



Starting MARCH 19, 2012

Day Class 9:00am-12:00pm

385 Queen St. Kincardine

Office Administration Certificate Program

Designed to upgrade your knowledge and skills in the office administration field. This program allows students to enter this field of work (from a related or unrelated field) to study specific areas of office administrative work including supervision and word processing and to prepare for positions of greater responsibility in office administration.

COMPULSORY COURSES:

- Business Microcomputer COMP-1090 Application
- Office Technology & OFAD-1005 Procedures
- Organizational Business COMM-6002 Communication
- Principles of Accounting I ACCT-1004

ELECTIVE COURSES –Available ONLINE (Select 3):

- Applied Simply Accounting ACCT-1072
- Internet Essentials COMP-1008
- MS Access COMP-1022
- MS Excel COMP-1023
- MS PowerPoint COMP-1024
- MS Word COMP-1021
- Principles of HR Management MGMT-1006
- Windows 7 COMP-1436
- Windows Vista COMP-1408

Starting MARCH 20, 2012

Evening Class 6:30pm-9:30pm

385 Queen St. Kincardine

Project Management Certificate Program



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

COMPULSORY COURSES:

- Organizing the Project Team MGMT-1008
- Project Cost & Procurement MGMT-1009
- Project Management MGMT-6020 ¹
- Project Risk Management MGMT-6005

¹Note: This course meets the Project Management Institute's minimum PMP & CAPM project management education requirement.

ELECTIVE COURSES—Available ONLINE (Select 2):

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

For Registration and Bursary information please email s_currie30@fanshawec.ca

Please call Lake Huron Learning at 519-396-4146 for more information