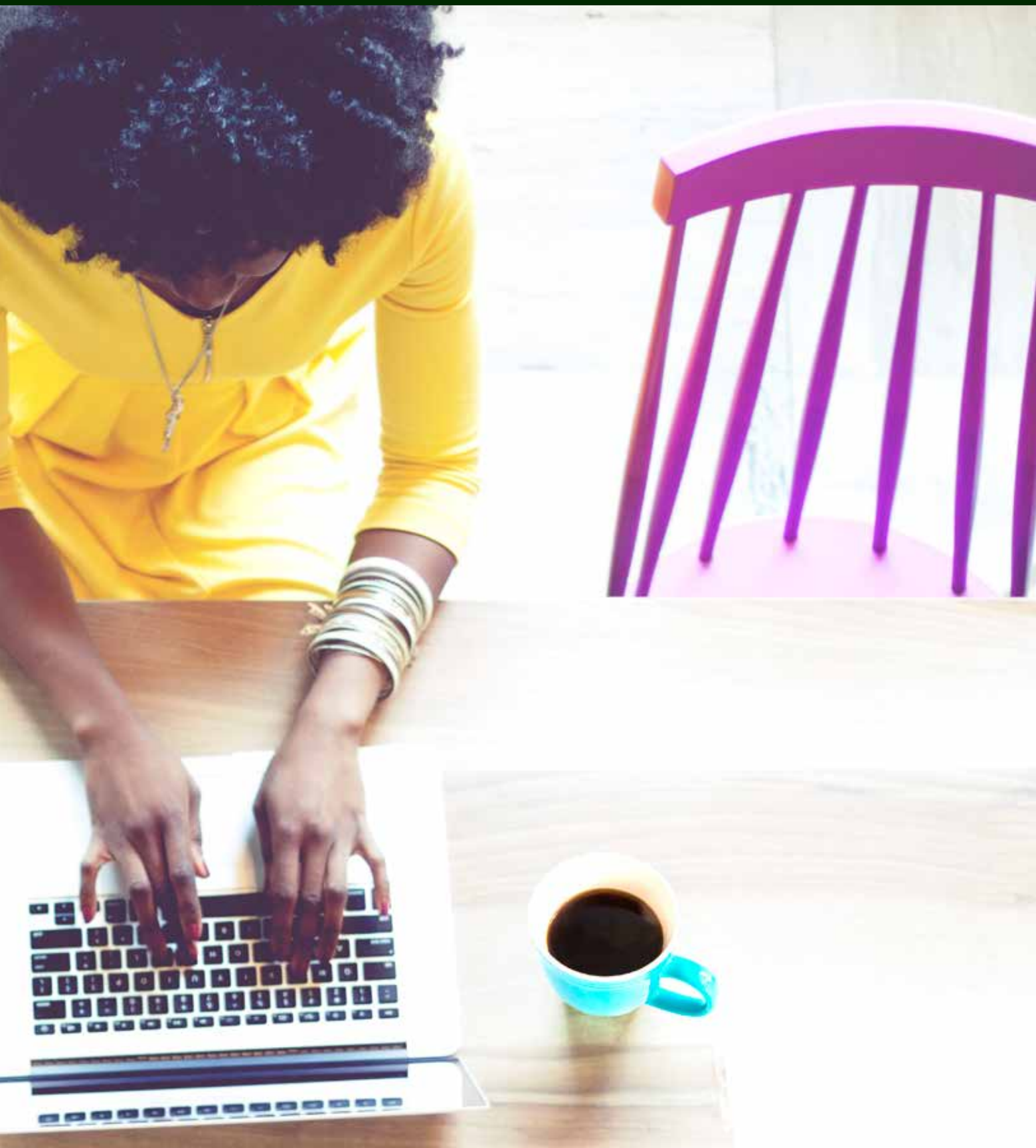


WINTER/SPRING 2017

Fleming College

Continuing Education
& Online Learning

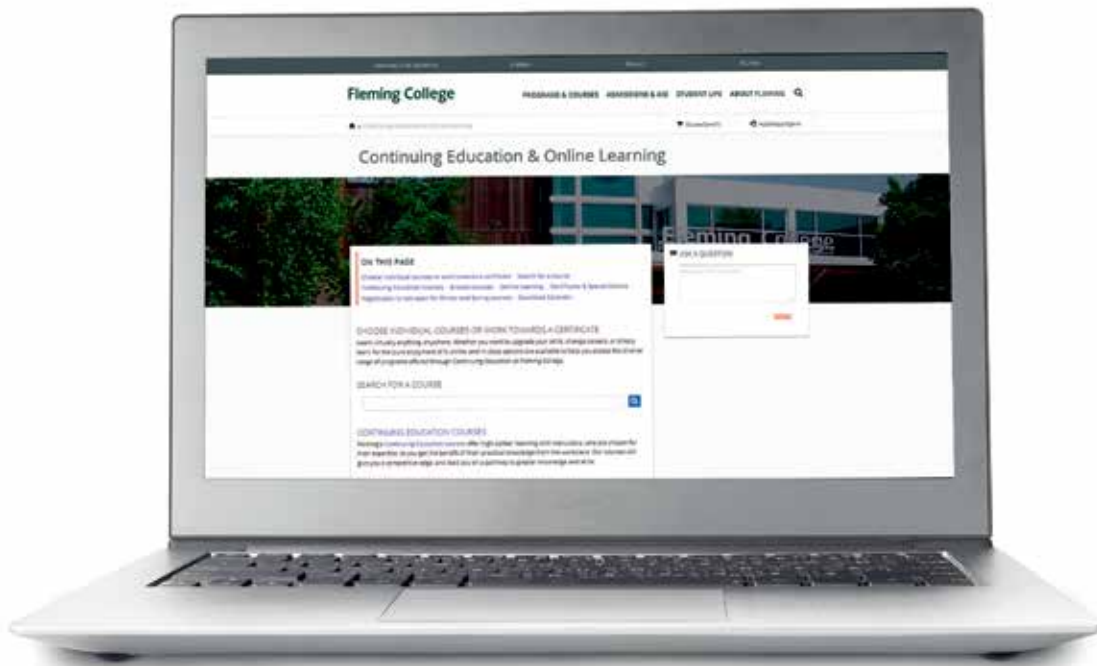


FIND IT ONLINE

flemingcollege.ca/con_ed

- > Course Descriptions
- > Instructor Profiles
- > Campus Locations
- > Academic Regulations

And a full listing of all courses offered
in Fall, Winter and Spring.



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PLAN AHEAD! Our website has the most up-to-date information.

Find Fall, Winter and Spring courses and descriptions.

flemingcollege.ca/con_ed

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SUTHERLAND CAMPUS, PETERBOROUGH

BUSINESS & LEADERSHIP

Advanced HR Issues for Supervisors and Managers				
MGMT 251	\$295.02	Thu, Mar 30		9:00am–4:00pm
Are You Listening or Just Hearing Me?				
MGMT 246	\$295.02	Tue, May 9		9:00am–4:00pm
Behavioural Styles				
MGMT 239	\$295.02	Tue, Apr 4		9:00am–4:00pm
I-Care Customer Service				
MGMT 243	\$295.02	Tue, Mar 7		9:00am–4:00pm
Implementing Your Change Plan				
MGMT 241	\$295.02	Tue, May 30		9:00am–4:00pm
Managing Relationships with Difficult People				
MGMT 242	\$295.02	Tue, Feb 14		9:00am–4:00pm
Myers Briggs Type Indicator (MBTI)				
MGMT 240	\$295.02	Tue, Jan 24		9:00am–4:00pm
Safety-Supervisor Competency under OHS				
MGMT 233	\$394.35	Thu, Mar 2		9:00am–4:00pm
Thriving in a Stressful Workplace				
MGMT 244	\$295.02	Tue, Apr 18		9:00am–4:00pm
Writing Business Cases that Get Results				
MGMT 245	\$295.02	Tue, Jun 20		9:00am–4:00pm

COMPUTERS

Adobe Photoshop – Basic				
COMP 121	\$221.10	Tue, Jan 24–Mar 28		6:00pm–9:00pm

OUTDOOR SKILLS & SUSTAINABLE LIVING

Canadian Firearm Safety and Hunter Safety (One-Stop Program)				
MECH 83	\$286.23	Fri–Sun, Mar 24–26		
		Fri: 6:00pm–End times may vary		
		Sat & Sun: 8:00am–End times may vary		

PHOTOGRAPHY

Photography 1: Exploring Your Camera				
ARTS 1350	\$153.34	Wed, Jan 18–Feb 22		6:00pm–9:00pm
		Tue, Apr 4–May 9		6:00pm–9:00pm
Photography 2: Advanced DSLR				
ARTS 2244	\$153.14	Sat–Sun, Apr 22–23		9:00am–4:00pm

Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

HEALTH

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.

You will need: Your PSW Certificate, your transcript from your PSW Program, and a completed application, which can be downloaded on our website: flemingcollege.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:

NRSRG 182	Bridged Anatomy & Physiology I
SCIE 157	Anatomy & Physiology I ✓
NRSRG 183	Transitional Concepts for PSW Bridging
COMM 201	Communications
TBD	Microsoft Office 2010 or 2013 or 2016 (online)
NRSRG 193	Field Preparation for Bridging Students ✓

✓ Offered this Winter and/or Spring.

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.

For more information on the PSW Bridge to Practical Nursing Program or to register, please contact: Dorothy Hopkins at 888-269-6929 x1364 or email dorothy.hopkins@flemingcollege.ca

For information about Part-time Canada Student Loans for PSW to PN Bridging Students, contact Claudia Barton at 705-749-5530 x1166.

Perioperative Nursing Certificate

As an RN or RPN with a current Certificate of Competence, this specialization can open the doors to more employment opportunities and greater challenges. You will gain specialized training in the pre-, post-, and intra-operative phase of the surgical process. The certificate includes extensive lab practice and clinical field experience as well as evidence-based theory.

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).

Courses should be taken in the following order:

Core Courses

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

✓ Offered this Winter and/or Spring.

* Please contact Dorothy Hopkins for information about placement: dorothy.hopkins@flemingcollege.ca, 705-749-5530 x1364

You may qualify for up to \$1,500 per year in tuition reimbursement. Find out more about the Nursing Education Initiative on page 24.

Anatomy & Physiology I

SCIE 157 \$442.20 Wed, Jan 11–Apr 19 5:00pm–9:00pm

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

SOCI 101 \$110.55 Sat–Sun, Apr 8–9 8:30am–4:30pm

Coronary Care I

NRSRG 45 \$265.32 Thu, Jan 12–Mar 30 6:30pm–9:30pm

CPR Basic Rescuer (Level C) Recertification

HLTH 80 \$74.15 Sat, Jan 21 9:00am–3:00pm
Sat, Jan 28 9:00am–3:00pm
Sat, Feb 4 9:00am–3:00pm

CPR/First Aid (Level C)

HLTH 104 \$117.92 Sat–Sun, Jan 21–22 9:00am–5:00pm
Sat–Sun, Jan 28–29 9:00am–5:00pm
Sat–Sun, Feb 4–5 9:00am–5:00pm

Development of Perioperative Nursing Techniques

NRSRG 47 \$442.20 Mon & Wed, Jan 9–Mar 15 6:30pm–9:30pm

Field Preparation for PSW Bridging to PN

NRSRG 193 \$110.55 Thu–Sat, May 4–6 9:00am–2:00pm

Foot Care Management for Nurses – Basic

HLTH 49 \$418.68 Wed, Jan 11–Mar 29 6:30pm–9:30pm

Non-violent Crisis Intervention (CPI)

SOCI 100 \$110.55 Sat–Sun, Jan 21–22 8:30am–4:30pm
Sat–Sun, Jan 28–29 8:30am–4:30pm
Sat–Sun, Feb 4–5 8:30am–4:30pm
Sat–Sun, Feb 11–12 8:30am–4:30pm
Sat–Sun, Feb 25–26 8:30am–4:30pm
Sat–Sun, Mar 4–5 8:30am–4:30pm
Sat–Sun, Mar 25–26 8:30am–4:30pm
Sat–Sun, Apr 29–30 8:30am–4:30pm
Sat–Sun, May 27–28 8:30am–4:30pm
Sat–Sun, Jun 24–25 8:30am–4:30pm
Sat–Sun, Jul 29–30 8:30am–4:30pm
Sat–Sun, Aug 19–20 8:30am–4:30pm

R.P.N. Exam Preparation

NRSRG 181 \$176.88 Thu, Jun 1–29 9:00am–4:00pm
Thu, Jul 6–27 9:00am–4:00pm

Specialized Nursing Skills for Caring for the Perioperative Patient

NRSRG 106 \$442.20 Mon & Wed, Apr 3–Jun 7 6:30pm–9:30pm

Venipuncture and IV Therapy

NRSRG 118 \$88.44 Tue, May 2–30 6:30pm–9:30pm

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
- ASIST (Livingworks™) (15 hours)
- Assisting with Medication Administration
- Manual Transfer and Lift Refresher
- Professional Practice and Mental Health Focus

For health-related contract training, contact Dorothy Hopkins 705-749-5530 x1364.

TRADES AND TECHNOLOGY

Our courses use leading-edge technologies and higher standards. Labs for these courses take place in the modern facilities of Fleming's Kawartha Trades and Technology Centre, a \$36.6 million, 87,000 square foot trades and technology skills training facility that opened in September 2014.

CWB Welding Practice and Testing

Fleming College is an accredited test centre for the Canadian Welding Bureau (CWB). The CWB requires certification renewal every two years. These tests can be taken by graduates of Welding Certificate programs as well as welders who need to obtain or renew their certification. Fleming's modern welding lab in the Kawartha Trades and Technology Centre, which boasts:

- New advanced process equipment
- New air filtration system
- AODA booth – wheelchair accessible
- Robotic welding cell
- Plasma arc welder
- Submerged arc welder
- Inverter type power supply with pulsing capability for GMAW
- AC/DC square wave technology GTAW machines

Core Courses

MECH 308	CWB Practice Day ✓
MECH 303	CWB Testing Flat (1GF) Position ✓
MECH 304	CWB Testing Horizontal (2GF) Position ✓
MECH 305	CWB Testing – Vertical (3GF) Position ✓
MECH 306	CWB Testing – OverHead (4GF) Position ✓
MECH 307	CWB Check Test ✓

✓ Offered this Winter and/or Spring.

CWB Check Test

MECH 307	\$110.75	Sat, Feb 25	8:00am–9:00 am*
		Sat, Jul 15	8:00am–9:00 am*

CWB Practice Day

MECH 308	\$242.70	Fri–Sat, Feb 17–18	Fri: 7:00pm–10:00pm Sat: 9:00am–5:00pm
		Fri–Sat, Jul 7–8	Fri: 7:00pm–10:00pm Sat: 9:00am–5:00pm

CWB Testing Flat (1GF) Position

MECH 303	\$110.75	Sat, Feb 25	8:00am–9:00 am*
		Sat, Jul 15	8:00am–9:00 am*

CWB Testing Horizontal (2GF) Position

MECH 304	\$110.75	Sat, Feb 25	8:00am–9:00 am*
		Sat, Jul 15	8:00am–9:00 am*

CWB Testing – OverHead (4GF) Position

MECH 306	\$110.75	Sat, Feb 25	8:00am–9:00 am*
		Sat, Jul 15	8:00am–9:00 am*

CWB Testing – Vertical (3GF) Position

MECH 305	\$110.75	Sat, Feb 25	8:00am–9:00 am*
		Sat, Jul 15	8:00am–9:00 am*

* Multiple tests can be taken on the same day with the first test administered at 8:00am. Participants must register at least 10 business days prior to the start of the course.

Home Repair DIY – Tips and Tricks **NEW!**

CNST 212	\$279.42	Sat, Jan 14–Feb 11	9:00am–1:00pm
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Ozone Depletion Training Certification Course **NEW!**

MECH 108	\$155.26	Sat, Mar 25	9:00am–5:00pm
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Pre C of Q Exam Course – Carpentry (403A) **NEW!**

CRPT 21	\$221.10	Tue & Thu, Jan 10–Feb 9	6:00pm–9:00pm
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Pre C of Q Exam Course – Electrical (309A) **NEW!**

ELCT 137	\$221.10	Tue & Thu, Jan 10–Feb 9	6:00pm–9:00pm
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TSSA G2 Exam Re-write

MECH 311	\$250.00	Thu, Mar 2	9:00am–1:00pm
		Wed, Apr 26	9:00am–1:00pm
		Sat, Jul 15	9:00am–1:00pm
		Wed, Aug 16	9:00am–1:00pm

TSSA G3 Exam Re-write

MECH 309	\$250.00	Wed, Mar 1	9:00am–1:00pm
		Wed, Apr 26	9:00am–1:00pm
		Sat, Jul 8	9:00am–1:00pm
		Wed, Aug 16	9:00am–1:00pm

TSSA OBT2 Exam Re-write

MECH 312	\$250.00	Thu, Mar 2	9:00am–1:00pm
		Thu, Apr 27	9:00am–1:00pm
		Sat, Jul 15	9:00am–1:00pm
		Thu, Aug 17	9:00am–1:00pm

TSSA OBT3 Exam Re-write

MECH 310	\$250.00	Wed, Mar 1	9:00am–1:00pm
		Thu, Apr 27	9:00am–1:00pm
		Sat, Jul 8	9:00am–1:00pm
		Thu, Aug 17	9:00am–1:00pm

Welding Introduction to GMAW (Mig)

MECH 314	\$308.76	Sat–Sun, Apr 8–9	9:00am–4:00pm
		Wed, May 31–Jun 21	7:00pm–10:00pm

Welding Introduction to GTAW (Tig)

MECH 315	\$288.12	Sat–Sun, May 13–14	9:00am–4:00pm
		Thu, Jun 1–22	7:00pm–10:00pm

Welding Introduction to SMAW (Stick)

MECH 313	\$263.52	Sat–Sun, Mar 11–12	9:00am–4:00pm
		Tue, May 30–Jun 20	7:00pm–10:00pm

TSSA EXAMS

Fleming College is a TSSA-approved examination provider in the following certifications:

- Gas Technician III
- Gas Technician II
- Oil Burner Technician III
- Oil Burner Technician II

Registration and payment must be completed by 4:30 pm, 11 business days prior to the exam date.

Courses:

MECH 309	TSSA G3 Exam Re-Write ✓
MECH 311	TSSA G2 Exam Re-Write ✓
MECH 310	TSSA OBT3 Exam Re-Write ✓
MECH 310	TSSA OBT3 Exam Re-Write ✓

✓ Offered this Winter and/or Spring.

MOTORCYCLE TRAINING

Introductory Motorcycle Course

RECR 107	\$151.34	Mon, Apr 24	6:00pm–9:00pm
		Mon, May 29	6:00pm–9:00pm

Motorcycle M2 Exit Course

RECR 68	\$521.99	Fri–Sun, May 12–14	Fri: 6:30pm–10:30pm Sat & Sun: 7:00am–5:00pm
		Fri–Sun, Jun 16–18	Fri: 6:30pm–10:30pm Sat & Sun: 7:00am–5:00pm
		Fri–Sun, Jul 14–16	Fri: 6:30pm–10:30pm Sat & Sun: 7:00am–5:00pm
		Fri–Sun, Aug 11–13	Fri: 6:30pm–10:30pm Sat & Sun: 7:00am–5:00pm
		Fri–Sun, Aug 25–27	Fri: 6:30pm–10:30pm Sat & Sun: 7:00am–5:00pm

Motorcycle Refresher Course

RECR 33	\$424.28	Wed–Thu, May 3–4	6:00pm–10:00pm
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Motorcycle Training

RECR 67	\$522.04	Fri–Sun	Fri: 7:00pm–10:00pm Sat & Sun: 9:00am–4:00pm
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Apr 7–9, Apr 21–23 or Apr 28–30
 May 5–7, May 19–21, or May 26–28
 Jun 2–4, Jun 9–11, Jun 16–18, or Jun 23–25
 Jul 7–9, Jul 14–16 or Jul 28–30
 Aug 11–13 or Aug 25–27

Mon–Wed, Jun 12–14
 Mon: 7:00pm–10:00pm
 Tue & Wed: 9:00am–4:00pm

Motorcycle: Can-Am Spyder Training Program

RECR 144	\$503.91	Fri & Sat	Fri: 7:00pm–10:00pm Sat: 9:00am–5:00pm
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May 12–13, Jun 2–3, or Jun 23–24
 Jul 14–15 or Aug 11–12



Haliburton School of Art + Design in Peterborough

Haliburton School of Art + Design is pleased to bring a selection of offerings to Peterborough. Choose a Saturday workshop and immerse yourself in a creative experience. This is a sneak peek. There may be additional workshops scheduled.

For material requirements and instructor bios: hsad.ca

Non-credit offerings are indicated by a double asterisk (**).

Sat, May 6, 9:00am–5:00pm, Sutherland Campus

Drawing Basics Workshop**

ARTS 2280 \$108.40 Instructor: Helen McCusker

Malas, Mantras & Meditation**

ARTS 2276 \$108.40 Instructor: Linda Lee Purvis

Nocturne Workshop – Painting the Night

ARTS 2279 \$108.40 Instructor: John Anderson

Power Painting Workshop

ARTS 2290 \$108.40 Instructor: Steve Rose



LANGUAGES, WRITING & COMMUNICATIONS

American Sign Language 2

LANG 18 \$265.32 Tue, Jan 17–Apr 4 6:30pm–9:30pm

American Sign Language 3

LANG 19 \$265.32 Tue, Apr 11–Jun 20 6:30pm–9:30pm

Communications I

COMM 201 \$331.65 Thu, Jan 12–Apr 20 5:00pm–8:00pm

Conversational Spanish – Intermediate

LANG 39 \$154.77 Wed, Jan 18–Mar 1 6:00pm–9:00pm

French IV

LANG 5 \$331.65 Thu, Jan 12–Apr 20 6:30pm–9:30pm

Ready to Register?

See page 32 for details.

FLEMING STUDENT MASSAGE THERAPY CLINIC

The School of Health and Wellness provides a Student Massage Therapy Clinic on campus at 599 Brealey Drive, Peterborough.

Tuesdays and Thursdays 1:30pm–7:00pm

Services provided by Fleming Massage Therapy students include assessments, massage therapy treatments and home exercises.

Massage Therapy Clinic direct line: **705-749-5538**

To book a Massage Therapy appointment online:
www.flemingcollege.ca/massage-therapy-clinic

Language Instruction for Newcomers to Canada (LINC)

This free program funded by Immigration, Refugees and Citizenship Canada is offered to permanent residents, convention refugees, protected persons and those who have received initial approval of permanent residence.

Join our friendly group to improve your English conversation skills, reading, writing, grammar and vocabulary.

The LINC program offers seven levels, ranging from beginner to high intermediate. Classes run from Monday to Friday all year round. This program is delivered by Fleming College at the Sutherland Campus. Contact the New Canadian Centre to register, complete the required assessment, and present proof of status.

New Canadians Centre
705-743-0882

HOSPITALITY & CONFERENCE SERVICES

Food Service Worker Certificate

This program's specialized training certifies you to work in the food service industry for health care facilities, such as hospitals, nursing homes and cafeterias, 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.

Communication and the Food Service Worker

COMM 47 \$221.10 Wed–Thu, Jan 18–Feb 1 9:00am–3:30pm

Institutional Food Service

HLTH 50 \$221.10 Wed–Thu, Feb 2–16 9:00am–3:30pm

Introduction to Nutrition

CULN 23 \$221.10 Wed–Thu, Feb 22–Mar 8 9:00am–3:30pm

Nutrition in Health Care

HLTH 51 \$221.10 Wed–Thu, Mar 9–23 9:00am–3:30pm

Quantity Food Preparation

CULN 24 \$221.10 Sun, Feb 26–Mar 26 9:00am–3:30pm

Sanitation and Safety

CULN 25 \$221.10 Wed–Thu, Mar 29–Apr 12 9:00am–3:30pm

TICO Exam Preparation

TOUR 47 \$103.18 Thu, Jan 26–Mar 16 6:00pm–8:00pm

Also offered online; see page 20, and as Fast Track in Cobourg, see page 7.

Free Community Employment Services

Fleming Community Resources for Employers & Workers (CREW) is a division of Fleming College that delivers free employment and career services for everyone in the community.

- **Find a new direction or challenge** – Meet one-on-one with an employment counsellor who can assist you with making a plan for career decisions and overcoming job search challenges.
- **Resource centre** – Everything you need including computer/internet access to help move you forward in planning your career or pursuing training.

Drop In Today!

1550 Lansdowne St. W. (at Kawartha Heights Blvd.)

Monday 8:30am – 7:00pm
Tuesday – Friday 8:30am – 4:30pm

705-775-2739

flemingcrew@flemingcollege.ca
www.flemingcrew.ca



COBOURG CAMPUS

ARTS

Acting Fundamentals: Level 1

ARTS 2245 \$221.10 Tue, Jan 24–Mar 28 6:00pm–9:00pm

BUSINESS & LEADERSHIP

Advanced HR Issues for Supervisors and Managers

MGMT 251 \$295.02 Thu, Feb 16 9:00am–4:00pm

Safety-Supervisor Competency under OHSA

MGMT 233 \$394.35 Thu, Apr 13 9:00am–4:00pm

COMPUTERS

Computers – An Introduction

COMP 466 \$186.88 Tue, Feb 7–Mar 28 6:00pm–9:00pm

PHOTOGRAPHY

Photography – Abstract

ARTS 2065 \$144.20 Sun, Feb 12 12:00pm–4:00pm
Sun, May 7 12:00pm–4:00pm

Photography 1: Exploring Your Camera

ARTS 1350 \$153.34 Tue, Jan 17–Feb 21 6:00pm–9:00pm
Wed, Apr 5–May 10 6:00pm–9:00pm

Photography 2: Advanced DSLR

ARTS 2244 \$153.14 Sat-Sun, Feb 4-5 9:00am–4:00pm

Photography: Natural Light Portraiture

ARTS 1886 \$185.57 Sat, Feb 11 12:00pm–5:00pm
Sun, Apr 9 12:00pm–5:00pm

Food Service Worker Certificate

This program's specialized training certifies you to work in the food service industry for health care facilities, such as hospitals, nursing homes and cafeterias, 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.

Introduction to Nutrition

CULN 23 \$221.10 Tue–Tue, Feb 14–21 9:00am–3:30pm

Communication and the Food Service Worker

COMM 47 \$221.10 Wed–Tue, Feb 22–28 9:00am–3:30pm

Nutrition in Health Care

HLTH 51 \$221.10 Wed–Tue, Mar 1–7 9:00am–3:30pm

Institutional Food Service

HLTH 50 \$221.10 Wed–Tue, Mar 8–14 9:00am–3:30pm

Sanitation and Safety

CULN 25 \$221.10 Wed–Tue, Mar 15–21 9:00am–3:30pm

Quantity Food Preparation

CULN 24 \$221.10 Wed–Tue, Mar 22–28 9:00am–3:30pm

Fast Track It!

Complete this certificate in just six weeks at the Cobourg campus.

Program Code: FSC
Feb 14 – Mar 28, 2017
\$1,326.60 (+ textbooks)

Also offered online; see [page 20](#), and in-class in Peterborough, see [page 6](#).



FROST CAMPUS, LINDSAY

Sustainable Trails Certificate

Program Highlights

Gain insight into best practices related to the design, construction and maintenance of trails. Learn techniques that can enhance, rehabilitate and protect trails and greenways. Interpretive studies of the various fauna and flora will be undertaken from a sustainability perspective.

These certificate courses take place at Fleming's Frost Campus, one of Canada's leading environmental education institutions, as well as online. Courses are two and three days in length – offered primarily on weekends.

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

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

ECOS 34	Ecologically Sustainable Trails
RECR 145	Trail Classifications and Maintenance/Signage Guidelines
RECR 112	Trail Business Planning and Risk Management (online) ✓
RECR 152	Trail Design and Construction (blended online and on-site) ✓
RECR 115	Trail Planning & Accessibility (online) ✓

Electives (choose two)

MECH 82	Chainsaw Operator ✓
NATR 120	Hike Leader & Leave No Trace Certifications ✓
RECR 111	Marketing & Promoting Trails (online) ✓
RECR 116	Trails Education & Interpretation ✓
NATR 31	Wilderness Survival
NATR 54	Winter Wilderness Survival

Additional Customized Training Options

RECR 121	Motorized Trail Recreation
RECR 122	Introduction to Trails

✓ Offered this Winter and/or Spring.

Please note that all courses in the Sustainable Trails Certificate can be offered as Customized Training.

OUTDOOR SKILLS & SUSTAINABLE LIVING

Amphibian Biology and Identification

ENVR 48 \$88.44 Sat–Sun, Mar 25–26 9:00am–3:30pm

Bear Safety & Awareness

NATR 94 \$95.37 Sat, Mar 25 8:30am–1:00pm

Canadian Firearm Safety (PAL)

MECH 140 \$150.49 Sat–Sun, Jan 28–29
8:00am–End times may vary
Sat–Sun, May 6–7
8:00am–End times may vary

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

MECH 83 \$286.23 Fri–Sun, Feb 10–12
Fri: 6:00pm–End times may vary
Sat & Sun: 8:00am–End times may vary
Fri–Sun, Mar 10–12
Fri: 6:00pm–End times may vary
Sat & Sun: 8:00am–End times may vary

Canadian Wildland Firefighters Exchange Fitness Standard

NATR 98 \$149.36 Sat, Mar 4 or 18
Call 1-866-353-6464 x3310 to book your appointment time.

Chainsaw Operator

MECH 82 \$207.39 Sat–Sat–Sun 8:00am–5:00pm
Feb 4, 11, 12 or Mar 11, 18, 19 or Apr 2, 8, 9

Fur Management

NATR 16 \$322.80 Wed, Sat, Sun, Feb 1–15
Wed: 6:00pm–10:00pm
Sat & Sun: 8:30am–5:00pm

Note: Must show proof of rabies titre.

Hike Leader & Leave No Trace Certifications

NATR 120 \$113.44 Sat–Sun, Apr 8–9 9:00am–3:30pm

Part 8: On-site Sewage Systems

ENVR 42 \$738.55 Mon–Fri, Mar 20–24 8:00am–5:00pm

Trail Design and Construction **NEW!**

RECR 152 \$257.95 Apr 7–May 7, blended online & on-site

Trails Education & Interpretation

RECR 116 \$103.18 Sat–Sun, Apr 22–23 9:00am–4:30pm

Transportation of Dangerous Goods (TDG)

MRTL 19 \$117.24 Wed, Mar 8 6:00pm–10:00pm

Motorcycle Training

RECR 67 \$522.04 Fri–Sun Fri: 7:00pm–10:00pm
Sat & Sun: 9:00am–4:00pm
Apr 21–23,
May 5–7, May 12–14 or May 26–28
Jun 9–11, Jun 16–18 or Jun 23–25
Jul 7–9 or Jul 28–30
Aug 11–13 or Aug 25–27

HEALTH

CPR Basic Rescuer (Level C) Recertification

HLTH 80 \$74.15 Sat, Jan 21 9:00am–3:00pm
Sat, Mar 25 9:00am–3:00pm

CPR/First Aid (Level C)

HLTH 104 \$117.92 Sat–Sun, Jan 21–22 9:00am–5:00pm
Sat–Sun, Mar 25–26 9:00am–5:00pm

KEN REID CONSERVATION AREA

Edible Wilds

NATR 15 \$126.65 Sat, May 13 8:30am–4:30pm

GPS & Wilderness Navigation

NATR 20 \$138.46 Sat, Mar 11 8:30am–4:30pm

Wilderness & Remote First Aid

NATR 121 \$214.88 Fri–Sun, Feb 3–5 Fri: 6:00pm–10:00pm
Sat, Sun: 8:30am–5:30pm
Fri–Sun, Feb 10–12 Fri: 6:00pm–10:00pm
Sat, Sun: 8:30am–5:30pm
Fri–Sun, Mar 31–Apr 2 Fri: 6:00pm–10:00pm
Sat, Sun: 8:30am–5:30pm

Winter Wilderness Survival Skills **NEW!**

NATR 54 \$110.55 Sat–Sun, Jan 28–29 8:30am–4:30pm

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	Chief Firearms Officer of Ontario
Chainsaw Operator	Workplace Safety North
GPS & Wilderness Navigation	Green Check – Canadian Ecology Centre
Hike Leader	Hike Leader Ontario
Leave No Trace	Leave No Trace Canada
Ontario Hunter Education	Ontario Ministry of Natural Resources
Restricted Radio Operator	Industry Canada

CUSTOMIZED TRAINING

Environmental and Natural Resource Sciences

Fleming's renowned School of Environmental and Natural Resource Sciences at the Frost Campus in Lindsay designs customized, industry-specific training that is delivered on campus, across Canada and around the world.

Your employees will gain specialized hands-on theory and skills from our highly experienced industry experts, who deliver the most current technical, legislative, regulatory and safety standards training. We have developed and delivered customized training in many natural resources fields including:

- Water Well Drilling
- Core Drilling, Blasting and Mining
- Water and Wastewater Operator Training
- Heavy Equipment
- Forestry, Arboriculture and Chainsaw
- GIS (Geographic Information Systems)
- Trails Planning, Building and Management



HALIBURTON CAMPUS

Conversational French – Level 1

LANG 30 \$221.10 Tue, Jan 10–Mar 14 6:30pm–9:30pm

CPR – Basic Rescuer (Level C)

HLTH 57 \$91.70 Fri, Feb 24 9:00am–2:30pm
 Thu, May 25 9:00am–2:30pm
 Mon, Aug 28 9:00am–2:30pm

First Aid – Standard

HLTH 81 \$143.77 Fri & Sat, Feb 24 & 25 9:00am–4:30pm
 Thu & Fri, May 25 & 26 9:00am–4:30pm
 Mon & Tue, Aug 28 & 29 9:00am–4:30pm

First Aid – Standard Recertification

HLTH 82 \$99.55 Sat, Feb 25 9:00am–4:30pm
 Fri, May 26 9:00am–4:30pm
 Tue, Aug 29 9:00am–4:30pm

Chainsaw Operator

MECH 82 \$207.39 Mon–Wed, Apr 24–26 8:00am–5:00pm



Summer School at Haliburton School of Art + Design

For 50 years we have been the premier choice in Ontario for summer programs in visual arts, craft and performing arts. We have over 300 week-long courses and Saturday workshops for adults and kids, beginners and experts alike, taught by professional artists who join us from across the country. The full schedule will be available online and in our calendar by February 24. Registration begins March 1. For course information: hsad.ca



ONLINE COURSES

PART-TIME EDUCATION THAT FITS YOUR FULL-TIME LIFE.

Online Learning courses are full-length, college-level courses. The only time you may need to come to the college is if you have an in-person mid-term or final exam. You will learn week-by-week wherever and whenever it suits your schedule.

Learning Online means learning in your own time.

Your course material is presented by a qualified instructor using interesting and engaging online learning techniques. You will have clear guidelines identifying required course materials, weekly topics, assignment due dates and any other relevant information. Unlike a real classroom, most virtual classrooms do not have specific dates and times when the whole class meets. Instead, you communicate via message boards and study the material when it fits your schedule, as long as you meet all course deadlines. Technical support is available 24/7 and your instructor is there to guide you throughout the course.

This calendar includes just some of our most popular online courses. There are many more.

For a complete list, go to:
flamingcollege.ca/con_ed

To take an online course, you'll need:

• **Access to a computer**

Most courses run best on a Microsoft Windows operating system. As a registered Fleming College Continuing Education student, you have access to our on-campus computer labs in Peterborough and Lindsay. You may also access computers at most Contact North locations.

• **Access to the right software**

Most courses require Microsoft Word or equivalent software, and some courses and online platforms have additional technical and/or software requirements. The cost of your course does not include software, but some courses offer free or trial software. For your Internet browser we recommend Firefox, Chrome, or Internet Explorer 10 or higher.

You'll find start dates listed by course in these pages.

For any course that starts monthly, you can choose from any of the following start dates:

Jan 10, Feb 1, Mar 1, Apr 3, May 9, Jun 1, Jul 4, Aug 1



BUSINESS AND LEADERSHIP



ACCOUNTING

Accounting Basics 1

ACCT 38 \$401.65 Starts monthly

Accounting Basics 2

ACCT 39 \$401.65 Starts monthly

Auditing I

ACCT 58 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Financial Management Accounting

ACCT 44 \$379.54 Starts monthly

Payroll Administration

MGMT 24 \$379.54 Starts monthly

Simply Accounting/Sage 50

ACCT 47 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Taxation I

FINA 3 \$401.65 Starts monthly

Taxation II

FINA 2 \$482.72 Jan 10–Apr 18, May 9–Aug 15

Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

ENTREPRENEURSHIP AND SMALL BUSINESS

Business Analysis, Introduction

BUSN 154 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Entrepreneurship

BUSN 50 \$379.54 Starts monthly except April

How to Start a Small Business

BUSN 102 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Introduction to Business

BUSN 187 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Small Business and Entrepreneurship

BUSN 64 \$482.72 Jan 10–Apr 18, May 9–Aug 15

Small Business Financial Management

MGMT 107 \$482.72 Jan 10–Apr 18, May 9–Aug 15

Writing a Business Plan

COMM 89 \$246.88 Jan 10–Apr 18, May 9–Aug 15

Writing a Marketing Plan

COMM 90 \$246.88 Jan 10–Apr 18, May 9–Aug 15

SALES AND MARKETING

Building and Maintaining Customer Relationships

BUSN 31 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Digital Marketing Management – Fundamentals

MKTG 49 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Market Research

MKTG 140 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Social Media and Society

MKTG 124 \$379.54 Jan 10–Apr 18, May 9–Aug 15

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Business Law 1

LAWS 101 \$401.65 Starts monthly

Business Management – Introduction

BUSN 131 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Career Mapping and Job Attainment

GNED 130 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Communication – Leadership Development

BUSN 160 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Contemporary Canadian Issues

SOCI 75 \$401.65 Starts monthly

Creative and Critical Thinking – Leadership Development

BUSN 153 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Customer Service and Ethics

BUSN 186 \$276.36 Jan 10–Apr 18, May 9–Aug 15

Employment Law – Leadership Development

MGMT 160 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Finance – Leadership Development

BUSN 163 \$291.10 Jan 10–Apr 18, May 9–Aug 15

General Insurance Essentials 2

BUSN 190 \$379.54 May 9–Aug 15

General Insurance Essentials I

BUSN 189 \$379.54 May 9–Aug 15

Human Behaviour in the Workplace

BUSN 174 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Human Relations-Leadership Development

BUSN 162 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Interpersonal/Group Dynamics

ORGB 12 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Intro to Business Management and Organizational Behaviour

MGMT 32 \$379.54 Starts monthly

Introduction to Project Management

MGMT 21 \$423.76 Starts monthly

Leadership and Career Management

MGMT 136 \$335.32 Jan 10–Apr 18

Leadership and Communication

MGMT 92 \$401.65 May 9–Aug 15

Leadership in a Team Environment

BUSN 127 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Leading Responsibly – Leadership Development

BUSN 164 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Leading Teams – Leadership Development

BUSN 165 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Management Information Systems

MGMT 165 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Management/Leadership Skills

MGMT 25 \$364.80 Jan 10–Apr 18, Mar 1–Jun 7,
May 9–Aug 15, Jul 4–Oct 10

Managing Change – Leadership Development

BUSN 166 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Mortgage Agent Program

BUSN 178 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Occupational Health and Safety

MGMT 36 \$401.65 Jan 10–Apr 18, Feb 1–May 10,
May 9–Aug 15, Jun 1–Sep 7

Office Technology and Procedures

BUSN 55 \$379.54 Starts monthly except Aug.

Ontario Supervisor Health & Safety Awareness

MGMT 230 \$15.29 Start anytime, 1.5 hours

Organizational Business Communications

COMM 59 \$401.65 Jan 10–Apr 18, Mar 1–Jun 7,
May 9–Aug 15, Jul 4–Oct 10

Performance Management – Leadership Development

MGMT 210 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Personal Finance – Intro **NEW!**

GNED 140 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Project Management – Leadership Development

MGMT 209 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Six Sigma Methods

BUSN 191 \$482.72 May 9–Aug 15

Sustainability

BUSN 161 \$379.54 Jan 10–Apr 18

Ready to Register?

See page 32 for details.

Leadership Development Certificate

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 his or her team. This certificate could boost your resumé for management positions or make you a better leader in your current position.

- BUSN 160 Communication ✓
- BUSN 153 Creative and Critical Thinking ✓
- MGMT 160 Employment Law ✓
- BUSN 163 Finance ✓
- BUSN 162 Human Relations ✓
- BUSN 164 Leading Responsibly ✓
- BUSN 165 Leading Teams ✓
- BUSN 166 Managing Change ✓
- MGMT 210 Performance Management ✓
- MGMT 209 Project Management ✓

✓ Offered this Winter and/or Spring.

Human Resources Management Certificate

Gain 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 can be found in areas such as payroll, benefits administration, human resources, labour relations, workforce planning, training and development and recruitment. This certificate can also be used to work towards the completion of the Certified Human Resources Professional (CHRP™) designation.

Competent computer skills are recommended. For computer courses, please see the Computer section, [page 17](#).

Courses should be taken in the following order:

MGMT 30	Human Resource Management Principles ✓
MGMT 36	Occupational Health and Safety ✓
MGMT 32	Intro to Business Management and Organizational Behaviour ✓
MGMT 22	Industrial Relations ✓
ACCT 44	Introduction to Financial Management Accounting ✓
MGMT 23	Compensation Management ✓
MGMT 33	Human Resources Planning and Development ✓
MGMT 35	Recruitment and Selection ✓
MGMT 31	Training and Development ✓

✓ Offered this Winter and/or Spring.

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 obtain the Certificate, Fleming requires a passing grade in every course. However, to qualify to write the NKE™, 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 Ontario's HRPA).

In Ontario, as of October 29, 2014, the requirements for the CHRP designation are:

- HRPA membership in good standing
- Successful completion of the prescribed coursework requirement, and
- Successful completion of the prescribed knowledge exam

As of Spring 2016, a Job Ready program must also be successfully completed, and as of Summer 2016, an HR law exam must also be successfully completed.

Members with the CHRP designation must maintain their membership in HRPA and must meet the ongoing continuing professional development (CPD) requirement in order to maintain the designation.



HUMAN RESOURCES

Comprehensive Knowledge Exam Preparation

BUSN 192	\$379.54	May 9–Aug 15
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Benefits Administration

MGMT 118	\$401.65	Jan 10–Apr 18, May 9–Aug 15
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Compensation Management

MGMT 23	\$401.65	Jan 10–Apr 18, , Feb 1–May 10, May 9–Aug 15, Jun 1–Sep 7
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Dispute Resolution

MGMT 101	\$379.54	Jan 10–Apr 18
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Human Resource Management Principles

MGMT 30	\$578.40	Starts monthly
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Human Resources Planning and Development

MGMT 33	\$379.54	Jan 10–Apr 18, Mar 1–Jun 7, May 9–Aug 15, Jul 4–Oct 10
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Industrial Relations

MGMT 22	\$379.54	Jan 10–Apr 18, Mar 1–Jun 7, May 9–Aug 15, Jul 4–Oct 10
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Labour Relations

BUSN 132	\$401.65	May 9–Aug 15
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Recruitment and Selection

MGMT 35	\$379.54	Starts monthly
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Training and Development

MGMT 31	\$482.72	Starts monthly except Feb
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Training for Technical Support Analysts **NEW!**

EDUC 121	\$512.20	Jan 10–Apr 18
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Most courses run for 14 weeks.

For full course details, including end dates, visit

flemingcollege.ca/con_ed

Office Administration Certificate

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.

Core Courses

BUSN 31	Building and Maintaining Customer Relationships ✓
MGMT 21	Introduction to Project Management ✓
COMP 221	Microsoft – Excel Specialist ✓
COMP 220	Microsoft – Word Specialist ✓
BUSN 55	Office Technology & Procedures ✓
COMM 59	Organizational Business Communications ✓

Electives (choose three)

ACCT 38	Accounting Basics 1 ✓
BUSN 153	Creative and Critical Thinking ✓
COMP 158	Desktop Publishing for Business ✓
COMP 216	Microsoft Access Specialist ✓
COMP 164	Microsoft – Excel Expert ✓
COMP 289	Project Management & Scheduling Software ✓ (Microsoft Project)
ACCT 47	Simply Accounting/Sage 50 ✓

✓ Offered this Winter and/or Spring.

Small Business Accounting Certificate

Gain 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). Your career prospects include accounting clerk, Accounts Receivable/Payable, bookkeeper, payroll clerk, salary administrator and tax preparation. This certificate also provides useful skills for freelancers and small business owners.

Core Courses

ACCT 38	Accounting Basics 1 ✓
ACCT 39	Accounting Basics 2 ✓
ACCT 44	Introduction to Financial Management Accounting ✓
ACCT 47 or COMP 283	Simply Accounting/Sage 50 ✓ or QuickBooks I ✓
FINA 03	Taxation 1 ✓

Electives (choose three)

COMP 239	Computers 1 – Introduction ✓
COMP 221	Microsoft – Excel Specialist ✓
COMP 220	Microsoft – Word Specialist ✓
MGMT 24	Payroll Administration ✓
MGMT 107	Small Business Financial Management ✓

✓ Offered this Winter and/or Spring.

Participants must have basic Windows computer and Internet skills (managing files and folders, keyboarding, email and Internet searches). For computer courses, please see the Computer section, [page 17](#).



Records & Information Management Certificate

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. Learn how to manage records-related projects and keep up-to-date with regulations and information technology. Career prospects include archivist, research and reporting, Information Management, library technician and systems security.

Core Courses

MGMT 161	Active Records Management ✓
MGMT 162	Archives ✓
MGMT 163	Document Management Technology ✓
COMP 436	Microsoft – Office 2010 ✓
MGMT 164	Records & Information Management Fundamentals ✓
COMM 51	Researching and Reporting ✓

Electives (choose one)

MGMT 165	Management Information Systems ✓
COMP 216	Microsoft Access Specialist* ✓
COMP 221	Microsoft – Excel Specialist* ✓
BUSN 55	Office Technology and Procedures ✓

✓ Offered this Winter and/or Spring

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

Ready to Register?

See page 32 for details.

Most courses run for 14 weeks.

For full course details, including end dates, visit

flemingcollege.ca/con_ed

RECORDS AND INFORMATION MANAGEMENT

Active Records Management

MGMT 161	\$357.43	Jan 10–Apr 18, May 9–Aug 15
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Archives

MGMT 162	\$357.43	Jan 10–Apr 18, May 9–Aug 15
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Issues in Digital Resource Management and Technologies **NEW!**

BUSN 202	\$357.43	Jan 10–Apr 18
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Document Management Technology

MGMT 163	\$357.43	Jan 10–Apr 18
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Records & Information Management Fundamentals

MGMT 164	\$357.43	Jan 10–Apr 18, May 9–Aug 15
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Researching and Reporting

COMM 51	\$357.43	Jan 10–Apr 18, May 9–Aug 15
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COMPUTERS

Software Requirements and Prerequisites

Many computer courses have specific software requirements and prerequisites. Check the course listing at flamingcollege.ca/con_ed for details.

COMPUTERS

A+ Essentials – Hardware

COMP 260 \$482.72 Jan 10–Apr 18, May 9–Aug 15

A+ Essentials – Operating Systems

COMP 282 \$453.24 Jan 10–Apr 18, May 9–Aug 15

CNC Programming Basic

COMP 543 \$379.54 May 9–Aug 15

CNC Programming Intermediate

COMP 544 \$379.54 May 9–Aug 15

Computer-Aided Drafting (AutoCAD)

COMP 434 \$291.10 Starts monthly except Feb and Apr

Computers I – Introduction

COMP 239 \$379.54 Starts monthly

Desktop Publishing for Business

COMP 158 \$538.68 Jan 10–Apr 18, May 9–Aug 15

Internet Essentials

COMP 193 \$379.54 Jan 10–Apr 18

Intro to E-Business

COMP 208 \$401.65 Starts monthly

Network+

COMP 314 \$379.54 Jan 10–Apr 18

Programming for Absolute Beginners

COMP 262 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Programming in C

COMP 176 \$401.65 Jan 10–Apr 18

Security+ Certification

COMP 298 \$482.72 Jan 10–Apr 18, May 9–Aug 15

SolidWorks – Introduction

COMP 547 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Wireless and Mobile Device Security **NEW!**

COMP 571 \$401.65 Jan 10–Apr 18

WEB APPLICATIONS AND SITE DEVELOPMENT

Android Application Development

COMP 512 \$335.32 May 9–Aug 15

Developing Web Applications with ASP.NET and C#

COMP 267 \$379.54 Jan 10–Apr 18

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

COMP 437 \$482.72 Jan 10–Apr 18, May 9–Aug 15

HTML Intermediate

COMP 284 \$379.54 Jan 10–Apr 18, May 9–Aug 15

HTML Introduction

COMP 303 \$364.80 Starts monthly except Mar and Apr

Javascript

COMP 151 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Web Usability

COMP 493 \$291.10 Jan 10–Apr 18, May 9–Aug 15

WordPress 1 **NEW!**

COMP 570 \$335.32 Jan 10–Apr 18

Find more courses on our website.

This is a small selection of computer courses offered through Fleming Continuing Education.

For a full and up-to-date list of upcoming courses, visit:

flamingcollege.ca/con_ed

Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

SOFTWARE TRAINING - MICROSOFT**Microsoft – Office 2010**

COMP 436 \$379.54 Starts monthly

Microsoft – Office 2013

COMP 531 \$379.54 Starts monthly

Microsoft Word 2010/2013 Specialist

COMP 220 \$291.10 Starts monthly

Microsoft Access 2010/2013 Core

COMP 216 \$291.10 Starts monthly

Microsoft Access 2010/2013 Expert

COMP 188 \$291.10 Starts monthly

Microsoft Access 2016 CoreCOMP 572 \$379.54 Jan 10–Apr 18, Feb 1–May 10,
Mar 1–Jun 7, Apr 3–Jul 10**Microsoft Excel 2013 Expert**

COMP 164 \$379.54 Starts monthly

Microsoft Excel 2013/2016 Specialist

COMP 221 \$379.54 Starts monthly

Microsoft Office 365

COMP 514 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Microsoft PowerPoint 2013/2016 Core

COMP 226 \$291.10 Starts monthly

Microsoft Word 2010/2013 Expert

COMP 196 \$291.10 Starts monthly

Microsoft Word 2016 ExpertCOMP 573 \$379.54 Jan 10–Apr 18, Feb 1–May 10,
Mar 1–Jun 7, Apr 3–Jul 10**MS Office 2016 NEW!**

COMP 562 \$379.54 Starts monthly

MySQL Databases

COMP 498 \$379.54 Jan 10–Apr 18

Project Management & Scheduling Software (Microsoft Project)

COMP 289 \$423.76 Starts monthly

Windows 10 NEW!COMP 561 \$379.54 Jan 10–Apr 18, Feb 1–May 10,
Mar 1–Jun 7, Apr 3–Jul 10**Windows 8**COMP 524 \$291.10 May 9–Aug 15, Jun 1–Sep 7,
Jul 4–Oct 10, Aug 1–Nov 7**SOFTWARE TRAINING - ACCOUNTING****QuickBooks I**

COMP 283 \$379.54 Starts monthly

QuickBooks II

COMP 297 \$379.54 Jan 10–Apr 18, May 9–Aug 15

SOFTWARE TRAINING - ADOBE**Adobe Animate Introduction NEW!**

COMP 229 \$291.10 Jan 10–Apr 18

Adobe Illustrator - Digital Illustration & Design

COMP 435 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Adobe InDesign Basics

COMP 440 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Adobe Photoshop – Level 1

COMP 167 \$379.54 May 9–Aug 15

Adobe Photoshop – Level 2

COMP 302 \$379.54 May 9–Aug 15

Dreamweaver (Webpage Authoring)

COMP 218 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Dreamweaver Advanced

COMP 228 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Website Design Certificate

Marketing on the internet is the fastest growing advertising sector for just about any product or service. 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. You will need a good eye for design and colour and must be comfortable with computer concepts. Software and techniques are constantly updated, so a passion for continuous learning is essential and keeps the tasks interesting. With this certificate you could pursue career prospects such as web developer, web author, graphic designer, internet marketing or freelance web designer or use these skills to improve marketing for your own small business.

Core Courses

COMP 303 HTML Introduction ✓
 COMP 284 HTML Intermediate ✓
 COMP 437 Dynamic Web Sites with AMP
 (Apache, MySQL and PHP) ✓

Electives (choose three)

COMP 435 Adobe Illustrator – Digital Illustration and Design ✓
 COMP 218 Dreamweaver (Webpage Authoring) ✓
 COMP 229 Adobe Animate Introduction ✓
 COMP 208 Introduction to E-Business ✓
 COMP 151 JavaScript ✓
 COMP 498 MySQL Databases ✓
 COMP 167 Adobe Photoshop Level 1 ✓ or
 COMP 302 Adobe Photoshop Level 2 ✓
 COMP 176 Programming in C ✓
 COMP 493 Web Usability ✓

✓ Offered this Winter and/or Spring.

EDUCATION

Teacher / Trainer of Adults Certificate

Acquire essential and practical skills in teaching and training adults. These skills can be used in both virtual and in-class teaching scenarios. You will need basic Windows computer and Internet skills (managing files and folders, keyboarding, email and Internet searches). Use this certificate to advance your career as a teaching assistant, Continuing Education Teacher, private tutor, curriculum developer or developmental service worker.

These courses are listed in the order they should be taken.

Core Courses

SOCI 109	Adult Learning ✓
EDUC 69	Curriculum Development ✓
EDUC 71	Instructional Techniques ✓
SOCI 106	Assessment and Evaluation ✓
EDUC 107	Instructional Technology in Adult Education ✓
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 Winter and/or Spring.

* Please contact Dorothy Hopkins for information about the practicum: dorothy.hopkins@flamingcollege.ca, 705-749-5530 x1364

EDUCATION

Adult Learning

SOCI 109	\$379.54	Starts monthly
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Adults with Learning Disabilities

EDUC 70	\$379.54	Jan 10–Apr 18, May 9–Aug 15
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Assessment and Evaluation

SOCI 106	\$379.54	Starts monthly except Feb and Apr
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Curriculum Development

EDUC 69	\$379.54	Starts monthly Mar and Apr
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Environmental Outdoor Education

EDUC 120	\$379.54	May 9–Aug 15
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Instructional Techniques

EDUC 71	\$379.54	Starts monthly
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Instructional Technology in Adult Education

EDUC 107	\$291.10	Jan 10–Apr 18, May 9–Aug 15
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Kindergarten Curriculum

EDUC 122	\$202.66	May 9–Aug 15
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Managing a Diverse Learning Environment

EDUC 99	\$335.32	Jan 10–Apr 18, May 9–Aug 15
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FOOD SERVICES



Food Service Worker Certificate

This program's specialized training certifies you to work in the food service industry for health care facilities, such as hospitals, nursing homes and cafeterias, 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. 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.

Also offered in Peterborough (page 6)
and Cobourg (page 7).

Core Courses

COMM 99	Communication and the Food Service Worker ✓
CULN 52	Introduction to Nutrition ✓
HLTH 147	Institutional Food Service ✓
HLTH 149	Nutrition in Health Care ✓
HLTH 150	Quantity Food Preparation ✓
HLTH 148	Sanitation and Safety ✓

✓ Offered this Winter and/or Spring.

FOOD SERVICES

Communication and the Food Service Worker

COMM 99	\$291.10	Jan 10–Apr 18, May 9–Aug 15
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Hospitality Facility Management

HOSP 63	\$423.76	May 9–Aug 15
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Institutional Food Service

HLTH 147	\$379.54	Jan 10–Apr 18, May 9–Aug 15
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Introduction to Nutrition

CULN 52	\$379.54	Jan 10–Apr 18, May 9–Aug 15
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Nutrition in Health Care

HLTH 149	\$291.10	Jan 10–Apr 18, May 9–Aug 15
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Quantity Food Preparation

HLTH 150	\$291.10	Jan 10–Apr 18, May 9–Aug 15
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Sanitation and Safety

HLTH 148	\$379.54	Jan 10–Apr 18, May 9–Aug 15
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Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

HEALTH

Children's Mental Health Certificate

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. This certificate would benefit parents as well as professionals working in education or as Occupational Therapists and Physiotherapist Assistants, Personal Support Workers, Registered Practical Nurses and Registered Nurses. Courses may be taken individually. For the certificate, courses should be taken in the following order:

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 ✓

✓ Offered this Winter and/or Spring.

Working with Dementia Clients Certificate

Multidiscipline Certificate

The number of Canadians living with dementia is expected to more than double within a generation, increasing the need for qualified care givers, such as nurses, social service workers, health care aids and personal support workers. 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.

All courses in this program are offered online except the field placement.

Courses should be taken in the following order:

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 ✓
NRSG 39	Field Placement: Working with Dementia Clients (60 hours)*

✓ Offered this Winter and/or Spring.

* Please contact Dorothy Hopkins for information about placement: dorothy.hopkins@flemingcollege.ca, 705-749-5530 x1364

Gerontology Certificate

Multidiscipline Certificate

The curriculum for this certificate program will suit a busy schedule. The online delivery and multidisciplinary focus of the program was specifically designed to serve as a professional development opportunity for a broad range of community service and health care professionals who work with aging adults. This certificate focuses on the social science of aging and how it affects people mentally. Acquire the relevant knowledge and skills to enhance your professional practice in the care of aging adults. Themes include legal and ethical issues, trends and research issues, mental health, advanced gerontology concepts, psychology and social aspects of aging, advocacy and end of life care – all within a restorative care framework.

Admission Requirements

A related Ontario College Diploma, Ontario College Advanced Diploma, a university degree in a related field, or the equivalent.

Core Courses

SOCI 221	Gerontology – Advanced Concepts ✓
SOCI 222	Gerontology – Advocacy and End of Life Care ✓
SOCI 219	Gerontology – Legal and Ethical Issues ✓
SOCI 215	Gerontology – Mental Health
SOCI 220	Gerontology – Psychological and Social Aspects of Aging
SOCI 218	Gerontology – Trends and Issues Impacting the Aging Population ✓
SOCI 223	Gerontology – Applied Project ✓

✓ Offered this Winter and/or Spring.

Note: Gerontology – Applied Project must be taken as final course. All other courses can be taken in any order

For more information, contact:

Dorothy Hopkins
dorothy.hopkins@flemingcollege.ca
1-888-269-6929 x1364
705-749-5530 x1364

Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

Ready to Register?

See page 32 for details.

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.

Hospital Nursing Unit Secretary Certificate

Join a fast-paced working environment where you will be an important part of the care team and often, the first point of contact for patients and their families. Physicians, nurses and support staff will rely on your administrative savvy for support. Excellent communication and multi-tasking skills are fundamental job components. You will gain a solid foundational knowledge in medical terminology and procedures, office skills and communication. A field placement will round out your training for a career in a hospital ward, private clinic, surgical unit or long term care facility. Basic computer skills are required.

Courses may also be taken individually to boost your resumé.

Core Courses

HLTH 56	Medical Terminology ✓
HLTH 58	Understanding Medical Tests for Medical Office Staff ✓
HLTH 151	Essentials in Health Record Management ✓
HLTH 348	Processing of Physicians' Orders ✓
HLTH 146	Understanding Surgical Procedures for Medical Office Staff ✓
HLTH 109	Medical Conditions for Medical Office Professionals ✓
HLTH 126	Working and Communicating in a Medical Setting ✓
SCIE 21	Introduction to Pharmacology ✓
SOCI 7	Behaviour Management & Crisis Intervention ✓
FLPL 134	Clinical Placement for Hospital Nursing Unit Secretary ✓*

✓ Offered this Winter and/or Spring.

* Please contact Dorothy Hopkins for information about the practicum: dorothy.hopkins@flemingcollege.ca, 705-749-5530 x1364

Medical Office Support Staff Certificate

This certificate can open doors to 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 and internet skills, such as managing files and folders, keyboarding, email and Internet searches, are required. Professionals in this field require outstanding customer service skills, even in the face of stressful situations. Positions can be found in medical offices, shared clinics, laboratories, long term care facilities and as seasonal support.

Courses should be taken in this order:

Core Courses

HLTH 56	Medical Terminology ✓
HLTH 58	Understanding Medical Tests for Medical Office Staff ✓
HLTH 152	Medical OHIP Billing ✓
HLTH 151	Essentials in Health Record Management ✓
HLTH 126	Working and Communicating in a Medical Setting ✓
SOCI 7	Behaviour Management & Crisis Intervention ✓
BUSN 57	Medical Office Procedures ✓
HLTH 352	Medical Transcription ✓

✓ Offered this Winter and/or Spring.

22 ■ For course descriptions, visit flemingcollege.ca/con_ed

Rural and Remote Nursing **NEW!**

This Graduate Certificate for Registered Nurses and Registered Practical Nurses focuses on skills to provide confident, competent and safe health care in remote and rural areas. The eight courses and capstone applied project course focus on lifespan primary health care, including mental health, chronic disease management, acute care, trauma management, professional practices and cultural approaches. Participants will gain the essential knowledge and clinical skills needed to provide nursing care in a rural or remote practice.

Admission Requirements

A related College Diploma, Community College Advanced Diploma, a university degree in a related field, or the equivalent. This certificate is geared specifically to RNs and RPNs.

Core Courses

NRS 213	Rural & Remote Nursing – Foundations
NRS 214	Rural & Remote Nursing – Health Care for Indigenous People in Canada ✓
NRS 215	Rural & Remote Nursing – Foundations of Rural & Remote Mental Health Practices
NRS 216	Rural & Remote Nursing – Primary Health Care ✓
NRS 217	Rural & Remote Nursing – Professional Conduct ✓
NRS 218	Rural & Remote Nursing – Provision of Chronic Disease Management ✓
NRS 219	Rural & Remote Nursing – Provision of Acute Care & Trauma Management ✓
NRS 220	Rural & Remote Nursing – Cultural Approach to Care of Indigenous Population
NRS 221	Applied Project

✓ Offered this Winter and/or Spring.

Patient Navigator Certificate

Multidiscipline Certificate

Patient Navigators help patients and their families navigate complicated and multistep medical systems in hospitals, and clinical and medical settings. They act as personal guide and advocate between their patient and the inter-disciplinary team in acute and chronic disease situations. This Graduate Certificate will give you the skills and knowledge for this specialization that is fast becoming a standard component of a medical team.

Admission Requirements

An Ontario College Diploma or a university degree or equivalent. Must be a Regulated Health Care Professional in good standing. Applicants with relevant experience who do not meet the minimum admission requirements will be considered on an individual basis by the coordinator.

Core Courses

HLTH 333	Patient Navigator Fundamentals ✓
HLTH 334	Patient Navigator: Professional Conduct ✓
HLTH 335	Patient Navigator: Health Promotion
HLTH 336	Patient Navigator: Interpersonal Collaboration & Communication
HLTH 337	Patient Navigator: Health Care System Navigation ✓
HLTH 338	Patient Navigator: Specialization Areas and Applied Project

✓ Offered this Winter and/or Spring.

HEALTH

Abnormal Psychology

SOCI 108 \$401.65 Starts monthly

Addictions and Mental Health

HLTH 289 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Arrhythmia Interpretation

NRSRG 174 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Behaviour Management & Crisis Intervention

SOCI 7 \$401.65 Jan 10–Apr 18, May 9–Aug 15

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

HLTH 280 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Comfort Measures

HLTH 145 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Creating a Dementia Care Skill Kit

HLTH 239 \$246.88 Jan 10–Apr 18

Cultural Competence for Health Care Providers **NEW!**

HLTH 342 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Diabetes: The Basics

HLTH 138 \$291.10 Jan 10–Apr 18, Mar 1–Jun 7, May 9–Aug 15

Dual Diagnosis

HLTH 308 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Empowerment in Dementia Care

HLTH 240 \$246.88 Jan 10–Apr 18, May 9–Aug 15

Enhancing Communication and Interpersonal Skills in Dementia Care

HLTH 241 \$246.88 Jan 10–Apr 18

Essentials in Health Records Management

HLTH 151 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Ethical/Legal and Spiritual Concerns

HLTH 329 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Exploring Dementia Care

HLTH 237 \$246.88 Jan 10–Apr 18

Family Relationships and their Impact on Psychiatric Disorders

HLTH 284 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Foundations in Addictions: Signs and Symptoms

HLTH 291 \$327.95 May 9–Aug 15

Fundamentals of Patient Safety

HLTH 344 \$401.65 May 9–Aug 15

Gerontology

SOCI 172 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Gerontology – Advanced Concepts

SOCI 221 \$331.65 Jan 10–Apr 18

Gerontology – Advocacy and End of Life Care

SOCI 222 \$331.65 May 9–Aug 15

Gerontology – Applied Project

SOCI 223 \$331.65 May 9–Aug 15

Gerontology – Legal and Ethical Issues

SOCI 219 \$331.65 Jan 10–Apr 18

Gerontology – Trends and Issues Impacting the Aging Population

SOCI 218 \$331.65 May 9–Aug 15

Health Care Concepts in an Interdisciplinary Environment

HLTH 347 \$180.55 Jan 10–Apr 18



Health Informatics Impact on Clinical Practices **NEW!**

HLTH 351 \$379.54 Jan 10–Apr 18

Healthy Adult Aging

HLTH 236 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Human Growth and Development

SOCI 155 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Introduction to Mental Health Practice

HLTH 221 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Introduction to Pharmacology

SCIE 21 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Introduction to Psychology

SOCI 72 \$379.54 Starts monthly

Medical Conditions for Medical Office Professionals

HLTH 109 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Medical Office Procedures

BUSN 57 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Medical OHIP Billing

HLTH 152 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Medical Terminology

HLTH 56 \$379.54 Starts monthly

Medical Transcription **NEW!**

HLTH 352 \$331.65 Jan 10–Apr 18, May 9–Aug 15

Nutrition

HLTH 55 \$379.54 Starts monthly

Orientation to Palliative Care

HLTH 105 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Palliative Care Communications

COMM 94 \$217.40 Jan 10–Apr 18, May 9–Aug 15

Pathophysiology 1 for RPN

NRSG 185 \$414.54 Jan 10–Apr 18, Feb 1–May 10,
May 9–Aug 15

Patient Navigator: Fundamentals

HLTH 333 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Patient Navigator: Health Care System Navigation

HLTH 337 \$331.65 May 9–Aug 15

Patient Navigator: Professional Conduct

HLTH 334 \$401.65 Jan 10–Apr 18

Pharmacology for Medical Office Professionals

NRSG 162 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Pharmacology of Addictions

COUN 67 \$401.65 May 9–Aug 15

Pharmacology Theory Review for Nurses

NRSG 157 \$335.32 Jan 10–Apr 18, May 9–Aug 15

PreHealth Advanced Biology I

SCIE 163 \$379.54 Jan 10–Apr 18, May 9–Aug 15

PreHealth Advanced Chemistry I

SCIE 164 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Prevention and Intervention Strategies

HLTH 285 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Processing of Physicians' Orders NEW!

HLTH 348 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Psychiatric Disorders Common to the Infant, Child & Adolescent Population

HLTH 279 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Psychological and Social Implications

SOCI 216 \$291.10 Jan 10–Apr 18, May 9–Aug 11

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

HLTH 283 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Rural & Remote Nursing – Health Care for Indigenous People in Canada

NRSG 214 \$482.20 May 9–Aug 15

Rural & Remote Nursing – Primary Health Care NEW!

NRSG 216 \$482.20 May 9–Aug 15

Rural & Remote Nursing – Professional Conduct & Issues

NRSG 217 \$482.20 Jan 10–Apr 18

Rural & Remote Nursing – Provision of Acute Care & Trauma Management NEW!

NRSG 219 \$482.20 May 9–Aug 15

Rural & Remote Nursing – Provision of Chronic Disease Management

NRSG 218 \$482.20 Jan 10–Apr 18

Science of Popular Diets: Impact of Nutrition on Human Wellness NEW!

GNEC 141 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Treatment Options in Dementia Care

HLTH 238 \$246.88 May 9–Aug 15

Understanding Medical Tests for Medical Office Staff

HLTH 58 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Understanding Surgical Procedures for Medical Office Staff

HLTH 146 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Working and Communicating in a Medical Setting

HLTH 126 \$335.32 Jan 10–Apr 18, May 9–Aug 15



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 and 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 RNAO.org

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

Note: The Nursing Education Initiative is a discretionary program funded by the Ontario Ministry of Health and 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.

HUMAN AND COMMUNITY SERVICES

Fundraising Management Certificate

This comprehensive certificate delivers the techniques and skills required by not-for-profit managers, employees and volunteers, including board members, 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. This is an excellent resume builder for employees and volunteers in community agencies, charities, international development agencies, school foundations and in-house fundraising committees.

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	Applied Fundraising Practices ✓

Electives (choose one)

MGMT 21*	Introduction to Project Management ✓
BUSN 127*	Leadership in a Team Environment ✓
MGMT 25*	Management/Leadership Skills ✓
MGMT 114	Not for Profit Leadership I: Operational Frameworks

✓ Offered this Winter and/or Spring.

Not-for-Profit Leadership Certificate

This leading edge certificate offers a resume-enhancing advantage to a management career path for employees and volunteers working in, or aspiring to join the non-profit sector. Designed specifically to enhance the talent, drive, and creativity of those involved in Canadian non-profit agencies, it also focuses on the latest leadership theories and skills in the industry. Only three courses are required to complete this certificate, making it feasible to achieve certification in a short time. The online format allows you to interact with participants from across the nation as you learn best practices and core elements of a successful charitable organization.

Core Courses

MGMT 114	Not for Profit Leadership I: Operational Frameworks
MGMT 115	Not for Profit Leadership II: Contemporary Issues and Practices ✓

Electives (choose one)

MGMT 134	Fundraising as Management Process ✓
MGMT 30**	Human Resource Management Principles ✓
ORGB 12*	Interpersonal/Group Dynamics ✓
MGMT 21*	Introduction to Project Management ✓
MGMT 131	Methods of Fundraising ✓

✓ Offered this Winter and/or Spring.

* See page 13, "Leadership and Professional Development" section

** See page 14, "Human Resources" section

Volunteer Management Certificate

Gain the specific management, research and planning tools to develop and engage a spectrum of volunteer types, including those in specific roles, age groups and levels of responsibility or commitment. You will be coached to proactively manage each step of the cycle of volunteer engagement, from the recruitment process to the training, development, and engagement and completion. Delivered online, this certificate will allow you to interact with participants from other organizations as you hone your skills as an effective manager of volunteers. The certificate was developed based on the standards and practices set out by the Human Resources Council of Canada and the Canadian Administrators of Volunteer Resources (CAVR). Each course references the National Occupational Standards for Managers of Volunteer Resources.

Courses should be taken in the following order:

Core Courses

MGMT 61	Volunteer Management – Foundations ✓
MGMT 62	Volunteer Management – Spectrum of Engagement ✓
MGMT 63	Volunteer Management – Administration ✓
FLPL 95	Volunteer Management – Applied Project*

✓ Offered this Winter and/or Spring.

* Please contact Dorothy Hopkins for information about the practicum: dorothy.hopkins@flemingcollege.ca, 705-749-5530 x1364

Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

PLAN AHEAD! Our website has the most up-to-date information.
Find Fall, Winter and Spring courses and descriptions.

flemingcollege.ca/con_ed

CELEBRATE AND SUPPORT OUR CULTURAL DIVERSITY WITH THESE COURSES:

COUN 115	Advocacy and Professionalism for Settlement Workers
HLTH 342	Cultural Competence for Health Care Providers
SOCI 199	Culture, Language and Linguistics
FINA 17	Family and Individual Finances for Newcomers
COMM 100	Introduction to Intercultural Communications
EDUC 101	Inclusion and Cultural Diversity (for Educators)
GNET 139	Multiculturalism and Diversity in the Canadian Context
LAWS 164	Racism and Discrimination
COUN 112	Safety & Life Skills for Newcomers
TBD	Canadian Law, Culture & Integration (Spring 2017)
SOCI 199	Culture, Language and Linguistics
COUN 112	Safety & Life Skills for Newcomers (Spring 2017)

HUMAN & COMMUNITY SERVICES**8th Fire: Relationship between Natives and Newcomers**

GNED 120 \$379.54 May 9–Aug 15

Abuse & Family Violence

SOC1 87 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Accessibility Legislation & Application

LAWS 257 \$379.54 May 9–Aug 15

Information Referral, Family and Individual Support Services for Newcomers

SOC1 228 \$401.65 May 9–Aug 15

Advocacy and Professionalism for Settlement Workers NEW!

COUN 115 \$313.21 Jan 10–Apr 18

Applied Fundraising Practices

MGMT 169 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Canadian Politics

SOC1 97 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Co-Dependency as an Addiction

COUN 33 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Community and Social Services

COUN 54 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Cults & Terrorism

SOC1 82 \$379.54 Starts monthly Feb, Apr, Aug

Cultural Competence for Health Care Providers NEW!

HLTH 342 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Dealing with Difficult People

SOC1 78 \$291.10 Jan 10–Apr 18, May 9–Aug 15, Jul 4–Oct 10

Diversity and Victim Assistance

SOC1 207 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Domestic & Workplace Violence

SOC1 84 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Donor Relationships in Fundraising

MGMT 167 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Essentials of Canadian History

GNED 127 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Family and Individual Finances for Newcomers NEW!

FINA 17 \$291.10 May 9–Aug 15

First Nations Peoples

LAWS 168 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Fundraising as a Management Process

MGMT 134 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Impact of Aviation on Canadian National Development NEW!

GNED 137 \$401.65 May 9–Aug 15

Indigenous Peoples – A Global Perspective

GNED 138 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Intercultural Communication

COMM 100 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Fundraising

BUSN 128 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Life Skills Practice

SOC1 217 \$379.54 May 9–Aug 15

Methods of Fundraising

MGMT 131 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Multiculturalism and Diversity in the Canadian Context

GNED 139 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Not for Profit Leadership II: Contemporary Issues and Practices

MGMT 115 \$401.65 Jan 10–Apr 18

Political Science/Public Administration

LAWS 202 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Principles of Ethical Reasoning

SOC1 190 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Racism & Discrimination

LAWS 164 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Same Sex Issues

SOC1 198 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Sexual Violence

SOC1 86 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Sociology Introduction

SOC1 79 \$379.54 Starts monthly

Strategic Management of Campaigns

MGMT 168 \$401.65 Jan 10–Apr 18, May 9–Aug 15

The Middle Ages and the Modern World: Facts and Fiction

GNED 131 \$401.65 Jan 10–Apr 18, May 9–Aug 15

The Ontario Metis

GNED 126 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Victimization

SOC1 189 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Volunteer Management – Administration

MGMT 63 \$401.65 Jan 10–Apr 18

Volunteer Management – Spectrum of Engagement

MGMT 62 \$401.65 May 9–Aug 15

Volunteer Management Foundations

MGMT 61 \$401.65 Jan 10–Apr 18, May 9–Aug 15

World Cinema

GNED 132 \$379.54 Jan 10–Apr 18



INTERIOR & EXTERIOR DESIGN

Design: History of Design Trends

ARTS 2144 \$379.54 May 9–Aug 15

Interior Design: Colour & Application

ARTS 2147 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Interior Design: Illustration and Media-Digital

ARTS 2145 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Interior Design: Visual Design Basics

ARTS 2146 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Interior Decorating

ARTS 2243 \$335.32 Jan 10–Apr 18, May 9–Aug 15



LANGUAGES, WRITING AND COMMUNICATIONS

WRITING & COMMUNICATIONS

Business Report Writing

COMM 58 \$379.54 Starts monthly Feb, Mar, Apr

Business Writing Strategies

COMM 55 \$401.65 Starts monthly

Canadian Literature

LANG 65 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Communications I

COMM 56 \$401.65 Starts monthly

Copyright – Intro

LAWS 296 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Creative Writing – Beginners

COMM 76 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Creative Writing-Intermediate

COMM 101 \$291.10 Jan 10–Apr 18, May 9–Aug 15

Documentary Scriptwriting

COMM 161 \$276.36 Jan 10–Apr 18, May 9–Aug 15

Dramatic Scriptwriting

COMM 162 \$276.36 Jan 10–Apr 18, May 9–Aug 15

Essentials of Writing Fiction

COMM 158 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Grammar for Writing Professionals

LANG 28 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Children's Literature

COMM 53 \$379.54 Jan 10–Apr 18, Mar 1–Jun 7,
May 9–Aug 15, Jul 4–Oct 10

Introduction to Intercultural Communication

COMM 100 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Introduction to Non-Fiction

COMM 165 \$357.43 Jan 10–Apr 18

Poetry Writing

ARTS 411 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Romance Writing

COMM 102 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Technical Communications

COMM 84 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Travel Writing

COMM 163 \$357.43 Jan 10–Apr 18, May 9–Aug 15

Understanding Literature

COMM 77 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Women in Film: Scandalous Sisters

GNED 135 \$364.80 Jan 10–Apr 18, May 9–Aug 15

Writing a Business Manual

COMM 86 \$246.88 Jan 10–Apr 18

Writing a Proposal

COMM 91 \$246.88 Jan 10–Apr 18, May 9–Aug 15

Writing for Publication I

COMM 71 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Writing for Publication II

COMM 74 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Writing for Sales Material

COMM 88 \$246.88 Jan 10–Apr 18, May 9–Aug 15

Writing for the Web

COMM 168 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Writing Grammatically

LANG 35 \$423.76 Starts monthly

Writing Short Stories

COMM 70 \$423.76 Jan 10–Apr 18, May 9–Aug 15

Courses may require textbooks. Visit the online bookstore at bkstr.com. Shipping is free to Fleming's Sutherland or Frost Campus bookstores, or home delivery is available for a fee. Contact the Fleming bookstore directly by calling 1-866-353-6464 x1654.

Creative Writing Certificate

Pursue your passion for writing in a guided environment. 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 to acquire and fine-tune the elements of your craft, expand your writing style and publish your work. You will practise writing extensively and 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.

Core Courses

COMM 76	Creative Writing – Beginners ✓
COMM 101	Creative Writing – Intermediate ✓
LANG 28	Grammar for Writing Professionals ✓
COMM 71	Writing for Publication 1 ✓

Electives (choose three)

COMM 161	Documentary Scriptwriting ✓
COMM 158	Essentials of Writing Fiction ✓
COMM 53	Introduction to Children's Literature ✓
ARTS 411	Poetry Writing ✓
COMM 102	Romance Writing
COMM 77	Understanding Literature ✓
COMM 74	Writing for Publication II ✓
LANG 35	Writing Grammatically ✓
COMM 70	Writing Short Stories ✓

✓ Offered this Winter and/or Spring.

Writing For Professionals Certificate

A professionally written document is articulate, persuasive, concise, and useful. This is an essential certificate for anyone whose job includes writing, editing or proofreading, as well as those who want to add these skills to their resumé for a competitive edge. Experienced faculty will help you 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.

Core Courses

COMM 58	Business Report Writing ✓
LANG 28	Grammar for Writing Professionals ✓
COMM 84	Technical Communications ✓
LANG 35	Writing Grammatically ✓

Electives (choose three)

COMM 55	Business Writing Strategies ✓
COMP 158*	Desktop Publishing for Business ✓
COMM 165	Introduction to Non-Fiction
COMP 220**	Microsoft – Word Specialist ✓
COMM 51***	Researching and Reporting ✓
COMM 91	Writing a Proposal ✓
COMM 71	Writing for Publication I ✓
COMM 74	Writing for Publication II ✓
COMM 88	Writing for Sales Material ✓
COMM 168	Writing for the Web ✓

✓ Offered this Winter and/or Spring.

* See p. 17, "Computers" section

** See p. 18, "Software Training – Microsoft" section

*** See p. 16, "Records and Information Management" section





LANGUAGES

French 1		
LANG 24	\$379.54	Starts monthly
French 2		
LANG 25	\$379.54	Jan 10–Apr 18, May 9–Aug 15, Jul 4–Oct 10
French 3		
LANG 33	\$379.54	Jan 10–Apr 18, May 9–Aug 15
French 4		
LANG 50	\$379.54	Jan 10–Apr 18, May 9–Aug 15
French 5		
LANG 51	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Italian for Beginners		
LANG 69	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Japanese I		
LANG 76	\$379.54	Jan 10–Apr 18, May 9–Aug 15

Ready to Register?

See page 32 for details.

OUTDOOR SKILLS AND SUSTAINABLE LIVING

Alternative Energy – Energy Resources

ENVR 51 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Astronomy

SCIE 143 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Environment Management, An Introduction

ENVR 50 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Environmental Geology

GEOL 70 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Geological Disasters

GEOL 59 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Global Warming Concepts

GNED 90 \$291.10 Starts monthly except Feb and Apr

Marketing & Promoting Trails

RECR 111 \$103.18 May 17–Jun 9

Meteorology

SCIE 144 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Natural Resource Entrepreneurship

BUSN 41 \$305.84 Jan 10–Apr 18, May 9–Aug 15

Observing and Identifying Ontario's Wildlife

NATR 124 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Restoration Ecology

ENVR 113 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Trail Planning and Accessibility

RECR 115 \$103.18 Mar 17–Apr 2

Trail Business Planning and Risk Management

RECR 112 \$154.77 Jan 13–Feb 26

You might also be interested in our courses at Frost Campus in Lindsay.

[See page 8](#)



SECURITY, LAW AND EMERGENCY SERVICES

APCO Public Safety

ESRV 75 \$379.54 Jan 10–Apr 18, May 9–Aug 15

By-Law Enforcement

LAWS 253 \$276.36 Jan 10–Apr 18, May 9–Aug 15

Canadian Criminal Justice System

LAWS 146 \$379.54 Jan 10–Apr 18, May 9–Aug 15,
Jul 4–Oct 10

Career Prep I – Police Foundations

LAWS 260 \$173.18 Jan 10–Apr 18

Childhood Victimization

SOCI 210 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Criminal Profiling, Introduction

LAWS 265 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Criminal Psychology – Psychopathic Minds

SOCI 80 \$401.65 Jan 10–Apr 18, May 9–Aug 15,
Jun 1–Sep 7, Jul 4–Oct 10

Criminal Psychology II – Criminal Minds

SOCI 81 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Criminology

LAWS 109 \$291.10 Starts monthly

Environmental Laws & Regulations

ENVR 31 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Forensic Psychology

LAWS 163 \$335.32 Jan 10–Apr 18, May 9–Aug 15

Introduction to Legal Office Practice and Procedures

LAWS 212 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Legal Terminology

LAWS 213 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Legislation in the Workplace

MGMT 102 \$180.55 Jan 10–Apr 18, Mar 1–Jun 7,
May 9–Aug 15, Jul 4–Oct 10

Private Investigator Training

LAWS 247 \$482.72 Jan 10–Apr 18, May 9–Aug 15

Security Guard Training

LAWS 232 \$476.65 Starts monthly

Victim Assistance Services

SOCI 211 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Victimization and the Law

SOCI 209 \$379.54 Jan 10–Apr 18, May 9–Aug 15

Victimology: Theoretical Perspectives

SOCI 208 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Victims of Crime

SOCI 196 \$401.65 Jan 10–Apr 18, May 9–Aug 15

Violence Against Women

SOCI 195 \$401.65 Jan 10–Apr 18, May 9–Aug 15



TRADES

Advanced Boiler Systems and Pumps NEW!		
MECH 318	\$512.20	Jan 10–Apr 18, May 9–Aug 15
Air Conditioning and Heat Pump Inspection		
CNST 97	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Basic Electrical Theory and Motor Controls NEW!		
MECH 323	\$512.20	Jan 10–Apr 18
Communication/Professional Practices		
COMM 52	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Construction Contracts and Documents NEW!		
CNST 206	\$305.84	Jan 10–Apr 18, May 9–Aug 15
Construction Health & Safety NEW!		
CNST 209	\$291.10	Jan 10–Apr 18, May 9–Aug 15
Construction Industry NEW!		
CNST 210	\$512.20	Jan 10–Apr 18, May 9–Aug 15
Electrical Inspection		
CNST 99	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Electro-Technology, Compression and Refrigeration NEW!		
MECH 321	\$512.20	May 9–Aug 15
Exterior Inspection		
CNST 100	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Heating Inspection I		
CNST 101	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Heating Inspection II		
CNST 102	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Interior/Insulation Inspection		
CNST 103	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Physical Building Management NEW!		
CNST 208	\$409.54	Jan 10–Apr 18, Mar 1–Jun 7, May 9–Aug 15, Jul 4–Oct 10
Plant Administration and Applied Mechanics NEW!		
MECH 316	\$512.20	May 9–Aug 15
Plumbing Inspection		
CNST 105	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Power Plant Systems, Combustion and Environment NEW!		
MECH 320	\$512.20	Jan 10–Apr 18
Roofing Inspection		
CNST 106	\$379.54	Jan 10–Apr 18, May 9–Aug 15
Structural Inspection		
CNST 107	\$379.54	Jan 10–Apr 18, May 9–Aug 15
UAV Operator Compliance NEW!		
MECH 322	\$401.65	Jan 10–Apr 18, Feb 1–May 10, Mar 1–Jun 7
WHMIS		
HLTH 100	\$30.39	Start anytime, 1.5 hours

Home Inspection Certificate

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). As home inspector you will need excellent interpersonal skills, a talent for thorough investigation, diplomacy and the ability to explain findings in layperson's terms.

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 \$250 + HST (subject to change without notice). Textbooks can be pre-purchased through Carson Dunlop. A link can be found on our website at flemingcollege.ca/continuing-education/certificates/home-inspection-certificate.

Core Courses

CNST 97	Air Conditioning and Heat Pump Inspection ✓
COMM 52	Communication/Professional Practices ✓
CNST 99	Electrical Inspection ✓
CNST 100	Exterior Inspection ✓
CNST 101	Heating Inspection I ✓
CNST 102	Heating Inspection II ✓
CNST 103	Interior/Insulation Inspection ✓
CNST 105	Plumbing Inspection ✓
CNST 106	Roofing Inspection ✓
CNST 107	Structural Inspection ✓

✓ Offered this Winter and/or Spring.



THREE WAYS TO REGISTER

■ ONLINE

Visit the Continuing Education home page on Fleming's website at flemingcollege.ca/con_ed for information and course selection.

■ BY PHONE

Call 1-888-269-6929. Visa or MasterCard only please.
Monday to Friday, 8:30 am to 4:30 pm.

■ IN PERSON

Monday to Friday, 8:30 am to 4:30 pm, come to:

PETERBOROUGH

Sutherland Campus
599 Brealey Drive
Continuing Education Office

LINDSAY

Frost Campus
200 Albert Street South
Continuing Education & Corporate Training Office

COBOURG

The Fleming Building, Top Floor
1005 Elgin Street West

HALIBURTON

Haliburton School of Art + Design
297 College Drive

GENERAL AND ACADEMIC INFO

For general information, including academic regulations and refunds, please visit flemingcollege.ca/continuing-education/student-information.

TEXTBOOKS: To find out if your course requires textbooks, visit the online bookstore at flemingpeterboroughshop.ca and enter Fleming College. Books are shipped free to Fleming's Sutherland and Frost campuses. A shipping fee applies to home delivery. You can also contact the Fleming bookstore during business hours by calling 1-866-353-6464 x1654.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR):

Students may apply for exemptions from specific courses. For information regarding the PLAR process, call the Records Department, 705-749-5530 x1657 or 1-866-353-6464 x1657.

Find the latest info online:

flemingcollege.ca/con_ed

Our website contains the most up-to-date information, including Fleming College's full listing of Fall, Winter and Spring courses, course descriptions and profiles for many of our instructors.

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, flemingcollege.ca. Fleming College reserves the right to make changes without further notice.

The next calendar will be available in Summer 2017

Subscribe to Fleming's Continuing Education Calendar.
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coned@flemingcollege.ca

or call us at:

1-888-269-6929

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32 ■ For course descriptions, visit flemingcollege.ca/con_ed





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Next session starts January 26, 2017.

The Business of Philanthropy in the Non-Profit Sector

This leading edge customized program has been designed specifically to enhance the talent, drive, and creativity of those involved in not-for-profit agencies. Delivered by a panel of non-profit sector and fundraising professionals, the training will give participants a range of philanthropic practices, tools, and theories.

Coaching Skills for Senior Managers

Realize higher personal and team performance, and mentor high-potential staff. This two-day program will cover the underpinnings of a coaching mindset and enable you to train your staff to generate their own solutions.

Health and Community Development Workshops

Professional development expands your skills and keeps them current, so you can give your clients the best care and service possible. Many of these workshops also run as scheduled courses.

- Non-violent crisis intervention
- Applied Suicide Intervention Skills Training (A.S.I.S.T)
- CPR and First Aid
- Pharmacology
- Venipuncture training
- IV therapy and venipuncture refresher skill
- Mental health first aid
- Mask fit testing
- Manual lift and transfer
- PSW Professional Development workshops

Operations and Leadership Tools

Develop the skills of your most valuable asset, your employees. These expert-led, interactive training modules have received praise for their effectiveness and relevance:

- PEAK Leadership Executive
- Project Management
- Lean Plus Training and Certification
- Manufacturing Operations Certificate

Training in Environmental and Natural Resource Sciences

We deliver customized, industry-specific training on campus, across Canada and around the world for many natural resources fields. Our industry experts provide the most current technical, legislative, regulatory and safety standards training in areas that include:

- Water Well Drilling
- Core Drilling, Blasting and Mining
- Water and Wastewater Operator Training
- Heavy Equipment
- Forestry, Arboriculture and Chainsaw
- GIS (Geographic Information Systems)
- Trails Planning, Building and Management

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