

Summer 2025 - CE Programs

Fanshawe - St. Thomas/Elgin



Health Care Office Assistant (NUC2)

This program prepares students for a specialized administrative role in the medical field, focusing on attention to detail, compassion, and essential knowledge. Students will learn medical terminology, billing, transcription, patient records, preparation, and processing physician orders, using industry-standard software. Graduates are equipped for roles such as medical secretary, administrative assistant, medical records clerk, or receptionist.

RELEVANT INFORMATION:

Health Care Office Assistant (NUC2)

From May 20 to Nov 15, 2025

ONLINE: Tuesday, Wednesday & Thursday from 6:00 pm to 9:00 pm
IN-CLASS: Saturday from 8:00 an to 2:00 pm

Food Service Worker (FSW1)

From May 20 to Oct 17, 2025

ONLINE: Tuesday, Wednesday & Thursday from 6:00 pm to 9:00 pm
IN-CLASS: Saturday from 8:00 an to 2:00 pm

Food Service Worker (FSW1)

This certificate program equips students with the skills needed for food preparation in commercial or long-term care facilities. It focuses on food preparation, service, nutrition, and workplace sanitation. The program includes a mandatory 80-hour field placement for those with no prior experience or formal training in an institutional setting.

For further information:

Call: 519-633-203

Email: STTCE@fanshawec.ca

www.fanshawec.ca/cest





Summer 2025 CE Programs

Logistics and Supply Chain Essentials (LSC1)

This program provides students with essential knowledge in logistics and supply chain management, focusing on material sourcing, distribution management, and negotiation skills. It is designed for students with prior post-secondary education or experience in the field. Upon completion, students can transfer their credits to the Supply Chain Management - Logistics graduate certificate program (SCM2), subject to admission requirements.

Program Information:

From May 27 to Aug 23, 2025

ONLINE: Tuesday, Wednesday &
Thursday from 6:00 pm to 9:00 pm

IN-CLASS: Saturday from 8:00 am to 2:00 pm

Operations Management Essentials (OME1)

This program covers the fundamentals of operations management, focusing on principles and practices for businesses of various sizes and complexities, with an emphasis on the use of information technology. It is designed for students with prior post-secondary education or experience in operations management. Upon completion, students can transfer credits to the Operations Management graduate certificate program (OPM2), subject to admission requirements.

Program Information:

From May 13 to Aug 30, 2025

ONLINE: Tuesday, Wednesday &
Thursday from 6:00 pm to 9:00 pm

IN-CLASS: Saturday from 8:00 am to 2:00 pm

For more information
Phone: 519-633-2030
Email:
STTCE@fanshawec.ca
fanshawec.ca/CEST

