

Professional Office Essentials - NEW!



The career training you want.

The flexibility you need.

In the community you call home.

Program Overview

Office Professional is one of the top 10 in demand jobs for Ontario. Start your journey towards a stable and fulfilling career with the Professional Office Essentials program. This certificate program will provide students with the skills and abilities required to perform effectively in an office environment. Our flexible delivery format allows participants to take the program part-time and still complete it by Dec 5, 2019.

Funding available for those who qualify

Classes start soon so register early to secure your spot!



FANSHAWE
St. Thomas/Elgin
Regional Campus

**For more information,
please contact:**

Kara Thibeault

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Course overview

This program is offered in a blended format - one in class, one online class per week per course.

Course	Course Code	Dates	Times	Cost
WINDOWS & FILE MGMT	COMP-1535	MAY 6 – JUN 10	6:00 – 9:00	\$227.70
OUTLOOK	COMP-1533	MAY 7 – MAY 28	6:00 – 9:00	\$167.49
WORD	COMP-1531	JUN 12 – JUN 31	6:00 – 9:00	\$307.98
EXCEL	COMP-1532	MAY 30 – JUL16	6:00 – 9:00	\$307.98
POWERPOINT	COMP-1534	AUG 7 – SEPT 11	6:00 – 9:00	\$227.70
ACCOUNTING BASIC	ACCT-1106	JUL 18 – AUG 27	6:00 – 9:00	\$227.70
CUSTOMER SERVICE	BUSI-1181	SEPT 6 – OCT 23	6:00 – 9:00	TBD
MARKETING & SOCIAL MEDIA	MKTG-1100	AUG 29 – OCT 1	6:00 – 9:00	TBD
OFFICE SIMULATION	ADMN-1049	OCT 28 – DEC 11	6:00 – 9:00	TBD
JOB SEARCH STRATEGY	DEVL-1052	OCT 3 – OCT 24	6:00 – 9:00	TBD
EMERGING OFFICE TECHNOLOGIES	COMP-1530	NOV 5 – DEC 5	6:00 – 9:00	TBD

Courses can be taken individually, but successful completion of all courses is required to earn the Professional Office Essential Certificate

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