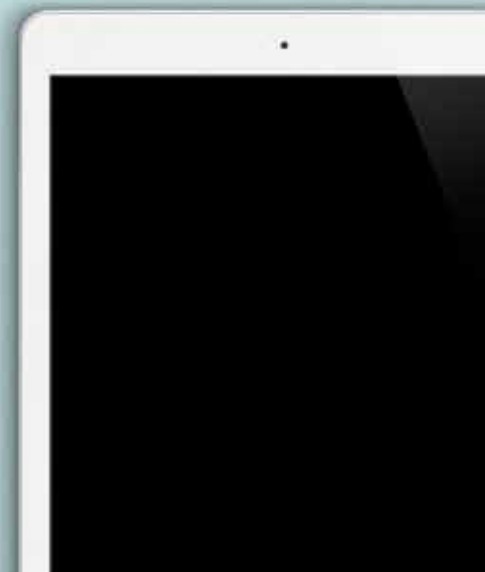
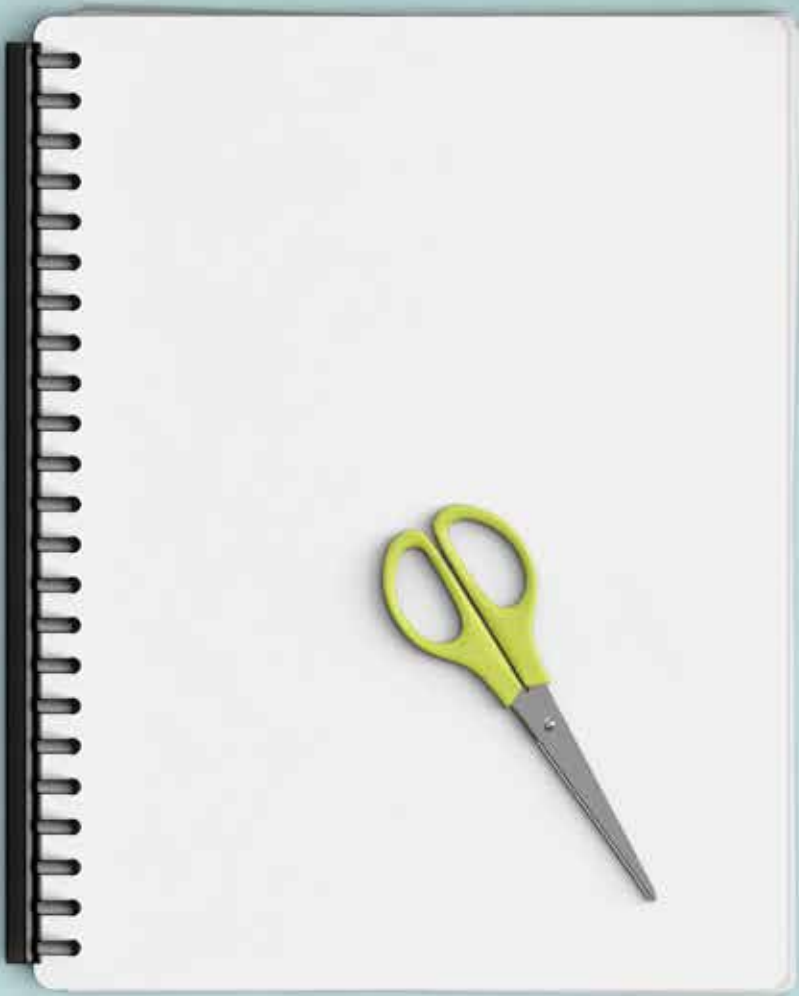
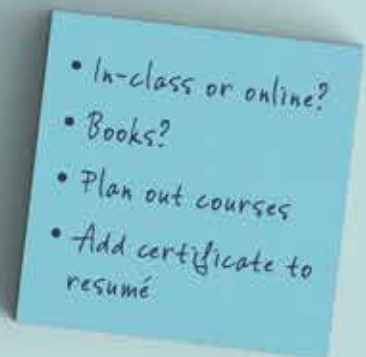


Fleming College

Continuing Education
& Online Learning

FALL 2015



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 2015, Winter and Spring 2016.



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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 AND LEADERSHIP

Coaching for Results NEW!			
MGMT 238	\$294.96	Tue, Nov 3	9:00am–4:00pm
Competent Supervisor NEW!			
MGMT 233	\$294.96	Tue, Nov 17	9:00am–4:00pm
Creative Thinking and Business Innovation NEW!			
MGMT 247	\$294.96	Thu, Nov 26	9:00am–4:00pm
Managing Successful Projects NEW!			
MGMT 248	\$323.10	Sep 21–Nov 28	
<i>Please note this is an online course with two full days in class.</i>			
Service Excellence			
BUSN 116	\$294.96	Thu, Nov 19	9:00am–5:00pm
The Skillful Communicator NEW!			
MGMT 213	\$294.96	Tue, Oct 20	9:00am–4:00pm
Thinking Creatively and Critically NEW!			
MGMT 214	\$294.96	Tue, Oct 6	9:00am–4:00pm

FASHION

Fashion Co-ordination			
ARTS 1461	\$86.16	Tue, Oct 27–Nov 17	6:00pm–9:00pm
Fashion Merchandising			
ARTS 1460	\$86.16	Tue, Sep 29–Oct 20	6:00pm–9:00pm

HOSPITALITY AND CONFERENCE SERVICES

Bartending			
HOSP 13	\$214.45	Mon, Sep 28–Nov 30	6:00pm–9:00pm
Mixology 1			
HOSP 55	\$100.97	Sat, Nov 14	10:00am–5:00pm

OUTDOOR SKILLS AND SUSTAINABLE LIVING

Canadian Firearm Safety and Hunter Safety (One-Stop Program)			
MECH 83	\$278.37	Fri–Sun, Oct 16–18	
			Fri: 6:00pm–End times vary Sat, Sun: 8:00am–End times vary

PHOTOGRAPHY

Photography – Abstract NEW!			
ARTS 2065	\$180.21	Sun, Oct 18	12:00pm–5:00pm
Photography 1: Exploring Your Camera			
ARTS 1350	\$149.92	Wed, Sep 30–Nov 4	6:00pm–9:00pm
Photography 2: Exploring Photographic Styles			
ARTS 1784	\$149.92	Thu, Oct 1–Nov 5	6:00pm–9:00pm

THEATRE AND FILM FX MAKEUP

Special Effects: Introduction to Character Design			
COSM 30	\$313.71	Wed, Sep 16–Nov 25	6:30pm–9:30pm

American Sign Language (ASL) Certificate

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

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

Core Courses

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

✓ Offered this Fall.

French as a Second Language Certificate

This series of courses takes you from absolute beginner to fluency. You will focus on increasing competency in both written and oral language skills through active participation, listening skills, role playing, as well as writing for retention.

Required Courses:

LANG 2	French I ✓
LANG 3	French II
LANG 4	French III ✓
LANG 5	French IV
LANG 29	French V ✓

✓ Offered this Fall.

LANGUAGES, WRITING AND COMMUNICATIONS

Conversational Spanish – Beginners

LANG 27	\$150.78	Wed, Sep 16–Oct 28	6:30pm–9:30pm
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French I

LANG 2	\$323.10	Tue, Sep 8–Dec 15	6:30pm–9:30pm
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French III

LANG 4	\$323.10	Thu, Sep 10–Dec 17	6:30pm–9:30pm
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French V

LANG 29	\$323.10	Wed, Sep 9–Dec 16	6:30pm–9:30pm
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Italian I

LANG 55	\$215.40	Thu, Sep 17–Nov 19	6:30pm–9:30pm
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Signing Naturally 101

LANG 9	\$258.48	Tue, Sep 15–Dec 1	6:30pm–9:30pm
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Signing Naturally 201

LANG 20	\$258.48	Thu, Sep 17–Dec 3	6:30pm–9:30pm
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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.

Language Instruction for Newcomers to Canada (LINC)

Are you new to Canada? Would you like to meet new friends, improve your English language skills and learn about Canadian culture? Come and join our friendly group! Learn conversation skills, reading, writing, grammar and vocabulary. Visit places in our community – maybe even exchange some recipes! Classes are offered in both beginning and intermediate English (LINC levels 0-8). Daycare and bus passes are available for eligible clients. LINC is funded by Citizenship and Immigration Canada.

Beginner; levels 0–4: Monday–Friday, 9:00am–12:00pm

Intermediate; levels 4–8: Monday–Friday, 12:15–3:15pm

This free program is offered to permanent residents, convention refugees, protected persons and those who have received initial approval of permanent residence. You must complete an assessment at the New Canadians Centre in Peterborough and provide proof of status. This program is delivered by Fleming College in Peterborough at the Sutherland Campus. For more information, please contact the New Canadians Centre at 705-743-0882.

FLEMING STUDENT MASSAGE THERAPY CLINIC

The School of Community Development and Health provides a Student Massage Therapy Clinic on campus at 599 Brealey Drive, Peterborough, Tuesdays and Thursdays from 1:00pm–8:00pm. Services provided by Fleming Massage Therapy students include assessments, massage therapy treatments and home exercises.

Contact Jennifer Chambers:

705-749-5538

jennifer.chambers@flamingcollege.ca

To book a Massage Therapy appointment online:

www.flamingcollege.ca/massage-therapy-clinic

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

Find Fall, Winter and Spring courses and descriptions.

flamingcollege.ca/con_ed

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 & Tuesday 8:30am – 7:00pm

Wednesday – Friday 8:30am – 4:30pm

705-775-2739

flamingcrew@flamingcollege.ca

www.flamingcrew.ca

MOTORCYCLE TRAINING**Can-Am Spyder Training Program**

RECR 144 \$489.35 Fri–Sat, Sep 11–12
 Fri–Sat, Sep 25–26
 Fri– Sat, Oct 2–3
 Fri: 7:00pm–10:00pm
 Sat: 9:00am–5:00pm

Motorcycle M2 Exit Course

RECR 68 \$506.97 Fri–Sun, Sep 11–13
 Fri: 7:00pm–10:00pm
 Sat/Sun: 7:00am–5:00pm

Motorcycle Training

RECR 67 \$507.05 Fri–Sun, Sep 11–13
 Fri–Sun, Sep 25–27
 Fri–Sun, Oct 2–4
 Fri: 7:00pm–10:00pm
 Sat/Sun: 9:00am–4:00pm



Haliburton School of The Arts in Peterborough

At Haliburton School of The Arts (HSTA) you can choose from more than 300 courses in all mediums, suitable for all skill levels, and for children to adults.

HSTA is pleased to bring a small selection of its offerings to Peterborough. Try your hand at a one-day workshop and immerse yourself in a creative experience. For material requirements and instructor bios, please visit our website at hsta.ca.

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

Saturday, October 24, 9:00am to 5:00pm, Sutherland Campus

Abstraction of Colour in the Landscape Workshop**

ARTS 1946 \$105.32 Instructor: John Anderson

Felting Workshop**

ARTS 1772 \$105.32 Instructor: Heidi Hudspith

Harmonica – Beginner Workshop**

ARTS 2090 \$105.32 Instructor: Carlos del Junco

Jewellery – Upcycled Treasures Workshop**

ARTS 2074 \$105.32 Instructor: Amanda Brittin

Painting Still Life Workshop**

ARTS 2076 \$105.32 Instructor: Sam Paonessa

See [page 10](#) for HSTA courses offered in Haliburton.

Contact the Haliburton Campus at **1.866.353.6464 x3**, to register by telephone with Visa or MasterCard. Online applications are also accepted at hsta.ca.

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

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

✓ Offered this Fall.

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

PSW Professional Development

NRSNG 204 PSW – Assisting with Medication Administration ✓
 NRSNG 208 PSW – Gerontology: Changes of Aging
 NRSNG 207 PSW – Mental Health
 NRSNG 206 PSW – Palliative End of Life Care ✓
 NRSNG 205 PSW – Therapeutic Relationships-Professional Practice

✓ Offered this Fall.

You may qualify for up to \$1,500 per year in tuition reimbursement. Find out more about the Nursing Education Initiative on [page 21](#).

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.



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:

NRSG 182	Bridged Anatomy & Physiology I ✓
SCIE 2	Anatomy & Physiology I
NRSG 183	Transitional Concepts for PSW Bridging ✓
COMM 79	College Communication for Helping Professions*
COMP 345	Introductory Computing*
NRSG 193	Field Preparation for Bridging Students

✓ Offered this Fall.

* This course consists of one-hour of teacher-led instruction and two hours of self-directed learning.

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.

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

Bridged Anatomy & Physiology I

NRSG 182	\$323.10	Thu, Sep 10–Dec 17	6:30pm–9:30pm
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Coronary Care I

NRSG 45	\$258.48	Wed, Sep 16–Dec 2	6:30pm–9:30pm
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CPR Basic Rescuer (Level C) Recertification

HLTH 80	\$72.07	Sat, Sep 12	9:00am–3:00pm
		Sat, Sep 19	9:00am–3:00pm
		Sat, Sep 26	9:00am–3:00pm
		Sat, Oct 3	9:00am–3:00pm

CPR/First Aid (Level C)

HLTH 104	\$114.88	Sat & Sun, Sep 12–13	9:00am–5:00pm
		Sat & Sun, Sep 19–20	9:00am–5:00pm
		Sat & Sun, Sep 26–27	9:00am–5:00pm
		Sat & Sun, Oct 3–4	9:00am–5:00pm

Foot Care Management for Nurses – Basic

HLTH 49	\$411.27	Thu, Sep 17–Dec 3	6:30pm–9:30pm
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Introduction to Perioperative Nursing

NRSG 64	\$430.80	Mon & Wed, Sep 28–Dec 2	6:30pm–9:30pm
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Mental Health First Aid

HLTH 327	\$86.16	Sat & Sun, Oct 24–25	9:00am–4:00pm
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Non-violent Crisis Intervention (CPI)

SOCI 100	\$107.70	Sat & Sun, Oct 3–4	8:30am–4:30pm
		Sat & Sun, Nov 14–15	8:30am–4:30pm

PSW – Assisting with Medication Administration

NRSG 204	\$66.12	Sat, Sep 26	9:00am–12:00pm
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PSW – Palliative End of Life Care

NRSG 206	\$66.12	Sat, Nov 14	9:00am–12:00pm
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Transitional Concepts for PSW Bridging

NRSG 183	\$323.10	Tue, Sep 8–Dec 15	6:30pm–9:30pm
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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 113	Trail Construction
RECR 114	Trail Design
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 – Part 1 ✓

Additional Customized Training Options

RECR 121	Motorized Trail Recreation
RECR 122	Introduction to Trails

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

OUTDOOR SKILLS AND SUSTAINABLE LIVING

Canadian Firearm Safety (PAL)

MECH 140 \$141.67 Sat & Sun, Dec 5–6 8:00am–5:00pm

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

MECH 83 \$278.37 Fri – Sun, Oct 2–4
 Fri: 6:00pm–End times vary
 Sat & Sun: 8:00am–End times vary
 Fri – Sun, Oct 30–Nov 1
 Fri: 6:00pm–End times vary
 Sat & Sun: 8:00am–End times vary
 Fri – Sun, Nov 27–29
 Fri: 6:00pm–End times vary
 Sat & Sun: 8:00am–End times vary

Chainsaw Operator

MECH 82 \$190.82 Sat, Sat, Sun, Sep 26, Oct 3, 4
 8:00am–End times vary
 Sat, Sat, Sun, Oct 17, 24, 25
 8:00am–End times vary

Ecologically Sustainable and Accessible Trails

ECOS 34 \$100.52 Sat & Sun, Sep 26–27 9:00am–4:30pm

Fall Protection

CNST 77 \$110.96 Thu, Oct 15 6:00pm–10:00pm

Monitoring Amphibians & Reptiles

ENVR 56 \$86.16 Sat & Sun, Oct 3–4 9:00am–3:30pm

Reptile Biology and Identification

ENVR 53 \$86.16 Sat & Sun, Sep 26–27 9:00am–3:30pm

Restricted Radio Operator

MECH 88 \$66.36 Wed, Oct 21 6:00pm–10:00pm

Trail Classifications and Maintenance/Signage Guidelines

RECR 145 \$150.78 Fri–Sun, Oct 16–18 8:30am–4:30pm

Transportation of Dangerous Goods (TDG)

MTRL 19 \$113.88 Wed, Nov 18 6:00pm–10:00pm

KEN REID CONSERVATION AREA

GPS & Wilderness Navigation

NATR 20 \$134.48 Sat, Oct 24 8:30am–4:30pm

Wilderness & Remote First Aid

NATR 121 \$143.60 + the cost of textbook
 Fri – Sun, Sep 18–20 Fri: 6:00pm – 10:00pm
 Sat, Sun: 8:30am–5:00pm
 Fri – Sun, Oct 2–4 Fri: 6:00pm–10:00pm
 Sat, Sun: 8:30am–5:00pm
 Fri – Sun, Oct 16–18 Fri: 6:00pm–10:00pm
 Sat, Sun: 8:30am–5:00pm

Wilderness Survival – Part 1

NATR 31 \$107.70 Sat & Sun, Nov 7–8 8:30am–4:30pm

TRANSPORTATION

Motorcycle Training

RECR 67 \$507.05 Fri – Sun, Sep 11–13 Fri: 7:00pm–10:00pm
 Sat, Sun: 9:00am–4:00pm
 Fri – Sun, Sep 25–27 Fri: 7:00pm–10:00pm
 Sat, Sun: 9:00am–4:00pm



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

Environmental and Natural Resource Sciences Training

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
- Environmental Sampling and Analysis
- Forestry, Arboriculture and Chainsaw
- GIS (Geographic Information Systems)
- Trails Planning, Building and Management



COBOURG CAMPUS

BUSINESS AND LEADERSHIP

Business eMarketing 101 **NEW!**
MKTG 137 \$129.24 Mon, Oct 19–Nov 23 5:30pm–8:30pm

Competent Supervisor **NEW!**
MGMT 233 \$294.96 Thu, Sep 24 9:00am–4:00pm

Creative Thinking and Business Innovation **NEW!**
MGMT 247 \$294.96 Thu, Oct 29 9:00am–4:00pm

Service Excellence
BUSN 116 \$294.96 Thu, Oct 15 9:00am–5:00pm

COMPUTERS

Computers – An Introduction
COMP 466 \$182.32 Tue, Oct 6–Nov 24 6:00pm–9:00pm

LANGUAGES, WRITING AND COMMUNICATIONS

Screenwriting
ARTS 1636 \$114.88 Sat & Sun, Nov 7–15 9:00am–1:00pm

PHOTOGRAPHY

Photography 1: Exploring Your Camera
ARTS 1350 \$149.92 Tue, Sep 29–Nov 3 6:00pm–9:00pm

Photography: Perfect Portraiture
ARTS 1886 \$185.52 Sun, Oct 25 12:00pm–5:00pm

**Ready to
Register?**

See [page 32](#)
for details.



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 online. See [page 23](#) for details.

Communication and the Food Service Worker

COMM 47 \$215.40 Wed, Thu, Fri, Mon, Tue, Oct 21–27
9:00am–3:30pm

Introduction to Nutrition

CULN 23 \$215.40 Wed, Thu, Fri, Mon, Tue, Oct 28–Nov 3
9:00am–3:30pm

Institutional Food Service

HLTH 50 \$215.40 Wed, Thu, Fri, Mon, Tue, Nov 4–10
9:00am–3:30pm

Sanitation and Safety

CULN 25 \$215.40 Wed, Thu, Fri, Mon, Tue, Nov 11–17
9:00am 3:30pm

Quantity Food Preparation

CULN 24 \$215.40 Wed, Thu, Fri, Mon, Tue, Nov 18–24
9:00am 3:30pm

Nutrition in Health Care

HLTH 51 \$215.40 Wed, Thu, Fri, Mon, Tue, Nov 25–Dec 1
9:00am–3:30pm

Fast Track It!

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

Program Code: FSC
\$1,292.40 (+ textbooks)
October 21 – December 1, 2015



HALIBURTON CAMPUS

Chainsaw Operator

MECH 82 \$190.82 Sat, Nov 7, Sat–Sun, Nov 14–15
8:00am–5:00pm

CPR – Basic Rescuer (Level C)

HLTH 57 \$89.80 Tue, Nov 17 9:00am–2:30pm

First Aid – Standard

HLTH 81 \$140.73 Tue & Wed, Nov 17–18 9:00am–4:30pm

First Aid – Standard Recertification

HLTH 82 \$97.65 Wed, Nov 18 9:00am–4:30pm

iPad Workshop

COMP 539 \$26.66 Wed, Oct 14 6:30pm–9:30pm
Sat, Dec 5 9:00am–12:00pm

Contact the Haliburton Campus at

1.866.353.6464 x3

to register by telephone
with Visa or MasterCard.

Online applications are
also accepted at:

hsta.ca



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

Find Fall, Winter and Spring courses and descriptions.

flemingcollege.ca/con_ed

HALIBURTON SCHOOL OF THE ARTS

At Haliburton School of The Arts (HSTA) you can choose from more than 300 courses in all mediums, suitable for all skill levels, and for children to adults.

Fleming College's Visual and Creative Arts Diploma (VCAD) offers unique and flexible options for earning a diploma in the visual arts. The week-long courses indicated here are VCAD elective courses. Non-credit offerings are indicated by a double asterisk (**).

FLEMING CAMPUS, HALIBURTON

Saturday, September 19, 9:00am – 5:00pm

Coloured Pencils Workshop**

ARTS 2100 \$105.32 Instructor: Marta Scythes

Expressive Painting Workshop**

ARTS 1738 \$102.32 Instructor: Sue Miller

Jewellery – Rivets, Wraps and Making Connections**

ARTS 2075 \$105.32 Instructor: Amanda Brittin

Landscape Painting Workshop**

ARTS 1879 \$105.32 Instructor: Matthew Mancini

Nuno Felting Workshop**

ARTS 1742 \$105.32 Instructor: Susan MacDonald

Wire Sculpture Workshop**

ARTS 416 \$105.32 Instructor: Charles O'Neil
Project: 3' Heron

Monday To Friday, October 19 – 23, 9:00am – 4:30pm

Acrylics – Changing the Subjects

ARTS 1270 \$341.06 Instructor: Marianne Broome

Sewing & Serging

ARTS 2088 \$341.06 Instructor: Laurie Pye

Watercolour Painting – Advanced

ARTS 248 \$341.06 Instructor: Art Cunanan

Saturday, November 7, 9:00am – 5:00pm

Cards – Fold, Flip, Turn & Cascade**

ARTS 2141 \$105.32 Instructor: Fay Wilkinson

Earring Workshop**

ARTS 396 \$105.32 Instructor: Susan Watson Ellis

Family Sampler Workshop**

ARTS 2126 \$105.32 Instructor: Jacqui Clarkson

Felting Workshop**

ARTS 1772 \$105.32 Instructor: Heidi Hudspith

Folded Metal Ornaments Workshop**

ARTS 888 \$105.32 Instructor: Todd Jeffrey Ellis

Natural Home & Body Products Workshop**

ARTS 2120 \$105.32 Instructor: Linda Lee Purvis

MCMICHAEL CANADIAN ART COLLECTION IN KLEINBURG

Monday To Friday, September 7 – 11, 9:00am – 4:30pm

Contemporary Landscape Painting – Advanced II

ARTS 1533 \$341.06 Instructor: John Leonard

BARK LAKE LEADERSHIP CENTRE, IRONDALE

Monday To Friday, September 14 – 18, 9:00am – 4:30pm

Land Art

ARTS 1269 \$341.06 Instructor: Thom Lambert

Oil Painting – Plein Air Intermediate/Advanced

ARTS 597 \$341.06 Instructor: John Anderson

Painting – Interpreting Real Places

ARTS 1979 \$341.06 Instructor: Rod Prouse



See [page 4](#) for HSTA courses offered in Peterborough



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:
flemingcollege.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.

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.
- **High speed internet access**
For online testing you will need a secure connection rather than open Wi-Fi.
- **Basic computer skills**
If you know how to use your browser and related software, communicate via email or message boards, save files and send attachments, you've got the required skills.
- **Self-motivation**
You will be working independently, and will need to be disciplined in studying and completing assignments. Each course requires four to eight hours of work each week, though some courses may require more.

BUSINESS AND LEADERSHIP

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 ✓ 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 Fall.

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

ACCOUNTING

Accounting Basics 1

ACCT 38	\$393.10	Sep 8–Dec 15, Starts monthly
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Accounting Basics 2

ACCT 39	\$393.10	Sep 8–Dec 15, Starts monthly
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Auditing I

ACCT 58	\$371.56	Sep 8–Dec 15
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Auditing II

ACCT 59	\$371.56	Sep 8–Dec 15
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Introduction to Financial Management Accounting

ACCT 44	\$371.56	Sep 8–Dec 15, Starts monthly
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Payroll Administration

MGMT 24	\$371.56	Sep 8–Dec 15, Starts monthly
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Simply Accounting/Sage 50

ACCT 47	\$285.40	Sep 8–Dec 1
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Taxation I

FINA 3	\$393.10	Sep 8–Dec 15, Starts monthly
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Taxation II

FINA 2	\$472.08	Sep 8–Dec 15
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ENTREPRENEURSHIP AND SMALL BUSINESS

Building and Maintaining Customer Relationships

BUSN 31	\$414.64	Sep 8–Dec 15
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Entrepreneurship

BUSN 50	\$371.56	Sep 8–Dec 15, Oct 1–Jan 7, Nov 2–Feb 8
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How to Start a Small Business

BUSN 102	\$285.40	Sep 8–Dec 15
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Introduction to Small Business and Entrepreneurship

BUSN 64	\$472.08	Sep 8–Dec 15
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Small Business Financial Management

MGMT 107	\$472.08	Sep 8–Dec 15
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Writing a Business Plan

COMM 89	\$242.32	Sep 8–Nov 17
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SALES AND MARKETING

Digital Marketing Management–Fundamentals

MKTG 49	\$371.56	Sep 8–Dec 15
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Marketing Digitally

MKTG 129	\$328.48	Sep 8–Dec 15
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Social Media and Society

MKTG 124	\$371.56	Sep 8–Dec 15
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Writing a Marketing Plan

COMM 90	\$242.32	Sep 8–Nov 17
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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 & 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 ✓

✓ Offered this Fall.

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.

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 Fall.

Take it in class in Peterborough

Contact Kathy Dawson, kathy.dawson@flamingcollege.ca, 705-749-5530 x1215 for more information about courses in this certificate that are offered in Peterborough starting in September.

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 HRPAs).

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

- HRPAs 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 HRPAs and must meet the ongoing continuing professional development (CPD) requirement in order to maintain the designation.

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

Find Fall, Winter and Spring courses and descriptions.

flamingcollege.ca/con_ed

HUMAN RESOURCES

Benefits Administration

MGMT 118 \$393.10 Sep 8–Dec 15

Compensation Management

MGMT 23 \$393.10 Sep 8–Dec 15, Oct 1–Jan 7

Dispute Resolution

MGMT 101 \$371.56 Sep 8–Dec 15

Employment Law – Leadership Development

MGMT 160 \$285.40 Sep 8–Dec 15

Human Resource Management Principles

MGMT 30 \$565.80 Sep 8–Dec 15, Starts monthly

Human Resources Planning and Development

MGMT 33 \$371.56 Sep 8–Dec 15, Nov 2–Feb 8

Industrial Relations

MGMT 22 \$371.56 Sep 8–Dec 15, Nov 2–Feb 8

Intro to Business Management and Organizational Behaviour

MGMT 32 \$371.56 Sep 8–Dec 15, Starts monthly

Management Labour Concerns in OHS

MGMT 98 \$285.40 Sep 8–Dec 15

Occupational Health and Safety

MGMT 36 \$393.10 Sep 8–Dec 15, Oct 1–Jan 7

Recruitment and Selection

MGMT 35 \$371.56 Sep 8–Dec 15, Starts monthly

Training and Development

MGMT 31 \$472.08 Sep 8–Dec 15, Starts monthly

Training for Technical Support Analysts

EDUC 121 \$500.80 Sep 8–Dec 15



LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Business Analysis, Introduction

BUSN 154 \$371.56 Sep 8–Dec 15

Business Law 1

LAWS 101 \$393.10 Sep 8–Dec 15, Starts monthly

Business Management – Introduction

BUSN 131 \$371.56 Sep 8–Dec 15

Career Mapping and Job Attainment

GNEC 130 \$371.56 Sep 8–Dec 15

Creative and Critical Thinking – Leadership Development

BUSN 153 \$285.40 Sep 8–Dec 15

Customer Service and Ethics

BUSN 186 \$271.04 Sep 8–Dec 15

Communication – Leadership Development

BUSN 160 \$285.40 Sep 8–Dec 15

Finance – Leadership Development

BUSN 163 \$285.40 Sep 8–Dec 15

Fundamentals of Quality Assurance

BUSN 33 \$350.02 Sep 8–Dec 15

General Insurance Essentials I **NEW!**

BUSN 189 \$371.56 Sep 8–Dec 15

General Insurance Essentials 2 **NEW!**

BUSN 190 \$371.56 Sep 8–Dec 15

Human Relations – Leadership Development

BUSN 162 \$285.40 Sep 8–Dec 15

Interpersonal/Group Dynamics

ORGB 12 \$323.10 Sep 8–Dec 15

Introduction to Business

BUSN 187 \$371.56 Sep 8–Dec 15

Introduction to Project Management

MGMT 21 \$414.64 Sep 8–Dec 15, Starts monthly

Leadership and Career Management

MGMT 136 \$328.48 Sep 8–Dec 15

Leadership in a Team Environment

BUSN 127 \$393.10 Sep 8–Dec 15

Leading Responsibly – Leadership Development

BUSN 164 \$285.40 Sep 8–Dec 15

Leading Teams – Leadership Development

BUSN 165 \$285.40 Sep 8–Dec 15

Management/Leadership Skills

MGMT 25 \$357.20 Sep 8–Dec 15, Nov 2–Feb 8

Managing Change – Leadership Development

BUSN 166 \$285.40 Sep 8–Dec 15

Managing Successful Projects **NEW!**

MGMT 248 \$323.10 Sep 21–Nov 28

Please note two full days in class at Sutherland Campus in Peterborough are required.

Mortgage Agent Program

BUSN 178 \$371.56 Sep 8–Dec 15

Organizational Business Communications

COMM 59 \$393.10 Start anytime!



Ontario Supervisor Health & Safety Awareness

MGMT 230 \$15.27 Start anytime during Fall semester (1.5 hrs)

Performance Management – Leadership Development

MGMT 210 \$285.40 Sep 8–Dec 15

Personal Finance **NEW!**

GNEC 30 \$393.10 Sep 8 – Dec 15

Project Management – Leadership Development

MGMT 209 \$285.40 Sep 8–Dec 15

Six Sigma Methods **NEW!**

BUSN 191 \$472.08 Sep 8–Dec 15

Strategic Planning

BUSN 177 \$393.10 Sep 8–Dec 15

Supervisory Skills for Business and Industry

MGMT 126 \$343.43 Sep 8–Dec 15

Sustainability

BUSN 161 \$371.56 Sep 8–Dec 15

Leadership Development Series

Leadership is rooted in knowing your field well. With these courses you can build on your expertise to become a dynamic, creative manager who knows how to get the best performance out of 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 Fall.

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 ✓
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 Fall

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

Ready to Register?

See [page 32](#) for details.

RECORDS AND INFORMATION MANAGEMENT

Archives

MGMT 162 \$350.02 Sep 8–Dec 15

Management Information Systems

MGMT 165 \$371.56 Sep 8–Dec 15

Office Technology and Procedures

BUSN 55 \$472.08 Sep 8–Dec 15, Oct 1–Jan 7

Records & Information Management Fundamentals

MGMT 164 \$350.02 Sep 8–Dec 15

Researching and Reporting

COMM 51 \$350.02 Sep 8–Dec 15





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.

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

✓ Offered this Fall.

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.

A+ Essentials – Hardware

COMP 260 \$472.08 Sep 8–Dec 15

A+ Essentials – Operating Systems

COMP 282 \$443.36 Sep 8–Dec 15

CNC Programming Basic

COMP 543 \$371.56 Sep 8–Dec 15

CNC Programming Intermediate

COMP 544 \$371.56 Sep 8–Dec 15

Computer-Aided Drafting (AutoCAD)

COMP 434 \$285.40 Sep 8–Dec 15, Nov 2–Feb 8

Computers I – Introduction

COMP 239 \$371.56 Sep 8–Dec 15, Starts monthly

Design/Implement/Manage a GIS

GEOM 97 \$371.56 Sep 8–Dec 15

Desktop Publishing for Business

COMP 158 \$527.16 Sep 8–Dec 15

Internet Essentials

COMP 193 \$371.56 Sep 8–Dec 15

Intro to E-Business

COMP 208 \$393.10 Sep 8–Dec 15, Starts monthly

Network+

COMP 314 \$371.56 Sep 8–Dec 15

Programming for Absolute Beginners

COMP 262 \$285.40 Sep 8–Nov 17

Programming in C

COMP 176 \$393.10 Sep 8–Dec 15

Security+ Certification

COMP 298 \$472.08 Sep 8–Dec 15

SolidWorks – Introduction **NEW!**

COMP 547 \$414.64 Sep 8–Dec 15

SQL Introduction

COMP 368 \$472.08 Sep 8–Dec 15

Visual Basic – Introduction

COMP 219 \$472.08 Sep 8–Dec 15

SOFTWARE TRAINING – ADOBE**Adobe Illustrator – Digital Illustration & Design**

COMP 435 \$371.56 Sep 8–Dec 15

Adobe InDesign Basics

COMP 440 \$371.56 Sep 8–Dec 15

Adobe Photoshop – Level 1

COMP 167 \$371.56 Sep 8–Dec 15

Adobe Photoshop – Level 2

COMP 302 \$371.56 Sep 8–Dec 15

Dreamweaver (Webpage Authoring)

COMP 218 \$285.40 Sep 8–Dec 15

Dreamweaver Advanced

COMP 228 \$285.40 Sep 8–Dec 15

Flash – An Introduction

COMP 229 \$285.40 Sep 8–Dec 15

SOFTWARE TRAINING – MICROSOFT**Access – Expert**

COMP 188 \$285.40 Sep 8–Dec 15, Starts monthly

Microsoft Access Specialist (a basic course)

COMP 216 \$285.40 Sep 8–Dec 15, Starts monthly

Microsoft – Excel Expert

COMP 164 \$371.56 Sep 8–Dec 15, Starts monthly

Microsoft – Excel Specialist

COMP 221 \$371.56 Sep 8–Dec 15, Starts monthly

Microsoft – Office 2007–2010

COMP 436 \$371.56 Sep 8–Dec 15, Starts monthly

Microsoft – Office 2013

COMP 531 \$371.56 Sep 8–Dec 15, Starts monthly

Microsoft Office 365

COMP 514 \$285.40 Sep 8–Dec 15

Microsoft PowerPoint

COMP 226 \$285.40 Sep 8–Dec 15, Starts monthly

Microsoft Publisher

COMP 259 \$285.40 Sep 8–Dec 15

Microsoft – Word Specialist

COMP 220 \$285.40 Sep 8–Dec 15, Starts monthly

MySQL Databases

COMP 498 \$371.56 Sep 8–Dec 15

Project Management & Scheduling Software (Microsoft Project)

COMP 289 \$414.64 Sep 8–Dec 15, Starts monthly

Windows 7

COMP 463 \$285.40 Sep 8–Dec 15, Starts monthly

Windows 8

COMP 524 \$285.40 Sep 8–Dec 15, Starts monthly

Word – Expert

COMP 196 \$285.40 Sep 8–Dec 15, Starts monthly

SOFTWARE TRAINING – ACCOUNTING**Quickbooks I**

COMP 283 \$371.56 Sep 8–Dec 15, Starts monthly

Quickbooks II

COMP 297 \$371.56 Sep 8–Dec 15

WEB APPLICATIONS AND SITE DEVELOPMENT**Android Application Development**

COMP 512 \$328.48 Sep 8–Dec 15

Developing Web Applications with ASP.NET and C#

COMP 267 \$371.56 Sep 8–Dec 15

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

COMP 437 \$472.08 Sep 8–Dec 15

HTML Intermediate

COMP 284 \$371.56 Sep 8–Dec 15

HTML Introduction

COMP 303 \$357.20 Sep 8–Dec 15, Nov 2–Feb 8

Java Introduction

COMP 205 \$357.20 Sep 8–Dec 15

Javascript

COMP 151 \$371.56 Sep 8–Dec 15

Web Design for Mobile Applications

COMP 518 \$328.48 Sep 8–Dec 15

Web Usability

COMP 493 \$285.40 Sep 8–Dec 15

XML – Introduction

COMP 301 \$472.08 Sep 8–Dec 15

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:

flemingcollege.ca/con_ed

Ready to Register?

See [page 32](#) for details.

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 Fall.

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

EDUCATION

Adult Learning

SOCI 109 \$371.56 Sep 8–Dec 15, Starts monthly

Adults with Learning Disabilities

EDUC 70 \$371.56 Sep 8–Dec 15

Assessment and Evaluation

SOCI 106 \$371.56 Sep 8–Dec 15, Nov 2–Feb 8

Curriculum Development

EDUC 69 \$371.56 Sep 8–Dec 15, Oct 1–Jan 7, Nov 2–Feb 8

Environmental Outdoor Education

EDUC 120 \$371.56 Sep 8–Dec 15

Instructional Techniques

EDUC 71 \$371.56 Sep 8–Dec 15, Starts monthly

Instructional Technology in Adult Education

EDUC 107 \$285.40 Sep 8–Dec 15

Kindergarten Curriculum

EDUC 122 \$371.56 Sep 8–Dec 15

Learning Disabilities and Adult Literacy

EDUC 123 \$414.64 Sep 8–Dec 15

Managing a Diverse Learning Environment

EDUC 99 \$328.48 Sep 8–Dec 15



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 – Children's Mental Health Focus ✓

✓ Offered this Fall.

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:

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 Fall.

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

Gerontology Certificate **NEW!**

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.

Required courses:

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

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.

- HLTH 56 Medical Terminology ✓
- HLTH 58 Understanding Medical Tests ✓
- HLTH 151 Essentials in Health Record Management ✓
- HLTH 278 Working with Doctors' Orders (in-class, mandatory)
- 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 Fall.

* 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:

- HLTH 56 Medical Terminology ✓
- HLTH 58 Understanding Medical Tests ✓
- 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 53 Transcription (in-class, mandatory) ✓

✓ Offered this Fall.



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.

Abnormal Psychology

SOCI 108 \$393.10 Sep 8–Dec 15, Starts monthly

Addictions and Mental health

HLTH 289 \$371.56 Sep 8–Dec 15

Arrhythmia Interpretation

NRSR 174 \$285.40 Sep 8–Dec 15

Behaviour Management & Crisis Intervention

SOCI 7 \$393.10 Sep 8–Dec 15

Clinical Instructor Education

EDUC 124 \$393.10 Sep 8–Dec 15

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

HLTH 280 \$393.10 Sep 8–Dec 15

Comfort Measures

HLTH 145 \$285.40 Sep 8–Nov 30

Creating a Dementia Care Skill Kit

HLTH 239 \$242.32 Sep 8–Dec 15

Diabetes: The Basics

HLTH 138 \$285.40 Sep 8–Dec 15, Nov 2–Feb 8

Dual Diagnosis

HLTH 308 \$328.48 Sep 8–Dec 15

Enhancing Communication and Interpersonal Skills in Dementia Care

HLTH 241 \$242.32 Sep 8–Dec 15

Ergonomics

HLTH 63 \$371.56 Sep 8–Dec 15

Essentials in Health Records Management

HLTH 151 \$328.48 Sep 8–Dec 15

Ethical/Legal and Spiritual Concerns

HLTH 329 \$393.10 Sep 8–Nov 30

Exploring Dementia Care

HLTH 237 \$242.32 Sep 8–Dec 15

Gerontology

SOCI 172 \$328.48 Sep 8–Dec 15

Gerontology – Mental Health

SOCI 215 \$323.10 Sep 8–Dec 15

Gerontology – Trends and Issues Impacting the Aging Population

SOCI 218 \$323.10 Sep 8–Dec 15

Healthy Adult Aging

HLTH 236 \$393.10 Sep 8–Dec 15

Human Growth and Development

SOCI 155 \$393.10 Sep 8–Dec 15

Industrial Hygiene

MGMT 100 \$393.10 Sep 8–Dec 15

Introduction to Mental Health Practice

HLTH 221 \$393.10 Sep 8–Dec 15

Introduction to Pharmacology

SCIE 21 \$393.10 Sep 8–Dec 15

Introduction to Psychology

SOCI 72 \$371.56 Sep 8–Dec 15, Starts monthly

Medical Conditions for Medical Office Professionals

HLTH 109 \$328.48 Sep 8–Dec 15

Medical Office Procedures

BUSN 57 \$393.10 Sep 8–Dec 15

Medical OHIP Billing

HLTH 152 \$371.56 Sep 8–Dec 15

Medical Terminology

HLTH 56 \$371.56 Sep 8–Dec 15, Starts monthly

MRI Refresher

HLTH 332 \$393.10 Sep 8–Dec 15

Nutrition

HLTH 55 \$371.56 Sep 8–Dec 15, Starts monthly

Orientation to Palliative Care

HLTH 105 \$285.40 Sep 8–Nov 30

Palliative Care Communications

COMM 94 \$213.60 Sep 8–Nov 30

Pathophysiology 1 for RPN

NRSR 185 \$406.56 Sep 8–Dec 15, Oct 1–Jan 7

Pharmacology for Medical Office Professionals

NRSR 162 \$328.48 Sep 8–Dec 15

Pharmacology Theory Review for Nurses

NRSR 157 \$328.48 Sep 8–Dec 15

PreHealth Advanced Biology I

SCIE 163 \$371.56 Sep 8–Dec 15

PreHealth Advanced Chemistry I

SCIE 164 \$371.56 Sep 8–Dec 15

Prevention and Intervention Strategies

HLTH 285 \$393.10 Sep 8–Dec 15

Psychiatric Disorders Common to the Infant, Child & Adolescent Population

HLTH 279 \$393.10 Sep 8–Dec 15

Psychological and Social Implications

SOCI 216 \$285.40 Sep 8–Dec 15

Understanding Medical Tests for Medical Office Staff

HLTH 58 \$328.48 Sep 8–Dec 15

Understanding Surgical Procedures for Medical Office Staff

HLTH 146 \$328.48 Sep 8–Dec 15

Wellness for Life

GNED 119 \$393.10 Sep 8–Dec 15

Working and Communicating in a Medical Setting

HLTH 126 \$328.48 Sep 8–Dec 15

COMING SOON!**Patient Navigator Grad Certificate program**

Patient Navigation is a relatively new and emerging profession that is being incorporated in many hospitals to help patients manage their hospital experience and co-ordinate their care. The goal is to improve communication between the inter-disciplinary team and patients and their families, and to ensure that the care delivered is safe, efficient and of the highest quality.

To find out more, contact Dorothy Hopkins
dorothy.hopkins@flemingcollege.ca

HOSPITALITY AND 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. 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 Cobourg. See [page 9](#) for details.

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

✓ Offered this Fall.

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.

Communication and the Food Service Worker
COMM 99 \$285.40 Sep 8–Dec 15

Event Management Strategies
HOSP 33 \$500.80 Sep 8–Dec 15

Event Planning and Protocol
HOSP 30 \$285.40 Sep 8–Dec 15

Hospitality Facility Management **NEW!**
HOSP 63 \$414.64 Sep 8–Dec 15

Hospitality Marketing I
MKTG 91 \$393.10 Sep 8–Dec 15

Institutional Food Service
HLTH 147 \$285.40 Sep 8–Dec 15

Introduction to Nutrition
CULN 52 \$285.40 Sep 8–Dec 15

Nutrition in Health Care
HLTH 149 \$285.40 Sep 8–Dec 15

Planning and Operations – Event Planning
HOSP 41 \$393.10 Sep 8–Dec 15

Practical Project – Event Management
HOSP 51 \$328.48 Sep 8–Dec 15

Principles of Convention and Meeting Planning
HOSP 22 \$328.48 Sep 8–Dec 15

Quantity Food Preparation
HLTH 150 \$285.40 Sep 8–Dec 15

Responsible Practices for Green Meeting Management
MGMT 166 \$328.48 Sep 8–Dec 15

Sanitation and Safety
HLTH 148 \$285.40 Sep 8–Dec 15

Trade Show Management for Conventions
HOSP 29 \$285.40 Sep 8–Dec 15



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	Independent Project – Fundraising ✓

Electives (choose one)

MGMT 21	Introduction to Project Management ✓
MGMT 92	Leadership & Communication
BUSN 127	Leadership in a Team Environment ✓
MGMT 25	Management/Leadership Skills ✓
MGMT 114	Not for Profit Leadership I: Operational Frameworks ✓

✓ Offered this Fall.

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 Fall.

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 Fall.

* 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.

Ready to Register?

See [page 32](#) for details.

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

flemingcollege.ca/con_ed



8th Fire: Relationship Between Natives and Newcomers

GNEC 120 \$371.56 Sep 8–Dec 15

Abuse & Family Violence

SOCI 87 \$414.64 Sep 8–Dec 15

Applied Fundraising Practices

MGMT 169 \$393.10 Sep 8–Dec 15

Canadian Politics

SOCI 97 \$371.56 Sep 8–Dec 15

Contemporary Canadian Issues

SOCI 75 \$393.10 Sep 8–Dec 15, Starts monthly

Co-Dependency as an Addiction

COUN 33 \$393.10 Sep 8–Dec 15

Community and Social Services

COUN 54 \$393.10 Sep 8–Dec 15

Cults & Terrorism

SOCI 82 \$393.10 Sep 8–Dec 15

Dealing with Difficult People

SOCI 78 \$285.40 Sep 8–Dec 15

Diversity and Victim Assistance

SOCI 207 \$285.40 Sep 8–Dec 15

Domestic & Workplace Violence

SOCI 84 \$393.10 Sep 8–Dec 15

Donor Relationships in Fundraising

MGMT 167 \$393.10 Sep 8–Dec 15

Essentials of Canadian History

GNEC 127 \$393.10 Sep 8–Dec 15

First Nations Peoples

LAWS 168 \$393.10 Sep 8–Dec 15

Fundraising as a Management Process

MGMT 134 \$393.10 Sep 8–Dec 15

Introduction to Fundraising

BUSN 128 \$393.10 Sep 8–Dec 15

Labour Relations

BUSN 132 \$393.10 Sep 8–Dec 15

Life Skills Practice

SOCI 217 \$371.56 Sep 8–Dec 15

Methods of Fundraising

MGMT 131 \$393.10 Sep 8–Dec 15

Not for Profit Leadership I: Operational Frameworks

MGMT 114 \$393.10 Sep 8–Dec 15

Political Science/Public Administration

LAWS 202 \$371.56 Sep 8–Dec 15

Principles of Ethical Reasoning

SOCI 190 \$393.10 Sep 8–Dec 15

Racism & Discrimination

LAWS 164 \$371.56 Sep 8–Dec 15

Safety and Life Skills for Newcomers

COUN 112 \$393.10 Sep 8–Dec 15

Same Sex Issues

SOCI 198 \$371.56 Sep 8–Dec 15

Sexual Violence

SOCI 86 \$393.10 Sep 8–Dec 15

Social Policy and Administration – Social Service Worker

SOCI 224 \$371.56 Sep 8–Dec 15

Sociology Introduction

SOCI 79 \$371.56 Sep 8–Dec 15, Starts monthly

Strategic Management of Campaigns

MGMT 168 \$393.10 Sep 8–Dec 15

The Middle Ages and the Modern World: Facts and Fiction

GNEC 131 \$393.10 Sep 8–Dec 15

The Ontario Metis

GNEC 126 \$393.10 Sep 8–Dec 15

Victimization

SOCI 189 \$285.40 Sep 8–Dec 15

Volunteer Management Foundations

MGMT 61 \$215.40 Sep 18–Dec 3

World Cinema

GNEC 132 \$371.56 Sep 8–Dec 15

INTERIOR AND EXTERIOR DESIGN

Design: History of Design Trends

ARTS 2144 \$371.56 Sep 8–Dec 15

Interior Design: Colour & Application

ARTS 2147 \$371.56 Sep 8–Dec 15

Interior Design: Illustration and Media – Digital

ARTS 2145 \$371.56 Sep 8–Dec 15

Interior Design: Visual Design Basics

ARTS 2146 \$371.56 Sep 8–Dec 15

Ready to Register?

See [page 32](#) for details.



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

Find Fall, Winter and Spring courses and descriptions.

flemingcollege.ca/con_ed



LANGUAGES

Everyday German 1

LANG 66 \$423.10 Sep 8–Dec 15

Everyday German 2

LANG 67 \$423.10 Sep 8–Dec 15

Everyday German 3

LANG 68 \$423.10 Sep 8–Dec 15

Everyday Italian 2

LANG 70 \$423.10 Sep 8–Dec 15

Everyday Italian 3

LANG 71 \$423.10 Sep 8–Dec 15

Everyday Spanish 1

LANG 72 \$423.10 Sep 8–Dec 15

Everyday Spanish 2

LANG 73 \$423.10 Sep 8–Dec 15

Everyday Spanish 3

LANG 74 \$423.10 Sep 8–Dec 15

French 1

LANG 24 \$371.56 Sep 8–Dec 15, Starts monthly

French 2

LANG 25 \$371.56 Sep 8–Dec 15

French 3

LANG 33 \$371.56 Sep 8–Dec 15

French 4

LANG 50 \$371.56 Sep 8–Dec 15

French 5

LANG 51 \$371.56 Sep 8–Dec 15

Italian for Beginners

LANG 69 \$371.56 Sep 8–Dec 15

Japanese I

LANG 76 \$371.56 Sep 8–Dec 15

OUTDOOR SKILLS AND SUSTAINABLE LIVING

Alternative Energy – Energy Resources

ENVR 51 \$393.10 Sep 8–Dec 15

Astronomy

SCIE 143 \$393.10 Sep 8–Dec 15

Electronic Navigation for Boaters

RECR 143 \$285.40 Sep 8–Dec 15

Environment Management, An Introduction

ENVR 50 \$393.10 Sep 8–Dec 15

Environmental Geology

GEOL 70 \$393.10 Sep 8–Dec 15

Geological Disasters

GEOL 59 \$393.10 Sep 8–Dec 15

Global Warming Concepts

GNER 90 \$285.40 Sep 8–Dec 15, Starts monthly

Introduction to Geographic Information Systems

GEOM 61 \$371.56 Sep 8–Dec 15

Meteorology

SCIE 144 \$393.10 Sep 8–Dec 15

Natural Resource Entrepreneurship

BUSN 41 \$299.76 Sep 8–Dec 15

Trail Business Planning and Risk Management

RECR 112 \$150.78 Nov 27–Feb 27

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

[See pages 6 and 7.](#)

SECURITY, LAW AND EMERGENCY SERVICES

APCO Public Safety

ESRV 75 \$371.56 Sep 8–Dec 15

By-Law Enforcement

LAWS 253 \$271.04 Sep 8–Dec 15

Canadian Criminal Justice System

LAWS 146 \$371.56 Sep 8–Dec 15, Nov 2–Feb 8

Career Prep I – Police Foundations

LAWS 260 \$170.52 Sep 8–Dec 15

Childhood Victimization

SOCI 210 \$393.10 Sep 8–Dec 15

Criminal Psychology – Psychopathic Minds

SOCI 80 \$393.10 Sep 8–Dec 15

Criminal Psychology II – Criminal Minds

SOCI 81 \$393.10 Sep 8–Dec 15

Criminology

LAWS 109 \$285.40 Sep 8–Dec 15, Starts monthly

Emergency Management

MGMT 103 \$371.56 Sep 8–Dec 15

Environmental Laws & Regulations

ENVR 31 \$371.56 Sep 8–Dec 15

Fire Protection

MGMT 90 \$414.64 Sep 8–Dec 15

Forensic Psychology

LAWS 163 \$328.48 Sep 8–Dec 15

Fraud Investigation

LAWS 278 \$371.56 Sep 8–Dec 15

Introduction to Criminal Investigative Analysis

LAWS 265 \$393.10 Sep 8–Dec 15

Introduction to Fraud Examinations

LAWS 222 \$393.10 Sep 8–Dec 15

Introduction to Legal Office Practice and Procedures

LAWS 212 \$371.56 Sep 8–Dec 15

Legal Terminology

LAWS 213 \$371.56 Sep 8–Dec 15

Legislation for Health and Safety

MGMT 99 \$414.64 Sep 8–Dec 15

Legislation in the Workplace

MGMT 102 \$177.70 Sep 8–Dec 15, Starts monthly

Private Investigator Training

LAWS 247 \$472.08 Sep 8–Dec 15

Professional Court Presentation

LAWS 294 \$393.10 Sep 8–Dec 15

Security Guard Training

LAWS 232 \$468.10 Sep 8–Dec 15, Starts monthly

Victim Assistance Services

SOCI 211 \$393.10 Sep 8–Dec 15

Victimization and the Law

SOCI 209 \$393.10 Sep 8–Dec 15

Victimology: Theoretical Perspectives

SOCI 208 \$393.10 Sep 8–Dec 15

Victims of Crime

SOCI 196 \$393.10 Sep 8–Dec 15

Violence Against Women

SOCI 195 \$393.10 Sep 8–Dec 15



TRADES

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 \$273.25 + HST (subject to change without notice). Textbooks can be pre-purchased at the Fleming bookstore by calling 1-866-353-6464 x1654.

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 Fall.

Ready to Register?

See [page 32](#) for details.



Air Conditioning and Heat Pump Inspection

CNST 97 \$371.56 Sep 8–Dec 15

Communication/Professional Practices

COMM 52 \$371.56 Sep 8–Dec 15

Electrical Inspection

CNST 99 \$371.56 Sep 8–Dec 15

Exterior Inspection

CNST 100 \$371.56 Sep 8–Dec 15

Hazard Identification

BUSN 175 \$328.48 Sep 8–Dec 15

Heating Inspection I

CNST 101 \$371.56 Sep 8–Dec 15

Heating Inspection II

CNST 102 \$371.56 Sep 8–Dec 15

Interior/Insulation Inspection

CNST 103 \$371.56 Sep 8–Dec 15

Plumbing Inspection

CNST 105 \$371.56 Sep 8–Dec 15

Roofing Inspection

CNST 106 \$371.56 Sep 8–Dec 15

Structural Inspection

CNST 107 \$371.56 Sep 8–Dec 15

WHMIS

HLTH 100 \$30.36 Start anytime during Fall semester (3 hrs)

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.

WRITING AND COMMUNICATIONS

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 149	From Harry Potter to Aslan: Exploring Children's Fantasy ✓
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 Fall.

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.

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 86	Writing a Business Manual ✓
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 Fall.

Ready to Register?

See [page 32](#) for details.



Business Report Writing

COMM 58 \$414.64 Sep 8–Dec 15

Business Writing Strategies

COMM 55 \$393.10 Sep 8–Dec 15, Starts monthly

Canadian Literature

LANG 65 \$371.56 Sep 8–Dec 15

Communications I

COMM 56 \$393.10 Sep 8–Dec 15, Starts monthly

Copyright – Intro NEW!

LAWS 296 \$285.40 Sep 8–Dec 15

Creative Writing – Beginners

COMM 76 \$285.40 Sep 8–Dec 15

Creative Writing – Intermediate

COMM 101 \$285.40 Sep 8–Dec 15

Culture, Language and Linguistics

SOCI 199 \$371.56 Sep 8–Dec 15

Documentary Scriptwriting

COMM 161 \$271.04 Sep 8–Dec 15

Dramatic Scriptwriting

COMM 162 \$271.04 Sep 8–Dec 15

Essentials of Writing Fiction

COMM 158 \$414.64 Sep 8–Dec 15

Expressive Writing

COMM 154 \$328.48 Sep 8–Dec 15

Freelance Writing – Intro NEW!

COMM 195 \$393.10 Sep 8–Dec 15

Grammar for Writing Professionals

LANG 28 \$371.56 Sep 8–Dec 15

Introduction to Children's Literature

COMM 53 \$371.56 Sep 8–Dec 15, Starts monthly

Introduction to Intercultural Communication

COMM 100 \$371.56 Sep 8–Dec 15

Introduction to Non-Fiction

COMM 165 \$350.02 Sep 8–Dec 15

Introduction to Screenwriting

ARTS 1919 \$285.40 Sep 8–Dec 15

Poetry Writing

ARTS 411 \$371.56 Sep 8–Dec 15

Romance Writing

COMM 102 \$393.10 Sep 8–Dec 15

Technical Communications

COMM 84 \$414.64 Sep 8–Dec 15

Travel Writing

COMM 163 \$350.02 Sep 8–Dec 15

Understanding Literature

COMM 77 \$414.64 Sep 8–Dec 15

Writing a Business Manual

COMM 86 \$242.32 Sep 8–Nov 17

Writing a Proposal

COMM 91 \$242.32 Sep 8–Nov 17

Writing for Publication I

COMM 71 \$371.56 Sep 8–Dec 15

Writing for Publication II

COMM 74 \$371.56 Sep 8–Dec 15

Writing for Sales Material

COMM 88 \$242.32 Sep 8–Nov 17

Writing for the Web

COMM 168 \$371.56 Sep 8–Dec 15

Writing Grammatically

LANG 35 \$414.64 Sep 8–Dec 15, Starts monthly

Writing Short Stories

COMM 70 \$414.64 Sep 8–Dec 15

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

297 College Drive

GENERAL AND ACADEMIC INFO

For general information, including academic regulations, refunds and transfers, please visit flemingcollege.ca/con_ed.

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, 705-749-5502 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 December 2015

Subscribe to Fleming's Continuing Education Calendar.
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1-888-269-6929

OUR COMMITMENT TO THE ENVIRONMENT

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CULTIVATE A STRONG TEAM WITH CONTRACT TRAINING

Invest in the growth of your employees and give their ambition direction.

PEAK Leadership Training

Positive. Effective. Applied. Knowledgeable.

Propel your new and seasoned leaders to new heights in leadership performance. Employees will develop and grow through applied projects, peer-to-peer learning, and our integral, in-depth coaching process, which supports their work toward a specific personal or professional goal. Throughout the program, our experienced coaches provide positive support and direct feedback to deepen learning, a proven way to develop valuable leadership competencies such as adaptability, self-awareness, collaboration and critical thinking.

- Coaching Fundamentals
- Project Management
- Managing Change
- Employment Law
- Performance Feedback
- Creating High-Performing Teams
- Finance
- Leading Responsibly
- Creative and Critical Thinking
- Leadership Applications
- Presentation Skills

Peterborough: start September 9, 2015

Cobourg: start September 29, 2015

For more information, contact Deborah Clifford, 1-866-353-6464 x5228 or deborah.clifford@flamingcollege.ca.

Lean Plus Training and Certification

Lean Six Sigma is a management tool that eliminates waste and creates a road map to identify and implement improvements. It empowers teams to create leaner work flows and deliver greater value to customers.

Lean Plus combines training and certification in Lean Six Sigma with training in innovative leadership, transformational change and continuous improvement. Participants have access to an online innovation hub, one-on-one coaching and an applied project that not only amalgamates all training, but gives employers an ROI on their training investment. Additional workshops include Innovation Accelerator, an antidote to stagnating processes and approaches, and Leading Lean, a step-by-step guide for managers to introduce lean culture into an organization.

For more information, contact Deborah Clifford, 1-866-353-6464 x5228 or deborah.clifford@flamingcollege.ca.

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.

- IV Therapy and Venipuncture Refresher Skills
- Venipuncture Training
- PSW – Assisting with Medication Administration
- Therapeutic Relationships and Professional Practice
- Non-Violent Crisis Intervention
- Mental Health First Aid
- Gerontology – Changes of Aging
- PSW – Palliative/End of Life Care
- CPR – First Aid
- Mask Fit Testing

For more information, contact Dorothy Hopkins, 1-866-353-6464 x1364 or dorothy.hopkins@flamingcollege.ca.



Manufacturing Operations Certificate

This certificate has been designed in consultation with leading manufacturing industry partners in response to the changing dynamic of the manufacturing industry in the global marketplace. The program provides relevant, up-to-date and practical training for manufacturing employees in promoting a culture of lean processes and continuous improvement, building more effective work teams, and enhancing individual responsibility for manufacturing processes.

The curriculum is delivered in intensive periods, either on-site at a specific manufacturing company or on campus, in a series of interconnecting modules. New concepts are boosted with frequent applied learning activities. Problem-solving, critical thinking, and effective communication are major components throughout the program.

Cobourg: start September 16, 2015.

For more information, contact Deborah Clifford, 1-866-353-6464 x5228 or deborah.clifford@flamingcollege.ca.

Environmental and Natural Resource Sciences Training

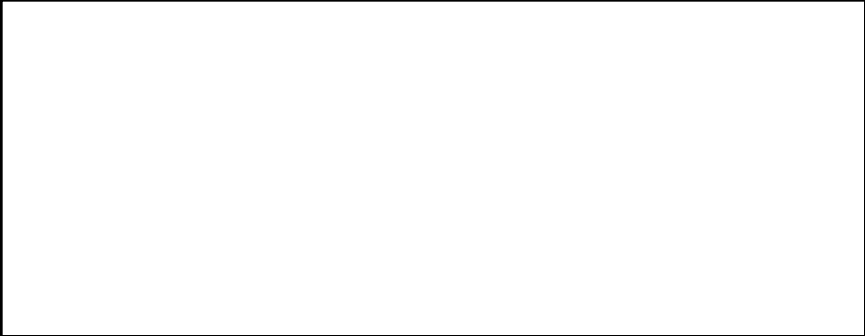
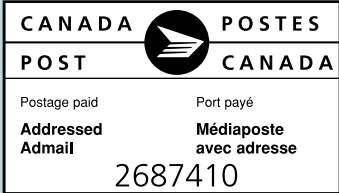
Fleming's renowned School of Environmental and Natural Resource Sciences at the Frost Campus in Lindsay designs customized, industry-specific training that is delivered on campus, across Canada and around the world.

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
- Environmental Sampling and Analysis
- Forestry, Arboriculture and Chainsaw
- GIS (Geographic Information Systems)
- Trails Planning, Building and Management

**For general contract training inquiries,
please call 1-888-269-6929**

or visit flamingcollege.ca/services/contract-training



Fleming College

PETERBOROUGH | LINDSAY | COBOURG | HALIBURTON

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