

HUMBER

WINTER  
1990

# INROADS

YOUR GUIDE TO CONTINUING EDUCATION



48



HUMBER COLLEGE

*Humber's new library—  
one of many new facilities  
to serve you better*

*Registration Starts December 4th*

ARCHIVE



**INROADS**, your guide to Continuing Education, is published by Humber College three times a year (Fall, Winter and Spring) and is distributed free to people in the City of Etobicoke and York. It is also available at all Humber campuses and at most public libraries.

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## A message from the President —Winter 1990

For the last 22 years, Humber College has endeavoured to provide programs, facilities, and support services that ideally complement the needs and interests of both our students and members of the community. Expansion, and a continued commitment to development in each of these areas, continues to be our number one priority.

To support these priorities an ambitious building program is taking place at the North Campus.

For example, our new Library building (shown on the front cover of this publication) incorporates the latest in technology and reference tools. This five storey facility offers approximately 150,000 volumes and some 800 periodicals for research and study purposes. As well, construction of two new student residences is in progress; the first of which is slated for completion in the Spring of 1990. The Business and Industry Service Centre has also recently opened and provides comprehensive and individually tailored training services for companies and their employees.

In addition, services to our growing number of Continuing Education students have been improved with the recent opening of a Continuing Education Service Centre located at the North Campus. This centre is a first attempt to offer concentrated support services for both Continuing Education students and faculty. Take the opportunity to investigate and utilize this new Centre as it is our firm belief that its establishment will help to promote your success at Humber.

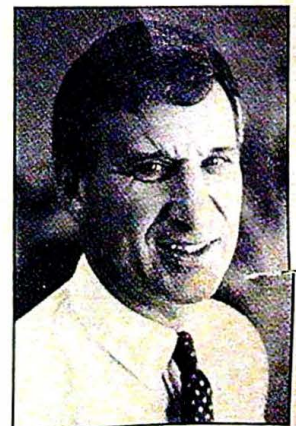
You will find that the courses being offered this Winter are challenging, interesting and diverse enough to meet your needs – both personal and professional.

Please join us this Winter, explore our new facilities and participate in a satisfying learning experience.

Sincerely,

*Robert A. Gordon*

Robert A. Gordon  
President





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## Registration

### Register Early for a Full Choice of Courses

Registration for the Winter semester begins Monday, December 4, 1989. Most classes begin the week of January 15, 1990.

We encourage you to register early, IN PERSON (see "Office Hours"), BY MAIL (our address is on the application form at the back of this publication), or BY PHONING our TELEPHONE Registration Number (see details below).

Every attempt is made to ensure the accuracy of the information in this publication. The College reserves the right to modify or cancel any course, program option, fee, timetable or campus location at any time.

### How to Register?



#### By Phone

Telephone Registration starts Monday, December 4, 1989 – Monday to Friday at 10:00 a.m.

If you are registering by phone, please have the following information ready when you call:

1. **Your Humber College Student Identification Card Number.** (If you have ever been a student at any of Humber's Campuses you will have been issued an ID Number. It appears on any receipts or transcripts you have been issued. Please take a moment to locate it and it will save you time when you register!)
2. **Your Course Number and Class Number** for the courses in which you wish to register. (A note of an alternate class number, in case your first choice is full, is a good idea.)
3. **Your VISA or MasterCard Number and the Expiry Date of Your Card.** (MasterCard also requires we collect the start date of your card). Payment for courses can only be made by VISA or MasterCard.
4. **Phone 675-5005.** You may register by phone daily starting at 10:00 a.m.. See "North Campus" registration Department Office Hours.

Please keep in mind our telephone lines are usually very busy between 12:00 noon and 2:00 p.m.. To avoid getting a busy signal may we suggest trying at other times.

**Note: Equine Studies, Real Estate, Floral Design Lab 1 are excluded from Telephone Registration. Registration for these courses must be done in person.**

#### In Person

1. Visit one of our Continuing Education Registration Departments.
2. Complete a registration form. Our registration staff are happy to help you if you have any questions.
3. Pay fees. Fees may be paid by personal cheque (REAL ESTATE Courses require a certified cheque), money order, MasterCard, VISA or cash.

All fees are due when you register.

#### By Mail

If you are unable to register in person or by phone, you can register by mail.

1. Complete the registration form at the back of this publication.
2. Mail your registration (as soon as possible) with full fee payment to the Registration Department address printed on the application form.
3. Fees may be paid by personal cheque (REAL ESTATE Courses require a certified cheque), money order, MasterCard or VISA.

Please do not send cash through the mail.

**Note:** In order to maintain accurate records, please notify the Registration Department of any change of address, either in person, by mail or by phoning 675-5005.

#### Registration Department Office Hours

Listed are our regular hours. Please refer to Dates to Remember for additional information.

**North Campus** ..... (675-5005)  
Monday – Thursday ..... 10:00 a.m. – 7:30 p.m.  
Friday ..... 10:00 a.m. – 4:00 p.m.

**Lakeshore Campus** ..... (252-5571)  
Monday – Thursday ..... 8:30 a.m. – 7:30 p.m.  
Friday ..... 8:30 a.m. – 4:00 p.m.

**Keele Campus\*** ..... (763-5141)  
Monday – Friday ..... 8:30 a.m. – 4:00 p.m.  
Please Call for Extended Hours of Operation

**York-Eglinton Centre** ..... (763-5141)  
Monday – Thursday ..... 8:30 a.m. – 7:30 p.m.  
Friday ..... 8:30 a.m. – 4:00 p.m.

**Woodbine Centre** ..... (675-3111)  
Monday – Friday ..... 9:30 a.m. – 9:30 p.m.  
Saturday ..... 9:30 a.m. – 6:00 p.m.

**Osler Campus\*** ..... (249-8301)  
Applications can be dropped off at the Osler Campus between 8:30 a.m. and 4:00 p.m. Monday to Friday year round.

\*Admit-To-Class Forms will be mailed to students who register at this campus.

## Admissions and Financial Information

### Admission Guidelines

For most courses, a student must be 19 years of age or have a grade 12 diploma. However, for many of the general interest courses offered, the above qualification does not apply.

Some programs do, however, require that additional admissions criteria are met; eg., Critical Care Nursing requires that the applicant be a Registered Nurse.

For more specific information, please contact the Office of Admissions.

### Prerequisite

A course (or other qualification) required as preparation for entry to another course. If a student considers that he/she has equivalent educational background or experience, he/she may request an exemption from the appropriate division.

### Co-requisite

A requirement to be undertaken concurrently with another course. The co-requisite will be waived if a student has previously obtained standing in it or if the division consents.

### Exemptions

Students who have successfully completed certain Grade 13 courses, Ontario Academic Credit and/or post-secondary studies may apply for exemptions from equivalent courses in their program of study. A grade of at least 60% or equivalent must have been attained in the course being presented for an exemption.

Official transcripts and detailed course descriptions will be required.

Registrants may also request exemptions based on work experience. Challenge exams and/or interviews and/or resumes will form the basis for these exemptions.

Please contact the Records Department in the Office of the Registrar for request forms and procedures.

### Responsibility of the Student

It is the responsibility of the student to ensure correct selection of, and enrolment in courses and, that prerequisites are met. Divisional Co-ordinators are available for advice, guidance and consultation. As well, accuracy of transcripts is the responsibility of the student. If there is a problem, the student must contact the Continuing Education Registration Department.

### Individualized Learning Programs (ILP)

Some courses are offered on an individualized learning basis; Individualized Learning Programs put you in charge of your own learning. These ILP's allow students a greater flexibility to learn at their own pace.

### Fees

Fees for all courses are shown in the "Course Descriptions". \$10.00 of the fee is non-refundable unless the College cancels the course.

**Note:** The cost of textbooks and/or supplies is not included in the course fee unless the course description specifically states that all books and materials are included in the fee.



## Refunds

To request a refund you may sign and date the back of your Admit-To-Class Form and submit it to the Continuing Education Registration Department. Your request must reach our office by the times indicated in the chart shown. Refunds for payments made by cheque will not be processed until 3 weeks after the payment is made.

Refunds will only be issued within the semester for which the payment is made.

Refunds will take 3 to 4 weeks for processing from the date the refund request is received.

Refunds will be issued by cheque.

Full refunds will only be granted when the College cancels a course. See **Cancelled Courses**.

Some courses have special refund policies.

See chart shown for further details.

## Income Tax Receipts

Receipts will be mailed in February 1991 for those courses taken and completed between Jan. 1, 1990 and Dec. 31, 1990, except Continuous Intake Programs for which receipts will be given at the time of registration.

Your fee at the North, Woodbine Centre, Sailing Centre and Lakeshore campuses will include a campus service to cover campus operational costs. This portion of the course fee is not deductible for income tax purposes.

## General Refund Policy

**N.B.:** The following have a Special Refund Policy: Equine Studies, Real Estate, Sailing, Motorcycle Training, TV College and Correspondence courses. It is the responsibility of the student to be aware of the policy for their specific course(s).

	Courses Greater Than 8 Sessions	Courses 4 – 8 Sessions	Courses Less Than 4 Sessions
<b>Partial Refund</b>	Full refund less \$10 if request is received in the Registration Department before the 3rd regularly-scheduled session (plus a % of the non-tuition fee, where applicable).	Full refund less \$10 if request is received in the Registration Department before the 2nd regularly-scheduled session (plus a % of the non-tuition fee, where applicable).	If fee is less than \$20 then 1/2 the fee is refunded; otherwise, full fee less \$10 is refunded.
<b>No Refund</b>	After 3rd regularly-scheduled session.	After 2nd regularly-scheduled session.	After the class begins.

**Note to Late Registrants:** We regret that exceptions to the Refund and Transfer Policies will not be made for applicants who register late in a course.

# Academic and College Policies

## Academic Regulations

Academic Regulations apply to all credit courses and programs at Humber College. Students are reminded that it is their personal responsibility to be familiar with the Academic Regulations. Divisions may have specific supplementary regulations that will be available at the time of registration for the first class. If students are in doubt about any aspect of the Regulations, they should consult the office of their Divisional Dean.

## Student Grading System

If grades are applied to a particular course in your chosen program, your grades will be reported in percentages. A pass in each course will be sixty (60) percent unless otherwise indicated. If you wish to repeat a course, the highest grade achieved will be reflected on your transcript.

## Audit

Where applicable, a student may audit a course. Auditing a course means the student may attend class and receive instructions but be otherwise free from completing class assignments, tests or formal evaluation. Students must request to Audit a course or courses at the time of registration. Normal fees will apply.

The grade of Audit will appear on the transcript. It is not calculated in the grade point average.

## Withdrawals

Withdrawal from a course is the responsibility of the student. It is imperative that requests for withdrawal be received, in writing, at the Continuing Education Registration Department.

Where a refund is requested in conjunction with a withdrawal, please refer to **Refunds** for details.

## Transfers

Where enrollment permits, students may transfer from one class or course to another, prior to the third regularly-scheduled session (second regularly-scheduled session for Athletic courses). Transfers must be completed in person at the Registration Department.

Two transfers per semester are permitted without charge; if you wish to transfer a third time a service fee will be charged.

**Note:** A student may not transfer from one semester to another.

Changes to your timetable or program in the Continuous Intake Programs must be made in person at the appropriate Campus.

## Receipt of Certificate or Diploma

Many of the courses in Inroads can lead to College diplomas or certificates. Others may lead to certification or accreditation by external professional or licensing bodies. In both cases, requirements will be clearly outlined in the course information. For more information on certificate requirements, advanced standing, etc., please contact your Divisional Coordinator.

Upon successful completion of either a certificate or diploma program, it is the responsibility of the student to contact the Office of the Registrar at 675-3111, ext. 4434.

## Convocation Information

Eligible students who wish to attend Convocation are asked to obtain an "Application to Attend Convocation" form in the Office of the Registrar. Students may complete an application and present the form and fee to the Continuing Education Registration Department. For fee information, please call 675-5000.

Please note that we have a Convocation ceremony each year in June. Students who are applying to attend must submit their application and fee no later than 7 weeks prior to the date of Convocation.

## Cancelled Courses

The College reserves the right to cancel classes for which enrollment is insufficient and to revise courses and hours of instruction, where necessary. Unless otherwise stated, a full refund of fees will be paid to Students in courses or programs cancelled by the College. **REFUNDS FOR CANCELLED COURSES ARE NOT GIVEN AUTOMATICALLY.** Requests for refunds should be directed to the Continuing Education Registration Department, Refund Desk, 205 Humber College Blvd., Etobicoke, Ontario M9W 5L7.

## Class Postponements/Cancellations

Should it be necessary to postpone all classes due to weather conditions or plant shutdown, etc., announcements will be made through all metropolitan Toronto radio stations, AM and FM.

For individual class postponements or course cancellations, we will make every effort to telephone you at the home and business numbers you provide to us on your registration form.

## Last Day to Drop a Course Without Academic Penalty

To drop a course and have it removed from your official transcript you must apply to drop the course through the Office of the Registrar. (It is not sufficient to tell your instructor.) The last day to withdraw from a course without academic penalty is the mid-point of the course.

After that, the course will remain on your student record with the grade earned showing as a final grade.

## Smoking

Humber College's smoking policy has been in effect since September 1, 1987. Smoking is now allowed in designated areas only.



# General Information Services

## Dates To Remember

December 4	Registration Begins
December 23	Entire College Closed for Christmas Break
January 2	College Re-opens
January 15	Most Classes Begin
April 13	College Closed, Good Friday

## Admit-to-Class Form

Admit-To-Class Forms (also used for library, refunds, athletics, etc.) will be issued upon registration.

## Room Location

Classroom numbers may appear on your Admit To Class form under the heading "ROOM #". They will also be posted in the main lobby on the first night of class at the campus where your course is offered.

## Parking

Parking is available free of charge to all Continuing Education students after 5:00 p.m. on weekdays and at anytime on weekends. Between 7:00 a.m. and 5:00 p.m. weekdays, please check in with the parking attendant to be assigned a parking space.

## For More Information . . .

The following Divisional Coordinators will be happy to answer any questions you might have about specific courses and programs:

<b>North Campus</b> .....	675-3111
Applied & Creative Arts .....	Kay Kelly, ext. 4505
Performing Arts	
for Children .....	Cathy Mitro, ext. 4450
Athletics .....	Marg Riley, ext. 4024
Law & Security .....	Scott Nicholls, 252-5571
School of Business .....	Arlene Werenich, ext. 4034
Working with Children .....	ext. 4288
Applied and	
Community Health .....	Maryann Jefferies, ext. 4317
HealthLine .....	Suzanne Philip, 749-9194
Hospitality .....	Dan Reeves, ext. 4074
Tourism .....	Al Lobo, 252-5571, ext. 3323
Club Cuisine .....	Cynthia Sloan, ext. 4550
Culinary .....	Bob McCann, ext. 4479
Fitness Leadership .....	Doug Fox, ext. 4456
Equine Studies .....	Pat Carter, 675-5025
Languages, Social Sciences,	
Communications .....	Lucie Bourget-Cassin, ext. 4122
Technology .....	Susan McNulty, 675-5010
Development .....	675-5060
<b>Lakeshore Campus</b> .....	252-5571
All Courses .....	Jane Russ, ext. 3252
<b>Osler Campus</b> .....	249-8301
Nursing .....	Gwen Villamere, ext. 216
<b>Woodbine Campus</b> .....	675-3111
All Courses .....	Helen Hrynkiw, ext. 4159
<b>York-Eglinton</b> .....	763-5141
<b>Keeleesdale Campus</b> .....	763-5141
Academic Preparatory,	
Commercial and Office Skills,	
English As A Second	
Language .....	Marglitta Dinzi, ext. 54/56

## Bus Transportation

For your convenience, the College provides a direct night bus service free of charge, between the Islington subway and Humber's North Campus, from Monday to Thursday. A Humber College bus will depart from Aberfoyle Crescent and Islington Avenue near the Islington subway station at 6:20 p.m. for the North Campus, and will depart from the North Campus at 10:15 p.m. for the Islington subway.

This service will continue subject to usage.

## Campus Stores

The mandate of the Campus Stores, which are owned and operated by Humber College, is to best meet the needs of the Humber College community.

In addition to providing course books and course related materials, we offer a range of computers, supplies, film, jewelry, clothing, gifts, magazines and general books.

## Regular Hours of Business:

<b>North:</b>	Mon.-Thur.	Sept.-May	8:30-7:30pm
	Friday	Sept.-May	8:30-4:30pm
	Saturday	Sept.-May	9:00-2:00pm
	Mon.-Fri.	June-Aug.	8:30-4:00pm
<b>Lakeshore:</b>	Mon.-Thur.	Sept.-May	8:30-7:30pm
	Friday	Sept.-May	8:30-4:30pm
	Mon.-Fri.	June-Aug.	10:00-2:00pm
<b>Keeleesdale:</b>	Mon., Tue. &		
	Thur.*	Sept.-May	8:45-1:45pm
<b>Osler:</b>	Mon.-Fri.*	Sept.-May	11:00-1:30pm
	*Summer hours to be announced		

Extended hours of business for each semester will be announced. Hours are subject to change.

We accept cheques and VISA, American Express and MasterCard.

## Counselling

Counselling Services offers assistance with:

- **Career Planning**, relating your interests, personality, skills, and needs to the world of work. This could involve interest and aptitude testing/assessment (fees may apply); career library and reference material available.
- **Learning & Study Skills**, including time and stress management.

For information or an appointment, please call:

North Campus .....	675-3111, ext. 5090
Lakeshore Campus .....	252-5571, ext. 3331

(We regret that evening appointments are limited.)

**Note:** For specific course or program information contact the Divisional Coordinator as listed under General Information.

## Financial Assistance

Financial aid assistance may be available to you if you are enrolled as a part-time student working towards a certificate or diploma. To find out if you are eligible, please call or visit the Financial Aid Office, 675-5001.

## Student With Special Needs

Students who have a physical or learning disability are welcome to participate in continuing education courses. It is recommended that students discuss their special learning needs with the office of their divisional dean before classes commence and with the course instructor at the first class. Physical and learning accommodations will be made on an individual, as required basis.

## Library Services

The Library Services include libraries, media and graphics centres in the College. The North, Lakeshore and Keeleesdale Campus libraries are well-stocked with books, magazines, newspapers, AV materials and many reference sources. These educational materials will be useful for completing your course assignments, essays and reports. The audio-visual equipment and graphics will add professionalism to your class presentations.

The North and Lakeshore campus libraries also provide learning materials and facilities to special needs students who require textbooks transcribed on tape or Braille.

In order to obtain your library card, you will need to present your "Admit-To-Class Form" as a proof of identification. Your library card will allow you to borrow materials from any of our locations.

Our staff is specially trained to assist all patrons; we invite you to enjoy the resource and to respect it as a privilege shared with all members of the Humber College community. For further details about Library services or operating hours, please call 675-5059.

## Athletics

The facilities in the athletic centre (gyms, weight room, showers, sauna) are available to you for the duration of your course upon presentation of your Admit-To-Class Form. The facility is open from 7:00 a.m. to 10:00 p.m. Monday - Thursday and 7:00 a.m. to 8:00 p.m. Friday and 12:00 noon to 6:00 p.m. Saturday and Sunday. Please call 675-5097 for further information.

## Senior Citizens

The College offers many courses at a reduced rate for Senior Citizens. Recently the practice governing course costs and registration procedure changed. When you have made your choice regarding the course which most interests you, please call the Registration Centre at 675-5005 for specific course costs and registration information.

## Fine Dining at Humber

Humber College's showcase dining room, named the Humber Room, and located at the North Campus, is open to you for lunch and dinner during the Winter semester. Please come sample a variety of culinary masterpieces at very reasonable prices while you're at the College. The Humber Room is also available for private functions.

To make your reservation or for more detailed information, please call 675-5022.

## Telephone Numbers

Athletics (nightline) .....	675-5099
Campus Store	
(North Campus) .....	675-50 6
Career Planning .....	675-5C90
Counselling	
(North Campus) .....	675-5C90
(Lakeshore Campus) .....	252-5571
Financial Aids Office .....	675-5001
Humber Room (For Fine Dining) .....	675-5 22
Library .....	675-5 59
Registration Centre .....	675-5005



# Tots to Teens at Humber

## Computers

### Microcomputers for Youth

Course No.: KIDS011

DD

This course is aimed at introducing youths to an IBM P.C. An overview of DOS, Lotus 1,2,3, and WordPerfect will be discussed and students will have the opportunity to work with these very popular software programs. This course is designed for youths 10 to 16 years. It is being offered at the same time as Microcomputers for Adults.

Class	Day	Time	Duration	Loc.	Fee
60	Sun	9-12noon	Jan 21-Mar 4	N	90
61	Sun	1-4pm	Jan 21-Mar 4	N	90

## Fashion & Beauty

### Fashion Modelling for Teens

Course No.: KIDS121

AD

A basic fashion modelling and self-improvement course for teens. A six-week course explaining the role of modelling agencies and rates, runway and photography techniques, make-up application and hair styles for self-improvement.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-8:30pm	Jan 22-Feb 26	N	55

## Performing Arts for Children

Program Coordinator:

Cathy Mitro 675-3111, ext.4450

Courses in Music and Theatre are currently offered under the umbrella Performing Arts for Children. A wide variety of classes for students ages 3-12 are now available. For further information, please call 675-5000.

### Music, Dance and Drama

Course No.: KIDS122

AF

Students in this course will receive direct exposure to three of the most popular Performing Arts - Music, Theatre and Dance. Through participation and 'hands-on' experience, these activity-oriented classes will promise creativity and provide a greater appreciation of the performing arts in general.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-7:30pm*	Jan 23-Apr 10	N	80

\*For ages 6-8 years

61	Tue	7:30-8:30pm*	Jan 23-Apr 10	N	80
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\*For ages 9-12 years

## Music

### Parents - Introduce your child to the world of music!

In Young Musicianship courses children will develop basic skills through songs, games and activities selected from the established Kodály methodology. Students receive extensive 'hands-

on' exposure to a wide variety of musical instruments; percussion, woodwind, brass and piano/synthesizers. Please note, many of our music levels are based on a full year (3 terms) of study.

### Young Musicianship Level I

Course No.: KIDS115

AF

Upon completion of 3 terms students should have acquired a vocal repertoire of 25-30 songs and learned to identify and write basic rhythms and simple melody patterns.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-10:30am*	Jan 13-Apr 7	N	95
61	Sat	10:30-11:30am**	Jan 13-Apr 7	N	95

\*For 4 year olds

\*\*For 5 year olds

### Young Musicianship Level II

Course No.: KIDS116

AF

Upon completion of 3 terms students should have acquired an additional vocal repertoire of 25-30 songs and will be capable of identifying and notating simple songs, based on the pentatonic scales.

Pre-requisite: Audition Required

Class	Day	Time	Duration	Loc.	Fee
60	Sat	11:30-12:30pm*	Jan 13-Apr 7	N	95
61	Sat	1-2pm**	Jan 13-Apr 7	N	95

\* 5 year olds

\*\* 6 year olds

### Musicianship, Introductory

Course No.: KIDS117

AF

For the older student this level becomes a 1 term pre-instrumental course. Those with no previous training will develop their skills in ear, rhythm and theory, while those with some experience will learn to apply their skills to other instruments.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-7:30pm*	Jan 24-Apr 11	N	80
61	Wed	7:30-8:30pm**	Jan 24-Apr 11	N	80

\* For 6-8 year olds

\*\* For 9-12 year olds

### Music and Movement

Course No.: KIDS123

AF

This course is an introduction to music designed for young children who have had no previous instruction. Based on the concept that children learn best when learning is fun, specially designed games, activities and songs introduce students to basic elements such as rhythm and melody. In addition, all students receive 'hands-on' exposure to a wide variety of instruments.

Class	Day	Time	Duration	Loc.	Fee
60	Sat*	9:30-10:15am	Jan 20-Apr 7	N	80
61	Sat**	10:30-11:30am	Jan 20-Apr 7	N	80

\*For 3 year olds

\*\*For 4 and 5 year olds

### Music Education for Children (6-9 years) Instrumental Level

Course No.: KIDS111

AF

Instruction is offered in the following areas: piano, percussion, woodwind, brass and guitar. Classes develop the skills to complete Royal Conservatory Examinations.

Students require their own instrument for 'at-home' practicing.

Lesson format is 1 hour each week instrumental, and 1-1/2 hours every 2nd week ensemble. (4 children per group)

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 15-Apr 21	N	160

\*All students will be personally contacted

### Music Education for Children

#### (6-13 years) Intermediate - Instrumental

Course No.: KIDS112

AF

Instruction is continued at a more indepth level in both the instrumental and ensemble sections of the program. The Royal Conservatory syllabus will be supplemented by exposing students to a wide variety of music styles. Lesson format of 1 hour/week instrumental and 1-1/2 hours every 2nd week, ensemble, is continued. (3 children per group)

Pre-requisite: Audition required.

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 15-Apr 21	N	195

\*All students will be personally contacted

### Advanced Instrumental

Course No.: KIDS124

AF

This course is intended for students who are ready to explore their musical studies at a more indepth level. Each week students are required to attend two lessons - a 1/2 hour private lesson on their instrument, and a 1 1/2 hour ensemble class. Private lessons may include classical, jazz or pop study, while ensemble classes will explore improvisation, theory, ear training and small group performance. Recommended age - 13 to 18 years.

Pre-requisite: Audition required

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 15-Apr 21	N	350

\*All students will be personally contacted

## Today's Family

### Elderhostel

Humber College participates in the Elderhostel program. For a free Elderhostel catalogue, write to: Elderhostel Canada Corbett House, 29 Prince Arthur Street, Toronto, Ontario M5R 1B2.

## Homes in the 90's

### Buying and Selling

#### Buying or Selling a Home

Course No.: HOME016

DI

This one day seminar will assist you in dealing with real estate transactions. Topics include: how to find and deal with a real estate agent; what a real estate agent can and cannot do for you; how to deal with private vendors/purchasers; clauses to be included in an offer to purchase; financing a purchase transaction; how to find and deal with a lawyer; what a lawyer should and should not do for you; title searches, surveys, property taxes, zoning and insurance; closing the transaction and the various fees involved.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	9:30-4:30pm	Apr 7	YEC	60



**Principles of Mortgage Financing**

Course No.: HOME002

DI

This one day seminar will cover every aspect of mortgaging your home: what a mortgage is; legal implications; first and second mortgages; long and short term amortization; taking over existing mortgages; vendor take back; blanket and wrap-around; comparison shopping; the cost of arranging your mortgage and the principles involved.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	9:30-4:30pm	Apr 21	YEC	60

**Renovating****Wiring for the Homeowner - Basic**

Course No.: HOME001

DF

This course will teach you how to wire that basement or addition, even re-wire the whole house at minimum expense. You will also learn to meet the electrical code requirements and to apply for the necessary inspections.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 10	N	65

**Money Matters****Commodity and Option Trading - Basic**

Course No.: FNCL014

DG

Learn how you can control 5,000 ounces of silver for \$3000. You will understand how professional traders use technical analysis to trade and you will be shown how to maximize leverage through the use of options.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9:30pm	Jan 24-Mar 14	L	88

**Creative Methods of Real Estate Financing**

Course No.: FNCL022

DD

In this one day seminar, you will learn about innovative financing techniques and the applicability of "no downpayment" schemes in Ontario. Also, the sources of mortgage funds will be discussed as well as how loan qualification requirements can differ depending on the lender and the type of mortgage. Whether you are an experienced investor, or a first time buyer, this course is for you.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-4:30pm	Jan 27	N	60
61	Sat	9:30-4:30pm	Mar 3	N	60

**Financial Management**

Course No.: FNCL021

DC

This course will include: the economy and its effect on the market, reading company financial statements, trading stocks and bonds, technical and fundamental analysis and a comprehensive look at common and preferred shares, bonds, debentures and strip coupons, warrants, options, futures and commodities including up-to-date research and recommendations. All aspects of the personal financial planning process will be covered.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Feb 13	N	95

**Investment Real Estate As a Tax Shelter**

Course No.: FNCL016

DD

Today, more than ever before, investors are concerned with the impact that inflation and taxation are having on their earnings and net worth.

In light of the new budget, this is a specialized course designed for individuals earning an annual income in excess of \$45,000. Individuals will be shown proven methods of purchasing investment real estate with a minimal cash investment and at the same time save considerably on their personal income tax using proper leverage techniques.

An income tax receipt will be issued for the course in February 1991.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-1pm	Jan 27	N	55
61	Sat	9-1pm	Feb 24	N	55

**Personal Investing for Women**

Course No.: FNCL015

DG

The first step toward money sophistication is educating oneself on the different products that exist and determining which are most suited to you. Some of the topics to be covered are: Cash Flow; Net Worth; Setting Investment Objectives; Information and Operation of the Stock Exchange; Debt Instruments; Bonds; Debentures; and Money Market

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-5pm	Feb 17	WC	125

**Personal Financial Planning**

Course No.: FNCL004

DI

Learn how to develop your own personal financial plan. In this course you will be taught the planning techniques used by financial planners. Course topics will include net worth, financial products and insurance. Take the opportunity of determining your financial future through a planned approach. Financial independence can be yours!

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 8-Feb 5	N	108
61	Mon	7-10pm	Mar 5-Apr 2	N	108

**Portfolio Management**

Course No.: FNCL020

DC

This course is designed to help teach the investor how to effectively manage his money. Topics include: when to own stocks, bonds and cash; how to assess market environments, industry sectors and individual stocks and bonds; how to hedge portfolios and make money in flat or down markets as well as maximize returns in up markets; how to select products suitable for each individual in various market environments. Come, and learn how to put it all together!

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 14	N	95

**RRSP's and RRIF's**

Course No.: FNCL018

DD

As we approach tax time again this year, this seminar will explain to you the different retirement savings plans and investment options available to help you reduce your taxes and maximize your money. This course is a must!

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Feb 5	N	29
61	Sat	9-12 noon	Feb 17	N	29

**Real Estate Investment and Mortgage Financing**

Course No.: HOME006

DD

Learn from the experts the advantages and disadvantages of buying and selling for profit - what to buy, where to buy it and how to buy it. Examine also the implications of capital gains tax - a must for real estate investors!

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 25-Feb 15	N	75
61	Tue	7-10pm	Feb 20-Mar 13	N	75

**Fashion and Beauty Beauty****Cosmetic Application II**

Course No.: FASH201

AA

This course is designed to expand on the basic corrective techniques taught in Cosmetic Applications I. Detailed studies of glamour, wedding and ethnic make-ups will prepare the student to work as a free lance make-up artist.

Pre-requisite: FASH101 Cosmetic Applications I

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

**Cosmetic, Beauty & Health Theory I**

Course No.: FASH100

AA

This credit course is designed to give complete background on the functions and health of the body, skin, hair and nails. In addition the ingredients and use of cosmetics are studied.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

**Fashion****Entrepreneurship in the Fashion Industry**

Course No.: FASH203

AA

A great course for the person wanting to start their own business in fashion or cosmetics. The course includes guidance from the instructor as the students develop their individual business plans.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**Fashion Imaging - Module A**

Course No.: PHLT031

DG

Colour analysis for women and men is the first module in this program. Participants will assess skin, hair and eye undertones, the effects of undertone, value and intensity on colour characteristics, as well as demonstrate and practice colours for seasons.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Mar 1	L	149

**Fashion Imaging - Module B**

Course No.: PHLT032

DI

Wardrobing for women is the second module which will cover the effects of colour - psychological and emotional; organizing a closet and accumulating wardrobe for maximum efficiency; working with accessories; plus the history of fashion and fashion designs.



Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Mar 8-Apr 12	L	149

## Fashion Imaging - Module C Styles for Women

Course No.: PHLT034 DG

Styles for Women will cover the following: assessing the body-size, shape, proportion-modifying the body-proportion, line, print, colour, fabric-sending messages through clothing, bodylanguage, body characteristics.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Feb 26	L	149

## Fashion Imaging - Module D Styles and Wardrobing for Men

Course No.: PHLT035 DG

Styles and Wardrobing for Men will cover: history of men's fashion; men's fashion designers, assessing the body and modifying through apparel, organizing and accumulating a wardrobe, fit, quality, etc., putting it all together, and guidelines for furnishings.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Mar 5-Apr 16	L	149

## The Fashion Industry

Course No.: FASH103 AA

This credit course is an introduction to the determinants and components of the Fashion Business in Canada. Emphasis is placed on the designer/manufacturing phases of the garment industry.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

# Assertiveness Training

## Art of Quick Wit and Repartee

Course No.: CCL012 DD

Learn 'The Art of Gotcha!' Defend yourself verbally with people, instead of knowing with perfect hindsight what you should have said. You, too, can learn how sharpness and clarity of wit and humour can disarm your opponents verbally.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Feb 26	N	75

## Assertiveness Training 1

Course No.: CCL021 DG

Do you want to learn how to increase your self respect and gain the respect of others? Learn how to express yourself openly and honestly without diminishing others, and to say 'NO' in a straight forward manner.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-9:30pm	Jan 22-Mar 26	N	87

# Cycling Skills and Safety

## Basic Bicycle Repair

Course No.: BIKE001 DF

With the emphasis placed on multi-speed bicycles, this course will demonstrate basic bicycle repair and maintenance including the frame, tools required, brake adjustment, freewheel and chain removal, brake and derailleur cable replacement and patching tires.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Feb 7-Feb 28	N	55

# Examining the Unknown

## Are You Psychic? Part I

Course No.: PARA002 DD

Participants will learn methods of ordering the tarot cards to gain insights into the future as open-ended potential rather than fatalism or predestination. Myths and mysticism will be highlighted.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Feb 27	N	75

## Are You Psychic? Part II

Course No.: PARA003 DD

This course will explore the extension of the intuitive processes, or 'hunches' and their leap into 'psychic' forecast. Even the most skeptical among us may have had 'notions' that turned out to be real. This course will extend intuition through various ritualized actions such as staring at tea leaves in a cup, or studying the lines in a hand to come to conclusions about the unforeseen future.

Pre-requisite: PARA002 Are You Psychic? Part I

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Mar 6-Apr 17	N	75

## Exploring Your Personal Mythology

Course No.: PARA015 DF

Discover the healing power of exploring your ancestral and personal myths. Cultivate an enlarged relationship with people and the mysteries of the universe.

Class	Day	Time	Duration	Loc.	Fee
60	Sat*	9-4pm	Jan 27-Feb 24	N	125

\*Every other Saturday

# Centre for Transportation Safety

The Centre for Transportation Safety is devoted exclusively to the development and operation of driver education programs for several types of vehicles. Currently, programs are being offered for motorcycles. Work is underway in the trucking field.

# Motorcycle Training and Safety

## Motorcycle Safety

Course No.: CYCL010 DE

Over 10,000 students have registered in this program since 1982. Students receive a combination of 3 hours in-class and 14 hours on-bike training. Successful graduates receive their 'M' License and may qualify for insurance discounts. Please note that special registration regulation exist for the program. Call 675-5005 for program details.

Class	Day	Time	Duration	Loc.	Fee
01	Fri-Sun	*	Apr 6-Apr 8	N	TBA
02	Fri-Sun	*	Apr 13-Apr 15	N	TBA
03	Fri-Sun	*	Apr 20-Apr 22	N	TBA
04	Fri-Sun	*	Apr 27-Apr 29	N	TBA
05	Fri-Sun	*	May 4-May 6	N	TBA
06	Fri-Sun	*	May 11-May 13	N	TBA
07	Fri-Sun	*	May 18-May 20	N	TBA
08	Fri-Sun	*	May 25-May 27	N	TBA
09	Fri-Sun	*	June 1-Jun 3	N	TBA
10	Fri-Sun	*	June 8-Jun 10	N	TBA
11	Fri-Sun	*	June 15-Jun 17	N	TBA
12	Fri-Sun	*	June 22-Jun 24	N	TBA
13	Fri-Sun	*	July 6-July 8	N	TBA
14	Fri-Sun	*	July 13-Jul 15	N	TBA
15	Fri-Sun	*	July 20-Jul 22	N	TBA
16	Fri-Sun	*	July 27-Jul 29	N	TBA
17	Fri-Sun	*	Aug 10-Aug 12	N	TBA
18	Fri-Sun	*	Aug 17-Aug 19	N	TBA
19	Fri-Sun	*	Aug 24-Aug 26	N	TBA
20	Fri-Sun	*	Sep 7-Sep 9	N	TBA
21	Fri-Sun	*	Sep 14-Sep 16	N	TBA
22	Fri-Sun	*	Sep 21-Sep 23	N	TBA
23	Fri-Sun	*	Sep 28-Sep 30	N	TBA
24	Fri-Sun	*	Oct 5-Oct 7	N	TBA
E1	Tue-Thu	7-10pm	May 8-May 17	Ne	TBA
E2	Tue-Thu	7-10pm	May 22-May 31	N	TBA
E3	Tue-Thu	7-10pm	Jun 5-Jun 14	Ne	TBA

\*Fri(7-10pm), Sat & Sun(8:30am-6pm)

# Personal Growth & Development

## Become More Self Confident

Course No.: PGR0045 DG

Develop confidence and a positive self-image by learning to: know yourself better; like yourself better; stop self-criticism; set realistic personal standards; improve your communication skills; approach new situations with a positive attitude.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9:30pm	Jan 23-Mar 27	N	87

## Developing Personal Power

Course No.: PGR0011 DG

If you want to succeed, you can...but to make things happen you need personal power! This seminar focuses on your hidden self-image and how it relates to self-confidence. It shows how to set goals and reveals strategies for reaching them.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Mar 29-Apr 5	N	60

**Register Early...**  
**Avoid Disappointment**



**Effective Time Management**

Course No.: PGR0012 DG

Making the most of your time is the key to getting the most out of your life. Effective time management focuses on giving you proven methods to increase your efficiency and enhance your effectiveness. This seminar will emphasize the importance of goals and plans, time wasters and drainers will be discussed, as well as techniques for delegating.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Mar 1-Mar 8	N	60

**Etiquette—Builds Confidence**

Course No.: PGR0059 DF

This course will provide the participants with knowledge of the basic manners, dresscode and behaviour often lacking in today's business sector. Knowing the right things to do and say builds confidence and confidence gets noticed. Have fun learning.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Feb 6-Feb 27	N	75

**Mastering Interpersonal Relations**

Course No.: PGR0056 DF

The ability to communicate effectively is a key to healthy productive relationships in our personal, social and business lives. Mastery is the art of making those relationships work for us. Whether exploring barriers to interpersonal communication, dealing with anger, effective listening or conflict resolution, the emphasis in this course will be on group participation, structured exercises and discussion.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9pm	Jan 31-Mar 7	N	125

**Speak With Confidence**

Course No.: PGR0009 DG

Fear of speaking in public is a universal and human trait. By acquiring the simple techniques promoted in this program, you can soon be chairing committee meetings, making business presentations or giving after-dinner speeches with confidence.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Feb 15-Feb 22	N	60

**Successful Negotiating Skills**

Course No.: PGR0013 DG

Successful negotiating is a skill! Like all skills it can be learned and improved through training and practice. Whether you are striving to win a sales contract, settling a labour/management problem or talking to your boss about a promotion, you need negotiating skills to come out a winner.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Mar 15-Mar 22	N	60

**Team Building and Conflict Resolution**

Course No.: PGR0046 DG

People working together as a team generate Synergy! That means, the result is greater than the sum of the individual contributions. To achieve Synergy, we must resolve conflicts, reach consensus and get commitment. This seminar examines strategies for managing conflict effectively. You will be introduced to the utility of disagreement and will acquire methods to arrive at consensus. You will discuss open communication and active listening and techniques for persuasion.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Feb 1-Feb 8	L	60

**Understanding and Planning for Success**

Course No.: PGR0057 DF

This course will help the participants to understand the fundamental aspects of success, the related planning and "implementation" process. Learn how to develop your own personal success "plan-of-action". Learn to help yourself and colleagues by participating and actively listening to all presentations and by offering positive and constructive feedback. People grow with each other, step by step, as they listen to, empathize with, learn from, and support the efforts of others.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Feb 1-Mar 1	N	125

**Your Life Style**

Course No.: PGR0058 DG

Lifestyle evaluation is the first step toward feeling good about yourself. This workshop will give you the opportunity to explore your lifestyle and future goals. You will privately evaluate your current lifestyle and look at where you wish to make changes or improvements. In small groups you will be encouraged to come up with strategies that will help you to achieve a balance in your personal and professional life. Goal setting will focus on the individual future goals of the participants.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4:30pm	Mar 10	L	75

**Personal Health and Well Being****Adults from Alcoholic and Dysfunctional Families**

Course No.: PHLT027 DF

If you grew up in an alcoholic or dysfunctional family, the survival techniques you practised as a child may be causing major problems in adulthood.

This seminar will help you to unravel your fear around rage, conflict, distrust, betrayal and abandonment and provide an opportunity to explore new and healthier coping methods.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-3pm	Feb 3	N	45

**Adults from Alcoholic and Dysfunctional Families Part II:****Learn How to Break the Cycle**

Course No.: PHLT029 DF

For those who grew up in an alcoholic or dysfunctional family, Part II will offer an opportunity to learn how beliefs and values learned in childhood to survive, are effecting relationships with family and friends in adult life. It will be an opportunity to begin to practice alternative communication skills.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Mar 7-Mar 14	N	50

**Co-Dependents and Intervention in the Alcoholic Family**

Course No.: PHLT030 DF

Are you the partner, spouse or friend of an alcohol or drug abuser? Because you care, you may inadvertently be enabling the addiction process. Learn about intervention in this one-day workshop.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 24	N	50

**Growing Older—Getting Better: Total Wellness for The****Older Adult**

Course No.: PHLT042 DF

This workshop will cover the positive aspects of aging for wellness of body, mind and spirit. Come and learn answers to questions related to dealing with doctors, medications, communication with grandchildren and community services.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-4pm	March 10	N	50

**Aging is a Family Affair: For Adults of Aging Parents**

Course No.: PHLT043 DF

Learn ways to make the transition your aging parents have to face, easier for them and more comfortable for you. We will discuss guilt, emotional and physical changes, diet, and community resources. Give your parents the dignity they deserve and the peace of mind you desire.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	N	75

**Therapeutic Crisis Intervention**

Course No.: PHLT033 DG

Therapeutic Crisis Intervention is designed to help staff who work with troubled children and adolescents develop the skills, knowledge and confidence to be in control and deal more effectively with crisis. Participants will master techniques for effectively managing crisis and potentially dangerous situations in ways which help children learn and grow from the experience.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 22-Apr 16	L	279

**The Heart and Stroke Foundation of Ontario**

The Heart and Stroke Foundation of Ontario, in cooperation with Humber College, is pleased to offer the following new courses designed with your health in mind. Further information may be obtained by calling Mary Benedetti, Project Manager, Development Division of Humber College at 675-3111, ext. 4541, or the Heart and Stroke Foundation of Ontario at either 489-7100 or 239-3067.e

**Corporate Health Promotion—Workplace Implementation**

Course No.: PHLT041 DC

This is a one day workshop for occupational health professionals responsible for employee health promotion and education. The presentation, led by a senior volunteer of the Heart and Stroke Foundation, will cover such topics as the keys and strategies to successful health promotion, utilization of the Foundation's Corporate Health Portfolio—Workplace Planner and a discussion on resource support for workplace activities. Ample opportunity is provided for discussion and networking with other participants.



Class	Day	Time	Duration	Loc.	Fee
60	Thu	10-4pm	Mar 29	*	110

\*Columbus Centre, 901 Lawrence Ave. W., at Dufferine

## Corporate Health Promotion— Workplace Leadership

Course No.: PHLT040

This is a one day advanced workshop for occupational health professionals. The presentation, led by a member of the Heart and Stroke Foundation, will cover advanced health promotion skills and leadership training enabling participants to train other health professionals on the use of the Corporate Health Portfolio as a workplace planner.

Class	Day	Time	Duration	Loc.	Fee
60	Fri	10-4pm	Mar 30	*	110

\*Columbus Centre, 901 Lawrence Ave. W., at Dufferine

## Heart Attack? Heart Surgery? What Now?

Course No.: PHLT039

This is a one day seminar for the busy person! Practical and helpful information will be presented on recuperation after a heart attack or heart surgery.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 24	N	75

## Heart Smart Cooking Course

Course No.: PHLT036

The Heart and Stroke Foundation of Ontario, in cooperation with Humber College, is offering a six week cooking course. The course will help you shop wisely, plan healthy meals, and prepare low fat, low sodium recipes. You will receive many new delicious recipes as well as learn techniques to adapt your own favourites. This course is a must for everyone.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Jan 23-Feb 27	*	75
61	Wed	7-9pm	Feb 7-Mar 14	**	75
62	Sat	9:30-11:30am	Mar 3-Apr 7	N	75

\*Humbercrest Sr. P.S., 14 St. Marks Rd. (Jane and Annette)

\*\*Columbus Centre, 901 Lawrence Ave. W., at Dufferin St.E

## Heart To Heart

Course No.: PHLT038

This eight week program is for people who have had a heart attack or heart surgery. A partner is welcome to attend as well. Specialists from different fields provide information on all aspects of heart disease. There will be plenty of time for discussion as well.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-11:30am	Jan 20-Mar 10	N	75

## Rate Your Heart Health

Course No.: PHLT037

Heart disease is controllable! Let's learn how! The influences of exercise, smoking, stress, diet, and blood pressure will be discussed as they apply to heart health. "Take the ticker test here!"

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7:30-9:30pm	Mar 14	N	10

# Canine

## Canine Anatomy & Physiology

Course No.: DOGS008

This is a course for the breeder or the dog show enthusiast to enlighten them on the anatomy and physiology of the dogs they are breeding or showing. This course will also be very helpful for those studying to be professional dog groomers. By understanding the normal, these professionals will better understand how to recognize the abnormal.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 24-Mar 28	L	56

## Canine Elementary Puppy Training

Course No.: DOGS003

This course is puppy training is specifically designed for all puppies aged 3 to 6 months and/or dogs which have never been exposed to formal training. Topics will include: social and behavioural training, social and psychological assessment and problem solving.

This is an ideal course for dog owners who wish to ensure that their pet adapts well to the personal home environment with minimum difficulty.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-8pm	Jan 23-Mar 27	*	85

\* Mimico Adult Centre, 95 Mimico Ave. Toronto, M8V1R4

## Canine Obedience Training – Basic

Course No.: DOGS004

Using the Canadian Kennel Club's Rules regarding Obedience Trials as a basis, the student will be taught the basics of obedience training while working with their own dog. Subject areas to be covered will be: learning to accept praise, heeling on lead, automatic sits, adjustment of speed to suit that of the handler, etc.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	8-9pm	Jan 23-Mar 27	*	85
61	Thu	7-8pm	Jan 25-Mar 29	*	85

\* Mimico Adult Centre, 95 Mimico Ave. Toronto, M8V1R4

## Canine Show Handling – Basic

Course No.: DOGS005

This course introduces the student to the techniques of training and handling the show dog in the conformation show ring coupled with individualized coaching to obtain optimum performance. Emphasis is placed upon the total picture of dog and handler. Topics include: obtaining the dog's attention; turns and floor patterns; table training, steadiness training; the Judge's examination, etc.

Pre-requisite: DOGS003 Canine Elementary Puppy Training

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-10pm	Jan 23-Mar 27	*	85

\* Mimico Adult Centre, 95 Mimico Ave. Toronto, M8V1R4

## Canine Show Handling – Advanced

Course No.: DOGS009

This course builds upon the training and skills developed in Show Handling – Basic with a view to producing a highly effective team of dog and handler. Topics include: critical analysis of various handling styles and methods as shown on videotape, gait is examined in more detail, bait and creative baiting, effective photography.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	8-10pm	Jan 25-Mar 29	*	140

\* Mimico Adult Centre, 95 Mimico Ave., Toronto, M8V 1R4

## Canine Grooming – Basic

Course No.: DOGS006

This course is for the new dog owner or for those needing to learn the basic grooming and maintenance techniques required to properly maintain the dog's coat on a day-to-day basis. Topics covered will depend upon the types of dog represented in the class and typically would include: selection and use of grooming equipment and products, necessary training, physical examination, brushing technique, bathing technique, care of nails, ears, eyes, etc.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	8-10pm	Jan 23-Mar 27	*	140

\* Mimico Adult Centre, 95 Mimico Ave., Toronto, M8V 1R4

## Canine Grooming – Advanced

Course No.: DOGS007

This course is for the serious dog owner who may be preparing the dog for show or who wishes to learn the techniques required to completely maintain the dog's coat on a semi professional basis. Topics covered will depend upon the types of dog represented in the class and typically would include: review of physical examination, grooming and equipment, oil treatments, conditioning methods and wrapping; aseptic and sterilization techniques; use of clippers and scissors; equipment maintenance, etc.

Pre-requisite: DOGS006 Canine Grooming, Basic or equiv.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 25-Mar 29	*	168

\* Mimico Adult Centre, 95 Mimico Ave., Toronto, M8V 1R4

# Sailing/Marine

Toronto's Most Comprehensive Sailing Centre  
We offer:

Tax receipts for fees; free parking; uncrowded harbour; C.Y.A. Certified Instructors.

### Programs:

Junior Sailing 9—16 years; Basic Dinghy; Intermediate Dinghy; Introductory Keelboat; Basic Keelboat Cruising; Intermediate Cruise 'n Learn; Advanced Cruising; Instructor Courses; Coastal Navigation; Celestial Navigation; V.H.F. Radio Operator Certificates; Southern Cruise 'n Learn; Toronto Harbour Licences.

For more information, call Scott Hughes at 675-3111, ext. 4619.

## Celestial Navigation

Course No.: BOAT001

Using the popular H.O. 249 Tables, this course will acquaint the student with basic Celestial Navigation techniques, and reduction methods for determining position at sea from observations of the Sun, Stars, Moon and Planets.

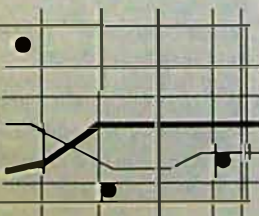
The mechanics of practical sight reduction are emphasized, using a simple 'cook book' method of merely 'following the numbers'.

The course culminates with the optional Canadian Yachting Association 'Celestial Navigation Standard' exam.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Feb 7-May 2	N	199

## Campus Locations

are listed on the  
inside back cover.





**Coastal Navigation**

Course No.: BOAT002

DH

This coastal navigation course introduces students to the knowledge, skills and instruments to navigate successfully in coastal waters. Exercises include: plotting course lines; fixing positions; reading charts; tide calculations. This course will require the purchase of a chart, parallel rules and dividers.

The C.Y.A. navigation exam (optional) may be written at the conclusion of the course.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 30-Apr 3	L	199
61	Thu	7-10pm	Feb 1-Apr 5	L	199

**Coastal Navigation Intensive Weekend**

Course No.: BOAT012

DH

This intensive weekend course is designed for people with busy and erratic schedules. It follows the same curriculum as the full length evening course with the exception that it is condensed into one weekend. The C.Y.A. Navigation exam can be written at the conclusion of the course.

This course will require the purchase of a chart, parallel rules and dividers.

Class	Day	Time	Duration	Loc.	Fee
60	Fri-Sun		Feb 2-Feb 4	N	199

\* Fri(6-9pm); Sat&Sun(9-9pm)

**First Aid and C.P.R. for Boaters**

Course No.: BOAT009

DH

This course, taught by certified first aid and CPR instructors, deals with boating accidents and emergency situations. Problems dealt with include sunburn, sunstroke, rope burns, hypothermia, drowning, dehydration, severed fingers and boating equipment. Certification by St. John Ambulance and the Heart and Stroke Foundation of Ontario.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 31-Mar 7	N	99

**Learn To Scuba Dive**

Course No.: SAIL050

DH

In co-operation with Leverick Bay Resort and Dive BVI, our Sailing Centre is offering one week PADI-certification dive courses located in the tropical paradise of the British Virgin Islands. Included in your one week package is return air from Toronto, 7 days and nights at Leverick Bay, 7 breakfasts, 4 lunches, 4 dinners, all instruction and instructional materials. Rates are based on 'per person, double occupancy'. Fee: \$1895.00. (Single supplement of \$285. is in effect.) Departures begin December 30, 1989 and run every Saturday until April 14, 1990. For further information or to register, please call 675-3111, ext. 4619.

**Marine Electronic Instruments**

Course No.: BOAT016

DH

An introductory course designed to help the recreational boater select, install and perform minor repairs on marine electronic equipment. Sat nav, loran, wind speed and direction, knot meters, depthsounders and fishfinders are just some of the instruments to be discussed and demonstrated. Taught by an industry professional, if you have electronic instruments on your boat, you should take this course.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 29-Mar 19	L	129

**Outboard Motor Mechanic**

Course No.: BOAT018

DH

Eliminate those costly tune-ups and overhaul charges. This program will take the mystery out from under that engine cowl—basic 2-stroke engine theory with a strong 'hands on' approach. Taught by a certified mechanic, students will be encouraged to bring in their own outboards and work on them. A valuable course for sailboaters with auxiliary outboards and for recreational powerboaters.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 30-Mar 20	N	129

**Pleasure Craft Ownership & Marine Law**

Course No.: BOAT019

DH

This course will be taught by a lawyer specializing in Marine law. A variety of specific topics will be covered related to the legal aspects of vessel ownership and operation, e.g. registration and licensing requirements, buying and selling a small boat, marinas and marina contracts, regulations for small craft operation, criminal liability arising out of operation of craft, etc.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 31-Mar 21	N	159

**Sailboat Diesel Engine Maintenance**

Course No.: BOAT004

OH

This course will acquaint sailors with the principles of the internal combustion diesel engine. You will become familiar with engine operation, routine maintenance, such as fuel filters, and oil changes, as well as minor repairs which can be handled easily with a minimal tool kit.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 31-Mar 7	L	96

**Sailing South**

Course No.: BOAT021

DH

Learn everything you need to know about taking your boat south to the Caribbean and back again. Taught by a couple who did just that. Slides and indepth explanations on everything such as provisioning, routing, customs and even the greatest beaches.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-10pm	Jan 29-Feb 7	L	50

**Sailmaking & Repair**

Course No.: BOAT010

DH

Learn the mysteries behind sail making and repair. Taught by a leading sailmaker, topics covered include: materials, cloth, shape, repair and sail theory. Students may bring their own sails in to be re-cut. An excellent opportunity to learn a new skill and understand how a sail is built. This course will be taught in a local sail loft.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 31-Mar 21	L	129

**Southern Cruise 'n Learn**

Course No.: SAIL040

DH

Imagine sailing in the Caribbean this Winter with Humber College Sailing Centre. We offer certified sailing courses that include full-time instructors, textbook, logbook, yacht, all meals except three, return airfare and transfers. See the Virgin Islands and learn to sail as well.

All course are taught by C.Y.A. certified professional instructors. A low student-instructor ratio ensures maximum personal attention. Basic, intermediate and advanced courses will be available.

Departures for your one week adventure begin December 30, 1989 and run every Saturday until April 14, 1990. Fee: \$1695.00. For more information or to register, call 675-3111, ext. 4619.

**Southern Cruise 'n Learn (Advanced)**

Course No.: SAIL042

DH

This is a very demanding course designed for sailors with an extensive sailing background or graduates of the C.Y.A. Intermediate program.

Sail trim, navigation, night sailing and passage making will be taught as you sail from the British Virgin Islands to Anguilla, St. Maarten and St. Barts.

This course also includes your textbook, logbook, accommodation, all meals except three, return airfare (from Toronto) and transfers. Valid passports are required for all students.

Departures begin March 3, 1990 and run every Saturday until April 14, 1990. Fee: \$1,895.00. For more information or to register, please call 675-3111, ext. 4619.

# Microcomputers and You

## Computers, Microcomputers and Information Systems

There are two ways for you to study computer and information courses at Humber. You may elect to take either credit courses leading to a post-secondary certificate (eg. Computer Programming Certificate) or 'stand-alone' non-credit courses. Certificate programs are usually comprised of 10 or 12 courses; each course is 14 weeks in length. In all post-secondary credit courses, there are formal evaluations and compulsory attendance requirements. A non-credit course is designed primarily for the adult learner who requires skill and knowledge upgrading or updating. In a non-credit course the emphasis is on practical, hands-on learning, using up-to-date examples. There are no formal evaluations. For more information on credit courses at the North Campus, please call Arlene Werenich, 675-3111, ext. 4034; credit and non-credit courses at the Lakeshore Campus, call Jane Russ at 252-5571; non-credit at the North Campus, Woodbine Centre, and Keele Dale, call Scott Hughes at 675-5060. Please refer to the index for course descriptions and locations.e

**Please Note:** Students may be required to share computers in some labs.e

**Build Your Own Computer**

Course No.: MICR033

DG

This course is for the person who would like to learn how to build an IBM compatible computer. You will learn how to set up and address the different ports. Learn to format and partition a hard disk. Learn to set up a computer for the software to be used. Learn to trouble-shoot problems that are most common to computers and how to avoid them. Also how to manage and set up your hard disk properly.



Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 23-Mar 6	Le	145

**Computerize Your Business Accounting**

Course No.: MICR032

DD

This comprehensive program using the 'Accpac' Accounting Systems will provide you with a tailored program for the small and medium size business. To meet your needs, the following items will be covered: general ledger system maintenance, accounts receivable/accounts payable, integrating payroll and inventory.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Mar 8-Apr 19	WC	215
61	Mon-Wed	9-4pm	Feb 26-Feb 28	WC	215

**Data Base III Plus - Introduction**

Course No.: MICR025

DD

DBASE III Plus is one of the most popular, easy-to-use and powerful data entry, data manipulate and reporting data base management software applications. In this 'hands-on' course the student will learn the hows/whens/whys/whats and which DBASE III Plus commands to use in order to enter, manipulate and extract information from a single or multiple database. The knowledge gained from this course will enable effective application for home, office, or business use.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 28	Ne	215
61	Sat	9-12noon	Jan 20-Mar 3	Ne	215
62	Mon	6-9pme	Mar 5-Apr 23	N	215
63	Mon	5-8pme	Jan 15-Feb 26	L	215
64	Mon	5-8pme	Mar 5-Apr 16	L	215

**Data Base III Plus - Advanced**

Course No.: MICR026

DD

This course is designed for those who would like to extend their knowledge of DBASE III Plus into the realm of programming an application. Through the creation of a menu driven environment the student will learn how to automate the various DBASE III Plus commands for data entry, data manipulation, and customized reporting. The techniques, tips, and traps can be transferred and applied to a typical application, e.g. payroll, accounting, inventory control, etc.e

**Pre-requisite:** MICR025 DBASE III Plus, Introduction or relevant experience

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Mar 1	Ne	215
61	Wed	7-10pm	Mar 7-Apr 18	Ne	215
62	Sat	9-12noon	Mar 10-Apr 28	Ne	215
63	Mon	8-11pm	Jan 15-Feb 26	Le	215

**Data Base III Plus - Advanced 2**

Course No.: MICR031

DG

After completing the procedures to input client and client product codes, participants will plan and set up an invoicing system based on the client and product codes as well as inventory data.

The aim is to produce codes that will generate invoices while at the same time update inventory files using existing customer information and product information.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	8-11pm	Mar 5-Apr 16	L	215

**IBM-DOS - Introduction**

Course No.: MICR015

DD

This course will provide the novice user of IBM PC, PC Jr and 'compatibles' with an understanding of the hardware, and basic DOS commands, for example: Format, Control/Editing, Directing, Files, Editing, Treed Directories, Batch Commands.

Students all receive 'hands-on' instruction on IBM PC's.

Class	Day	Time	Duration	Loc.	Fee
61	Thu	6-9pm	Jan 18-Mar 1	WC	215
63	Sat	9-12noon	Jan 20-Mar 3	WC	215e
64	Fri	6-9pme	Mar 9-Apr 27	WC	215
65	Sat	9-12noon	Mar 10-Apr 28	WC	215
66	Mon	6-9pme	Jan 15-Feb 26	K	215
67	Thu	6-9pme	Mar 8-Apr 19	K	215
68	Mon-Wed	9-4pm	Jan 15-Jan 17	WC	215
69	Wed	5-8pm	Jan 17-Feb 28	L	215
70	Sat	1-4pme	Jan 20-Mar 3	L	215
71	Wed	5-8pme	Mar 7-Apr 18	L	215
72	Sat	1-4pme	Mar 10-Apr 28	L	215

**IBM-DOS - Advanced**

Course No.: MICR016

DG

This course will provide participants with a detailed understanding of the structure of the IBM PC DOS and all commands in the 3.2 version.

It includes a brief overview of the material covered in the introductory course and explains in detail all other DOS commands, functions and routines.

Students receive 'hands-on' instruction on IBM PC's.

**Pre-requisite:** MICR015 IBM-DOS-Introduction or relevant experience

Class	Day	Time	Duration	Loc.	Fee
60	Wed	8-11pme	Jan 17-Feb 28	L	215
61	Wed	8-11pme	Mar 7-Apr 18	L	215
62	Fri	6:30-9:30pm	Mar 9-Apr 27	WC	215

**Lotus 1,2,3 - Introduction**

Course No.: MICR017

DD

This 'hands-on' course, designed for the novice user, will start with an introduction to the keyboard, teach the student how to create, alter and print spreadsheets for financial/statistical analysis and for data base manipulation, to prepare various types of graphs from spreadsheets and to automate the above processes using simple macros.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pme	Jan 15-Feb 26	N	215
61	Fri	7-10pme	Jan 19-Mar 2	N	215
62	Sat	9-12 noon	Jan 20-Mar 3e	N	215
63	Tue	7-10pm	Mar 6-Apr 17	N	215
65	Sat	1-4pm	Jan 20-Mar 3	WC	215
66	Sat	1-4pm	Mar 10-Apr 28	WC	215
67	Wed	6-9pm	Jan 17-Feb 28	K	215
68	Tue	6-9pm	Mar 6-Apr 17	K	215
69	Tue	6-9pm	Jan 16-Feb 27	N	215
70	Fri*	6-9pm	Mar 9-Apr 27	N	215
71	Mon-Wed	9-4pm	Jan 29-Jan 31	WC	215
72	Mon-Wed	9-4pm	Mar 26-Mar 28	WC	215
73	Fri	5:30-8:30pm	Jan 19-Mar 2	L	215
74	Thu	6-9pm	Jan 18-Mar 1	N	215
75	Thu	7-10pm	Mar 8-Apr 9	N	215

**Lotus 1,2,3 - Advanced**

Course No.: MICR018

DD

Designed for the experienced practitioner who wants to expand his/her LOTUS knowledge into the advanced areas of printing commands, spreadsheet manipulation, graphing techniques, macro creation and execution, data base manipulation, importing/exporting data

to/from non-LOTUS applications. This will enable the practitioner to prepare more visually pleasing spreadsheets, graphs and reports from a variety of sources and to automate his/her printing.

**Pre-requisite:** MICR017 Lotus 1,2,3-Introduction or relevant experience

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pme	Jan 18-Mar 1	N	215
61	Mon	7-10pme	Mar 5-Apr 23	N	215
62	Thu	6-9pme	Mar 8-Apr 19	N	215
63	Sat	9-12noon	Mar 10-Apr 28	N	215
64	Wed	6-9pme	Jan 17-Feb 28	N	215
65	Fri	5:30-8:30pm	Mar 9-Apr 27	L	215

**Lotus 1,2,3 Macros**

Course No.: MICR020

DD

Designed specifically for those who want to become a 'power user' through extensive utilization of the Command Language facility. The course will allow you to create an environment using advanced macro programming techniques which will allow the less sophisticated users to benefit from the convenience of LOTUS 1,2,3.

**Pre-requisite:** MICR018 Lotus 1,2,3 Advanced

Class	Day	Time	Duration	Loc.	Fee
60	Sat	1-4pm	Jan 20-Mar 3	Ne	215
61	Wed	6-9pme	Mar 7-Apr 18	N	215
62	Sat	1-4pme	Mar 10-Apr 28	N	215
63	Tue	6-9pme	Jan 16-Feb 27	N	215
64	Tue	7-10pm	Mar 6-Apr 17	Ne	215

**Microcomputer Keyboarding - Basic**

Course No.: MICR028

DG

Everyone should learn the basics of typing. This course is designed to introduce the student to the computer and typewriter keyboard through the touch typing method of instruction. In addition, proper typing posture, parts of the computer and typewriter, and some basic set-up techniques will be covered. Achievement level is 20 wpm.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9:30pm	Jan 23-Mar 27	L	145
61	Wed	7-9:30pm	Jan 24-Mar 28	L	145

**Microcomputers for Adults**

Course No.: MICR030

DD

This course is aimed at introducing adults to an IBM PC. An overview of DOS, Lotus 1, 2, 3 and WordPerfect will be discussed and students will have the opportunity to work with these very popular software programs. This course is being offered at the same time as Microcomputers For Youths. Families are encouraged to participate.

Class	Day	Time	Duration	Loc.	Fee
60	Sun	9-12:00noon	Jan 21-Mar 4	N	215
61	Sun	1-4pm	Jan 21-Mar 4	N	215

**Ventura Desktop Publishing****—Introduction**

Course No.: MICR010

DD

Desktop publishing provides the tools to give text a typeset appearance, combine it with pictures and drawings on the screen, and rearrange the format to achieve just the look you want before sending it to the printer. This course will cover the basic concepts involved with desktop publishing utilizing practical hands-on work with IBM PC computers and the Ventura Publisher software. A working knowledge of DOS will be assumed within this course.

**Complete Registration  
Information on page 2**



Class	Day	Time	Duration	Loc.	Fee
60	Mon&Tue	9-4pm	Jan 22-Jan 23	WC	295
61	Mon&Tue	9-4pm	Feb 19-Feb 20	WC	295
62	Mon&Tue	9-4pm	Mar 19-Mar 20	WC	295

### WordPerfect -- Basic -- Version 5.0

Course No.: MICR034

DD

The student of this very popular word processing software package will learn the following: how to create, save, edit and print a document; copy, move and delete text; page, line and print formatting; tabs and indenting; spellers and thesaurus; windows; file management; line drawing. A textbook must be purchased at the first class.

Class	Day	Time	Duration	Loc.	Fee
60	Fri	6-9pm	Jan 19-Mar 2	N	215
61	Sat	9-12noon	Jan 20-Mar 3	N	215
62	Thu	7-10pm	Mar 8-Apr 19	N	215
63	Fri	6-9pm	Mar 9-Apr 27	N	215
64	Tue	6-9pm	Jan 16-Feb 27	K	215
65	Mon	6-9pm	Mar 5-Apr 23	K	215
66	Mon-Wed	9-4pm	Feb 12-Feb 14	WC	215
67	Mon-Wed	9-4pm	Mar 12-Mar 14	WC	215
68	Sat	1-4pm	Jan 20-Mar 3	WC	215
69	Mon	6-9pm	Mar 5-Apr 23	WC	215
70	Sat	9-12noon	Mar 10-Apr 28	WC	215
71	Sat	1-4pm	Mar 10-Apr 28	WC	215
72	Thu	6:30-9:30pm	Jan 18-Mar 1	L	215
73	Fri	6-9pm	Jan 19-Mar 2	L	215
74	Sat	9-12noon	Jan 20-Mar 3	L	215
75	Fri	6-9pm	Mar 9-Apr 27	L	215

### WordPerfect -- Advanced -- Version 5.0

Course No.: MICR035

DD

Students in the advanced course will cover the following functions: endnotes and footnotes; merging primary and secondary files to generate form letters and labels; macros; math/newspaper/parallel columns; table of contents; lists and indexes; math; importing files, and integrating text and graphics. A textbook must be purchased at the first class.

**Pre-requisite:** MICR034 WordPerfect— Basic - Version 5.0, or relevant experience

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Feb 26	N	215
61	Tue	7-10pm	Jan 16-Feb 27	N	215
62	Tue	6-9pm	Mar 6-Apr 17	N	215
63	Sat	9-12noon	Mar 10-Apr 28	N	215
64	Wed	6-9pm	Mar 7-Apr 18	WC	215
65	Thu	6:30-9:30pm	Mar 8-Apr 19	L	215
66	Sat	9-12noon	Mar 10-Apr 28	L	215

### Your Personal Computer -- Introduction

Course No.: MICR003

DD

In this intensive, 'to the point' 'hands-on' course you will learn how the computer can help you work more efficiently and effectively in its wide variety of applications. Discover the difference a computer can make in your business life. Taught on IBM PC's.

Class	Day	Time	Duration	Loc.	Fee
60	Fri	6-9pm	Jan 19-Mar 2	WC	215
61	Sat	9-12noon	Jan 20-Mar 3	WC	215
63	Thu	6-9pm	Jan 18-Mar 1	K	215
64	Wed	6-9pm	Mar 7-Apr 18	K	215
65	Thu	6-9pm	Jan 18-Mar 1	L	215
66	Thu	6-9pm	Mar 8-Apr 19	L	215

## Microcomputer Workshop Series

These intensive workshops have been designed for the busy student who would like to complete the course in one weekend!

They are aimed at the novice user and students can take any or all of these courses in the series.

### IBM -- DOS -- Workshop for the Novice

Course No.: MICR037

DD

DOS is the operating system of IBM's and IBM compatible computers. This course will allow you to maximize your computer's resources as you learn more about DOS. This course is 'hands-on'.

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	*	Jan 27-Jan 28	N	125
61	Sat&Sun	*	Feb 24-Feb 25	N	125

\*Sat.(1-4pm) and Sun.(9-4pm)1

### Lotus 1, 2, 3 -- Workshop for the Novice

Course No.: MICR039

DD

This 'hands-on' course will explore the various features of Lotus, and allow the novice to become familiar with creating spreadsheets, manipulating data and generating functional and attractive information from the data.

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	*	Feb 3-Feb 4	N	125
61	Sat&Sun	*	Mar 3-Mar 4	N	125

\*Sat.(1-4pm) and Sun.(9-4pm)1

### Microcomputers -- A Workshop for the Novice

Course No.: MICR036

DD

This nine hour 'hands-on' course will introduce participants to DOS, WordPerfect 5.0 and Lotus 1,2,3. You will become familiar with the computer and knowledgeable in the capabilities of these popular software packages. This is an excellent beginning course to becoming 'computer literate'.

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	*	Jan 20-Jan 21	N	125
61	Sat&Sun	*	Feb 17-Feb 18	N	125

\*Sat.(1-4pm) and Sun.(9-4pm)1

### WordPerfect, Version 5.0 -- Workshop for the Novice

Course No.: MICR038

DD

This nine hour course will give the participant a working knowledge of this word processing package. WordPerfect is a powerful tool for anyone who does any writing. This course is entirely 'hands-on'.

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	*	Feb 10-Feb 11	N	125
61	Sat&Sun	*	Mar 10-Mar 11	N	125

\*Sat.(1-4pm) and Sun.(9-4pm)

## General Interest

### Videography for the Beginner

Course No.: CCL.079

DF

Students will learn how to plan, light, shoot and edit single camera video productions. Students can apply learned skills to assemble wedding, historical and other video programs for fun or profit.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 23-Mar 13	N	125

## Travel and Learn Safari-- Kenya, Tanzania, Mauritius

This escorted photographic safari includes two of the world's natural wonders: Ngorongoro Crater, with a fantastic profusion of wildlife inside an ancient volcano; and "The Migration", the annual journey of 1 1/2 million animals into Masai Mara Game Reserve. Then explore the exotic and diverse island culture of Mauritius, a remote paradise off the coast of Africa in the Indian Ocean.

Departure: July 6, 1990 for three weeks.

For details contact Steve Harrington, 675-3111, ext. 4027, Room K201.

### Independent Long Term Travel

Course No.: CCL.080

DG

This course has been designed as a practical guide for organizing independent, long-term travel. It is meant for people who would like to travel 3-6 months to years, and it focuses on those areas we feel are most important: your health and safety, your time and money, and your peace of mind. It will also provide material on customs and immigration, transportation, accommodation, mail, photography, travel books, preparations, packing, safety and certain 'scams' to watch for.

Class	Day	Time	Duration	Loc.	Fee
60	Fri&Sat	*	Feb 2-Feb 3	L	90
61	Fri&Sat	*	Mar 23-Mar 24	L	90

\*Friday(6-9pm), Saturday(9-4:30pm)

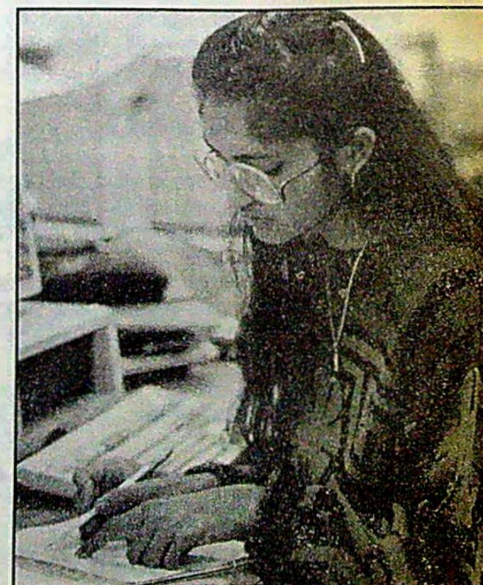
### Travel and Learn -- In Turkey

Course No.: CCL.093

DG

Another offering in the popular 'Travel and Learn' series, this course will introduce the student to the wonders of Turkey. Turkey is the home of the world's oldest discovered city but modern Turkey is no less fascinating. Classroom instruction will be planned to include guest speakers, slides and videos as well as a visit to a Turkish restaurant. After the course, an optional trip to Turkey will be planned for later in the year.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Feb 26-Mar 26	L	99





## HealthLine

### HealthLine Programs

Before registering with Humber College for a HealthLine program, please call 749-9194 to verify that space is available in the course of your choice. HealthLine course fees include all supplies, texts, certificate fee, etc.

#### Back Health

Course No.: HLIN007

FN

A program designed to foster the understanding of back physiology and how injuries may occur. The discussion centres around basic anatomy and physiology, posture, lifting and other pertinent aspects related to back health. Participants each receive a resource manual.

Note: It is not advisable to take an exercise course and a back health course concurrently if you are taking a back health program due to a back injury.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 3	N	100

#### Nutrition

Course No.: HLIN005

FN

Participants learn the basic components of good nutrition by reviewing the major food groups and the issues surrounding food supplements and additives. Discussions will also centre around how to make easy lifestyle changes by balanced meal planning, increasing fibre intake and learning methods to reduce fat, cholesterol and salt intake. The chronic 'dieter' will learn about the relationship between nutrition, weight control and the effects of dieting on total health.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 3	N	100

#### Smoking Cessation

Course No.: HLIN001

FN

A personalized smoking cessation program utilizing a group setting to provide support. The program emphasizes habit control through behaviour modification and stress management techniques. Participants each receive a resource manual plus information regarding health risks, exercise and nutrition.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-8:30pm	Jan 22-Feb 19	N	175

#### Stress Management

Course No.: HLIN006

FN

Participants are taught how to assess the stressors in their own lives, as well as how to create a personal plan for managing the positive and negative effects of stress.

Stress management techniques are taught to help you deal with the physical, emotional and mental reactions to stress. Participants receive a reference manual to reinforce the stress management information.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	9-4pm	Apr 21	N	100

## Law and Security

Program Coordinator:

Scott Nicholls 252-5571, Ext. 3269.

### Advanced Police Science

#### Advanced Police Science Certificate - Program 128

This certificate program offers students the opportunity to gain a new awareness of behavioural factors which affect individual and group behaviour in a changing society. Designed for law enforcement officers, the program consists of a variety of studies based on professional law courses, and supported by a number of applied behavioural science offerings. For further information call Scott Nicholls, 252-5571. Eight (8) courses are required for the completion of the certificate.

Courses: Criminal Evidence; Crime, Nature of; Crime Prevention; Criminalistics; Crisis Intervention; Drug Investigation Techniques; Practical Evidence; Law & Civil Rights; Law Enforcement, Issues in; Law Enforcement, Philosophy of; Police & Minority Groups; Social Values for Law Enforcement Personnel; Young Offender, The; International Terrorism; Senior Investigators Problem Solving.

#### Advanced Investigation Issues

Course No.: LASP606

DG

Topics such as police interrogation, search and seizure, wiretaps, informants and the special problems involved in the investigation of sexual and domestic assaults, driving offences and commercial crime will be discussed. Guests representing the police and judicial systems will assist with selected issues.

Pre-requisite: LASP614 Practical Evidence

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

#### Computer Usage for Police

Course No.: LASP617

DG

More and more, police forces are computerizing various aspects of the service. This course is a 'hands on' course designed to remove the mystery of computers and to teach word processing and database management. Wordperfect and dBase 3+ will be featured.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	L	81

#### Criminalistics

Course No.: LASP609

DG

This course will familiarize the students with the various aspects of criminalistics. Emphasis will be given to the nature of evidence, and duties of the first officer at a crime scene. Also discussed will be such areas as: death investigation, coroner's act, police photography and the centre of forensic science.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

#### Crisis Intervention

Course No.: LASP608

DG

This course is designed to acquaint the student with a new understanding of prevention, more efficient techniques and methodology for assisting both individuals

and families in enhancing their capacities to meet and overcome the problems of day-to-day existence. The student will be introduced to a variety of alternatives for problem solving. Each will be examined in relation to various age groups, and cultural backgrounds. The use of community and personal resources as well as background on family reaction to crisis intervention will provide the student with information and expertise for intervention and assistance for families in stressful situations.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

#### Customs/Immigration Procedures

Course No.: LASP615

DG

The course is divided into two parts; dealing with manpower and immigration as it pertains to the duties of an immigration officer at the borderpoint and also at the inland positions.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

#### Drug Investigation Techniques

Course No.: LASP612

DG

Drug investigation, (i.e. narcotics, controlled drugs and restricted drugs) will be emphasized in this course. Areas discussed will include: possession, possession for trafficking, analysis, certificate, service and search and seizure. Special emphasis will be given to handling of exhibits and various aspects of investigations.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

#### Effective Court Room Presentation

Course No.: LASP530

DG

The ability of law enforcement practitioners to give effective evidence in court is extremely important. This course is designed to improve the practitioner's ability to present effective evidence in court by providing an opportunity to enhance presentation skills and level of confidence when speaking in the court room environment. Role playing and video equipment is used to enhance confidence in presentation.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	L	81

#### International Terrorism 2

Course No.: LASP652

DG

This second level course will provide an opportunity for students to continue the study of worldwide terrorism and counter-terrorism. More in depth examination of terrorist groups will be the major focus of this course. Pre-requisite: LASP651 International Terrorism 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

#### Issues in Law Enforcement

Course No.: LASP603

DG

This course intends to engage the student in an ongoing study, including discussion of some current social issues, faced by the law enforcement officer in the course of his duty. Use will be made of up-to-date material and the personal experiences of the participants.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**Registration Opens  
December 4th**



**Nature of Crime**

Course No.: LASP600 DG

In this course a number of key theories explaining deviant behaviour will be presented and analysed. The primary focus will be on attempting to understand the social factors contributing to patterns of deviant behaviour. Also to be discussed is an analysis of how these patterns are learned and acted out.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

**Philosophy of Law Enforcement**

Course No.: LASP602 DG

In this course, law enforcement will be reviewed and analyzed as a sociological phenomenon. Basic sociological concepts (alienation, status, role, norms, values, etc.) will be used as tools to gain an understanding of a variety of topics (attitudes at the levels of society, problems related to selective enforcement, crime reporting and statistics, effect of the communications media, etc.).

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

**Police and Minority Groups**

Course No.: LASP604 DG

This course is designed to investigate the concepts of race/ethnic groups, from a non-judgmental, non-evaluative scientific stance. An investigation would have as its aim, the deepening of the student's knowledge of interpersonal dynamics which could lead to prejudicial attitudes. Members of ethnic, racial and other minority communities, will be invited to speak to the class.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

**Police Promotional Writing**

Course No.: LASP616 DG

In response to the increasing amount of report writing and to the tendency toward 'essay type' examinations, this course is designed to improve skills and to teach new skills in order that you be better prepared for your day-to-day administrative duties and promotional exams.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**Practical Evidence**

Course No.: LASP614 DG

This course will offer a blend of theory and practice in the gathering and presentation of evidence. Emphasis will be placed on the psychological and legal aspects of taking statements from accused persons, and non-police witnesses. As well, the police officer as a witness will be studied in depth in terms of notebooks, case preparation, confidentiality, dealing with defence counsel and presentation of evidence.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**The Enforcement of Morals Legislation**

Course No.: LASP631 DG

This course is designed to discuss the enforcement of morals through the legislative process. Morals offences such as prostitution and pornography will be examined in an attempt to understand the role that law plays in enforcing morality.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

**The Young Offender**

Course No.: LASP601 DG

There are a number of theories which have been developed in an effort to explain juvenile delinquency. In this course, concepts of juvenile delinquency, its common aspects and legal connotations will be discussed. Emphasis will be placed on means of handling the young offenders at the pre-trial stage.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**Police Management****Effective Police Communication**

Course No.: LASM501 DG

The reflection of management assumptions in police communications will be discussed, particularly as they apply to the role of originators and recipients of police communications and the environmental pressures affecting them. Barriers to effective communication and effective listening will be debated and practical exercises will be held.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

**Police Organizational Behaviour**

Course No.: LASM503 DG

This course examines the effects of individual behaviour on relations within the organization. Starting with sample ideas on what affects behaviour, it looks at the results in one-to-one situations, in small groups and relates this to the overall organizations.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

**Supervisory Practice**

Course No.: LASM505 DG

This course will be designed to introduce and examine current trends, theory, and research related to supervisory practices. It will also provide opportunities for participants to identify and discuss their own attitudes and values — especially as they relate to their own leadership behaviour, and to create opportunities for participants to practice and improve their own supervisory skills.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

**Security Studies Program****Home Security**

Course No.: LASN024 DG

This seminar is designed to introduce the homeowner to security measures that will help protect him/her from criminal threats. Focus will be on methods that can be taken to protect your home from vandals and common criminals.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Feb 5	N	25

**Introduction to Security**

Course No.: LASN025 DG

This course is designed for those interested in a security career. It is a basic security training course focusing on the Private Investigations, Security Guards Act of Ontario, field notes, report writing, observation techniques and powers of arrest etc. On completion of this course the participant should have the skills necessary to enter the security profession.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	8-5pm	Feb 17-Feb 24	N	60

**Intermediate Security Practice**

Course No.: LASN026 DG

This course would be of interest to those who have completed our Introduction to Security course. Focus in this course will be on effective writing, safety, fire prevention, special situations and problem solving. Terrorism, bomb threats, etc. will also be discussed.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	8-5pm	Mar 3-Mar 10	N	60

**Seminars**

These seminars are designed specifically for participants in the Advanced Police Science Certificate Program. Participants will be awarded a Certificate of Participation upon successful completion — Intelligence & Counter Terrorism — Terrorism in the Third World — Introduction to Executive Protection — Terrorism & The Drug Connection.

**Defusing Anger**

Course No.: LASN019 DG

The focus of this seminar will allow the participant to explore the dynamics of personal anger and assist in developing techniques for responding to anger and hostility in others.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Jan 27	WC	55

**Executive Protection — Introduction**

Course No.: LASN008 DG

Participants gain an understanding of executive protection theory and tactics at both corporate and government level. Kidnapping, hijacking, bomb threats, etc., will be discussed in detail.

Class	Day	Time	Duration	Loc.	Fee
60	Fri&Sat		Jan 19-Jan 20	N	55

\* Fri(7-11pm), Sat(9-5pm)

**Intelligence & Counter Intelligence**

Course No.: LASN001 DG

Participants gain an understanding of intelligence at work at the national and international level. The use of intelligence in countering terrorism is covered. Espionage activity in Canada and the U.S.A. is also discussed.

Class	Day	Time	Duration	Loc.	Fee
60	Fri&Sat		Feb 2-Feb 3	N	55

\* Fri (7-10pm); Sat (9-5pm)

**Non Verbal Communication as an Investigative Aid**

Course No.: LASN012 DG

This seminar is of particular interest to those police officers who wish to be more aware of non-verbal messages in an interview or interrogation situation. The goal of the program is to focus on all aspects of human communications, including verbal, non-verbal and paralanguage.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 10	WC	55



### Survival Skills for Law Enforcement Officers

Course No.: LASN016 DG  
Participants will develop a better understanding of the dynamics of lethal confrontation. Focus will be on close confrontation, low light shooting cover, movement, and concealment.

Class	Day	Time	Duration	Loc.	Fee
60	Fri&Sat		Feb 23-Feb 24	N	55

\* Fri. (7-11pm), Sat. (9-5pm)

### Terrorism & The Drug Connection

Course No.: LASN011 DG  
Participants gain an understanding of how terrorists work hand in hand with organized crime and foreign governments to finance their terrorist operations through the sale of drugs.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-11pm	Jan 29	N	25

### Terrorism in North America

Course No.: LASN027 DG  
This seminar is designed to introduce the participants to the different terrorist groups that have operated in North America. The study will include motivations, organization, weapons and financing.

Class	Day	Time	Duration	Loc.	Fee
60	Fri&Sat		Feb 9-Feb 10	N	55

\* Fri (7-11pm); Sat (9-5pm)

### Terrorism in The Middle East

Course No.: LASN029 DG  
This seminar is designed to introduce the participants to different active terrorist groups operating in the Middle East. The focus will include tactics, organization, weapons and financing. The Fatah, Hezbolah, P.L.F. and others will be covered.

Class	Day	Time	Duration	Loc.	Fee
60	Fri&Sat		Mar 9-Mar 10	N	55

\* Fri (7-11pm); Sat (9-5pm)

### Certified Protection Officer Program 138

The Certified Protection Officer Program is a home/distance study course in security procedures for security officers working in the field who wish for certification of their skills and knowledge. For further information call Scott Nicholls, 252-5571, ext. 3269.

### Pruning – The Practical Approach

Course No.: LAND003 AD  
Timing, proper tools, and a common sense approach to basic pruning principles will lead to healthy, vigorous vines, evergreens, flowering shrubs and productive fruit trees.

Class	Day	Time	Duration	Loc.	Fee
50	Wed	6:30-9:30pm	Apr 4	N	15
51	Sat	9-12noon	Apr 7	N	15

## Landscaping

### Landscape Design Certificate A and B – Program 183

This two-part certificate program offers to those who cannot pursue a full-time course of study, an opportunity to develop a proficiency in landscape design and representation of small scale projects. Individual credits earned may also be applied towards the Landscape Technician/Technologist Diploma. This program will be of interest to those:

- \*currently working in the landscape/nursery industry and seeking self-improvement;
- \*currently working in other design-related areas of landscape construction;
- \*considering a career in the landscape industry.

This program consists of the following courses:

Courses > Prerequisites

Certificate A (Basic)

Landscape Drawing 1 > none

Landscape Design 1 > Landscape Drawing 1

Landscape Design 2 > Landscape Design 1

Materials & Techniques > Landscape Drawing 1

Plant Identification > none

Certificate B (Advanced)

Landscape Design and Present. 1 > Certificate A

Landscape Design and Present. 2 > Landscape

Design and Present. 1

Site Construction > none

Landscape Estimating > none

### Horticultural Certificate – Program 182

This program could provide the basis for a career in the Horticulture Industry. Studies will include botany, plant identification, tree and shrub care, general culture of plants and turf management. The program consists of the following 4 courses.

Requisite Courses > Prerequisites

Horticulture Science 1 > none

Horticulture Science 2 > Hort. Science 1

Horticulture Science 3 > Hort. Science 1

Horticulture Science 4 > Hort. Science 1

### Interior Plantscaping Certificate – Program 184

This program will provide basic information for a career in interior plant installations and maintenance involving commercial or residential structures. The increasing use of plants to improve and enhance interior environments has created a demand for trained staff in this area.

Courses > Prerequisites

Interior Plantscaping 1 > None

Interior Plantscaping 2 > Int. Plant. 1

Interior Plantscaping 3-Structural Pest Control > None

### Horticulture Science 1

Course No.: HORT801 AD  
This prerequisite course is required in order to proceed to all levels of the Certificate program. Students will be introduced to studies in botany, plant classification, reproduction, plant identification, and soils.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 3	N	66.60

### Horticulture Science 2

Course No.: HORT802 AD  
Students will study turf management techniques, including common turf weed identification, turf varieties, irrigation practices and equipment. Arboriculture is introduced. This includes nursery management and tree maintenance practices. Plant identification continues.

Pre-requisite: HORT801 Horticulture Science 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 4	Ne	66.60

### Horticulture Science 4

Course No.: HORT804 AD  
Plant identification in this course emphasizes plant material propagated or grown in greenhouses. Students will be exposed to greenhouse operations as well as other cultural requirements for plants.

Pre-requisite: HORT801 Horticulture Science 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 5	N	66.60

### Interior Plantscaping 1

Course No.: PLNT101 AD  
This course deals with all aspects of interior plantscaping, including horticultural condition, lighting requirements, plant selections, basic plant functions, public relations and layouts.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 5	N	66.60

### Interior Plantscaping 2

Course No.: PLNT102 AD  
Students will concentrate on design and installation practices of interior plantscapes. Maintenance, programming, estimating and contracts will also be studied.

Pre-requisite: PLNT101 Interior Plantscaping 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 3	N	66.60

### Interior Plantscaping 3 – Structural Pest Control

Course No.: PLNT103 AD  
This course is a study of insects, rodents and pest birds and their control inside buildings or structures. Safe application techniques for fumigants and various pesticides for interior use will be taught. This prepares students for the Ministry test which is necessary to obtain a license to apply pesticides indoors.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-9pm	Jan 15-Apr 2	N	47.40

### Landscape Design 1

Course No.: LAND801 AD  
A study of the design process as it applies to landscape design, particularly smaller scale residential development. Further practice of graphic techniques is included.

Pre-requisite: LAND800 Landscape Drawing 1

## Landscaping and Home Gardening

### Gardening

#### Spring Gardening Workshops

These workshops will be led by Humber's experienced Arboretum staff and our Landscape Technology faculty. All workshops have a practical 'hands-on' approach and take place in the Arboretum's Demonstration Gardens. Please dress accordingly.



Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

### Landscape Design 2

Course No.: LAND802

AD

A lecture/lab course designed to increase the student's level of ability to design landscapes.

Pre-requisite: LAND801 Landscape Design 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Landscape Design and Presentation 1

Course No.: LAND805

ADe

This course is a further study of landscape design principles with emphasis on awareness of space, graphic techniques and presentation skills.

Pre-requisite: Landscape Design Certificate Ae

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Landscape Drawing 1

Course No.: LAND800

AD

An introductory course in graphic techniques commonly employed in landscape design. Drawing skills are components of landscape development.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81
61	Wed	7-10pm	Jan 17-Apr 25	N	81

### Landscape Estimating

Course No.: LAND808

AD

This course will cover the various factors which affect the costs of materials, labour and equipment used in landscaping. Quotation and tender practices will be introduced.

Pre-requisite: Landscape Design Certificate A or approval of Program Co-ordinator

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

### Landscape Materials and Techniques

Course No.: LAND803

AD

This course is designed to familiarize the student with the hard and soft construction materials used in the landscape industry. Drawing of detailed construction plans and elevations will assist the student's ability to read blueprints and also understand how a given project can be assembled.

Pre-requisite: LAND800 Landscape Drawing 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Pesticide Technology

Course No.: LAND821

AD

This course is a study of insect and weed control, and the Ontario and Federal laws affecting pesticide use. Changes in the requirements for the Exterminator's Licence, made by the Ministry of Environment, have resulted in an increased emphasis on sprayer calibration, calculation of chemical concentration and correct application. To assist students in successfully meeting the new demands required to write the Land Exterminator's Examinations (Classes 1 and 3), the College has increased the number of classroom hours to 56.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-9pm	Jan 15-Apr 25	N	105
61	Tue&Thu	7-9pm	Jan 16-Apr 26	N	105

### Plant Identification

Course No.: LAND804

AD

A study of the shrubs and trees commonly used in the landscape industry in Southern Ontario. This course will concentrate on identification characteristics and the landscape uses of these plants. Students will be required to learn and use botanical nomenclature for each plant studied.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

### Site Construction

Course No.: LAND807

AD

This course deals with the mathematics of site construction. Topics studied include calculating cuts-and-fills, preparation of grading plans, determining proper dimensions for lumber landscape features and designing construction details.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

### Turf Management - Introduction

Course No.: LAND102

AD

This course covers the critical topics of turf development and maintenance. Students are also exposed to specialized turf requirements for golf courses, common turf disease and insect recognition and control.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

## Athletics

Program Coordinator:

Marg Riley 675-3111, ext.4024

### Fitness

#### Fatbuster

Course No.: ATHL049

BA

This class will burn calories and help drop inches while educating participants on how to create energy balance. A starting stretch warm-up is followed by the main component comprising of low intensity aerobic movement. The conditioning segment will finish the class with attention to toning problem areas. Helpful hints on diet and exercise will be included.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	8:30-10pm	Jan 15-Apr 2	N	49
61	Wed	8:30-10pm	Jan 17-Apr 4e	N	49

#### Hi/Low Impact Aerobics

Course No.: ATHL050

BA

A perfect overall conditioning class for all levels of participants. A combination of high and low intensity aerobics will develop cardiovascular and muscular endurance, strength and flexibility. Participants are encouraged to exercise at their own level of fitness and will have the benefit of two instructors to enhance individual attention.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7:30-8:30pm	Jan 15-Apr 2	N	40
61	Wed	7:30-8:30pm	Jan 17-Apr 4	N	40

#### Jelly Belly Buster Peggie Program

Course No.: ATHL055

BA

This Pre/Post Natal Fitness Program includes a 30 minute discussion/lecture session and one hour fit-

ness class. Exercises will be appropriate for women at the end of the second trimester, beginning of the third, and immediately following childbirth. Breathing exercises, modified abdominal exercises, kegal exercises and low impact exercises will be implemented.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-8:30pm	Jan 22-Mar 28	**	65

\*\* St. Dorothy's Separate School, 155 John Garland Blvd.

### Weight Training & Fitness for Women

Course No.: ATHL023

BA

This individualized program combines weight training and fitness. Provides all components of an excellent fitness program including cardiovascular and muscular endurance, strength and flexibility in order to establish a personal fitness profile.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-8pm	Jan 16-Apr 3	N	49
61	Thu	6:30-8pm	Jan 18-Apr 5	N	49

### Weight Training & Fitness for Women - Advanced

Course No.: ATHL031

BA

For women with some previous weight training experience who would like to continue towards a more advanced weight training and fitness level.

Pre-requisite: Previous experience or ATHL023 Weight Training & Fitness for Women-Beginner

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	8-9:30pm	Jan 16-Apr 5	N	78

### Yoga - Introduction

Course No.: ATHL011

BA

The basic program teaches students gentle stretching postures to release tension, strengthening postures to firm neglected muscles, concentration exercises, relaxation, visualization, and breathing techniques to regenerate and rejuvenate the body-calming emotions and the restless mind.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-8:30pm	Jan 15-Mar 19	N	38

## Fitness Leadership Certificate Program

Program Coordinator:

Doug Fox 675-3111, ext.4456

This part-time program is designed to train individuals presently working in or interested in employment in the fitness field. Recreationists, Physical and Health Administrators, Fitness Club Personnel, Teachers and Sports Administrators will benefit from increased knowledge of the concepts, issues and the enhanced quality of fitness instruction. The certificate can be achieved in one year, however students may take individual courses to update their fitness knowledge.

#### Compulsory Courses

##### Fitness Instructor Training

This course is 50 hours in length and is offered in the Fall and Winter.

##### Standardized Test of Fitness Appraiser

This course is 20 hours in length and is offered in the Fall and Winter.

Prerequisite - FIT Course

##### Exercise Prescription

This course is 20 hours in length and is offered in the Fall and Winter.

Prerequisite - FIT and STFA Courses.



**Fitness Leadership and Motivational Skills**

This course is 20 hours in length and is offered in the Fall and Spring.

**Community Field Experience**

This course is 40 hours in length and is offered in the Fall, Winter and Spring.

Prerequisite - FIT and STFA Courses.

**Electives(Choice of 2)****Nutrition and Lifestyle Behaviour**

This course is 20 hours in length and is offered in the Fall.

**Prevention and Treatment of Injuries**

This course is 20 hours in length and is offered in the Winter.

**Fitness Trends and Innovations**

This course is 20 hours in length and is offered in the Spring.

**Community Field Placement**

Course No.: FITN302

BB

The field experience will be offered to provide an opportunity to implement the knowledge acquired through classroom teaching. The student will develop a working relationship with an institution to improve his/her skills in the area of fitness that he/she is interested in.

Pre-requisite: FITN100 Fitness Instructor Training, FITN200 Standardized Test of Fitness Appraiser.

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 2-Apr 30	*	80

\*TBA

**Exercise Prescription**

Course No.: FITN201

BB

This course is designed to provide individuals with an understanding of exercise programs. Principles of exercise physiology, anatomy, fitness training techniques will be utilized to design and implement a variety of fitness programs.

Pre-requisite: FITN200 Standardized Test of Fitness Appraiser

Class	Day	Time	Duration	Loc.	Fee
60	Fri-Sun	*	Feb 23-Feb 25	N	40

\*Fri. (6:30-10:30pm), Sat. & Sun. (9-5pm)

**Fitness Instructor Training**

Course No.: FITN100

BB

This course is designed to train leaders to conduct safe and effective fitness classes. Comprised of theory and practical sessions, this course will provide an overview of exercise physiology, teaching techniques and lifestyle behaviours.

Class	Day	Time	Duration	Loc.	Fee
60	Thu*	6:30-10pm	Jan 18-Apr 19	L	89

\*April 12 & 19, 1990, 6:30-10:30 p.m.

**Prevention and Treatment of Injuries**

Course No.: FITN202

BB

This course centres on the prevention, recognition and treatment of various injuries associated with fitness activities. The course will stress the use of screening and safety procedures and the determination of proper exercise techniques in the prevention of injuries.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:50pm	Mar 6-Apr 10	N	40

**Standardized Test of Fitness Appraiser**

Course No.: FITN200

BB

This course is designed to train individuals to administer the Standard Test of Fitness and to interpret the Standard Test of Fitness results as designed by the

Canadian Association of Sport Sciences.

Pre-requisite: FITN100 Fitness Instructor Training

Class	Day	Time	Duration	Loc.	Fee
60	Fri-Sun	*	Feb 2-Feb 4	N	40

\*Fri. (6:30-10:30pm), Sat. & Sun. (9-5pm)

**Outdoor Education****Outdoor Education Certificate**

The Outdoor Education Certificate Program contains a wide variety of courses aimed at providing the outdoor educator with an opportunity for professional development. Many of these courses attract teachers of science, geography and physical education; personnel from summer camps; members of the Scouting and Girl Guide organizations; hunters and fishermen, as well as general outdoor enthusiasts. Employers are increasingly requiring outdoor leaders to be well qualified. The Outdoor Education Certificate is an avenue for professional upgrading. Requirements for graduation are:

1. A minimum of 7 courses and credit hours totaling no less than 28.

2. Only two of Fall, Winter or Spring Survival will be allowed.

**Program Courses**

The following courses may be used as credit for the Outdoor Education Certificate.

Courses	Credit
Backpacking .....	3
Lightweight Canoe Camping .....	3
Nature Photography - see Fine Arts	
Orienteering .....	2
Ornithology .....	2
Rock Climbing .....	3
Survival Simulation .....	5
Weather Forecasting .....	1
Wilderness Emergency Care - see Health Sciences	
Wilderness Survival - Fall .....	5
Wilderness Survival - Winter .....	5
Wilderness Survival - Spring .....	5
Winter Camping .....	3

**Canoe Camping**

Course No.: ATHL400

BA

Four evening seminars and a canoe trip on the long weekend will introduce all aspects of lightweight camping as applied to canoe tripping. All equipment except personal clothing, food and transportation to and from canoe trip site is provided.

Class	Day	Time	Duration	Loc.	Fee
50	Wed*	7-10pm	Apr 25-May 21	N	114

\*Weekend trip May 19-21, 1990

**Fly Fishing**

Course No.: ATHL034

BA

This course is designed to aid the adult beginner with some fishing knowhow, select tackle and flies for successful fishing. Tying knots, making leaders, selecting flies, fishing tactics, and reading the waters are included. The course will be taught by Phil Kettle.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	N	60

**Fly Tying**

Course No.: ATHL033

BA

Learn the art and skill of fly tying from an expert. Course will allow the tyer to develop his/her own flies for fly fishing, including wet and dry flies, streamers, nymphs and deer hair bass bugs.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	N	60

**Ornithology - Level 1**

Course No.: ATHL402

BA

Comprised of three evening seminars and (4) field trips in and around Toronto. This introductory course will examine how to find, approach, and identify spring birds. Participants must supply their own binoculars and recommended field guide.

Class	Day	Time	Duration	Loc.	Fee
50	Wed	7-10pm	Apr 11-May 30	N	47

Indoor Sessions: April 11, 18 & May 30, 1990

Outdoor Sessions: April 28, May 6, 12, 15 & 27, 1990

**Weather Forecasting**

Course No.: ATHL404

BA

A basic meteorology course that will teach the concept of weather reporting, prediction and weather patterns. Appeals to the person who would like to be able to predict weather on a local basis.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Jan 16-Feb 6	N	37

**Wilderness Survival - Winter**

Course No.: ATHL407

BA

This seasonally oriented program taught by 'Survival In The Bush Inc.' teaches the student how to develop a survival mentality. Also taught in the ten (10) evening seminars and two (2) weekends in the bush, are the skills needed to construct survival shelters, build and use traps and snares for small game, the preparation of food, tools and fire-building. The fee covers all costs except personal clothing, food and transportation to and from the weekend survival site.

Pre-requisite: Interview January 15, 1990, 7-9pm

Class	Day	Time	Duration	Loc.	Fee
60	Thu*	7-10pm	Jan 18-Mar 22	N	152

\*Plus two weekend trips February 17-18, 1990 and March 24-25, 1990.

**Wilderness Survival - Spring**

Course No.: ATHL406

BA

Seasonally oriented, this program is designed to immerse the student and consists of evening seminars and two (2) weekends in the bush. Specific areas of concentration will include identification and preparation of edible and herbal greenery, tools, fire building, snares and dead falls, and the seasonal problem of mosquitoes, black flies, deer flies. The fee covers all costs except personal clothing, food and transportation to and from the weekend survival site.

Pre-requisite: Interview April 23, 1990, 7-9 pm.

Class	Day	Time	Duration	Loc.	Fee
50	Thu*	7-10pm	Apr 26-Jun 28	N	152

\*Plus 2 weekend trips: May 26 & 27, 1990 and June 9 & 10, 1990 (Sat. 8am-Sun. 6pm)

**Wilderness Survival Skills Workshop**

Course No.: ATHL026

BA

Seasonally oriented, these workshops consist of one evening seminar and one weekend in the bush. Winter program focuses on shelter construction, fire making, and the use of traps and snares.

Class	Day	Time	Duration	Loc.	Fee
60	Mon*	7-10pm	Jan 29-Feb 5	N	65

\*Plus weekend trip February 3 & 4th, 1990



**Winter Camping**

Course No.: ATHL408

BA

Four evening seminars and a weekend backpacking trip on snowshoes will teach the special concerns of cold weather camping. All equipment except personal clothing, food, transportation to and from site will be provided.

Class	Day	Time	Duration	Loc.	Fee
60	Wed*	7-10pm	Jan 17-Feb 11	N	114

\*Plus weekend trip February 10 &amp; 11, 1990

**Recreation Club Management**

This part-time program is designed to train personnel to function in a management role in golf and country clubs, squash/racquetball/fitness centres, health clubs, resorts, curling clubs, ski clubs and yachting/sailing centres. Recreationists, club programmers, golf, ski, curling, yachting and racquet personnel would benefit from increased knowledge of management skills required to successfully function in a recreation club setting.

The program consists of 240 hours of instruction, plus 60 hours of field placement experience. Students may wish to take the entire program, or choose to update their present knowledge by taking some of the courses offered.

A variety of times are available including evenings, weekends and day-time courses. Some of the courses available include;

Pro Shop Operations, Membership Services  
Financial Management, Operations & Facilities  
Food & Beverage Management

For more information, please call  
John Williams at 675-3111, ext.4074.

**Recreational Memberships****Badminton Membership**

Course No.: 000-012

BA

A Badminton membership allows you to enjoy recreational or competitive badminton on Sunday, Tuesday and Thursday evenings. The Sunday night program will include Round Robin, Ladder and Toronto and District League Play. Members are also entitled to use the athletic facilities (except squash) during all open times. Register in the Athletic Office, Room A116.

Pre-requisite: 16 years and older.

Class	Day	Time	Duration	Loc.	Fee
60	*	7:30-10pm	Jan 2-Apr 26	N	35

\*Sunday (10 courts), Tuesday &amp; Thursday (4 courts)

**Facility Membership**

Course No.: 000-011

BA

Facility members may use the Athletics Facilities (i.e. gymnasiums, weight room, saunas, etc.) EXCEPT SQUASH COURTS throughout the week during specified open hours. Register in the Athletic Office, Room A116.

Pre-requisite: 16 years and older

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 2-Apr 30	N	30

\*Mon.-Thu. (7am-10pm), Fri. (7am-8pm), Sat. &amp; Sun. (12noon-6pm)

**Squash Membership**

Course No.: 000-001

BA

A Squash membership entitles members to book squash courts during all Athletic Centre open house with no court fees. Members may participate in Ladder, Round Robin and Toronto and District League play. Members of the club also have access to all three athletic facilities (gymnasium, weight room, saunas, etc.) through the week at specified open times. Register in the Athletic Office, Room A116.

Pre-requisite: 16 years and older.

Class	Day	Time	Duration	Loc.	Fee
60	Mon-Sun	TBA	Jan 2-Apr 30	N	50

**Self Defense****Karate**

Course No.: ATHL012

BA

This course, recognized by Karate Ontario, offers the student three phases of development: 1) physical fitness; 2) self defense; 3) exciting sport. Beginners are taught basic techniques of striking points, hand and foot movements and developing these into reflex actions when necessary. Advanced students learn and develop more difficult manoeuvres and work towards their black belt.

Proper karate attire is suggested.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7:30-9pm	Jan 17-Apr 4	N	57
61	Tue	7-8:30pm	Jan 16-Apr 3	L	57

**Self Defense - Practical**

Course No.: ATHL035

BA

For men and women of all ages and levels of physical fitness, this course will teach simple but effective techniques of self defense as well as important psychological and verbal skills for safety.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-10pm	Jan 17-Mar 21	N	31

**Tai Chi - Level I**

Course No.: ATHL014

BA

Tai Chi is an ancient form of Chinese exercise that increases the coordination between mind and body through a sequence of slow dance-like motions known as a Tai Chi set. These exercises develop the mental concentration and physical stamina of the student.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-8pm	Jan 17-Mar 21	N	33

**Tai Chi - Level II**

Course No.: ATHL041

BA

For those who have had previous Tai Chi experience. You will learn the second part of the Tai Chi set.

Pre-requisite: ATHL014 Tai Chi-Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Wed	8-9pm	Jan 17-Mar 21	N	33

**Sports****Golf for Beginners**

Course No.: ATHL057

BA

Golf for beginners is a 5 lesson program designed to introduce golf to the beginner and present intermediate players with an understanding of golf theory and fundamentals. These lessons are a building process to develop a sound swing and attitude. This programme combines classroom theory and indoor practice. Outdoors as weather permits.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7:30-9pm	Feb 21-Mar 21	N	45
61	Wed	7-8:30pm	Mar 28-Apr 25	N	45

**Advanced Golf Techniques**

Course No.: ATHL056

BA

Advanced Golf Techniques is a 5 lesson program designed for golfers wishing to broaden their golf knowledge and technique. This program combines golf theory, golf technology, and practical application to help the golfer improve consistency and scores. The program includes an evaluation of the golfer's equipment and video swing analysis.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-10:30pm	Feb 21-Mar 21	N	45
61	Wed	8:30-10pm	Mar 28-Apr 25	N	45

**Scuba**

Course No.: ATHL013

BA

This course leads to certification by the Professional Association of Diving Instructors (PADI). Fee covers pool & classroom instruction and use of tank, regulator, and buoyancy compensator. The fee does not cover personal equipment or the costs of the open-water dives necessary for course completion. All details of equipment etc. will be discussed on the first night. Bring a swim-suit.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Mar 8	RCI	195

**Squash - Learn to Play**

Course No.: ATHL006

BA

This is an introductory clinic designed to present an overview of squash. Included will be an examination of equipment such as racquets, balls, footwear and apparel. Rules, court strategy, etiquette, a review of strokes and stroke correction will also be covered. The format will include classroom and court time. Come dressed to play! Bring a racquet.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-12 noon	Jan 27-Feb 3	Ne	20
61	Sat	10-12 noon	Mar 10-Mar 17	N	20
50	Sat	10-12 noon	Apr 21-Apr 28	N	20

**Theory of Coaching - Level 1**

Course No.: ATHL019

BA

The Ontario Coaching Development Program Level 1 introduces the participant to the role of the coach, leadership, communication, sports psychology, motor learning, motivation, growth and development, biomechanics, exercise physiology, sports medicine, and principles of athletic conditioning.

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	9-4pm	Feb 10-Feb 11	N	20
61	Sat&Sun	9-4pm	Mar 31-Apr 1	N	20

**Theory of Coaching - Level 2**

Course No.: ATHL016

BA

Continued from Level 1.e

Pre-requisite: ATHL019 Theory of Coaching - Level 1

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun*	9-3pm	Mar 3-Mar 11	N	35

\*2 Sat. &amp; 2 Sun.e

**Volleyball League - Co-Ed**

Course No.: ATHL028

BA

Enjoy recreational volleyball this season. Bring a friend. Individual entries - so sign up soon. For further information, call the Athletics Office: 675-5097.



Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm.	Jan 15-Apr 2	L	30
61	Wed	7-10pm.	Jan 17-Apr 4	L	30

## Equine Studies

### EQUINE REGISTRATION HOURS

Registration begins:

**Friday, December 1, 1989 - 8:30 a.m.**

#### North Campus

A maximum of 3 registration applications will be accepted per person.

Registrations can be accepted at all our Registration Departments (see Page 2 for Registration Departments' Office Hours) after the above date, provided there is proof of assessment.

All applicants who have not previously ridden at the Equine Centre are required to come to an assessment night which is held prior to the start of each semester's classes. Applicants will be asked to ride to ensure they are placed in appropriate classes. Once an approval slip is received, it remains valid for one year. Please note: NO ASSESSMENT IS REQUIRED FOR HORSEBACK RIDING - INTRODUCTION, EQNE001, but one is required for all other riding courses.

A solid boot or shoe with a low heel is required - no running shoes, sandals, etc. Helmets are available at the Centre.

**Assessment Night:** Tuesday, January 9, 1990, at 6:30 p.m.

For further information on Equine Courses, contact the Equine Centre at 675-5025.

### Equestrian Refund Policy

A full refund (less a \$10.00 Administrative Fee) will be issued provided a request is received, in writing, in the Registration Department, one week prior to the start date of class. No refund will be issued after this date.

## Equine Studies Certificate - Program 169

A Certificate in Equine Studies can be earned by completing 15 credits from the courses listed below.\* (A maximum of six credits from riding and driving courses may be credited towards the Certificate.)

Course #	Course Name	Credits	Semester
			F W S
EQNE011	Western Rider Theory 1 & 2	1	•
EQNE708	Horse Health 1	2	•
EQNE702	Horse Health 2	2	•
EQNE713	Equine Biology	1	•
EQNE709	Understanding Equine Nutrition	1	•
EQNE710	Feeding for Economy and Profit	1	•
EQNE711	Coaching Theory	2	•
EQNE707	Intro. to Practical Horse Care	2	• • •
EQNE717	Prac. Horse Care Lab	1	• •
EQNE723	Equine Exercise Physiology	1	•
EQNE724	Equine Reproduction & Breeding	2	•

Course #	Course Name	Credits	Semester
			F W S
EQNE740	Equine Farm & Business Mgmt. 1	2	•
EQNE741	Equine Farm & Business Mgmt. 2	2	•
<b>Riding and Driving Courses</b>			
EQNE700	Equestrian Training Level 1	1	• • •
EQNE720	Equestrian Training Level 2	1	• • •
EQNE730	Equestrian Training Level 3	1	• • •
EQNE750	Equestrian Training Level 4	1	• • •
EQNE770	Equestrian Training Level 5	1	• • •
EQNE790	Equestrian Training Level 6	1	• • •
EQNE721	Course Riding	1	•
EQNE706	Basic Dressage	1	•
EQNE703	Western Horsemanship 1	1	• • •
EQNE704	Western Horsemanship 2	1	• • •
EQNE705	Western Horsemanship 3	1	• • •
EQNE701	Pleasure Driving Clinic 1	1	•
EQNE712	Pleasure Driving Clinic 2	1	•

\*Note: New courses developed during the year may be added to the list of courses applicable for credit towards the Equine Studies Certificate.

## Equestrian Instructor's Certificate Program

### Required Courses

	Credits
Understanding Equine Nutrition	1
Horse Health 1	2
Horse Health 2	2
Instructional Theory	2
Equestrian Training Level 6	1
Basic Dressage	1
Introduction to Practical Horse Care	1
Practical Horse Care Lab	1
Instructional Field Work	2
Equine Biology	1
Equine Exercise Physiology	1
Theory of Coaching 1 (offered through Athletics)	0
Total	15

Please note: Credits from a course may only count toward one certificate.

## Horseback Riding - Introduction

Course No.: EQNE001

This course will introduce the student to the proper basics of horsemanship and riding techniques. It will include grooming, tacking up, lunging of horse and rider, and riding off the lunge. Competent instructors and assistants will provide adequate supervision for a safe learning environment.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-8:30pm	Jan 16-Mar 20	EQC	207

## Equestrian Training Level I

Course No.: EQNE700

This course will build on the basics of horsemanship and riding techniques learned in the previous level. Canter work, with emphasis on aids, position and relaxation will be primary.

Pre-requisite: EQNE001 Horseback Riding-Intro, EQNE010 Western Riding-Intro, or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Sat	1:30-3pm	Jan 20-Mar 24	EQC	207

## Equestrian Training Level II

Course No.: EQNE720

This course will provide the necessary theory and practice for further development of a secure seat and effective use of aids. The student will also study and practice the jumping position, ground pole or cavaletti. Pre-requisite: EQNE700 Equestrian Training Level 1 or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-8:30pm	Jan 15-Mar 19	EQC	207

## Equestrian Training Level III

Course No.: EQNE730

This course will give the student a sound introduction to jumping using the basics learned in Level 2. Flat work will continue towards developing the rider's position and effectiveness.

Pre-requisite: EQNE720 Equestrian Training Level 2 or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9:30pm	Jan 17-Mar 21	EQC	207

## Equestrian Training Level IV

Course No.: EQNE750

This course will further improve the student's ability over fences, building on the basics developed in Level III. Flat work will emphasize a strong, secure seat.

Pre-requisite: EQNE730 Equestrian Training Level 3 or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Sat	3-4:30pm	Jan 20-Mar 24	EQC	207

## Equestrian Training Level V

Course No.: EQNE770

This course will provide more in-depth work over fences, including riding single fences at canter. Exercises for increased control of the horse's gaits, strides and lateral suppleness will be practiced.

Pre-requisite: EQNE750 Equestrian Training Level 4 or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Wed	8:30-10pm	Jan 17-Mar 21	EQC	207

## Equestrian Training Level VI

Course No.: EQNE790

This course will provide the student with the necessary theory for riding a simple course of fences. Emphasis will be placed on the riding of lines and turns to produce a smooth performance.

Pre-requisite: EQNE770 Equestrian Training Level 5 or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Tue	8:30-10pm	Jan 16-Mar 20	EQC	207

## Junior Horsemanship

Course No.: EQNE003

This course will provide a safe and enjoyable introduction for the junior student (age 8 to 15) to the many facets of equestrian activities. Instruction will be provided at three levels, with a maximum of 8 students in each group.

Pre-requisite: Previous Involvement - or assessment.

Class	Day	Time	Duration	Loc.	Fee
60	Sun	1-4pm	Jan 14-Mar 18	EQC	176



**Western Riding – Introduction**

Course No.: EQNE010

GB

This course will introduce the student to the proper basics of Western Horsemanship and riding techniques. It will include grooming, tacking up, lunging of horse and rider, and riding off the lunge. Competent instructors and assistants will provide adequate supervision for a safe learning environment.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-8:30pm	Jan 18-Mar 22	EQC	207

**Western Horsemanship I**

Course No.: EQNE703

GB

This course will introduce the student to stock seat equitation. Topics will cover the basics of position and communication at a walk, jog, and lope. Emphasis will be placed on developing a secure and effective riding style.

**Pre-requisite:** EQNE001 Horseback Riding – Intro, EQNE010 Western Riding – Introduction or Assessment

Class	Day	Time	Duration	Loc.	Fee
60	Fri	7-8:30pm	Jan 19-Mar 23	EQC	207

**Western Horsemanship II**

Course No.: EQNE704

GB

This course will build on the basics of correct position and communication with the horse as learned in Level I. Horsemanship patterns and the fundamentals necessary to ride a trail course will be covered.

**Pre-requisite:** EQNE703 Western Horsemanship I or Assessment

Class	Day	Time	Duration	Loc.	Fee
60	Thu	8:30-10pm	Jan 18-Mar 22	EQC	207

**Western Horsemanship III**

Course No.: EQNE705

GB

This course will introduce the C.E.F. Western Rider Level III program. It will encourage effective use of aids, lateral movements and quiet communication between horse and rider.

Emphasis will be placed on suppling exercises.

**Pre-requisite:** EQNE704 Western Horsemanship II or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Fri	8:30-10pm	Jan 19-Mar 23	EQC	207

**Horse Care – Practical Introduction**

Course No.: EQNE707

GB

This course will introduce students to aspects involved in caring for a horse. Beginning with the basics of safe handling, the course provides information and involvement with horses in a stable, grooming, fitting of tack, hoof care, conformation, clipping, identifying unsoundnesses, stable vices and an introduction to bandaging.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	EQC	66

**Equine Exercise Physiology**

Course No.: EQNE723

GB

Selected aspects of equine function and horse performance will be covered as well as muscle function and the dependence of muscle and the body system to maintain function during exercise. Other general biological topics related to performance such as adaption, dimensional aspects of function, energy, metabolism and nutrition will be considered. Some resource material will be provided.

**Pre-requisite:** EQNE713 Equine Biology or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9:30pm	Jan 16-Feb 20	EQC	32

**Equine Farm and Business****Management 2**

Course No.: EQNE741

GB

This course continues on from the Equine Farm and Business Management Level 1 course. Students will acquire further knowledge related to financial and farm record systems, basic farm layout, management of a daily operation and employee management.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	EQC	56

**Equine Reproduction and Breeding**

Course No.: EQNE724

GB

This course will cover care of the non-pregnant mare, the estrus cycle, preparation for breeding, breeding, care of the pregnant mare, foaling, care of the newborn foal and care of the breeding stallion.

Each session will be divided into lecture and laboratory sessions in which the students are encouraged to take an active role.

A certificate of participation will be presented to successful students.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	EQC	56

**Feeding for Economy and Profit**

Course No.: EQNE710

GB

This course is a follow up to Understanding Equine Nutrition. Various feed rations will be balanced and analyzed. The role of commercial feeds, the feeding of special types of horses (foals, the fat horse, the excitable horse) and nutritional diseases will also be discussed. The economics of horse feeding will be stressed.

**Pre-requisite:** EQNE709 Understanding Equine Nutrition or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-9:30pm	Jan 18-Feb 22	EQC	32

**Horse Health II**

Course No.: EQNE702

GB

This course will cover the normal anatomy, physiology and common disease processes of the major body systems and understanding of medical and surgical treatments. Practical laboratory sessions to complement lecture material will also be given.

**Pre-requisite:** EQNE708 Horse Health I or assessment

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Mar 21	EQC	56

**Pleasure Driving Clinic I**

Course No.: EQNE701

GB

This course will offer students an introduction to harnessing and pleasure driving. Topics will include: training the young horse or saddle horse to harness; fitting harness, safety in hitching, parts of the harness and purpose, plus an introduction to driving.

**Pre-requisite:** Basic knowledge of handling horses

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	9-5pm	Feb 17-Feb 18	EQC	42

**Pleasure Driving Clinic II**

Course No.: EQNE712

GB

This course is designed to act as a continuation of Pleasure Driving Clinic I. The emphasis of this course will be on driving instructions.

**Pre-requisite:** EQNE701 Pleasure Driving Clinic I or permission of instructor.

Class	Day	Time	Duration	Loc.	Fee
60	Sat&Sun	9-5pm	Mar 10-Mar 11	EQC	42

**Arts Administration****Arts Administration Certificate – Program 418**

The Arts in Canada are a growth industry dependent upon the talents and expertise of trained managers – managers with a genuine commitment to and understanding of the arts, as well as strong business skills. There is an increasing demand for trained and experienced arts managers in Metropolitan Toronto:

- there are over 125 professional theatre and dance companies, 100 plus galleries, exhibition spaces and artist-run centres, and more than 60 professional music organizations in Toronto.

In an effort to meet the needs of this ever expanding sector, Humber College has established a certificate program in arts administration – a program designed specifically for those individuals with experience in the field. It is Humber's view that effective arts managers must have the adaptability, the human relations skills, and the organizational ability that comes with a certain level of maturity.

**The Certificate Program**

Offered on a part time basis, the Arts Administration Certificate Program requires the successful completion of seven courses, chosen from: Leadership and Communications; Financial Management; Arts and the Law; Board and Personnel Management; Tour Management; Fundraising; Public Relations; Strategic Planning; Marketing the Arts; Microcomputer Applications.

**Program Co-ordinator:** Gerald Smith, (416) 675-3111, ext. 4318.

**Financial Management**

Course No.: ARTA102

AG

This course provides an introduction to accounting as a business tool in making managerial decisions. The course assumes no accounting background on the part of the student. Coverage includes the complete accounting cycle with emphasis on the conceptual and procedural elements of the cycle. With the basic understanding of how financial statements are prepared, the emphasis shifts to budgeting and the interpretation of financial information to assist in managerial decision making.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	L	81

**Leadership and Communication**

Course No.: ARTA103

AG

This is an introduction to the relevant aspects of leadership and communications within the arts management field. Classes focus on the use of management and supervisory styles, the processes of motivation and managing change, communication skills through practical writing, and listening and speaking skills.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	L	81



# Design Arts

## Advertising & Graphic Design

### Graphic Design Certificate – Program 176

This certificate program is for students who are interested in acquiring skills in graphic and advertising design. The program is constructed to provide students with an opportunity to formalize their knowledge, and potentially pursue a career in the field. While it would be useful to students of this program to have some basic and visualizing skills, there are no prerequisites. For this program, the start-up material and equipment expenses will be about \$60. The certificate is comprised of the five courses listed below. Questions may be directed to Kay Kelly, 675-3111, ext. 4505.

#### Compulsory Courses > Prerequisite

GRAF800 Drawing and Rendering > None

GRAF801 Typography > GRAF800 Drawing and Rendering

GRAF802 Design 1 > GRAF800 Drawing and Rendering, GRAF801 Typography

GRAF803 Design 2 > GRAF800 Drawing and Rendering, GRAF801 Typography, GRAF802 Design 1

GRAF804 Reprographics > GRAF800 Drawing and Rendering, GRAF801 Typography, GRAF802 Design, GRAF803 Design 2

### Drawing and Rendering

Course No.: GRAF800

AE

This course deals with the development of basic drawing and rendering skills, and their application to advertising, editorial and product illustration. The theory and practice of one, two and three point perspective drawing will be dealt with in depth, using three of the most popular mediums available to illustrators, graphite, ink and gouache.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

### Typography

Course No.: GRAF801

AE

In this course, students will study one of the most important aspects of graphic design: the management and communication of the written word on the printed page. Aspects of typography that will be covered are type mark-up, lettering design, classical lettering proportions, and hand lettering.

Pre-requisite: GRAF800 Drawing and Rendering

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Design 1

Course No.: GRAF802

AE

In this introduction to graphic design the student will study the various tools used in the design field. Theories will be taught for composing advertising with the use of abstract shapes, working with the gray scale and colour theory. Solving appropriate assignments using these theories and techniques will be required.

Pre-requisite: GRAF801 Typography

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

### Design 2

Course No.: GRAF803

AA

Emphasis in Design 2 is based not only on further developing the student's rendering techniques, but on the creative concept, copywriting, layout, and use of the advertising media selected. Students will refine their presentation techniques and apply them to their solutions for each design problem.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

### Design Foundation (2 Semester) Certificate Program

The program is partially available on a part-time basis for the first semester and a full-time basis for the second semester. Semester 1 is offered through the Winter, Spring, Summer and Fall on a part-time basis. The second semester is continued the following January to May on a full-time basis.

The curriculum is designed to stimulate interest in the world of art and design, and to provide the student with an opportunity to create a quantity of work from which to build a portfolio.

With guidance and encouragement from the faculty, the graduating student should then be in a position to make an informed decision regarding which major design program to apply to for further studies.

The functions of this program are:

1. To upgrade the portfolios and enhance the skills of artistically inclined students.
2. To expose the students to the numerous visual career options available to them and to counsel them regarding such career choices.
3. To provide an opportunity for adult learners who might be interested in a career in visual art.

#### Admission Requirements

If you would like to apply for a position in Design Foundation, there are two requirements that you must fulfill:

1. The minimum academic requirement is an Ontario Secondary School Diploma (OSSD) at or above the general level, or equivalent, obtained by the end of December 1989. The alternative is to apply for admission as a mature student. To qualify as a mature student, you must be 19 years of age or over by the first official day of classes.

2. You must attend an interview with a member of our design faculty to be arranged the first week of class. At the interview we ask you to present a portfolio of your work. We will assess not only the work that you present, but we will also try to get a sense of your artistic nature, your ability to communicate, your understanding of consumer needs, and your potential for success.

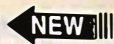
#### Putting Together Your Portfolio

Your portfolio should have a minimum of twelve pieces of your own original work, and can contain drawings, paintings, photography, lettering, or design. In fact, anything that you feel is representative of your creative abilities can be included. In the case of three dimensional or very large work, it is better to bring coloured photos of the pieces.

Please call 675-5000 to request a post-secondary application form or apply in person at the North Campus. Official transcripts must be submitted with the application by December 19, 1989.

For information please call Michael Baldwin, Program Co-ordinator, at 675-3111, ext. 4445.

Students should allow approximately \$65.00 per course for materials.



### Design Foundation Certificate Program

Semester 1 (Part-time) Curriculum

Course name	W	Sp.	S	F	Credits
Structural Drawing	*				3
Colour	*				3
Life Drawing		*			3
Communications 200		*		*	4
3D Design			*		4
2D Design				*	4

### Colour

Course No.: DGAS104

AJ

This course introduces the student to the fascinating world of colour, and how designers must learn to deal with it. Subjects include the relationship between hue and value, colour perception, the psychology of colour, and how media and surfaces effect colour.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

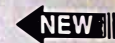
### Structural Drawing

Course No.: DGAS103

AJ

Students will learn to develop accurate freehand drawing skills through an understanding of man-made and natural forms in the environment. Studies include: perspective, memory and visualizing exercises, object drawing and environmental drawings.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81



## Computers in the Design Arts

### Computer Graphics Certificate – Program 181

Humber College is pleased to offer a certificate program in Computer Graphics for artists and designers. It is recommended that applicants are either working in or studying in a design or arts field. To obtain a certificate it is necessary to successfully complete the following:

1. Introduction to Computer Graphics;
2. Architectural CADD or CADD for Designers;
3. Professional CADD or Introduction to 3D CADD.

Further questions re the Introduction to Computer Graphics course may be directed to Kay Kelly, 675-3111, ext. 4505. Please call Susan McNulty, 675-5010 for all other courses.

### Computer Graphics – Introduction

Course No.: CMGR800

AA

This course provides an introduction to the fundamentals of computer technology, and an overview of computer graphics as a design medium.

It includes extensive hands-on experience which will enable students to achieve a high level of operating skills on an IBM Micro Based two-dimensional paint package system.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 17	N	144
61	Fri	6:30-9:30pm	Jan 19-Apr 27	N	144



**You can register by phone,  
just call 675-5005.**

For complete registration information see page 2.



## Interior Decorating

### Interior Decorating Certificate Program 186

This professional level certificate program can help you harness your decorating talents, and develop your design sensitivity. Our instructors are practicing professionals in the decorating and design field; they can help you to formalize your knowledge of the subject, and to pursue a career in residential interior decorating.

The certificate is comprised of the eight courses listed below. In addition to the course fees, material cost may average \$70 per course. The text "Interior Design" by John Pile will be required and will be of use in several of the courses. Although a basic drawing skill is not a prerequisite for these courses, it would certainly be useful to you. It is also recommended that only one course be taken per semester.

Please take note of the mandatory prerequisite courses when planning your schedule.

#### Courses > Prerequisites

**DECO110 Colour Theory and Design** > None

**DECO104 Residential Materials** > None

**DECO101 Drafting** > None

**DECO103 Furniture** > DECO101 Drafting

**DECO111 Fundamental Decorating** > DECO110 Colour Theory and Design, DECO104 Residential Materials, DECO101 Drafting

**DECO102 Drawing, Perspective and Media Techniques** > DECO101 Drafting

**DECO112 Advanced Decorating** > DECO110 Colour Theory and Design, DECO104 Residential Materials, DECO101 Drafting, DECO103 Furniture, DECO111 Fundamental Decorating, DECO101 Drawing, Perspective and Media Techniques

**DECO108 Professional Practice in Interior Decorating** > DECO110 Colour Theory and Design, DECO104 Residential Materials, DECO101 Drafting, DECO103 Furniture, DECO111 Fundamental Decorating, DECO101 Drawing, Perspective and Media Techniques

#### Colour Theory and Design

Course No.: DECO110

AA

This course includes an introduction to the basic colour theory system, colour psychology and practical applications for interiors, as well as the elements and principles of design.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81
61	Sat	9-12:00noon	Jan 13-Apr 28	N	81

#### Drafting

Course No.: DECO101

AA

This course introduces drafting equipment and basic drafting skills, plans, elevations and isometric drawings.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81
61	Thu	7-10pm	Jan 18-Apr 26	N	81

#### Residential Materials

Course No.: DECO104

AA

This course examines the use of fabrics, carpets and other floor coverings, and wall coverings in the residential environment.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

#### Fundamental Decorating

Course No.: DECO111

AA

In this course students will be introduced to planning basic spaces such as living and dining rooms. Presentation and client needs will also be discussed.

**Pre-requisite:** DECO110 Colour, DECO101 Drafting, DECO104 Residential Materials

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

#### Drawing, Perspective & Media Techniques

Course No.: DECO102

AA

In this course students will learn the freehand and mechanical drawing skills required to create one and two-point perspective images. Emphasis will be placed on the comprehension and drawing of objects and interiors.

Perspective is a valuable design tool and a means for communicating design ideas to a client.

**Pre-requisite:** DECO101 Drafting

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81
61	Sat	7-10pm	Jan 20-May 5	N	81

#### Furniture

Course No.: DECO103

AA

This course examines furniture styles, their origins, and their development from early civilizations to the 20th century.

**Pre-requisite:** DECO101 Drafting

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

#### Advanced Decorating

Course No.: DECO112

AA

Students will combine all the skills developed in the previous courses in major residential decorating projects.

**Pre-requisite:** DECO110 Colour Theory and Design, DECO104 Residential Designs, DECO103 Furniture, DECO101 Drafting, DECO102 Drawing, Perspective and Media Techniques, DECO111 Fundamental Decorating

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

#### Professional Practice in Interior Decorating

Course No.: DECO108

AA

This course covers the basic techniques involved in setting up and operating your own business and/or operating as a free-lance consultant in the industry.

**Pre-requisite:** DECO110 Colour Theory and Design, DECO104 Residential Designs, DECO103 Furniture, DECO101 Drafting, DECO102 Drawing, Perspective & Media Techniques, DECO111 Fundamental Decorating

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

## Fashion

### Basic Fashion Design - Alterations

Course No.: DSGN001

AA

This lecture/design course is intended to provide a basic knowledge of sewing skills for the beginner. Subjects include choosing a pattern, cutting, fitting, sewing techniques and alterations, which will enable stu-

dents to construct one garment of their own choice at home.

Minimal extra supply costs.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 22-Apr 2	N	90

## Furniture Design

### Finished Carpentry and Cabinet Making

Course No.: FURN001

AA

A course for both the handyman and homemaker in the use and care of hand working tools, power tools and woodworking machinery. Small classroom projects will provide students with hands-on learning. Constant attention will be given to the development of good craftsmanship, all aspects of safety, and good house-keeping.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 22-Apr 2	N	105

### Finished Carpentry and Cabinet Making 2

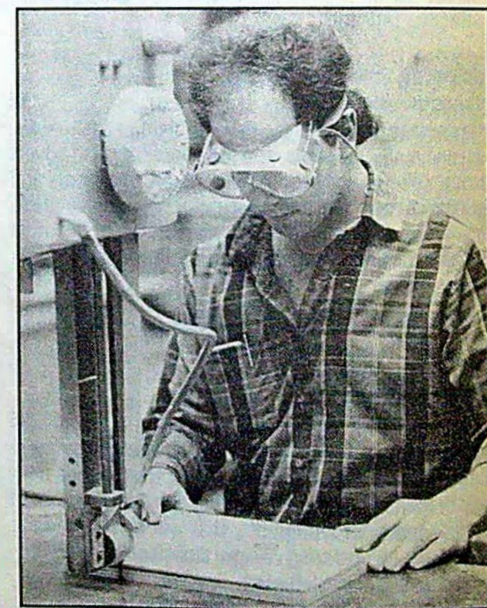
Course No.: FURN002

AA

In this continuation of level 1, students will advance to drawing and constructing projects of their own choosing.

**Pre-requisite:** FURN001 Finished Carpentry and Cabinet Making 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 24-Apr 4	N	105



## Interior Design

### Home Decorating Workshop

Course No.: DECO001

AA

Homemakers will enjoy this practical workshop of decorating ideas. Topics may include an overview of room planning; window, wall and floor treatments; and/or the selection of furniture and accessories. Individual problems will be discussed as time permits.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 25	N	18e
61	Thu	7-10pm	Feb 1	YEC	18



## Retail Floristry

Success in the floral industry depends on achieving the proper combination of on-the-job experience and education. Humber College is now offering a full complement of programs designed to assist the individual entering the industry, or those wanting to upgrade or expand their current range of skills.

In addition, a series of general interest workshops are being offered for the hobbyist who would like to learn some very basic skills in working with flowers.

Call Carol Elliott 675-3111, Ext. 4357, for further information.

### Retail Floristry Diploma Program

This exciting new program is designed for those entering the industry or the novice flower arranger wishing to upgrade their skills. The program focuses on the principles and practice of floral design, including form, technique, composition, colour and construction. Complementary course work in plant identification, care and handling, communications and merchandising combine to prepare students to respond to the demands of an industry which is fast-paced and competitive.

All courses are taught at the North Campus by qualified and industry experienced instructors utilizing the College's Floriculture Laboratory and Instructional Greenhouses.

#### Courses > Pre-Requisites

FLRS815 Design Fundamentals and Lab 1 > None  
FLRS816 Design Fundamentals and Lab 2 > FLRS815 Design Fundamentals and Lab 1

FLRS817 Design Fundamentals and Lab 3 > FLRS816 Design Fundamentals and Lab 2

FLRS818 Salesmanship and Merchandising I > None  
FLRS828 Salesmanship and Merchandising II > FLRS818 Salesmanship and Merchandising I

FLRS819 Plant Identification and Product Knowledge > None

FLRS820 Retail Flower Shop Operations > None

FLRS821 Sketching and Art History > None

COMM200 Communications 200 > Appropriate divisional approval

COMM300 Communications 300 > COMM200 Communications 200

HUMA024 Humanities > None

GNED General Elective (2) > None

FLRS822 Work Experience\* > None

\*To meet program requirements students must provide detailed documentation of related work experience in a recognized retail florist operation of at least 864 hours. Further information can be obtained from the Program Co-ordinator.

Each semester, different courses will be offered to enable students to complete the program, should they so wish. Once registered, it is not necessary for a student to complete all courses; individual courses of specific interest can be taken, as long as the necessary prerequisite (or its equivalent) is met.

#### Admission Requirements

Mature student status or Ontario Secondary School Diploma at or above the general level (or equivalent).

#### Program Costs

Textbooks and tools for the three Design Fundamentals and Lab courses cost approximately \$100.00 and may be purchased from the Campus Stores following registration in FLRS815 Design Fundamentals and Lab

1. Texts for the remainder of the program will amount to an additional \$400.00.

Floral materials costs for the Design Fundamentals and Lab courses will be approximately \$200.00 per course. These are to be paid by cheque in three installments per course; the first installment cheque is due Thursday, January 11, 1990 in the sum of \$75.00. The instructor will notify students of subsequent payment dates and the amounts; these installments are non-refundable. At the end of each week, students can take home their floral work.

### Design Fundamentals and Lab 2

Course No.: FLRS816

AH

This course will continue in the study and application of the elements and principles of design including composition, colour, texture and form. Students will learn various design styles emerging from geometric form and begin a study of vegetative and experimental floral concepts. Throughout the course emphasis will be placed on the creation of saleable (and profitable) designs to acceptable industry standards.

Pre-requisite: FLRS815 Design Fundamentals and Lab 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	6:30-9:30pm	Jan 9-May 3	N	153

### Salesmanship and Merchandising I

Course No.: FLRS818

AH

The principles of effective selling and an understanding of consumer behaviour as it relates to both telephone and personal selling form the focus of this course. Particular attention will be paid to the concept of service and its importance in today's retail environment. Visual merchandising concepts for the floristry industry will also be covered as well as an introduction to prop design and building.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 10-May 2	N	126

## Floral Design Workshops for the Professional

Professional development is essential to growth and advancement in any field, particularly for those in the design arts. This Winter, Humber is pleased to continue its workshop series for the professional florist. Each workshop offers advanced level skills training for the floral designer eager to explore new and innovative trends and ideas.

### Bridal Fantasy

Course No.: FLRS809

AH

The excitement of change is one of the most invigorating aspects of the bridal market. Trends in gown styles, fabrics and colours necessitate variations in bouquet choices. This six-week workshop will explore new avenues in bouquet designs, as well as the selection and combination of plant and floral materials. Each week, different bouquets will be created, discussed and related to different gowns and settings. Participants will take home completed designs.

Class	Day	Time	Duration	Loc.	Fee
50	Wed	7-10pm	Apr 18-May 30	N	143

### Contemporary Flair

Course No.: FLRS807

AH

This six-week workshop series will lead the participants towards creating innovative designs with contemporary flair. Particular attention will be paid to the effective use of accessory and out-of-the-ordinary materials, as well as methods of maximizing the visual impact of designs. Participants will take home completed designs.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 28	N	113

### The Art of Designing with Plants

Course No.: FLRS808

AH

The ability to create innovative and unusual plant arrangements develops a broader market for the retail florist. New concepts in the use of plants in design will form the focus of this five-week workshop. The experienced designer will explore techniques used in creating exciting, saleable plant designs. Participants will take home completed designs.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Mar 7-Apr 4	N	106

## Flower Arranging for the Hobbyist

### Floral Ideas for Interiors

Course No.: FLRS021

AH

The hobbyist who enjoys having flowers in the home will appreciate this five-week workshop. Each week different arranging techniques will be tried, from loose vase arrangements to more formal displays. A floral opportunity to create that special arrangement for a memorable occasion or place in the home. Participants will take their creation home each evening.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-9pm	Jan 22-Feb 12	N	92

### Japanese Art of Floral Design (Ikebana)

Course No.: FLRS004

AH

Reflecting the Japanese love of beauty and nature you will learn to create beautifully-simple arrangements using flowers and branches.

Students will be asked to bring their own supplies after the first evening.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Jan 23-Feb 20	WCI	42

### Lasting Wishes

Course No.: FLRS022

AH

Designed for the hobbyist this 5-week workshop will introduce the participant to the delights of creating arrangements with spring flowers as well as dried and silk flowers used in door decorations. Participants will take their creations home each evening.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-9pm	Mar 5-Apr 2	N	82

### Silks and Dried Floral Designs

Course No.: FLRS005

AH

Joan Badertscher will teach you how to create beautiful designs. Styles, shapes and techniques of silk and dried materials will be covered.

Materials will be available for purchase at approximately \$10 per session (minimum). Students will



supply their own wire cutters and shears.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 22-Feb 19	YEC	45
61	Mon	7-10pm	Mar 5-Apr 2	K	45

## Fine Arts

### Drawing

#### Drawing 1

Course No.: ART.001

AA

This course is an introduction to basic drawing and sketching techniques with the forms and the human figure. The basic principles of perspective will be covered; the use of pencil, chalk and charcoal will precede pen and wash drawing. This course is suitable to both Fine Art and Design students, particularly Package Design, Graphic and Interior Design and Decorating.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Feb 27	N	62
61	Tue	7-10pm	Mar 6-Apr 17	N	62

### Painting

#### Oil Painting

Course No.: ARTS022

DF

The student will be introduced to a wide variety of oil painting techniques, through teaching demonstrations and practice. The methods and materials of practical studio application are to be covered and will be of interest to both the novice and experienced artist wishing to expand upon their present skills. (Materials will need to be purchased.)

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 22-Mar 5	L	80

#### Painting - Introduction

Course No.: ART.003

AA

In this course the student is introduced to painting techniques in the wet mediums of acrylic and water-colour. Students explore the versatility of each medium through demonstration and participation, and deal also with elements of design and composition in visual images. Students must provide their own materials.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 28	N	65
61	Wed	7-10pm	Mar 6-Apr 18	N	65

### Watercolours

Course No.: ARTS008

DF

An introduction to the various 'wet-in-wet' and 'dry-brush' techniques in the transparent watercolour medium with emphasis on value study, colour mixing and pigment theory.

Experiment with different washes and techniques working at your own level.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 24-Mar 7	L	80

### Watercolour Workshop

Course No.: ARTS026

DF

A workshop designed for artists who wish to expand professionally or to just have fun. A simplified approach from stretching paper, to the excitement of creating one's own painting. A demonstration will be given as well as the opportunity for students to paint.

Plus ideas on how to succeed in the fine art field, and its many rewards will be discussed.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 3	L	45

## Leisure Arts and Activities

### Calligraphy

#### Calligraphy - The Canadian Pointed System I

Course No.: ARTS007

DD

Learn to handwrite 'correct' lettershapes as outlined by the Calligraphic Arts Guild of Toronto. This basic course is a short cut to developing and applying legible calligraphic lettering. You will be using the wide nib pen under the guidance and personal attention of a qualified guild instructor.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9pm	Jan 17-Mar 21	N	75

### Dance

#### Night Club Dancing

Course No.: DNCE012

DI

This is an exciting course for anyone who enjoys dancing. Learn new steps including Slow Dancing, Salsa, Slow Rumba (Bolera), Cha Cha, Merengue, Mambo, the Disco Swing and get ready for a night out. Time will be spent working on balance, confidence and timing.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	8-10pm	Jan 29-Apr 2	KGP	70

#### Social Dance 1

Course No.: DNCE001

DI

Beginners course which stresses personal confidence with a few steps well taught, rehearsed and continually reinforced. The dances taught are Waltz, Social Fox-trot, Quick-step, Rhumba, Cha Cha, and Jive. Partners are not required.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7:30-10pm	Jan 29-Apr 2	RCI	85
61	Tue	7:30-10pm	Jan 30-Apr 3	WCI	85
62	Wed	7:30-10pm	Jan 31-Apr 4	RCI	85
63	Thu	7:30-10pm	Feb 1-Apr 5	WH	85
64	Fri	7:30-10pm	Feb 2-Apr 6	CRM	85

## Stained Glass

### Stained Glass - Basic/Intermediate

Course No.: ARTS020

DD

This course is designed as a complete unit, allowing students to learn both proper techniques for assembling stained glass - lead, and copper foil, as well as showing, and giving the student an opportunity to make a Tiffany style lamp. Inside studio techniques will be shared, and teaching will be supplemented by seeing a studio's work in progress, and by the use of videos. Students will be allowed to use the classroom facilities outside classroom hours. A reference library is also offered for use.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	**	85*
62	Tue	7-10pm	Jan 16-Mar 20	**	85*
63	Wed	7-10pm	Jan 17-Mar 21	**	85*

\*Plus material costs \$25 lab fee; \$40-50 purchase of hand tools.

\*\*This course will be held at the Fantasy In Glass Studio, 697 The Queensway, Toronto M8Y 1L2.

### Stained Glass Lamp Making

Course No.: ARTS021

DD

Students will learn construction and techniques of assembling true Tiffany-style stained glass lamps. Focus will be on the Worden style of assembly, but other systems will be included. Special studio techniques that will greatly increase the student's speed and accuracy will be covered, as well as advanced cutting techniques. Teaching will be supplemented by the use of videos. Students may use the classroom facilities outside classroom hours. A reference library is also available. Some previous ability in stained glass is a pre-requisite.

Class	Day	Time	Duration	Loc.	Fee
64	Thu	7-10pm	Jan 18-Mar 22	*	85

\*This course will be held at the Fantasy In Glass Studio, 697 The Queensway, Toronto M8Y 1L2

## Photography

### For Information:

Kay Kelly 675-3111 Ext. 4505

### Program Coordinator:

Bert Hoferichter 675-3111 Ext. 4656

The Photography Coordinator, (ext. 4656) will be available in the Registrar's Office, North Campus, for consultation on the evening of January 15, 1990 from 5:30-7 p.m.

All students are expected to supply their own 35mm or 2 1/4" camera as well as flash, tripod, film and processing. Approximate additional costs for supplies will be:

Photography 1	\$125
Photography 2	\$125
Photography 3	\$150
Photography 4	\$160
Elements of Photography 1 or 2	\$150
Prof. Photo Techniques	\$120
Print Retouching	\$100
Portrait 1 or 2	\$100
Wedding 1 or 2	\$100

Dependent on instructor evaluation and student participation, all photography classes may include some additional costs. Students will be advised of actual material requirements during class.

### Photography Certificate 482

Certificate in Photographic Techniques- Program 482e  
Required Courses

FOTO801 Photography 1

FOTO802 Photography 2

FOTO803 Photography 3

FOTO804 Photography 4

Plus an additional \* 2 courses chosen from:

FOTO810 Nature Photography

FOTO805 Photography Portrait 1e

FOTO806 Photography Portrait 2e

FOTO807 Photography Wedding 1e



FOTO814 Photography Wedding 2  
 FOTO811 Print Retouching  
 FOTO808 Elements of Photographic Design 1  
 FOTO813 Elements of Photographic Design 2  
 FOTO812 Professional Photographic Techniques  
 FOTO809 Large Format Camera  
 FOTO815 Nature and Travel Photography  
 \*(additional courses may be required for exemption replacements - special arrangements only.)

## Photography 1

Course No.: FOTO801 AE

This will be your introduction to the understanding of your camera, your lenses, design and composition, as well as lighting and exposure control. It will give you a good understanding of 35mm photography.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81
61	Wed	7-10pm	Jan 17-Apr 25	N	81
62	Wed	7-10pm	Jan 17-Apr 25	L	81

## Photography 2

Course No.: FOTO802 AE

This course is designed for students who have completed Photography 1. It will familiarize students with the workings of the Black and White Darkroom, its equipment and the introduction of processing film, making contact sheets and enlargements.

Pre-requisite: FOTO801 Photography 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81
61	Thu	7-10pm	Jan 18-Apr 26	N	81

## Photography 3

Course No.: FOTO803 AE

A continuation of Photography 2, this course will deal with advanced black and white darkroom processes such as toning, double printing, high contrast materials, dodging and burning. It will also introduce you to the proper presentation of your prints such as mounting, matting and framing.

Pre-requisite: FOTO802 Photography 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81
61	Fri	7-10pm	Jan 19-May 4	N	81

## Photography 4

Course No.: FOTO804 AE

Photography 3 is a prerequisite to this colour print course. It includes subtractive colour printing, contrast and colour control as well as cibachrome printing and C-41 colour negative processing.

Pre-requisite: FOTO803 Photography 3

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

## Elements of Photographic Design 1

Course No.: FOTO808 AE

This course will address the issues of creativity and esthetics as they appear in photography. Students will learn the meaning of subject selection, visual attributes and composition through a program of assignments and workshops. Topics include: proportion, rhythm, balance, perspective and tone values.

Pre-requisite: FOTO801 Photography 1 or approval of program coordinators

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

## Elements of Photographic Design 2

Course No.: FOTO813 AE

This is an advanced photographic design course. Focus will be on individual concerns, workshops and assignments. Students will be required to generate assignments where images are serial in nature, based on a single theme. This course will help to develop your own creative and personal style in photography.

Pre-requisite: FOTO808 Elements of Photo Design 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

## Photo Portrait 2

Course No.: FOTO806 AE

This course will deal in depth with the more advanced technique of portrait lighting and posing on location and in the studio. Live models will be used to demonstrate the techniques.

Pre-requisite: FOTO805 Photo Portrait 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

## Photo Wedding 1

Course No.: FOTO807 AE

Demonstrations of candid wedding photography techniques and student participation in practice shoots will be featured in this course.

Students must provide their own camera, flash unit and films.

Pre-requisite: FOTO801 Photography 1 or approval of co-ordinator

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

## Print Retouching

Course No.: FOTO811 AE

Through lecture and practical work you will learn to retouch colour and black & white negatives, as well as colour correction and print enhancement on colour prints. The course is taught to industry standards.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

## Professional Photographic Techniques 1

Course No.: FOTO812 AE

Emphasis will be on product and still life photography, and classes conducted in our large commercial studio. Students will be instructed on lighting and composing for a variety of products. A medium format camera with lenses and tripod is recommended.

Pre-requisite: FOTO801 Photography 1 or approval of Program Coordinator.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

# Media Arts

## Television Operation and Production Certificate Program 187

This three level career oriented course is designed to introduce students to television operating and production techniques. It will be of interest to those who wish to work in the television industry whether it be cable, industrial, or educational. Students will be introduced to the many forms of television production from single

camera—electronic editing, to multiple camera studio production.

Courses > Prerequisites

FMTV801, Basic TV Oper. and Prod.

FMTV802, Intermed. TV Oper. and Prod. > FMTV801 Basic TV Oper. and Prod.

FMTV803 Adv. TV Oper. and Prod. > FMTV802 Intermed. TV Oper. and Prod.

## TV Operation and Production - Basic

Course No.: FMTV801 AA

Students are introduced to basic television operations and production, and they will acquire a good understanding and knowledge of production techniques.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81
61	Thu	7-10pm	Jan 18-Apr 26	N	81

## TV Operation and Production - Intermediate

Course No.: FMTV802 AA

We will challenge your creative and production skills by having you produce 'IN' studio and remote recording. Your equipment operation and program production techniques will be refined by directing or crewing on a variety of television productions.

Pre-requisite: FMTV801 TV Oper. and Prod.-Basic

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

## TV Operation and Production - Advanced

Course No.: FMTV803 AA

You will develop and produce a variety of complicated television programs, using a single camera remote, and studio facilities. Unique program ideas will be encouraged, developed and produced as individual or group projects.

Pre-requisite: FMTV802 TV Oper. and Prod.-Inter.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

# Journalism

## Copy Editing

Course No.: JRNL204 AA

Want to improve your written material? This course will be of benefit to you. It is designed to teach the techniques of copy editing, re-writing and the effective use of language. As well you will learn to use copy writing and proof-reading symbols. The goal is to make your written communications clear, concise and effective.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9pm	Jan 17-Apr 25	N	57

## Magazine Writing I

Course No.: JRNL302 AA

This course will concentrate on the requirements for writing and editing for consumer, business and professional corporate and government publications. The student will develop skills as a writer/editor for magazines.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81



**Writing for Fun and Profit**

Course No.: ARTM105

AA

Learn how to write sparkling feature articles and news stories, and how to sell them to newspapers and magazines. You will learn how to spot a story, dig up the facts, and put them together with flair enough for any editor.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

**Media****Speaking for Media, T.V., Radio, Film & Stage**

Course No.: ARTM102

AA

You can develop the ability to speak effectively on radio, T.V., film and stage. The techniques used by three professionals are taught in this course. Confidence is built as you participate in exercises to improve your presentation skill.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 28	N	41.60

**Public Relations****Public Relations and Case Studies - Introduction**

Course No.: PRD.100

AA

During this course you will examine the history and trends, principles and practices of the art and craft of Public Relations. Definitions, concepts, their relation to publicity, advertising, and the tools of P.R. will be discussed. These subjects will be illustrated with case histories.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**Winning Fame and (maybe) Fortune**

Course No.: ARTM106

AA

Your organization has been doing all kinds of good work, but nobody knows about it or your organization. This course will show you how to get your share of news media attention, your name in print and your picture on the screen.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

**Publication Design****Layout and Production for Print**

Course No.: PRD.300

AA

This course will provide the knowledge of print production, design and layout that is essential in the planning of brochures, newsletters and in-house magazines. It will also be beneficial to those who are interested in desktop publishing.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Jan 16-Apr 24	N	57

**Radio****Announcing Techniques**

Course No.: RBD.201

AA

The basic skills for reading news, sports and commercials 'on air' are taught in this course. Students are introduced to the situations that confront the broad-

casters every day. The instructor is a practicing professional. Students will need their own cassette recorder for home study.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9pm	Jan 17-Apr 25	Ne	57

**Retail Radio Sales**

Course No.: ARTM107

AA

Retail radio sales is one of the most challenging and highest paid facets of radio broadcasting. This course will provide a grounding in retail radio sales and teach students such skills as how to open and close a sale; how to prospect for new accounts; how to put together a sales presentation; and how to work with audience statistics as they relate to radio listening.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

**Performing Arts**

For information contact Kay Kelly 675-3111, ext.4505

**Music**

The Humber College Music Department is pleased to offer part-time music studies for both beginning and experienced musicians.

**Guitar 1 (Beginning)**

Course No.: MUSC001

AA

Guitar 1 provides an introduction to playing the guitar through the development of reading and picking skills. If you do not have a guitar the instructor will have information about where you can rent one. Rental fee not included in course fee.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-8:30pm	Jan 15-Apr 16	N	86

**Guitar 2 (Intermediate)**

Course No.: MUSC002

AA

If you have already acquired a basic knowledge of guitar through studies at Humber or elsewhere, Guitar 2 is for you. This course will help you refine your technical skills and expand your repertoire.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-8:30pm	Jan 16-Apr 17	N	86

**Basic Theory 2**

Course No.: MPRE002

AA

Basic Theory 2 takes the student well into materials covered in Basic Theory 1.

It deals with chord and interval symbols, diatonic triads and four chord, both major and minor modes and chordal extensions.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-8:30pm	Jan 17-Apr 25	N	57

**Pop Piano 1**

Course No.: MUSC003

AA

This course provides an introduction to the fundamentals of keyboard including reading in treble and bass clefs, basic keyboard exercises, and the playing of simple tunes.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-8:30pm	Jan 16-Apr 17	N	86

**Recording and Sound Reinforcement 1**

Course No.: MELC301

AA

This course is designed for the individual who wishes to gain fundamental knowledge of sound mixing in a live and recording studio situation.

**Note:** Times may vary from published schedule. Eight hours professional studio time included.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	*	158.40

\* North and Studio TBA

**Recording and Sound Reinforcement 2**

Course No.: MELC401

AA

A continuation of level 1 which will place emphasis on more sophisticated equipment and mixing procedures both in the studio and live. Twelve hours professional studio time included.

**Pre-requisite:** MELC301 Rec. & Sound Rein. 1e

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 17	*	182

\* North and Studio TBA

**Television****Television Acting Workshop**

Course No.: THTP800

AA

Have you ever thought of being in a TV commercial or film? Through this course you can learn the basics for such opportunities.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

**Hospitality**

In the constant challenge to service the educational needs of the ever expanding and growing hospitality industry, Humber College has expanded its Continuous Learning offerings. These now include a large variety of courses leading to certificates in areas of Hotel and Restaurant Operations, Culinary Training and Travel & Tourism. These courses can be taken on an individual basis for interest and professional upgrading and/or accumulated in working towards a certificate.

**Hotel and Restaurant Operations Certificate Programs**

In response to the industry need for qualified personnel, Humber College is undertaking the development of certificate programs in the areas of Restaurant Operations, Bar Operations, Room Division. These programs prepare candidates to enter into the respective area moving quickly into supervisory roles with the appropriate work experience and direction. These courses have also been designed as either introductions to or credit toward the Hotel and Restaurant Management Diploma. Credit courses which are the equivalent of three day-time courses are 14 weeks long and the evening non-credit courses have been designed to fit into 6 sessions of 3 hours each. These short courses will start at the beginning and mid-point of each semester. A variety of courses will be offered each semester to allow the student to work at his/her own pace and allow a timely completion of the certificates. If you are interested in these courses or working towards any of the certificates please contact the Hospitality Management Department at 675-3111, ext. 4105.e



## Restaurant Operations Certificate Program

The Restaurant Operations Certificate Program prepares the student to work as a waiter, waitress or Restaurant Supervisor, depending on the amount of work experience. Mature students may enter the program providing they have adequate English language skills.

All courses for this certificate are evening courses, running for 6 sessions of 3 hours each, except for the Food and Beverage Service Practical course which runs for 14 weeks, 6 hours per week. A variety of core and elective courses will be offered each semester. To qualify for the certificate, the student must complete the 5 core courses and any two of the elective courses offered.

### Restaurant Operations Service Certificate

#### Course # Core Courses

HOTL105	Food and Beverage Service Practical
HOTL020	Responsible Service of Alcohol
HOTL011	Intermediate Bartending
HOTL022	Cash and Sales Reporting
HOTL025	Effective Guest Relations

#### Electives (any 2)

HOTL012	Advanced Bartending
HOTL030	Wine Appreciation I
HOTL031	Wine Appreciation II
HOTL023	Successful Staffing
HOTL021	Beverage and Labour Cost Control

## Bar Operation Skills Certificate Program

The Bar Operation Skills Certificate prepares the student to work as a bartender or as a bar supervisor depending on the amount of work experience. Students may enter the program assuming adequate English skills and a minimal age of 19 years.

All courses for this certificate are evening courses, running for 6 sessions of 3 hours each. A variety of core and elective courses will be offered each semester.

To qualify for the certificate, the student must complete the 6 core courses and any two of the elective courses offered.

### Bar Operation Skills Certificate

#### Course # Core Courses

HOTL011	Intermediate Bartending
HOTL020	Responsible Service of Alcohol
HOTL021	Beverage and Labour Cost Control
HOTL022	Cash and Sales Reporting
HOTL025	Effective Guest Relations
HOTL030	Wine Appreciation I

#### Electives (any 2)

HOTL012	Advanced Bartending
HOTL031	Wine Appreciation II
HOTL023	Successful Staffing
HOTL026	Hospitality Sales and Promotion

## Rooms Division Operations Certificate Program

The Rooms Division in a typical hotel operation encompasses a large number of operating departments, primarily focusing on the sale and servicing of hotel bedrooms. The following series of courses focus directly on the operations of the front desk and also gives insight into the maintenance and housekeeping areas. The majority of the courses for this program run for 6 sessions of 3 hours each with the exception of the Front Desk Operations and Front Office Theory which

are to be taken concurrently over 14 sessions of 3 hours.

Entry into the program may be granted with appropriate English and math skills.

To qualify for the Rooms Division Operations Certificate, the student must complete the 5 core courses and 2 of the electives.

### Rooms Division Operations Certificate

#### Course # Core Courses

HOTL101	Front Desk Operations
HOTL102	Front Desk Theory
HOTL025	Effective Guest Relations
HOTL022	Cash and Sales Reporting
HOTL026	Hospitality Sales and Promotion

#### Electives (any 2)

HOTL050	Rooms Layout & Maintenance
HOTL051	Reservations Management
HOTL052	Housekeeping Operations
HOTL023	Successful Staffing

## Introduction to Bartending

### Course No.: HOTL010

GD

This course introduces bartending to the home entertainer. Included in the sessions are the theories of cocktails, bar tools and their application, as well as responsible and careful service of alcohol. This is a 'hands-on' approach to bartending with each student practicing the 'art of mixing' under the watchful eye of the instructor.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Feb 19	N	101.80
61	Mon	6:30-9:30pm	Mar 5-Apr 9	N	101.80

## Intermediate Bartending

### Course No.: HOTL011

GD

This course is an intense six week program for persons working or interested in working as a bartender. Students will review the methods of preparing cocktails and look at the large variety of cocktails on the market. Each week, a new method will be discussed and various drinks will be prepared and analyzed. Students will have the opportunity to practice these drinks and also create 'new taste sensations'. Some previous knowledge of mixing drinks or completion of the Introduction to Bartending course is suggested.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Feb 20	N	101.80
61	Tue	6:30-9:30pm	Mar 6-Apr 10	N	101.80

## Advanced Bartending

### Course No.: HOTL012

GD

This course is a co-op placement opportunity for those seeking employment as bartenders. The first and last classes are held in the college; the other four classes, students work within the industry.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Mar 8-Apr 12	N	36.80

## Responsible Service of Alcohol

### Course No.: HOTL020

GD

This course offers certification for bartenders and servers working in licensed restaurants and lounges. The fees include the handbook and certification from the Addiction Research Foundation (ARF). Please contact Anne O'Byrne of Client Services for dates of upcoming courses at 675-3111, ext 4694.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	TBA	TBA	WC	30

## Wine Appreciation I

### Course No.: HOTL030

GD

This course will highlight the theory of wines with emphasis on growing of grapes, production methods, types of wines, packaging and labeling. Canadian Wineries and wines will be highlighted but European House wines may be included for comparison. Tastings will include a variety of large and small winery products.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Feb 19	N	101.80

## Wine Appreciation II

### Course No.: HOTL031

GD

This course will present the major 'types' of wines such as Riesling, Bordeaux, etc., from around the world. Sampling will highlight the similarities and differences for the same wine type produced in the different wine producing areas. European and American wines will be highlighted including Canadian Wines where appropriate.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Mar 5-Apr 9	N	156.80

## Wine Appreciation III

### Course No.: HOTL507

GD

The Wine Appreciation III course is a much more extensive wine study program looking at 4 major wine producing areas namely France, Germany, Italy and California. The Pre-sommelier section of the course offers training in the proper tasting and service of wines as done by a Wine Sommelier.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	256

## Effective Guest Relations

### Course No.: HOTL025

GD

Dealing with guests in a service oriented situation can either be done with complete guest satisfaction, or can be a total disaster, depending on how the encounter is handled by the employee. This course considers the role that the employee plays in the handling of guests, and introduces the student to techniques that can be used in the handling of guest complaints and proper controlling of guest encounters.

This course should be considered a must by anyone who deals in a service oriented situation.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Feb 22	N	36.80

## Front Desk Operations

### Course No.: HOTL101

GD

Designed to acquaint the student with skills that are required for an entry level position on a front desk. Utilizing a modern hotel desk facility, the student will learn: account maintenance and settlement, data processing and preparing manager's reports. At the conclusion of the program the student should be able to perform the duties of a Front Desk Clerk and/or a Night Auditor. This course is designed to be taken concurrently with Front Desk Theory.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	8-9:30pm	Jan 15-Apr 23	N	45

## Front Desk Theory

### Course No.: HOTL102

GD

This course will introduce the student to the functions of the Front Desk within a typical hotel, motel and resort. Specific emphasis will be placed on the Front Desk and its relationship with the other departments in



the Front Office as housekeeping and accounting. This course is designed to be taken concurrently with Front Desk Operations.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-8pm	Jan 15-Apr 23	N	45

### Basic Finance

Course No.: HOTL180 GD

This course presents the fundamentals of finance and accounting for non-financial management. The student will examine the financial management process using the following sequence: bookkeeping, accounting and analysis.

Pre-requisite: Math test

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

### Advanced Finance

Course No.: HOTL280 GD

This course continues from Basic Finance. The students examine financial management process with emphasis on decision-making and action-taking.

Pre-requisite: HOTL180 Basic Finance

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

### Food and Beverage Service Practical

Course No.: HOTL105 GD

This is a practical restaurant management class. By taking this class, the student will be exposed to various positions within the restaurant. On a rotational basis, the student will perform the functions of server, cashier, busperson, bartender, manager and dishwasher. Under the tutelage of our maitre d', the students will learn a variety of service techniques used in the restaurant industry today.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	3:30-9:30pm	Jan 11-Apr 19	N	153

### Special Events Management

Course No.: HDTL700 GD

As an introduction to the industry, this course will look at the many components which make up a Special Event. Each session will be delivered by a professional working within that particular area. At the end of this course, the student will have an understanding of the scope of the industry and a basic understanding of the primary components.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 24-Feb 28	L	36.80

### Financial Management for Special Events

Course No.: HOTL701 GD

This course will look at the importance of good record keeping, budget and controlling of the financial aspects of special events. Through the use of case studies of a variety of events, students will become aware of the many hidden costs and possible financial problems peculiar to this industry. Forms, formats and procedures will be presented to complete the 'how to's' of financial management.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Mar 7-Apr 11	L	36.80

## Culinary Programs

The following courses comprise a program of Continuing education designed to meet the needs of entry level employees, cooks, chef and kitchen managers who would like to up-grade themselves in specific areas or gain certificate level training for further certification. These courses can be taken on an individual basis or progress towards any of the certificates offered. Through part-time studies, a student may work toward the following certificates: Cook-Institutional, and Kitchen Management.

Successfully completed courses may be credited (where applicable) towards the full-time study programs as Culinary Management Diploma, Hotel and Restaurant Management Diploma, Cuisine Apprentice and Cook Entry Level.

Individuals with industry experience may be eligible for prerequisite exemptions and should contact the Culinary Management Department at 675-3111, ext. 4550 for further information.

(Note: for practical lab classes, students must supply the required tools, uniforms and texts.)

### Kitchen Production Management Certificate Program

This in-depth Kitchen Management Certificate Program covers all the important areas required for today's kitchen/food production managers.

The following series of courses focus directly on the production management organization in varied kitchen environments and also gives insight into the introduction of computers into kitchen management functions. Courses for this certificate can be taken either during the day or in the evening, as programmed.

Course #	Name
CULN105	Kitchen Sanitation & Safety
CULN202	Food & Labour Cost Concepts
CULN403	Food & Labour Cost Controls
CULN702	Kitchen Supervisory Skills
CULN304	Menu Planning

### Institutional Cook Certificate

This unique 'Certificate Program' is designed to meet the needs of entry level food service employees, cooks, and assistant cooks in hospitals, cafeterias, contract catering and other institutional food service operations.

Emphasis is upon assisting the adult learner in the development of cooking skills, theoretical knowledge, kitchen organization, sanitation, safety and pantry and cold work preparation.

The courses for this certificate will be offered in the following format so that participants can achieve certificate recognition in June 1990.

Course #	Name
CULN101	Food Production Practical
CULN103	Food Production Theory
CULN105	Kitchen Sanitation and Safety (Self Study & Tutorial Format)
CULN700	Kitchen Management/ Organization
CULN180	Cuisine Theory
CULN289	Cuisine Practical
CULN703	Basic Nutrition and Lifestyle

### Cuisine Practical

Course No.: CULN289 GC

The emphasis is on food preparation and service techniques to provide a standard of cooking as required by the food service industry. Production organization and quality control will be highlighted.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9:30pm	Jan 16-Apr 24	N	143

### Cuisine Theory

Course No.: CULN180 GC

This course builds on the theoretical knowledge provided in Food Production Theory 1 and it is directly related to Practical Cuisine course. The course offers the theory of fruits and vegetables, rice and pasta, eggs and breakfast cookery, fish and shellfish, meat, game and poultry, salads, and salad dressings, with an emphasis on professional production methods and terminology of food production.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	4:30-6pm	Jan 16-Apr 24	N	45

### Food Production - Practical

Course No.: CULN101 GC

A basic study for training culinary and hotel and restaurant personnel in the principles of Quality Food Production, to include operation of kitchen equipment, and proper use of professional tools. Instruction in the practical application of the Canadian Sanitation Code in the preparation of raw and prepared foods. Emphasis being on the safe production techniques of preparing stocks, soups, sauces, basic cuts of vegetables and potatoes.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9:30pm	Jan 15-Apr 23	N	143

### Food Production Theory

Course No.: CULN103 GC

This course provides the theoretical knowledge needed for basic food preparation. Students will learn the culinary basics and terminology and principles in preparation of stock, soups, sauces, potatoes, and vegetables. They will also gain an understanding of professional terminology.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-7:30pm	Jan 15-Apr 23	N	45

## What's Cooking at Humber

The following short courses are offered to individuals wishing to explore and experience different areas of cuisine. Classes are informal and informative with emphasis on learning through full participation by the student.

### Club Cuisine

A cooking series of: Cuisine workshops/demonstrations in learning the hidden secrets and techniques of the fine art of cooking. In each series students will receive recipe packages and share culinary tips with other 'foodie fanatics'.

Workshop classes are limited to 18 students only with minimum of 10. These culinary classes are ideal for individuals, couples and 'groups' who wish to expand their culinary portfolio for home entertaining. Partici-

**Complete Registration  
Information on page 2**



pants can select a workshop from each series and build up some solid knowledge for kitchen escapades at home.

Participants of four Club Cuisine classes will be invited to our gala Cuisine Club dinner in the 'Humber Room' on Thursday, April 19, 1990.

### Club Cuisine Series I, #1

Course No.: CLUB011 GC

Chefs knives and their use in the kitchen. Basic quality soup stocks; and cream of watercress soup with cheese straws; tomato and orange soup with gin; and soup garnishes.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18	N	28

### Club Cuisine Series I, #2e

Course No.: CLUB012 GC

Salad oils, vinegars and mustards. Making your own special vinegars/oils; garnishing for home entertaining; salmon gravlax with dill and soya zap.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18	N	28

### Club Cuisine Series I, #3

Course No.: CLUB013 GC

Puff pastry and how to make it. French pastries and fillings; strawberry mille feuille with two sauces.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18	N	28

### Club Cuisine Series II, #1

Course No.: CLUB021 GC

Basic sauce techniques. Quick sauces for home entertaining; scallops en croute with vermouth and saffron sauce.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Feb 15	N	28

### Club Cuisine Series II, #2

Course No.: CLUB022 GC

The art of roasting and carving duck, crown roast, poultry, turkey and simple plate presentations.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Feb 15	N	28

### Club Cuisine Series II, #3

Course No.: CLUB023 GC

Taking the mystique out of mousses. Tropical fruits and their uses; poached fruits with two mousses and triple sec sauce and garnishes.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Feb 15	N	28

### Club Cuisine Series III, #1

Course No.: CLUB031 GC

The art of pasta making. Pasta making tools and equipment; saffron linguine with wild mushrooms and veal; fettucini with caraway and seafood.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Mar 15	N	28

### Club Cuisine Series III, #2e

Course No.: CLUB032 GC

The art of fish cookery. Principles of fish cuisine and purchasing points; fish preparation techniques; cooking methods; grilled swordfish with herb butter and thorny shrimp.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Mar 15	N	28

### Club Cuisine Series III, #3

Course No.: CLUB033 GC

Meringue making techniques. Piping techniques; meringue nests; vacherin of fruit; meringue cake with ginger and oranges.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Mar 15	N	28

### Club Cuisine Series IV, #1

Course No.: CLUB041 GC

Principles of paté making. Paté making equipment & tools; a quick paté for home entertaining; plate presentation techniques; paté garnishes.

Class	Day	Time	Duration	Loc.	Fee
50	Thu	6:30-9:30pm	Apr 5	N	28

### Club Cuisine Series IV, #2

Course No.: CLUB042 GC

Simple home meat cutting techniques. Chicken butchery for home entertaining; chicken brochettes orientale.

Class	Day	Time	Duration	Loc.	Fee
50	Thu	6:30-9:30pm	Apr 5	N	28

### Club Cuisine Series IV, #3

Course No.: CLUB043 GC

Chocolate decadence for the purist. Chocolate truffles; candies; chocolate mousse; chocolate garnishes.

Class	Day	Time	Duration	Loc.	Fee
50	Thu	6:30-9:30pm	Apr 5	N	28

## General Interest Cooking

### A Paté for Easter

Course No.: CULN092 GC

This one day 'hands on' workshop is ideal for the serious home entertainer. Let a master chef take you through a simple step by step format for making a classic paté and suitable garnishes. This busy day will compliment you with a great paté to take home.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	9:30-4pm	Apr 7	N	55

### Easter Eggs and Chocolates

Course No.: CULN091 GC

Students will work with a master chef in the preparation of hand made chocolates and decorating eggs in a number of styles. A total 'hands-on' experience with recipes and calories to take home.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-4pm	Mar 31	N	55
50	Sat	9:30-4pm	Apr 7	N	55

### Roasting and Carving for Holiday Entertaining

Course No.: CULN050 GC

This one day workshop will teach the participants the fine art of roasting and carving prime cuts of meat and poultry in order to impress your guests. A great 'hands on' workshop for the entertaining purist.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	9:30-4pm	Apr 7	N	55

## Everything You Wanted to Know about Chicken

Course No.: CULN007 GC

Come and learn the art of boning and cutting chicken for the many uses in daily menus. Students will gain 'hands-on' experience with guidance from a professional chef, and take home what they prepare along with a Humber apron and instructional package for future use at home.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-4pm	Feb 10	N	55
61	Sat	10-4pm	Mar 10	N	55

## Pasta is Not Fattening

Course No.: CULN024 GC

Learn how to prepare delicious recipes for today's lifestyles. There is a new trend in our culture of keeping trim and healthy while at the same time indulging in the pleasures of good food.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-4pm	Feb 17	N	55
61	Sat	10-4pm	Mar 17	N	55

## Cook Right/Eat Right I

Course No.: CULN080 GC

The path to healthy eating is through creative cooking. The essential nutrients in food will be deliciously taught in a series of four practical demonstrations. Dynamic sections on energy maintenance and arousing nutrition interest in those around you will also be featured.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Feb 8	N	89

## Cook Right/Eat Right II

Course No.: CULN081 GC

This course is designed to teach you healthy eating through sensible cooking. Each session incorporates the latest nutritional data with practical experience in the kitchen. Topics include health conscious shopping, vitamin and mineral maintenance, lifestyle skill training, maintenance strategies to last a lifetime and creative modifications to favourite recipes.

Pre-requisite: CULN080 Cook Right/Eat Right I

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30 pm	Feb 15-Mar 8	N	89

## Travel & Tourism

The Tourism Industry in Canada is growing rapidly and as a result, there is a need for qualified personnel in the areas of Tourism and Travel. A variety of courses are offered each semester for the purpose of an Industry Update in this ever-changing field. Also an Inbound Tourism Certificate Program has also been developed to train people interested in organizing itineraries for visitors to Canada. For more information on the Industry Update courses and the Inbound Tourism Certificate Program, contact the Travel and Tourism Department at 252-5571, ext. 3323.

## Tariff & Ticketing, North America

Course No.: TRAV201 GA

This course is designed to teach the students the correct application of the fares published in the appropriate sectors of the North American Passenger Tariff (ATPCO). It will provide the student with the skills re-



quired to complete passenger tickets based on these fares and rules.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	L	81

### Airline Documentation - Introduction

Course No.: TRAV102

GA

This course will provide the student with the skills to write basic airline tickets, calculate basic airline fares and to apply rules governing issuance of documents in accordance with the Bank Settlement Plan.

Pre-requisite: Grade 12 or mature student status

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	L	81

### Inclusive Tour Holidays (I.T.C./F.I.T.)

Course No.: TRAV204

GA

This course will acquaint students with Canadian and International Inclusive Tour programs. They will also examine a variety of I.T.C. Operators and their respective products. Students will learn how to construct and cost independent tours to a variety of domestic and international destinations.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30	Jan 17-Mar 21	L	56

### Inbound Tourism Certificate Program

The Inbound Tourism Program will provide students with an understanding of the industry, as well as, an opportunity for work related experience in the inbound tourism field. Contents of the program will focus specifically upon the human relations, communications, research, marketing and sales skills necessary to be successfully employed in one of the following areas of the industry: Attractions Staff, Information Service Personnel, Tour Guides and Escorts, Hotel Tour Coordinators and Ground Operators. To qualify for the certificate the student must complete the required courses and a related work experience.

#### Inbound Tourism Certificate

Course #	Required Courses	W	S	F	Credits
TRAV700	Intro. To Inbound Tourism	*	*	*	2
TRAV701	Service Orientation	*	*	*	2
TRAV702	Tourism Comm. & Public Relations	*	*	*	2
TRAV703	Tour Packaging & Pricing	*	*	*	2
TRAV704	Sales Techniques for I.T.	*	*	*	2
TRAV705	Marketing and Research for I.T.	*	*	*	2
TRAV706	Field Placement (as directed by instructor)	*	*	*	8
					20



### Introduction to Inbound Tourism

Course No.: TRAV700

GA

This introductory course will provide an understanding of the scope of the travel and tourism industry and its relationship to Inbound Tourism. It will also examine the major potential markets for Inbound Tourism. Students will examine the background of tourism as an industry and the concept of tourist motivation. Students will develop an awareness of the roles and relationships of the various segments within the travel industry and the need for 'service orientation.'

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Mar 19	L	56

### Tour Packaging & Pricing

Course No.: TRAV703

GA

This course will provide the skills necessary to assemble products and specific itineraries for groups and individuals. Students will learn to respond to enquiries with information, suggestions and descriptive literature. Emphasis will be on the creation of packaged itineraries in response to the requirements of groups. Specific sites and historical points of interest will be studied, including public and historical buildings, the waterfront, and ethnic and special neighbourhoods. The students will be able to cost packages on both wholesale and retail levels. Escorting skills such as airport meeting and greeting, hotel check-ins, and facilitating admission to restaurants and attractions will also be covered.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Feb 13-Apr 17	L	56

## The Writing Centre

Whether you write business letters or novels you have the power to influence and share an intimate understanding with your reader. To assist you, Continuing Education's Writing Centre offers courses in effective and affective writing. Choose a course today for the writing adventure of tomorrow. For further information, please call Julie Klinger, 675-3111, ext. 4418.

### Business Writing

#### Writing Effective Sales Presentations

Course No.: MGMT042

DF

A well planned, written and delivered presentation can often make the difference between making or losing an important sale. Writing Effective Sales Presentations will cover structures, format, style, creating proper openings and closings, and writing proper follow-ups.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Jan 27	N	75

#### Writing Letters That Get The Job Done

Course No.: MGMT040

DF

Focussing on some common situations, this seminar will help you write clear, correct and informative letters that confirm readers' good opinions of you. Moreover, it will show you how to deal with unpleasant, difficult situations gracefully: participants will learn how to write those unwelcome letters - the ones that deliver bad news, deny requests or disappoint expectations - in such a way as to get the job done without sacrificing good will.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 17-Feb 24	N	75

### Writing Letters That Persuade

Course No.: MGMT041

DF

To flourish, every organization needs to be able to secure the cooperation of others, but very often the efforts employees put into writing persuasive messages like sales letters or proposals are time-consuming and unproductive.

This seminar will show you how to make those efforts efficient. Learn how to overcome readers' indifference or resistance to persuasive messages; how to get readers to pay attention to complex information; and how to get readers to take your message seriously.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 24-Mar 31	N	75

### Writing

#### Character and Conflict - The Heart of the Romance Novel

Course No.: CCL.074

DF

Don't let publishers reject your work because of 'wooden' characters and lack of conflict in your plot. Learn to create highly motivated, believable characters readers will remember long after they finish your book. Discover how to keep your reader wondering how your hero and heroine will ever find that promised 'happy-ever-after' ending. In-class exercises, discussions and lectures will benefit both the novice and the experienced writer. A Harlequin editor will critique up to five pages of plot outline and character sketches if submitted to Julie Klinger. This work will be used for class instruction with the permission of participants concerned. Class is limited to 25.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-5pm	Feb 17	N	45

#### Conducting and Writing Interviews for the Press

Course No.: CCL.082

DF

This course in practical journalism will attempt to show you how to conduct and write an interview for a newspaper or a magazine. The course will take a step-by-step look at how you can turn a 30-minute interview with the famous (or the infamous) into a profile that's fit for publication. Conducting and Writing Interviews for the Press will cover: questions to ask at a press conference, in a telephone interview, in the locker room or on the set of the latest television series being filmed in Toronto; organizing the answers and writing the article.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9pm	Feb 21-Mar 28	N	75

#### Copywriting for Print

Course No.: CCL.083

DF

Learn to write the catchy headlines and snappy body copy that sell. A look at how creativity, organization techniques and understanding your audience will help you produce outstanding advertisements and brochures.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Feb 6-Mar 13	N	75



**Creative Writing**

Course No.: CCL.072

DF

Just for fun or for a future in writing, explore your creative potential in a four-session course that gets you started with writing from the very first day. Along with writing exercises that help you explore new methods, express your own ideas and build confidence, you'll look at effective vocabulary, creative expression, plot, dialogue, how to assess and approach markets for your work, how to deal with problems like writer's block, research, copyright, plagiarism – and success.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7–9pm	Feb 6–Feb 27	N	75

**Getting Started in Crime Fiction**

Course No.: CCL.087

DF

The question most commonly asked of writers is, "Where do you get your ideas?" This course will answer that question, then help you develop the idea through plotting, characterization and research.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10–4pm	Feb 10	N	75

**Haiku, An Introduction**

Course No.: CCL.090

DF

A full day workshop to help amateur and non-poets to be familiar with Haiku. A brief talk on history of the development of Haiku and background related with Japanese culture. Informative discussion on translation of well known Japanese Haiku as well as original English Haiku by non-Japanese. Students will compose their own Haiku in the afternoon with 'A Guide to Haiku In English' based on the Haiku ideas and discuss some of the works.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9–4pm	Feb 10	N	75

**'Hands On' Resume Writing**

Course No.: CCL.092

DF

The ability to create an informative and attractive resume is important in a successful search for a job. In the first session learn format, style, length, and accuracy for a resume and covering letter, and then focus on the actual writing, resulting in a comprehensive outline in the final session.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7–9pm	Feb 21–Feb 28	N	75

**Harbourfront Literary Reading**

Course No.: ENGL001

DG

This course will introduce the major genres, themes, and methods of selected writers reading at the Harbourfront Literary Reading Series. The course will provide students with an understanding of the biographical, literary, and historical contexts surrounding each work studied. Class time will alternate between attendance at Harbourfront readings and attendance at Humber College Lectures.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7–10pm	Jan 16–Apr 24	L	81

**Romance Writers' Round Table**

Course No.: CCL.075

DF

In this in-depth writing workshop, participants already familiar with romance fiction will critique one another's work under the direction of a Harlequin editor. Exercises on characterization, plotting, love scenes, and dialogue will be offered as well as relaxation techniques designed to help the student tap the creative imagination. A brief plot synopsis as well as character

sketches of the hero and heroine should be submitted to the instructor. Class is limited to 12.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10–5pm	Feb 24	N	45

**Science Fiction Writing Workshop**

Course No.: CCL.091

DF

Learn about science fiction writing from Terrence M. Green, author of Barking Dogs. Study samples, and receive constructive criticism and support each other's work while benefiting from the coordinating efforts and feedback of the instructor.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	10–4pm	Apr 21	N	45

**The Life of the Novel – Part I**

Course No.: CCL.051

DD

This unique seven week course is designed for anyone who has written a novel or who has thought about writing one. Our instructor will take you through the step-by-step process for writing a novel with emphasis on techniques, innovation and the publisher.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7–10pm	Jan 17–Feb 28	N	75

**The Life of the Novel – Part II**

Course No.: CCL.052

DD

This is a continuation of the course: The Life of the Novel – Part I.

Pre-requisite: CCL.051 The Life of the Novel – Part I.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7–10pm	Mar 7–Apr 18	N	75

**The Successful Freelance Writer**

Course No.: CCL.066

DF

Do you want to sell your writing? This course will help you to enter the freelance world and to compete successfully. You'll learn how to establish realistic goals and how to develop a strategy to reach those goals. Selling Your Writing will help you to turn words on the page into dollars in the bank.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9–4pm	Feb 10	N	45

**Writing and Producing an Effective Newsletter**

Course No.: CCL.071

DF

Whether you produce a newsletter for your customers, your fellow employees or you want to offer a smart-looking, newsy, readable product that attracts readers and aptly reflects the vigour of your organization. Learn how to define your audience, collect and write news, edit copy, select and use photos, create an effective layout – and most important, keep costs firmly under control.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9–4pm	Feb 10	N	75

**Writing and Research for Magazines**

Course No.: CCL.073

DF

To sell your work you must know your markets and audiences. This one-day workshop will focus on the freelance markets available – exploring the magazines to see who buys what, how to tailor your material to a magazine's particular audience, how to work material so it suits more than one market.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9–4pm	Feb 24	N	75

**Writing for the Children's Market**

Course No.: CCL.088

DF

Are you a closet writer? Would you like to market your work but lack the confidence to approach publishers? This course is for those interested in being published in the children's market. It includes an overview of the field and a look at marketing as well as the basics; how to recognize an idea that works, structure a story, use dialogue and develop characters.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9–4pm	Mar 31	N	75

**Writing for the Stage**

Course No.: CCL.089

DF

Participants will write scenes based on weekly class assignments; these scenes will be read in class and appraised for their ability to achieve the desired effects of a given week's prescribed technique; excerpts from master works of the drama will be analyzed for the same purpose.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7–10pm	Jan 18–Feb 8	N	75

**Languages****English As a Second Language (ESL)**

Humber College offers a variety of part-time English as a Second Language (ESL) courses that are broadly divided into two areas. The basic ESL courses provide speakers of other languages with a foundation in speaking, listening, reading and writing skills in English.

The second area focuses on special needs and interests such as Pronunciation and Accent, TOEFL preparation and advanced writing, advanced speaking, etc.

While students may register for the level and course of their choice, interviews and written tests are administered on the first day of classes to ensure appropriate choice and placement. For further information regarding the courses offered or other language instruction needs you may have, please call Margitta Dinzi or Herb Hathaway, 763-5141.

**General****ESL – Sections 1, 2, 3, 4**

The following courses offer an integrated approach to learning English through speaking, listening, pronunciation, reading and writing. The building blocks for communicating in English are introduced and practised, moving from simple to more complex grammar, vocabulary, situations and functions.

**ESL – Section 1 – Beginners**

Course No.: ESL.007

DI

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-9:30pm	Jan 15–Mar 21	YEC	80
61	Mon&Wed	7-9:30pm	Jan 22–Mar 28	N	89
62	Sat	12:30-3:30pm	Jan 20–Apr 28	YEC	72
63	Sat	1-4pm	Jan 20–Apr 28	N	81



**ESL – Section 2 – Low Intermediate**

Course No.: ESL.008

DI

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-9:30pm	Jan 15-Mar 21	YEC	80
61	Mon&Wed	7-9:30pm	Jan 22-Mar 28	N	89
62	Sat	12:30-3:30pm	Jan 20-Apr 28	YEC	72a
63	Sat	1-4pm	Jan 20-Apr 28	N	81

**ESL – Section 3 – High Intermediate**

Course No.: ESL.009

DI

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-9:30pm	Jan 15-Mar 21	YEC	80
61	Mon&Wed	7-9:30pm	Jan 22-Mar 28	N	89
62	Sat	12:30-3:30pm	Jan 20-Apr 28	YEC	72
63	Sat	1-4pm	Jan 20-Apr 28	N	81

**ESL – Section 4 – Canadian Language and Culture**

Course No.: ESL.011

DI

For second language speakers who have reached an advanced level of English but want to further develop their knowledge with a stronger emphasis on mature themes and issues. The topics covered relate to living and working in Canada.

Through work with various media, the course reviews language forms, enhances both comprehension and communicative skills, and allows the speaker to participate more fully in all aspects of Canadian society.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-9:30pm	Jan 15-Mar 21	YEC	80
61	Mon&Wed	7-9:30pm	Jan 22-Mar 28	N	89
62	Sat	12:30-3:30pm	Jan 20-Apr 28	YEC	72
63	Sat	1-4pm	Jan 20-Apr 28	N	81

**ESL – Focused Interest Courses****ESL – Pronunciation – Part 1**

Course No.: ESL.004

DI

This course is for those who have basic problems understanding and speaking clear English. The course will help the student understand and make clear speech sounds, and to use natural English rhythm and intonation.

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Mar 22	YEC	80
61	Tue&Thu	7-9:30pm	Jan 23-Mar 29	N	89
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72
63	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

**ESL – Pronunciation and Accent Modification – Part 2**

Course No.: ESL.012

DI

Job success and promotion often depend on understanding and producing clear, rapid spoken English. This course reviews and continues the material of the basic pronunciation course, involving refinements in intonation, stress and reduction as applied to more advanced vocabulary and grammar.

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Mar 22	YEC	80
61	Tue&Thu	7-9:30pm	Jan 23-Mar 29	N	89
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72
63	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81a

**ESL – Advanced: TOEFL and Academic Writing Preparation**

Course No.: ESL.006

DI

This course is intended for those individuals who want to pursue post-secondary studies and/or for those whose jobs require high level language skills. The focus will be on reading, writing and listening skills to the point where students can understand longer oral and written passages, and can write coherently and cohesively.

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Mar 22	YEC	80
61	Tue&Thu	7-9:30pm	Jan 23-Mar 29	N	89
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72
63	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

**ESL – Advanced Speaking Skills**

Course No.: ESL.003

DI

This is a course for individuals who already have a basic knowledge of English but who need more practice and confidence in speaking. The course provides an opportunity to speak, discuss, present and explain with more fluency in a variety of work-related and social situations. Topics chosen reflect current events or any other areas of interest to the class.

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Mar 22	YEC	80
61	Tue&Thu	7-9:30pm	Jan 23-Mar 29	N	89
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72
63	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

**ESL – English Correction for Late Starters**

Course No.: ESL.010

DI

This is a course for people who can already understand and communicate in English but who want to speak more correctly and need some help in reading and writing. If you have been in Canada for a number of years but have never had any formal English instruction, this course is for you. It builds on the knowledge and abilities you already have and helps correct mistakes and problems that may prevent you from getting better.

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Mar 22	YEC	80
61	Tue&Thu	7-9:30pm	Jan 23-Mar 29	N	89

**Idioms in Business**

Course No.: ESL.014

DI

A knowledge of idioms is essential for communicating effectively in English, not only in personal but also in business situations. We use them all the time in place of more formal ways of expressing ideas. If you have a good grasp of formal English, but have difficulty with informal spoken English, this course will benefit you. The course will focus on using idioms for business purposes; they will be presented for appropriate application in both social and business contexts.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-12noon	Jan 20-Apr 28	YEC	72
61	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

**Telephone Skills in Business**

Course No.: ESL.013

DI

Good telephone skills are essential for getting a job, and for career advancement. This course is designed for the second language learner and is based on a functional approach of identifying the specific language used in telephoning. Students will learn the language appropriate for specific purposes (giving and taking

messages, and putting calls on hold)—and communication strategies, (asking the other speaker to slow down, or to repeat and spell words). This course will help you become more confident and effective on the telephone in both your business and personal life.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-12noon	Jan 20-Apr 28	YEC	72

**Multicultural Issues****Managing Cultural Diversity**

NEW

Course No.:

DI

Effective management of employees' cultural diversity can increase efficiency, productivity, and reduce misunderstanding and disharmony between workers and supervisors. Using cases, questionnaires, discussions and inter-active exercises the participants will increase their skills and awareness for interacting and communicating more effectively in the work place.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-2pm	Feb 3-Feb 24	N	33.60

**Intercultural Communication in the Helping Professions**

NEW

Course No.: ESL.016

DI

What is culture and how does it affect behaviour and our approaches to helping or being helped? Awareness of cultural differences can help break down barriers to communication across cultures. By examining their own ethnic identity, values and beliefs, these participants will increase their sensitivity to and understanding of cultural differences and develop strategies for helping, counselling and educating more effectively.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	10-2pm	Mar 3-Mar 31	N	40

**French****French/Français 1**

Course No.: FRE.001

HC

This course is the first of a series of 6 Conversational French courses for non-francophones. The participants will be introduced to the basis of the French language. The content of the course includes vocabulary and pronunciation grouped in units or objectives. This course is non-credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	N	81
E2	Wed	7-10pm	Jan 17-Apr 25	N	81
E3	Thu	7-10pm	Jan 18-Apr 26	L	81

**French/Français 2**

Course No.: FRE.002

HC

This course is the second of a series of 6 Conversational French courses for non-francophones. The intent of this course is to increase the oral comprehension of the French language structures.

This course is non-credit.  
Pre-requisite: FRE.001 French/Français 1 or equivalent

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	N	81
E2	Wed	7-10pm	Jan 17-Apr 25	N	81
E3	Tue	7-10pm	Jan 16-Apr 24	L	81



**French/Français 3**

Course No.: FRE.003 HC  
This course is the third of a series of 6 Conversational French courses for non-francophones. The emphasis of this course is given to oral comprehension and to the developing of new habits in speaking the language of everyday situations.  
This course is non-credit.  
Pre-requisite: FRE.002 French/Français 2 or equivalent

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	N	81

**French/Français 4**

Course No.: FRE.004 HC  
This course is the fourth in a series of 6 Conversational French courses for non-francophones. The participant is expected to develop confidence and fluency in the French language in order to function in a bilingual environment.  
This course is non-credit.  
Pre-requisite: FRE.003 French/Français 3 or equivalent.

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	N	81

**Services en Langue Française****Vers la Maîtrise de la Langue Française**

Vers la maîtrise de la langue française couvre les cinq années de français du cours secondaire, s'adressant par conséquent à ceux et celles qui possèdent déjà les rudiments de la langue et qui désirent en perfectionner leur connaissance.

C'est une méthode d'apprentissage individualisée qui comprend deux manuels, deux cassettes et les messages écrits, ainsi que dix heures de contact avec un formateur; cela pour chacun des cinq niveaux. Une personne peut s'inscrire au niveau de son choix.

Contactez Raymond Doucet, (416)675-5006.

**German****German 1**

Course No.: GER.001 HA  
This course is intended for students with little or no previous knowledge of German. Emphasis will be on conversation. Situations will be created where you must speak and understand the language.  
This course is non-credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Jan 16-Apr 24	N	81
E2	Mon	7-10pm	Jan 15-Apr 23	L	81

**Italian****Italian/Italiano 1**

Course No.: ITA.001 HA  
This course is designed to prepare students for basic Italian dialogue in business, travel and social situations. This course stresses basic fundamental phrases and sentences used in everyday conversation. It will emphasize situations in which the learner will converse with other learners in the class.  
This course is non-credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Jan 16-Apr 24	Ne	81

**Italian/Italiano 2**

Course No.: ITA.002 HA  
This course is designed to introduce the student to basic grammar and proper language structure in order to improve conversational skills. The content includes translating short stories, vocabulary building, 4-5 verb tenses and other associated grammar. This course is ideal for dialect speakers as well as for those students who have successfully completed Italian 1.  
This course is non-credit

Pre-requisite: ITA.001 Italian/Italiano 1 or equivalent

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Jan 16-Apr 24	Ne	81

**The Italian Language Proficiency Certificate for Business and Professions**

Project Manager: Mary Benedetti, 675-5060

The Italian Language Proficiency Certificate Program for Business and Professions is offered by the Development Division of Humber College, in co-operation with Columbus Centre and COSTI IIAS. It is designed to provide individuals with a basic and comprehensive working knowledge of the standard Italian language. Individuals employed or working with Italians will benefit by enrolling in this program; of particular interest to:

- travel agencies
- social service agencies
- construction offices
- real estate offices
- airlines
- banking institutions
- legal firms
- medical offices
- municipal/public service offices
- retail offices
- hospitals
- law enforcement agencies

Each course in the program has been carefully designed to provide participants with the necessary vocabulary and dialogue along with fundamental language structures used in order to strengthen conversational, reading and writing skills pertinent to the workplace. The Certificate Program is comprised of the following courses:

Introduction to the Italian Language  
Italian Language - Dialogue Level I  
Italian Language - Dialogue Level II  
Italian in the Business and Professional Environment - Level III

Each course will total 42 hours of instruction.

Fee: \$185.00 includes most program materials.

For further information and a detailed brochure please call 675-5060.

**Italian Language - Introduction**

Course No.: LABP001 DC  
Designed for individuals without previous knowledge of the Italian language, students will be introduced to basic Italian dialogue in business and professional situations. Emphasis will be on role playing in which the learner will converse with others in the class.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-10pm	Jan 16-Apr 3	*	185

\*Columbus Centre, 901 Lawrence Ave. W., at Dufferin

**Italian Language - Dialogue Level I**

Course No.: LABP002 DC  
Designed for individuals with some facility in the Italian language, i.e. dialect speakers and/or those who have completed Italian Language - Introduction. It intro-

duces the individual to basic grammatical structures for forming sentences and vocabulary to reinforce conversational skills. The most frequently used verb tenses will be learned. Assignments will consist of exercises designed to improve grammatical fundamentals. Language of instruction: English and Italian. The fee includes program materials.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-10pm	Jan 15-Apr 2	*	185

\*Columbus Centre, 901 Lawrence Ave. W., at Dufferin

**Italian Language-Dialogue Level II**

Course No.: LABP003 DC  
Designed for individuals who have completed Italian Language-Dialogue Level I or equivalent. Particular emphasis will be placed on reading and writing. Reading assignments will be discussed in class and will be followed by written reports. Language of instruction: Italian.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-10pm	Jan 17-Apr 4	*	185

\*Columbus Centre, 901 Lawrence Ave. W., at Dufferin

**Italian in the Business and Professional Environment -Level III**

Course No.: LABP004 DCe  
The principle aim of this course will be to refine conversational skills through class discussions and presentations. Presentations will focus upon individual business and professional experiences. Language of instruction: Italian.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-10pm	Jan 18-Apr 5	*	185

\*Columbus Centre, 901 Lawrence Ave. W., at Dufferin

**Spanish****Spanish/Español 1**

Course No.: SPA.001 HA  
Intended for learners who have had little or no previous knowledge of Spanish, this course emphasizes situations in which the learner will converse with other learners in the class. This is a non-credit course.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10 pm	Jan 16-Apr 24	Ne	81

**Spanish/Español 2**

Course No.: SPA.002 HA  
This course is a continuation of Spanish 1 and open to students with some previous experience in Spanish.  
Pre-requisite: SPA.001 Spanish/Español 1 or equivalent

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Jan 16-Apr 24	Ne	81

**Communications****Business Communications Certificate Program**

In today's business world, effective communication is vital to the smooth operation of all organizations. The cornerstone of effective business communication is the manager. Successful managers communicate clearly, accurately and effectively. Poor communica-



tion skills often restrict otherwise talented people from getting ahead in the business world. Don't let that happen to you.

Communication skills don't develop naturally. Most good communicators attribute their skills to training and practice. The courses in the Business Communications Certificate Program provide intensive short term study of the major elements of business communications. They have been developed specifically with the manager and manager trainee in mind.

Each course is seven weeks in duration and six courses are required to complete the certificate. Course titles include: Effective Business Writing, Supervisory Skills, Effective Speaking 1, Effective Speaking 2, Reasoning & Argument, Negotiating Skills, Responsible Leadership, Working With Groups, and Effective Reading. Scheduling of courses varies by term.

### Effective Business Writing

**Course No.:** COM.001 **HA**  
Improve your skills in writing letters, memos, special correspondence and short reports! The course is designed to help the student present complicated data accurately, briefly and clearly.

Class	Day	Time	Duration	Loc.	Fee
E1	Wed	7-10pm	Jan 17-Feb 28	N	41.60

### Effective Reading

**Course No.:** COM.005 **HA**  
This course is designed to develop your reading efficiency. You will work in both individual and group situations to improve the following skills: vocabulary; comprehension; critical reading ability; and reading rate. An emphasis on business context will be stressed.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Mar 6-Apr 17	N	41.60

### Effective Speaking 1

**Course No.:** COM.002 **HA**  
A basic speaking course designed to help you overcome the natural fear of getting on your feet to speak before a group. You will be given the responsibility of preparing and delivering speeches of increasing length to strengthen and develop your skills in this area. Videotape feedback is also provided.

Class	Day	Time	Duration	Loc.	Fee
E1	Thu	7-10pm	Jan 18-Mar 1	N	41.60

### Effective Speaking 2

**Course No.:** COM.004 **HA**  
Effective Speaking 2 is a continuation of Effective Speaking 1.

More advanced information is provided with respect to verbal and non-verbal communication. Videotape feedback is employed throughout the course.

**Pre-requisite:** COM.002 Effective Speaking 1

Class	Day	Time	Duration	Loc.	Fee
E1	Thu	7-10pm	Mar 8-Apr 19	N	41.60

### Reasoning & Argument

**Course No.:** CDM.003 **HA**  
This is an exploration into the patterns of human thought, providing rules to determine when thinking is correct. Students will have an opportunity to develop their arguing skills through discussion and debate.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Jan 16-Feb 27	N	41.60

### Working With Groups

**Course No.:** COM.007 **HA**

Would you like to function more effectively in groups? Have more confidence and make a more positive contribution to the groups to which you belong? This course will help. Students will learn the various roles members of groups may play, the steps groups progress through and more. Experiential learning situations are designed to help with practical work situations.

Class	Day	Time	Duration	Loc.	Fee
E1	Wed	7-10pm	Mar 7-Apr 18	N	41.60

## English Communications

The ability to communicate, both orally and in writing, is an invaluable asset in both your personal and professional life. The following courses will help you obtain the necessary skills required to write clearly, correctly and effectively.

The following courses must be taken in sequence. However, exemption from Communications 100 may be granted based on the results of the Communications Placement Test.

The Communications Placement Test, for placement in the Winter semester, will be offered on two evenings:

Wednesday, January 10, 1990 at 6:30 p.m. Thursday, January 11, 1990 at 6:30 p.m.

To write the test, students should register in a Communications 100 class. Based on the results of the test, students will be placed in the appropriate Communications class.

**Note:** All Communications classes will begin on January 15 and 16th. Students must be present on the first evening to ensure their place in the class. There will be no late registration for Communications classes unless approved by the Communications Coordinator.

### Communications 100

**Course No.:** COMM100 **HA**

This course is a review of basic sentence structure and the writing process. Students will learn to write clear, and correct sentences in unified and developed paragraphs. Students will also learn how to compose according to purpose and audience.

Class	Day	Time	Duration	Loc.	Fee
E1	Mon&Wed	6:30-8:30pm	Jan 15-Apr 25	N	105
E2	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105
E4	Mon&Wed	6:30-8:30pm	Jan 15-Apr 25	N	105
E5	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105
E6	Mon&Wed	5-7pm	Jan 15-Apr 25	L	105

### Communications 200

**Course No.:** COMM200 **HA**

This course is a continuation of Communications 100. The emphasis here is on essay composition. Students will learn how to plan, write, and edit essays in a variety of rhetorical modes. A part of the course will also be devoted to research techniques.

**Pre-requisite:** Successful completion (60% or higher) of COMM100 Communications 100 or exemption from Communications 100 (based on the Communications Placement Test).

Class	Day	Time	Duration	Loc.	Fee
E1	Mon&Wed	6:30-8:30pm	Jan 15-Apr 25	N	105
E2	Mon&Wed	6:30-8:30pm	Jan 15-Apr 25	N	105
E3	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105
E4	Mon&Wed	5-7pm	Jan 15-Apr 25	L	105

### Communications 300

**Course No.:** COMM300 **HA**

This course is a continuation of Communications 200. The emphasis here is on business communications. Students will learn to communicate in a variety of business forms (letters, memos, oral and written reports) and will go through the steps of the job application process including the preparation of a portfolio for employment application. A part of this course will also be devoted to critical reading.

**Pre-requisite:** COMM200 Communications 200

Class	Day	Time	Duration	Loc.	Fee
E1	Mon&Wed	6:30-8:30pm	Jan 15-Apr 25	N	105
E2	Mon&Wed	6:30-8:30pm	Jan 15-Apr 25	N	105
E3	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105
E4	Tue&Thu	5-7pm	Jan 16-Apr 26	L	105
E5	Sat	9-1pm	Jan 20-Apr 28	N	105

### Effective Speaking

**Course No.:** LANG011 **DG**

Do you avoid speaking in front of a group of people because you are nervous? Have you passed up any opportunities because you were afraid to express ideas to strangers? Have you ever lost out on that ideal job because you said the wrong things at a job interview? Effective Speaking may be the right elective for you. This course has been designed to give you a greater awareness of your personal accomplishments and intellectual strengths as a means for developing greater self-confidence in public speaking situations.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	L	81

### Grammar and Editing

**Course No.:** LANG103 **HA**

Students in all five Office Administration programs must complete this course (no exemptions/no pre-requisites).

This course concentrates on developing sentence skills in the areas of grammar, punctuation and spelling. Students will also be given significant writing practice to ensure that grammar rules are applied in actual writing situations.

Office Administration students will also be required to write a diagnostic test in spelling. All students who do not score 90% or above will be required to do the Compris Computer Spelling Programme as part of this course. An additional one to two hours of class time per week should be allotted to complete this requirement.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105

### Writing Skills (Health Sciences)

**Course No.:** LANG101 **HA**

This course is a continuation of Communications 100 and is designed for students in the following programs only: Nursing, Pharmacy, Funeral Services, and Ambulance and Emergency Care. Students will develop the reading, writing, and speaking skills necessary to succeed both in their College program and in their profession. A part of this course will be devoted to the job application process and the preparation of a portfolio for employment application.

**Pre-requisite:** Successful completion (60% or higher) of Communications 100 or exemption from Communications 100 (based on the Communications Placement Test).



Class	Day	Time	Duration	Loc.	Fee
E1	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105

## College Preparation

Program Coordinator:  
Margitta Dinzi 763-5141, Ext.56

### College Preparation/Academic Upgrading

The College Preparatory program is a carefully designed course of study which provides education in English Communications, Mathematics and Science for those who do not have the necessary skills for employment or for admission to certificate or diploma programs offered in a College of Applied Arts and Technology. The flexibility of the curriculum allows individuals to take only those courses, or parts of courses, that are required.

The courses in this program develop skills at a level of difficulty comparable to those offered through a Board of Education. They are not, however, designed for credit towards a secondary school diploma.

**Note:** These courses are also offered on a full or part-time basis (days) at both Lakeshore and Keesdale Campuses.

### English

Since reading, writing, listening, speaking (and viewing) are interdependent skills, all levels of English courses devote some time to each of these.

Students are assessed to determine their appropriate starting level.

#### College Prep English – Intermediate A

Course No.: PREP011 DI

The primary aim of this course is to enable students to write clear prose and personal business letters. Students are also introduced to library research skills. (Approximately Grade 9 equivalent)

**Pre-requisite:** Grade 8 or equivalent skills based on Assessment.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23e	L	81
61	Sat	9-12noon	Jan 20-Apr 28e	L	81
62	Mon	7-10pm	Jan 15-Apr 23e	N	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

#### College Prep English – Intermediate B

Course No.: PREP012 DI

Building on previous knowledge, this course introduces essay writing, summarizing and objective report writing. As well, students begin to analyze and evaluate written materials. Oral work involves semi-formal group activities such as problem solving and discussions. (Approximately Grade 10 equivalent)

**Pre-requisite:** PREP011, College Prep English – Intermediate A, or Secondary School or Grade 9 or equivalent

skills based on Assessment.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	Le	81
61	Sat	9-12noon	Jan 20-Apr 28	L	81
62	Mon	7-10pm	Jan 15-Apr 23	Ne	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

#### College Prep English – Advanced A

Course No.: PREP013 DI

This course introduces formal expository compositions such as those which give directions, define, analyze, and compare or contrast. Selected readings, both fiction and non-fiction will serve as a basis for analyzing models and for further development of interpretive and evaluative reading skills. All four language skill areas will continue to be integrated throughout activities and assignments.

(Approximately Grade 11 equivalent)

**Pre-requisite:** PREP012, College Prep English-Intermediate B or Secondary School Grade 10 or equivalent skills based on Assessment.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	Le	81
61	Sat	9-12noon	Jan 20-Apr 28	L	81
62	Mon	7-10pm	Jan 15-Apr 23	N	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

#### College Prep English – Advanced B

Course No.: PREP014 DI

At this level the student deals with advanced skills in listening and note-taking, speaking, reading, and writing. The course will include assignments such as formal essays, using deduction and induction, a formal research paper using footnotes and bibliography, debates, oral reports, and a career portfolio. Also, through the study of mass media (their functions, organization, and effects) – students develop their critical thinking and ability to discriminate between fact and propaganda. (Approximately Grade 12 equivalent)

**Pre-requisite:** PREP013, College Prep English – Advanced A, or Secondary School Grade 11, or equivalent skills based on Assessment.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	L	81
61	Sat	9-12noon	Jan 20-Apr 28	L	81
62	Mon	7-10pm	Jan 15-Apr 23	N	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

## Mathematics

#### College Prep Math – Basic

Course No.: PREP015 DI

This course is designed to provide you with a sound grounding in whole numbers, fractions, decimals, percent, metric measurement, ratio and proportion. Course content will permit you to apply the learned mechanical knowledge to problem solving involving a selection of problems with business or technical applications. This course will provide the mathematical entry requirements to most non-post secondary technical and business skills programs.

**Pre-requisite:** None

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	Le	81
61	Sat	9-12noon	Jan 20-Apr 28	L	81
62	Tue	7-10pm	Jan 16-Apr 24	N	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

#### College Prep Math – Intermediate

Course No.: PREP016 DI

The goal of this course is to provide you with a solid grounding in basic algebra. Topics in algebra include integers, scientific notation, squares and square roots, algebraic terms, linear equations, and formulae rearrangement.

**Pre-requisite:** PREP015, College Prep Math – Basic

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	Le	81
61	Sat	9-12noon	Jan 20-Apr 28	L	81
62	Tue	7-10pm	Jan 16-Apr 24	Ne	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

#### College Prep Math – Advanced A

Course No.: PREP017 DI

This course is designed to provide you with fundamental knowledge of intermediate algebra. Topics covered include graphing, systems of linear equations, factoring, polynomials and simplification of algebraic expressions, exponents and radicals, and a study of the various types of equations (radical equations, absolute value equations, inequalities, linear and non linear).

**Pre-requisite:** PREP 016 College Prep Math-Inter.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	L	81
61	Sat	9-12:00noon	Jan 20-Apr 28	L	81
62	Tue	7-10pm	Jan 16-Apr 24	N	81
63	Sat	9-12:00noon	Jan 20-Apr 28	N	81

#### College Prep Math – Advanced B

Course No.: PREP018 DI

This is a course designed to introduce the fundamental concepts of geometry and trigonometry. Topics covered will be geometric definitions and constructions, congruency and similarity, Pythagorean theorem, introduction to trigonometry, sine and cosine laws, vectors, and practical trigonometric problems.

**Pre-requisite:** PREP017 College Prep Math-Adv. A

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	Le	81
61	Sat	9-12noon	Jan 20-Apr 28	L	81
62	Tue	7-10pm	Jan 16-Apr 24e	N	81
63	Sat	9-12noon	Jan 20-Apr 28	N	81

#### College Prep Math – Advanced C

Course No.: PREP019 DI

This course introduces the basic concepts of functions. Topics covered are relations and functions, quadratic equations and functions, trigonometric functions, exponential and logarithmic functions, analytical geometric functions.

**Pre-requisite:** PREP017 College Prep Math-Adv. A, PREP018 College Prep Math-Adv. B

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24e	L	81e
61	Sat	9-12noon	Jan 20-Apr 28e	L	81e
62	Tue	7-10pm	Jan 16-Apr 24e	N	81e
63	Sat	9-12noon	Jan 20-Apr 28	N	81e

## Sciences

#### College Prep Chemistry I

Course No.: PREP002 DI

This course is designed to provide a nucleus of subject material to understand the basic concepts of chemistry. The following topics are studied: matter, atomic theory, periodic table, chemical bonds, and solutions.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	YEC	72



**College Prep Chemistry II**

Course No.: PREP003

DI

This course is designed to provide additional practical and useful subject material to understand the basic concepts of Chemistry. The following topics are studied: formulae and nomenclature, gasses, equations and reactions, acids, bases and salts.

**Pre-requisite:** PREP015 College Prep Math – Basic

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	YEC	72

**College Prep Physics I**

Course No.: PREP020

DJA

This course provides practical and useful knowledge of the basic laws of electricity. The following topics are studied: basic electricity and magnetism, concepts of current voltage and resistance, simple and complex circuits, electromagnetism and induction.

**Pre-requisite:** PREP016 College Prep Math – Intermediate is recommended.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	YEC	72
61	Sat	8-12noon	Jan 20-Apr 28	YEC	72

**College Prep Physics II**

Course No.: PREP021

DI

This course provides you with a practical and useful knowledge of the basic laws of mechanics. The following topics are studied: kinematics, dynamics, work energy and power.

**Pre-requisite:** PREP016 College Prep Math – Intermediate is recommended.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	YEC	72
61	Sat	9-12noon	Jan 20-Apr 28	YEC	72

**College Prep**

For further information or to set up a program of study, contact:

**York Eglinton Centre:**

Margitta Dinzi, 763-5141, ext.56

Herb Hathaway, 763-5141, ext.57

**Lakeshore Campus:**

(Math &amp; Science)

Harry Matsugu, 252-5571, ext.3325

(English)

Ethel Milkovits, 252-5571, ext.3246

**Social Sciences**

The Human Studies Division of the College offers courses in the Humanities, the Social Sciences, Communications, Literature and Languages.

If you are interested in taking some of the courses in this Division but are worried that you may not have an adequate education background, you might be interested in our Academic Upgrading/College Preparatory program.

Unless otherwise noted, there are no prerequisites for any of the offerings.



**You can register by phone,  
just call 675-5005.**

For complete registration information see page 2.

**Economics****Macroeconomics**

Course No.: ECON002

HA

Macroeconomics will deal with national income and production, the function of money and banking, the business cycle, inflation and unemployment, and the function of government in an economy. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Thu	7-10pm	Jan 18-Apr 26	Na	81
E2	Thu	7-10pm	Jan 18-Apr 26	La	81

**Microeconomics**

Course No.: ECON001

HA

This course will look at the basic problems of any economic society, different economic systems, general price theory and current economic issues in Canada. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	Na	81
E2	Wed	7-10pm	Jan 17-Apr 25	La	81

**Personal Finance**

Course No.: ECON011

HA

This course examines such topics as budgeting, wills, savings, insurance, investments, loans and mortgages, within a discussion of broader issues such as the implications of the Canadian tax system, the consequences of "speculation" on society, and the effects of lifestyle differences among Canadians. The intent of this course is to provide students with the knowledge necessary to wisely manage their own financial resources, and require them to consider the broader questions of wealth and equity both between classes and, in the broadest context, between nations. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Wed	7-10pm	Jan 17-Apr 25	N	81

**Humanities****Humanities**

Course No.: HUMA024

HA

The Humanities course will initially focus on the questions individuals ask of themselves when seeking to understand their own motives and behaviour. The course will then extend outward to the various contexts within which individuals operate as participants in a social, cultural and physical world. Through all of the contexts and corresponding units of the course there will be an emphasis on the fundamental questions that accompany human endeavour. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

**Institute for Community Integration****Principles and Practices of Psychosocial Rehabilitation**

Course No.: PSRC101

DG

This course will examine the history, main theoretical models, and significant research and literature in psychosocial rehabilitation. Current applications of the model within Ontario's mental health system will be

studied in part through on-site visits. There will also be a basic skills training component.

Class	Day	Time	Duration	Loc.	Fee
O1	Thu	6:30-9:30pm	Jan 18-Apr 26	L	81

**Psychology****Human Relations 1**

Course No.: SOCI004

HA

Discover how your feelings, values and personal style of communication affect your relations with others in business and social situations; how conflict can be productive; the effects of your past learning on your relations today. This is a practical rather than theoretical course. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	N	81
E2	Tue	6:30-9:30pm	Jan 16-Apr 24	L	81

**Psychology – Introduction**

Course No.: PSYC001

HA

The purpose of this course is to introduce you to some basic principles of human behaviour, to relate these principles to your own experiences, and to help you gain a better understanding of yourself and others. Qualifies as a General Studies Credit and credit toward RN(A) diploma.

Class	Day	Time	Duration	Loc.	Fee
E1	Mon	7-10pm	Jan 15-Apr 23	N	81
E2	Thu	7-10pm	Jan 18-Apr 26	L	81

**Psychology – Developmental**

Course No.: PSYC002

HA

In this course, you will trace human development from conception to death. Included will be: the interaction of heredity and environment; age group characteristics and physiological and psychological problems that appear from early childhood through the aging process. Qualifies as a credit towards General Studies and the RN(A) diploma.

Class	Day	Time	Duration	Loc.	Fee
E1	Wed	7-10pm	Jan 17-Apr 25	N	81

**Psychology – Social**

Course No.: PSYC003

HA

Social psychology concerns itself with the social influences that affect our behaviour. The media and the influence of advertising will be examined. Our relationships with other people and social skills are important areas. Other topics include humour, leadership, non-verbal communication and self-esteem. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Thu	7-10pm	Jan 18-Apr 26	N	81

**Sociology****Deviant Behaviour**

Course No.: SOCI016

HA

Examples of deviance to be examined in this course are acts against property (theft); acts against persons (violence); acts of the young (juvenile delinquency); acts against self and society (alcoholism); and acts identified as 'crimes without victims' (prostitution; homosexuality). Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81



## Marriage and The Family

Course No.: SOCI010

HAE

The family, no matter how it is structured, is the most basic social institution in all societies. The way it is formed, how it operates, who is considered a member may be factors that differ from one society to another, but all societies expect a family form to be responsible for marriage, reproduction, child development, and through the process of procreation, ensure the survival of the society itself.

In most Western societies, including our own, very little attention is given to the training of young people in preparation for forming their own families. This course, then, will focus on family formations, how they cope with stresses such as marital discord, child raising, family finances, family disputes, separations, and divorce. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Thu	7-10pm	Jan 18-Apr 26	N	81

## Sociology – Introduction

Course No.: SOCI002

HA

This is an introductory course to the study of Sociology. Through discussion, debate and film, students will examine topics such as social structure, deviance, religion, education, the changing nature of the family, prejudice and discrimination. Qualifies as a General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
E1	Tue	7-10pm	Jan 16-Apr 24	N	81
E2	Thu	7-10pm	Jan 18-Apr 26	L	81

# Commercial and Office Skills

For information contact York Eglinton Centre, 763-5141, ext.54.

## Banking

### Banking Procedures 1

Course No.: OFFS006

DI

An introductory course for students in the subject of Banking. Course content will focus on the teller's role in handling currency, printed banking forms, wicket organization and processing customer account transactions.

**Pre-requisite:** A good command of oral English, aptitude for Math, working knowledge of whole numbers, fractions, decimals and percentages.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	YEC	72
61	Wed	6:30-9:30pm	Jan 17-Apr 25	YEC	72
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72

### Banking Procedures 2

Course No.: OFFS007

DI

Banking Procedures 2 is a continuation of Banking Procedures 1.

**Pre-requisite:** OFFS006 Banking Procedures 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	YEC	72
61	Thu	6:30-9:30pm	Jan 18-Apr 26	YEC	72

## Bookkeeping

### Bookkeeping 1

Course No.: OFFS001

DI

This course is designed to introduce the student to basic accounting/bookkeeping concepts. Course content will include an introduction to the basic accounting cycle, preparation and analysis of the balance sheet and income statement, and journalizing and posting the financial transactions of a business enterprise.

**Pre-requisite:** A good command of English and an aptitude for Math.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	YEC	72
61	Wed	6:30-9:30pm	Jan 17-Apr 25	YEC	72
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72

### Bookkeeping 2

Course No.: OFFS002

DI

Bookkeeping 2 is a continuation of Bookkeeping 1.

**Pre-requisite:** OFFS001 Bookkeeping 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	YEC	72
61	Sat	9-12noon	Jan 20-Apr 28	YEC	72

### Bookkeeping 3

Course No.: OFFS003

DI

Bookkeeping 3 is a continuation of Bookkeeping 2.

**Pre-requisite:** OFFS002 Bookkeeping 2

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	YEC	72

### Excel – Introduction

Course No.: OFFS010

DI

This course will use Microsoft Excel to enable participants to construct spreadsheets in financial or statistical applications, and use the graphics and data base capabilities of this leading spreadsheet program. The course is 'hands-on' using IBM compatible equipment.

**Pre-requisite:** A previous course or practical experience on microcomputers

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Feb 26	K	145

## Typing

### Business Communications & Spelling Skills

Course No.: OFFS008

DI

Effective business communication requires writing that is clear, concise, and correct. Spelling can pose a problem to the second language learner, but spelling is an important skill and one that you can learn by studying the rules of spelling (yes, there actually are rules to spelling in English!), and doing exercises to put what you have learned into practice. Not only will this course help you to improve your spelling, but you will also improve your pronunciation, and vocabulary.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9pm	Jan 17-Apr 4	YEC	38.40

### Gregg Shorthand – Note Taking

Course No.: OFFS009

DI

Gregg Shorthand is an international shorthand system used throughout the world. Its alphabet is logical, and easy to learn. Not only is it a vocational skill enabling secretaries to obtain higher-level positions, but it is also a personal skill useful in time management; ena-

bling business and professional people and students to make and take notes and to prepare reports; in short, to facilitate the information processing we all need in today's technological information based society. This course will give you the basic principles of the system, and the brief forms that you need for rapid writing.

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Mar 22	YEC	80

### Pitman Shorterhand 1

Course No.: OFFS004

DI

This non-credit course will provide students with a method of rapid notetaking using Pitman Shorterhand. Students will learn the theory of Shorterhand and develop notetaking speed to a minimum of 60 wpm.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	YEC	72e

### Shorthand/Shorterhand Pitman Refresher and Speedbuilder

Course No.: OFFS005

DI

This non-credit course is designed for rusty Pitman Shorthand or Shorterhand writers who want to refresh their knowledge and build speed. Course content will include a review of all Pitman theory principles and development of dictation and transcription proficiency. **Pre-requisite:** Pitman Shorthand/Shorterhand and 30 wpm Typing

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	YEC	72e

### Typing (ILP)

Course No.: ILPT100

DI

This course utilizes an 'Individualized Mastery Approach' to develop touch typing and production proficiency on the electric typewriter. Course content covers mastery of the entire keyboard including numbers and symbols, correspondence, horizontal and vertical centering, memoranda, forms and statistics, manuscripts and reports.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	3-6pm	Jan 15-Apr 23	YEC	72
61	Mon	6:30-9:30pm	Jan 15-Apr 23	YEC	72
62	Tue	6:30-9:30pm	Jan 16-Apr 24	YEC	72
63	Wed	6:30-9:30pm	Jan 17-Apr 25	YEC	72
64	Thu	6:30-9:30pm	Jan 18-Apr 26	YEC	72
65	Sat	9-12noon	Jan 20-Apr 28	YEC	72
66	Sat	12:30-3:30pm	Jan 20-Apr 28	YEC	72

## School of Business

All School of Business credit courses can be applied to any of our many certificates. Perhaps you may start with an interest in one area and discover an interest in another. The variety of courses and certificates offer you the flexibility to design a program suited to your own likes; you may apply any School of Business course to any Business certificate. Therefore, you could be striving for two (or more!) certificates at the same time! There is no need to worry about which certificate you would like to complete NOW. Try a few courses, and then decide at a later time what your area of 'expertise' will be.

**Program Coordinator, North Campus:**  
Arlene Werenich 675-3111, ext.4034



Program Coordinator, Lakeshore Campus:  
Jane Russ 252-5571, ext.3252

## Accounting

### Accounting Certificate – Program 229

(North, Lakeshore and York Campuses) 8 courses

Do you want to broaden your accounting knowledge? Are you currently in a job where you want to learn why a debit equals a credit? Or do you just want to learn about all aspects of accounting? Our Accounting Certificate is designed for students who have asked themselves the above questions. From the basics to the complex, this certificate will give you a thorough understanding of accounting and its intricate formulas. For further information contact the Program Coordinator Gil Little at 675-3111, Ext. 4182.

**Compulsory Courses > Prerequisite**

**Accounting 1, Intro. to > None**

**Accounting 2, Intro. to > Accounting 1, Intro. to**

**Accounting 1, Cost > Accounting 2, Intro. to**

**Accounting 2, Cost > Accounting 1, Cost**

**Accounting 3, Intro. to > Accounting 2, Intro. to**

**Law 1, Elements of > None**

**Elements of Information Systems > None**

**Plus:**

Any one related post-secondary Business credit course.

**Exemptions:** You will be granted exemption in introduction to Accounting 1 and 2 on either of the following grounds:

(1) eProof of successful completion of 1st level accounting in either the C.G.A. or C.M.A. programs.e

(2) eProof of successful completion of a similar course at university or community college.e You will be granted exemption in Introduction to Accounting 1 only if you have experience of at least 2 years in an accounting position and the successful completion of our exemption examination.e

If sufficient demand exists, an exemption exam will be held at the North Campus. If you are interested in writing this exam you must confirm your attendance by calling 675-3111, ext.4442. (The tentative date for this exam is Thursday, January 11, 1990). If you do not confirm your attendance, NO exam will be held. Results will be ready by the following Monday.

#### C.G.A. & C.M.A. Exemptionse

Some of our Business courses are accepted as exemptions in the C.G.A. and C.M.A. programs. For further details contact the Certified General Accountants Association, (C.G.A.) at 322-6520 or the Society of Management Accountants, (C.M.A.) at 977-7741. For further information regarding C.G.A.e see the Certified General Accountants Association section on page 53.

### Accounting, Elements of

Course No.: ACCT104

CB

The full accounting cycle is covered from the introduction of data to the accounting cycle through its detailed recording. Practice will be obtained in the preparation of Financial Statements, maintenance of subsidiary ledgers and payroll records.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81

### Accounting 1 – Introduction

Course No.: ACCT111

CB

The course assumes no accounting background. Coverage is the complete accounting cycle with emphasis on the conceptual as well as the procedural elements of the cycle.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Mon	6:30-9:30pm	Jan 15-Apr 23	N	81
62	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
63	Tue	7-10pm	Jan 16-Apr 24	N	81
64	Wed	6-9pm	Jan 17-Apr 25	N	81
65	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81
66	Wed	7-10pm	Jan 17-Apr 25	N	81
67	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81
68	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
69	Mon	7-10pm	Jan 15-Apr 23	L	81
70	Tue	7-10pm	Jan 16-Apr 24	L	81
71	Wed	7-10pm	Jan 17-Apr 25	L	81
72	Sat	9:30-12:30pm	Jan 20-Apr 28	L	81
73	Tue	7-10pm	Jan 16-Apr 24	YEC	72
74	Wed	7-10pm	Jan 17-Apr 25	YEC	72
75	Sat	9-12noon	Jan 20-Apr 28	YEC	72

### Accounting 2 – Introduction

Course No.: ACCT211

CB

This course emphasizes the various items appearing on the Balance Sheet, their control and their effects upon related items of income and expense, including accounting differences for each type of business enterprise.

**Pre-requisite:** ACCT111 Accounting 1 – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
62	Tue	7-10pm	Jan 16-Apr 24	N	81
63	Wed	6-9pm	Jan 17-Apr 25	N	81
64	Thu	7-10pm	Jan 18-Apr 26	N	81
65	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
66	Tue	7-10pm	Jan 16-Apr 24	L	81
67	Sat	9:30-12:30pm	Jan 20-Apr 28	L	81
68	Wed	7-10pm	Jan 17-Apr 25	YEC	72
69	Sat	9-12noon	Jan 20-Apr 28	YEC	72

### Accounting 3 – Introduction

Course No.: ACCT311

CB

This course is concerned with the use of financial information rather than the accumulation of financial data. The principal areas studied are income tax, funds flow, budgeting, cost volume analysis and financial statement analysis.

**Pre-requisite:** ACCT211 Accounting 2 – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81
61	Thu	7-10pm	Jan 18-Apr 26	Le	81
62	Sat	9-12noon	Jan 20-Apr 28	YEC	72

### Computerized Accounting – Bedford

Course No.: ACCT001

CB

Using the 'Bedford' integrated accounting software, you will have an understanding of the general ledger, accounts receivable, accounts payable and payroll modules. Emphasis will be on 'hands on' applications using commands to enter data and print financial statements and related reports. Students receive instruction on IBM PC's. An understanding of accounting principles is required. This is a non-credit course with limited enrolment.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Feb 28	N	225
61	Mon	6:30-9:30pm	Mar 5-Apr 23	K	225
62	Wed	6:30-9:30pm	Mar 7-Apr 18	N	225

### Computerized Accounting Practice 1

Course No.: ACCT321

CB

This course is strictly an applications course and is intended for those students who have a strong accounting background. The course will provide the student with experience in keeping a manual set of accounting records; followed by 'hands-on' experiences using a micro-computer accounting system, in the application of recording transactions and preparation of financial statements.

**Pre-requisite:** ACCT211 Accounting 2-Introduction and basic knowledge of personal computers

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

### Cost Accounting 1

Course No.: ACCT341

CB

This course provides an introduction to Cost Accounting concepts, including systems for job and process costing. Special problems relating to the application of factory overhead costs will be studied in depth.

**Pre-requisite:** ACCT211 Accounting 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	Ne	81
61	Wed	6-9pm	Jan 17-Apr 18	N	81
62	Mon	7-10pm	Jan 15-Apr 23	Le	81
63	Tue	7-10pm	Jan 16-Apr 24	YEC	72e

### Cost Accounting 2

Course No.: ACCT441

CB

Cost Accounting 2 commences with an introduction to the budget, followed by a study of the flexible budget. Subsequent topics are the standard cost system, direct costing and cost-volume analysis.

**Pre-requisite:** ACCT341 Cost Accounting 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
61	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
62	Wed	7-10pm	Jan 17-Apr 25	L	81
63	Thu	7-10pm	Jan 18-Apr 26	YEC	72

### Financial Controllershship 2

Course No.: ACCT641

CB

This course is the second part of the Financial Management course and is meant to reinforce the topics in the primary course and to augment it by introducing items from financing and investment decisions such as capital markets, issuance of equity securities, leasing and dividend policy.

**Pre-requisite:** ACCT541 Financial Controllershship 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

### Income Tax 1 – Introduction

Course No.: ACCT461

CB

This course provides a study of current income tax legislation by reference to the Income Tax Act. Federal and Provincial income tax laws, as they affect individuals, are covered. The objective of the course is to provide the student with an understanding of the principles of Income Taxation, to enable the student to relate to practical situations.

**Pre-requisite:** ACCT331 Intermediate Accounting 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

### Income Tax 2

Course No.: ACCT561

CB

This course covers in more depth, the introduction to income tax previously covered by students. The em-



phasis is on special income tax problems covering individuals, corporations and their shareholders.

Pre-requisite: ACCT461 Income Tax 1 – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

### Intermediate Accounting 1

Course No.: ACCT331 CB

This course will cover in more depth, the introduction to accounting previously covered by the student. The emphasis is on accounting theory and concepts, and an analysis of the special problems that arise in applying these underlying concepts to financial accounting. The objective of the course is to develop the ability of the student in the application of accounting concepts to practical situations.

Pre-requisite: ACCT211 Accounting 2 – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105
61	Mon	6-10pm	Jan 15-Apr 23	L	105

### Intermediate Accounting 2

Course No.: ACCT331 CB

This course is a continuation of Intermediate Accounting 1, placing emphasis on accounting theory and conducting an in-depth study of the analysis of special problems that arise in applying these concepts to financial accounting. The objective of the course is to develop the ability of the student in the application of accounting concepts to practical situations.

Pre-requisite: ACCT331 Intermediate Accounting 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105
61	Thu	6-10pm	Jan 18-Apr 26	L	105

### Internal Auditing

Course No.: ACCT651 CB

This course provides an introduction to auditing, with emphasis on the attest function: the examination of financial statements, records and other evidence in order to express an opinion as to the fairness and dependability of the information presented therein.

Pre-requisite: ACCT551 External Auditing

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

### The Canadian Securities Institute Tutorial Course

Humber College has developed this part-time course to assist students who are seeking the support of a classroom format to complement the Canadian Securities Correspondence Course. This 16-hour course will feature eight in-class sessions on the objectives of the CSI correspondence course. Individuals who are seriously interested in securities: i.e. investments, personal financial planning, stocks and bonds, etc., would find this course of particular interest. For further information, please call 252-5571.

### Canadian Securities Institute Tutorial

Course No.: FNCL013 DG

See description above.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Jan 23-Mar 13	L	101

### Financial Services Certificate

Financial services administrators make sense of the complex and dynamic world of business and finance. Opportunities for these professionals continue to grow as financial institutions make the transition to full-service facilities and become more competitive. This is a new program designed to prepare students to enter the financial planning industry or to broaden the bases of those already in peripheral areas of the industry. Graduates will typically join Trust Companies and Banks, Insurance Companies, Brokerage Houses, Pension & Investment Funds Managers, or the corresponding departments of private industry and government organizations.

This program is being offered at the Lakeshore Campus. For further information, please call 252-5571.

#### 12 Courses required.

##### Semester 1

Course #	Course Name	Credits	F	W	S
ISYS102	Introduction to Personal Computing	4	*	*	*
ACCT111	Introduction to Accounting 1	4	*	*	*
BMAT200	Business Mathematics	4	*	*	*
FINA300	Financial Institutions & Services	4	*	*	*
	Pre-requ. BMAT200				
FINA301	Personal Financial Planning	4	*	*	*
	Pre-requ. BMAT200				
FINA402	Selling Financial Services	4	*	*	*
	Pre-requ. BMAT200				

##### Semester 2

FINA400	Investment Analysis	4	*	*	*
	Pre-requ. FINA301				
FINA401	Taxation 1	4	*	*	*
FINA403	Financial Services Seminar 1	4	*	*	*
	Pre-requ. FINA301				
Plus any three of:					
ECON105	Money, Banking & Finance	4	*	*	*
	Pre-requ. ECON001 or ECON002				
FINA500	Computerized Planning	4	*	*	*
	Pre-requ. ISYS102/FINA300				
FINA502	Portfolio Management	4	*	*	*
	Pre-requ. FINA301				
FINA503	Insurance, Pension & Group Benefits	4	*	*	*
	Pre-requ. FINA301				
FINA600	Canadian Securities Seminar	4	*	*	*
FINA601	Credit Management	4	*	*	*
	Pre-requ. BMAT200				
FINA603	Estate Planning	4	*	*	*
	Pre-requ. FINA300				

#### Prerequisites and corequisites:

We recommend ISYS102, ACCT111 AND BMAT200 be completed prior to any FINA numbered courses. Thereafter, the FINA numbered courses must be taken in numerical sequence (except FINA 600).

On a full-time basis, courses must be taken in the semesters as shown above, or in the sequence described for part-time students.

Advanced Standing may be granted for any Canadian Securities Institute courses. See academic regulations for details.

### Computerized Financial Planning

Course No.: FINA505 DG

This course will apply the basic skills acquired in Introduction to Personal Computing to various financial planning functions. Emphasis will be on the use of forecasting and control models.

Pre-requisite: ISYS102 Personal Computing-Intro., and FINA300 Financial Institutions and Services

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	L	81

### Investment Analysis

Course No.: FINA400 DG

This course covers various topics related to business financial statements including the basic concepts of accounting, the format and content of financial statements and techniques of financial statement analysis.

Pre-requisite: FINA301 Personal Financial Planning

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	L	81

### Personal Computing – Introduction

Course No.: ISYS102 DG

This course is designed for the student who knows little or nothing about computers. It will provide a basic introduction to the use of the personal computer including how to use its operating system, how to use word processing, spreadsheets and a file management package. The student will receive 'hands-on' experience. This is a credit course.

Class	Day	Time	Duration	Loc.	Fee
66	Mon	6-9pm	Jan 15-Apr 23	L	81

### Personal Financial Planning

Course No.: FINA301 DG

This course introduces the student to such financial services as saving and borrowing money, basic tax planning, investments, life insurance, RRSP's and the like. Also skills in data gathering, relationship building and counselling will be stressed.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	L	81

### Selling Financial Services

Course No.: FINA402 DG

This course provides the student with an understanding of the selling process particularly as it pertains to selling services. Such techniques as prospecting, approaching the customer, making presentations, answering objections and closing the sale are introduced.

Pre-requisite: BMAT200 Business Mathematics

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	L	81

### Taxation I

Course No.: FINA401 DG

Income taxes have a significant impact on individuals and businesses. This course provides a basic knowledge of the structure and nature of the taxation system in Canada.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	L	81

### Information Systems Studies

#### Computer Programming Certificate – Program 239

(North Campus) 8 Courses

As we enter the 1990's we know that computers will play an even more important role in every business situation than ever before. Most businesses could not survive without computers and there will continue to be a great demand for qualified computer programmers. Our 'Computer Programming Certificate' will



teach you the necessary technical and practical skills you will need to become a functioning member of a computer programming support team. Training is provided by lectures and 'hands-on' use on the mainframe computer. For further information contact the Program Coordinator at 675-3111, ext. 4374.

**Compulsory Courses – 6 Required > Prerequisite**  
**Elements of Information Systems > None**  
**Intro. to Programming > Elements of Information Systems**  
**Programming Techniques > Intro. to Programming (or co-requisite)\***  
**Systems Control Functions > Elements of Information Systems**  
**Cobol 1 > Intro. to Programming & Programming Techniques**  
**Intro to Systems Analysis 1 > Elements of Info. Systems**  
**Terminal Concept Workshop\*\***

\*Must be taken by ALL students exempted from taking Introduction to Programming due to advanced standing from another educational institute, or employment experience. This workshop is restricted to the above students only.

\*\*May be taken at the same time as Introduction to Programming.

**Optional Courses – 2 Required > Prerequisite**

**Cobol 2 > Cobol 1**  
**Assembler 1 > Intro. to Programming**  
**Assembler 2 > Assembler 1**  
**Data Base > Cobol 1 or equivalent**  
**RPG > Elements of Information Systems**  
**Network Design & Architecture > Elements of Info. Systems**  
**C Language > Intro. to Programming or equivalent**  
**System Security > None**

## Advanced Computer Programming – Program 237

(North Campus) 12 Courses

Our 'Advanced Computer Programming Certificate' program is an extension of the Computer Programming Certificate program. Upon completion of the Computer Programming Certificate, you will only need to complete four (4) additional courses (not previously taken) in order to receive our Advanced Certificate. It will further explore the field of computer programming and its many specialized courses.

For further information contact Program Coordinator at 675-3111, ext. 4374.

**Compulsory Courses > Prerequisite**

**Computer Programming Certificate (8 courses)**  
**Systems Analysis 2 > Systems Analysis 1**

**Optional Courses – 3 Required > Prerequisite**

(Choose three courses not previously taken from the optional course list for the Computer Programming Certificate)

**Cobol 2 > Cobol 1**  
**Assembler 1 > Programming, Intro. to**  
**Assembler 2 > Assembler 1**  
**Data Base > Cobol or Equivalent**  
**R.P.G. 2 > Elements of Information Systems**  
**Network Design & Architecture > Elements of Information Systems**  
**C Language > Intro. to Programming or equivalent**  
**System Security > None**

## Personal Computing (PC) Certificate – Program 294

8 Courses

This program provides training in the use of the personal computer in business and industry. Graduates will have a firm understanding of PC operations through hands-on experience with the major application packages currently available on the software market. For further information contact Program Coordinator at 675-3111, ext. 4374.

**Compulsory Course:**

Introduction to Personal Computing (must be completed before proceeding to any others).

**Optional Courses – 7 required**

**PC Operating Systems**  
**PC Data Base**  
**Spreadsheets**  
**PC Word Processing**  
**PC Focus**  
**Network Design and Architecture**  
**System Security**  
**\*C Language**

\*Requires completion of Introduction to Programming or equivalent as a prerequisite

## Teleprocessing/Networking Certificate – Program 295

6 Courses

This program provides training in teleprocessing concepts and techniques which plays a part in the networking of micro and mainframe computers. Completion of the Computer Programming or Personal Computing (PC) Certificate is an asset to gaining a good understanding of the material.

\*Prerequisite for this program is completion of Elements of Information Systems or equivalent (subject to approval of Program Coordinator). The program consists of four compulsory courses plus two optional courses. For more information contact Program Coordinator at 675-3111, ext. 4374.

**Compulsory Courses – 4 required > Prerequisite**

**Network Design & Architecture > Elem. of Info. Systems**

**Local Area Networks > Network Design & Architecture**

**Message & Packet Switching Methods > Network Design & Arch.**

**Distributed Processing Networks > Network Design & Arch.**

**Optional Courses – 2 required > Prerequisite**

**Networks & Satellite Communications > Network Design & Arch.**

**Business Telecommunications 2 > Network Design & Arch. or Business Telecomm.1**

**C Language > Introduction to Programming or equiv.**

**Systems Network Architecture > Network Design & Arch.**

## Assembler 1

Course No.: ISYS203

CC  
 The Assembler language is a basic programming language used in commercial application. As a student, you will get a complete system review (interrupt, channel operation, etc.); study concepts of Assembler and machine language; the standard and decimal instruction sets (approximately 100 instructions); and analyze DTF entries. This is a credit course.

Pre-requisite: ISYS106 Intro. to Programming

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	N	81

## C Language

Course No.: ISYS226

CC  
 Programming in C language offers the structure and portability of a High-Order Language while retaining the detailed machine control, efficiency and speed of assembly language. This introductory course will enable the student to write, compile and execute C programs. This is a credit course.

Pre-requisite: ISYS106 Programming or Introduction, ISYS107 Programming Fundamentals

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Wed	7-10pm	Jan 17-Apr 25	N	81
62	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
63	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81

## CICS

Course No.: ISYS239

CC  
 This course is designed to give you a basic foundation in COBOL command-level CICS (Customer Information Control System) design, coding, and concepts. Familiarity with COBOL, 3270 terminals, and data processing concepts are the only pre-requisites to understanding this course. Knowledge of virtual storage access methods (VSAM) is helpful but not essential.

Pre-requisite: ISYS223 Cobol 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81

## Cobol 1

Course No.: ISYS206

CC  
 Students will acquire sufficient knowledge of COBOL to program complex procedures representative in business environments. Many common business programming techniques using COBOL will be covered. A case study will be required. This is a credit course.

Pre-requisite: ISYS105 Programming Techniques, ISYS106 Programming Intro.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

## Cobol 2

Course No.: ISYS223

CC  
 This is a continuation of Cobol 1 and deals with more advanced Cobol applications. Language features such as Report Writer, SORT, and Table Handling will be explored by requiring students to write application programs. This is a credit course.

Pre-requisite: ISYS206 Cobol 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81

## Data Base

Course No.: ISYS218

CC  
 This course is designed to give the student a basic insight into the essential facts about the nature of a data base, its construction and administration. Requirements for a data element dictionary, data security, and a user interface language are discussed. This is a credit course.

Pre-requisite: ISYS206 COBOL 1 or equivalent

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81



**Desktop Publishing – An Overview**

Course No.: ISYS006

CC

This survey course will introduce you to some of the desktop publishing packages currently available on the market. You will be able to compare the capabilities of each and learn how to select a package which will suit your requirements. The student will receive 'hands on' experience using Pagemaker.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	299

**Desktop Publishing for Technical Manual Writing**

Course No.: ISYS007

CC

This course will focus on the use of desktop publishing for the production of technical manuals. Aspects of technical writing to produce an understandable, user-friendly manual will be stressed, as will the desktop publishing techniques to produce an attractively presented layout. The student will receive 'hands on' experience using Pagemaker.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	299

**Distributed Processing Networks**

Course No.: ISYS227

CC

This advanced course is intended to provide a comprehensive introduction to the problems and possible solutions for the design and implementation of multi-vendor distributed processing network hardware and software systems.

Pre-requisite: ISYS238 Network Design and Arch.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30	Jan 16-Apr 24	N	81

**Elements of Information Systems**

Course No.: ISYS101

CC

A detailed study, at the elementary level, of computer hardware, software, files, and flowcharting are covered. It will provide a basic introduction to the use of the personal computer including how to use its operating systems, and how to use word processing. This course provides the groundwork necessary for the other more advanced courses. This is a credit course.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
62	Wed	7-10pm	Jan 17-Apr 25	N	81
63	Thu	6-9pm	Jan 18-Apr 26	N	81
64	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
65	Wed	7-10pm	Jan 17-Apr 25	L	81
66	Sat	9:30-12:30pm	Jan 20-Apr 28	L	81

**Expert Systems – Introduction**

Course No.: ISYS242

CC

A course designed to familiarize students with the concepts, issues and terminology in the field of expert system development. It examines design aspects, software architectures (languages and shells), and current strengths and limitations of Expert systems. The course also briefly surveys a number of PC based packages and gives the students a 'hands-on' opportunity to create a knowledge base/Expert System using a PC based shell. This is a credit course.

Pre-requisite: ISYS002 Personal Computers (PC) – Introduction or ISYS102 Personal Computing – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	299

**Local Area Networks**

Course No.: ISYS207

CC

This course focuses on the broad, changing field of local networks. Key ingredients that serve to characterize and differentiate local networks, including transmission medium, network topology, communication protocols, switching technique, and hardware/software interface are emphasized. This is a credit course.

Pre-requisite: ISYS238 Network Design &amp; Arch.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

**Medical Office Management (OHIP) Using A & L Software**

Course No.: ISYS003

CC

This course is designed to teach the novice A & L Medical Software user how to create, modify, manipulate, and delete patient files. On completion of this course the individual will possess the skills required to maintain and operate their system in an ongoing fashion.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	N	299

**Message & Packet Switching Methods**

Course No.: ISYS229

CC

This course provides an indepth knowledge of layered network architectures, protocols, standards and hardware/software components. Emphasis is placed on the practical aspects of packet switched network design and implementation and the ISO/OSI reference model. This is a credit course.

Pre-requisite: ISYS238 Network Design &amp; Arch.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

**Network Design & Architecture**

Course No.: ISYS238

CC

Students are introduced to the fundamentals of data communications and networks. Topics to be covered will include analog and digital modulation techniques, hardware components of a network, error detection and correction techniques, etc. A comprehensive case study is also required. This is a credit course.

Pre-requisite: ISYS101 Elements of Info. Systems

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81
61	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

**PC Data Base (using dBase III Plus)**

Course No.: ISYS231

CC

DBase III is one of the most widely used databases for personal computers. This course explores creating files, manipulating data, generating reports and updating files. In addition, the extensive programming capabilities of the software are discussed. This is a credit course.

Pre-requisite: ISYS102 Personal Computing – Intro.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81
61	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

**PC Focus**

Course No.: ISYS225

CC

This course is designed to teach students the features of PC/Focus, a 4GL language. Focus is a complete information control system which can be used by both programmers and non-programmers. Students will learn how to describe FOCUS files, maintain the data in FOCUS files, and prepare reports from the data in the files. This is a credit course.

Pre-requisite: ISYS102 Personal Computing – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

**PC Operating Systems (DOS)**

Course No.: ISYS230

CC

Course content is extensive, ranging from the use of OOS for file management on floppy disks to the use of DOS on hard disk drives. Topics include how to install OOS, formatting disks, copying files, setting up hierarchical directories and creating AUTOEXEC batch files to simplify your work. This is a credit course.

Pre-requisite: ISYS102 Personal Computing – Intro.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81
61	Thu	7-10pm	Jan 18-Apr 26	Ne	81

**PC Wordprocessing (Wordperfect 5.0)**

Course No.: ISYS241

CC

This course introduces the student to the use of the WordPerfect word processing package. All major features of the software will be covered including entering, printing a document, editing, document formatting, search and replace, newspaper style columns, mail merge, and spelling checking.

Pre-requisite: ISYS102 Personal Computing – Intro.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81
61	Fri	6-9pm	Jan 19-Apr 27	N	81

**Personal Computing – Introduction**

Course No.: ISYS102

CC

This course is designed for the student who knows little or nothing about computers. It will provide a basic introduction to the use of the personal computer including how to use its operating system, how to use word processing, spreadsheets and a file management package. The student will receive 'hands-on' experience. This is a credit course.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
62	Wed	6-9pm	Jan 17-Apr 25	N	81
63	Wed	7-10pm	Jan 17-Apr 25	N	81
64	Thu	6-9pm	Jan 18-Apr 26	N	81
65	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
66	Mon	6-9pm	Jan 15-Apr 23	L	81
67	Mon	7-10pm	Jan 15-Apr 23	N	81
68	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
69	Fri	6-9pm	Jan 19-Apr 27	N	81

**Information System Concepts**

Course No.: ISYS103

DG

This course expands the students degree of competence in the Information Processing concepts of a business, builds upon the applications learned in the previous course Personal Computing – Introduction. The function of computers in business environments is highlighted by presenting theory on such topics as hardware, software, communications, etc.

Pre-requisite: ISYS102 Personal Computing – Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	L	81

**Programming – Introduction**

Course No.: ISYS106

CC

Through the use of PL/1, students will learn the basic elements common to all business programming languages and will be introduced to programming tech-



niques essential to the business environment. This course provides the foundation for success in subsequent programming courses. This is a credit course.  
**Pre-requisite:** ISYS101 Elements of Information Systems

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
61	Thu	6-9pm	Jan 18-Apr 26	N	81
62	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

### Programming Techniques

Course No.: ISYS105

CC

This course teaches the multifaceted skills which constitute a good programmer. Areas included are how to develop problem solving skills, how to analyze, design and write effective programs and once the program is written, how to effectively test and debug the program. This is a credit course.

**Pre-requisite:** ISYS101 Elements of Information Systems

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81
61	Mon	7-10pm	Jan 15-Apr 23	N	81

### RPG

Course No.: ISYS201

CC

This course provides instruction and experiences in a variety of business applications using the RPG 2 language. Exposure to the language will be through lectures and programming applications ranging from simple reporting programs to the more complex area of full processing. For those who are primarily interested in RPG 1 most of the language studied will be at that level while the features of RPG 2 will be taught separately. This is a credit course.

**Pre-requisite:** ISYS106 Programming- Introduction

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Spreadsheets (LOTUS 1-2-3)

Course No.: ISYS234

CC

This course gives an indepth coverage of LOTUS 1,2,3, one of the most widely used spreadsheets. Features like the spreadsheet, graphics, database and macro capabilities are explored. Other popular computer spreadsheet software packages will be reviewed. This is a credit course.

**Pre-requisite:** ISYS102 Personal Computing-Intro.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

### Systems Analysis 1

Course No.: ISYS210

CC

You will study the nature of the systems concept and how it is used in the business environment. Other topics include manual procedures, forms design and control, and the design feasibility of installing or expanding a computer system. This is a credit course.

**Pre-requisite:** ISYS101 Elements of Information Systems

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81

### Systems Control Functions

Course No.: ISYS220

CC

This course is designed to give the student an understanding of the basic concepts of an operating system in a mainframe environment (IBM) with regards to 'virtual' characteristics, multiprogramming and job-stream processing. Actual Job Control Language (JCL)

statements for DOS (Disk Operating Systems) and OS (Operating System) systems are also covered. This is a credit course.

**Pre-requisite:** ISYS101 Elements of Information Systems

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81

### Terminal Concepts

Course No.: ISYS001

CC

The purpose of this workshop is to familiarize the student with the use of the terminals and the editor used by Humber College's computer system. Registration in this workshop is both compulsory for, and limited to, those students taking an Information Systems Studies programming language other than Intro. to Programming, who have not previously taken a programming language course with the Information Systems Studies department. Note that this workshop is offered prior to the start of the regular evening courses in order that the student may complete it before commencing a higher level language course.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	6:30-9:30pm	Jan 8-Jan 10	N	10

## Micro Certificate Microcomputer Certificate

(Lakeshore Campus) 8 Courses

This program trains students to operate microcomputers in a business environment. Graduates will be able to design and program their own business software and also to customize commercial products to suit the needs of employers. For further information please contact the coordinator at 252-5571, ext. 3252. All courses will be available part-time evenings and/or weekends.

**Compulsory Courses (6 courses) > Prerequisite**

Elements of Information Systems > None

Micro Programming 1 > Ele. of Info. Sys. or permission from Coordinator

Micro Fundamentals > None

Comparative Languages 1 > Micro Programming 1

Automated Office Management > Micro Fundamentals

Data Base Mgmt. Systems 1 > Programming 1

**Plus any 2 of the following courses.**

The options listed below are suggested.

**Accounting Option > Accounting 1 Intro, Automated Accounting**

**Programming Option\* > Hardware/Software, Micro Applications, Comparative Languages 2**

**Database Option > Database Mgmt. Systems 2, Micro Systems Analysis**

\* Programming requires 3 options to be taken.e

### Automated Accounting Systems-ACCPAC

Course No.: ISYS265

DG

Provides an application of a small to medium sized accounting system to a microcomputer operation. Students will adapt a series of accounting transactions (receivables, payables, inventory and payroll) finalized in a 'hands-on' application of a general ledger program using ACCPAC software.

**Pre-requisite:** ACCT111 Accounting 1 Intro., ISYS161 Micro Fundamentals

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	L	81

### Automated Office Management

Course No.: ISYS261

DG

The purpose of this course is to give the student an overview of current and future trends in office automation. Particular reference will be made to the five elements of office automation technology. In addition, the student will be given 'hands-on' instruction on advanced wordprocessing capabilities and an introduction to desktop publishing software and design considerations. The course provides instruction for setting up templates for typical office documents, technical manuals, marketing literature, books, newsletters and magazines. It assumes knowledge of wordprocessing and spreadsheets. The student will learn concepts of design and typography.e

Class	Day	Time	Duration	Loc.	Fee
60	Tue	5-8pm	Jan 16-Apr 24	L	81

### Comparative Micro Languages 2

Course No.: ISYS360

DG

This course will consist mainly of lectures and workshop periods devoted to practice Assembly Language programming. A series of assigned problems will assist in developing technical competence in the Assembler Language. Upon completion the student will possess a knowledge of Assembler sufficient to program complex procedures representative of small business applications.

**Pre-requisite:** ISYS260 Comp. Micro Languages 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	8-11pm	Jan 18-Apr 26	L	81

### Data Base Management Systems 2

Course No.: ISYS362

DG

This course is an extension of Data Base Management Systems 1. As such it provides the student with an opportunity to apply the concepts and skills developed to a series of applications using DBase 3 and Lotus 1,2,3 and Symphony.

**Pre-requisite:** ISYS262 Data Base Mgmt. Systems 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	L	81

### Elements of Information Systems

Course No.: ISYS101

DG

A detailed study, at the elementary level, of computer hardware, software, files, and flowcharting are covered. It will provide a basic introduction to the use of the personal computer including how to use its operating systems, and how to use word processing. This course provides the groundwork necessary for the other more advanced courses. This is a credit course.

Class	Day	Time	Duration	Loc.	Fee
65	Wed	7-10pm	Jan 17-Apr 25	L	81
66	Sat	9:30-12:30pm	Jan 20-Apr 28	L	81

### Elements of Systems

Course No.: ISYS236

DG

This course is an introduction to the techniques of Systems Analysis. The course covers concepts of analysis, data gathering, forms and file design, and procedures to implement a computer system. Students, via a case study approach, will try to improve their ability by writing reports and presenting a proposal describing the changes. This is a credit course.e

**Pre-requisite:** ISYS101 Elements of Information Systems

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	Le	81



**Microcomputer Applications**

Course No.: ISYS361 DG

This course will consist of lectures and workshop periods devoted to the completion of a major project that will unify the various concepts from the programming, systems, and business courses within the program.

Pre-requisite: ISYS263 Micro Systems Analysis I

Class	Day	Time	Duration	Loc.	Fee
60	Thu	5-8pm	Jan 18-Apr 26	L	81

**Microcomputer Fundamentals**

Course No.: ISYS161 DG

This course will provide students with the necessary skills and background for the use and study of microcomputers. The course is divided into three sections: 1. Keyboarding, 2. Word Processing and 3. Introduction to microcomputers.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	1-4pm	Jan 20-Apr 28	L	81

**Microcomputer Programming 1**

Course No.: ISYS160 DG

This course is designed to provide the student with experience in using the popular BASIC programming language used on micro and mini-computers. The student will learn to write programs to solve simple data processing and numerical calculation problems. This program should interest students who want a general knowledge of microcomputers.

Pre-requisite: ISYS101 Elements of Information Systems

Class	Day	Time	Duration	Loc.	Fee
60	Thu	5-8pm	Jan 18-Apr 26	L	81

**Management Studies****Personnel Management Certificate – Program 258 (Revised)**

(North and Lakeshore Campuses) 8 Courses

The Personnel Management Certificate Program is designed to assist those currently engaged in human resources administration who want to expand or update their skills; or, to meet the needs of those seeking an opportunity to enter this field. Courses in the theory and practice of human resources administration are designed to enable you to work in a wide range of organizational environments.

For more information contact the Program Coordinator at 675-3111, ext. 4504.

Many of the subjects in this program can be credited towards the professional designation CPM (Certificate in Personnel Management) an independent professional accreditation program run by the Personnel Association of Ontario (PAO).

Students who wish to pursue the CPM program should contact the Association directly at 923-2324.

Compulsory: 4 courses required

Compulsory &gt; Prerequisite

Personnel

Organizational Management 1 &gt; Personnel

Organizational Management 2 &gt; Organizational Management 1

Labour Relations 1 &gt; Personnel

Electives: 4 courses required

Choose any 4 from the courses listed below:

Elements of Salary Compensation &gt; Personnel

Elements of Employee Benefit Plans &gt; Personnel

Labour Relations 2 &gt; Personnel

Personnel Management &amp; Development &gt; Organizational Management 2

Occupational Health &amp; Safety &gt; Personnel

Interviewing Techniques &gt; Personnel

H.R.M. Finance &amp; Accounting

Applied Research &amp; HRIS

Interviewing Techniques &gt; Personnel

Workers Compensation Board

**Operations Management Certificate – Program 257**

(North and Lakeshore Campuses) 8 courses

This certificate is designed to aid supervisory personnel in manufacturing industries. The program provides information on managerial techniques that are used in the day-to-day operations of a firm. Classes can be taken during your regular business hours. For more information please contact the Program Coordinator at 675-3111, ext. 4244.

"All students currently pursuing the General Business, Business Administration or Business Management Certificates may continue to pursue those certificates if they wish. All credits and previous terms and conditions shall be honoured." Listed below are our new certificates.

**Management Studies Certificate – Program 213**

(Formerly Business Administration Certificate – Program 255)

(North and Lakeshore Campuses) 12 Courses

The School of Business has specifically designed the "Management Studies Certificate" program to allow students the opportunity to gain the valuable knowledge, experience and theories to successfully perform a variety of entry-level management jobs. Once the required pre-requisites are obtained, the student can choose from a variety of optional courses, in management, marketing, human resources and computers. For further information please contact the Program Coordinator at 675-3111, ext. 4504.

Compulsory: 6 courses required:

Compulsory &gt; Prerequisite

Introduction to Accounting 1

Personnel

Marketing 1

Intro to Personal Computing

Business Math\*\*

Elements of Law

Electives: 6 courses required &gt; Prerequisite

Choose any 6 from the courses listed below:

Introduction to Accounting 2 &gt; Intro to Accounting 1

Elements of Information Systems &gt; Intro to Personal Comp.

Marketing 2 &gt; Marketing 1

Advertising 1 &gt; Marketing 1

Retailing 1 &gt; Marketing 1

Manufacturing Operations &gt; Business Math

Business Statistics &gt; Business Math

Labour Relations 2 &gt; Personnel

Organizational Management 1 &gt; Personnel

Organizational Management 2 &gt; Organizational Management 1

\*\*All new students will be required to write a mathematics assessment test on the first meeting of the class. Students who do not write the test or fail to meet the passing standard will be required to take Basic Business Math Skills (BMAT100). The basic math skills course will prepare the student for Business Mathematics (BMAT200), to be taken in a later semester.

**Business Studies Certificate – Program 212**

(Formerly General Business Certificate – Program 201)

(North and Lakeshore Campuses) 8 Courses

Humber's newly designed "Business Studies Certificate" is a program of courses designed to enhance a person's skills, concepts and practical applications to be used in any business operation. The certificate begins with general courses, followed by secondary and intermediate levels which familiarizes the student with many areas of a company's organization - from accounting, marketing and personnel to management, computers and economics. For further information, please contact the Program Coordinator at 675-3111, ext 4504.

Compulsory: 4 courses required:

Introduction to Accounting 1

Personnel

Marketing 1

Intro to Personal Computing

Electives: 4 courses required:

Choose any 4 courses from those listed below:

Micro Economics      Organizational Mgmt. 1

Macro Economics      Small Business Mgmt.

Intro to Accounting 2      Marketing 2

Elements of Info. Sys.      Advertising 1

Business Math      Retailing 1

Elements of Law      Manufacturing Operations

**Certificate Program of Employee Benefits Studies**

Humber College's Centre for Continuing Studies in Employee Benefits offers a 4-part Certificate program in benefit plan design and administration. This will be of interest to personnel administrators and other employee benefits practitioners.

For further information on the CEB program, call 675-3111, ext. 4307.

**Business Mathematics Exemptions**

You can obtain an exemption in business mathematics on the following grounds:

- (1) Proof of successful completion of a similar course at a university or community college.
- (2) Obtaining a grade of 75% or better on an Exemption test based on course content. If sufficient demand exists, an EXEMPTION exam will be held at the North Campus. If you are interested in writing this exam you must confirm your attendance by calling 675-3111, ext. 4278. (The tentative date for this exam is Wednesday, January 10, 1990). If you do not confirm your attendance, NO exam will be held.

Results will be ready by the following Monday.

**Legal Assistant Certificate – Program 270 (Revised)**

8 Courses

This certificate program is designed to provide students with an understanding of society's legal institutions, the law-making process and legal solutions to social conflict. A selection of commonly encountered societal systems; (e.g. operating a business) and societal problems (e.g. family break ups) are explored. The program will serve as an introduction for those considering a career requiring a basic understanding of law or for those who wish to expand or update their



knowledge of the topic.

For further information please contact the program coordinator at 675-3111, ext. 4587.

Tentative Spring 1990 courses will include:

Commercial Law, General Insurance Law, Insurance Claims, Criminal Law Procedures.

Tentative Fall 1990 courses will include:

Wills and Estates, Family Law, Insurance Claims, Real Estate 2.

**Compulsory Courses (5 required) > Prerequisite**

Elements of Law > None

Commercial Law > Elements of Law

Real Estate 1 > Elements of Law

Wills and Estates > Elements of Law

Civil Procedure > Elements of Law

**Optional Courses (3 required) > Prerequisite**

General Insurance Law > Elements of Law

Family Law > Elements of Law

Insurance Claims > General Insurance Law

Real Estate 2 > Real Estate 1

Criminal Law Procedure > Elements of Law

Title Searching > Elements of Law

The courses offered by the Law Clerks Institute of Ontario (see page 55) are recognized for credit towards the Legal Assistant Certificate Program, as follows:

Real Estate - Law Clerks (LAWC100) is equivalent to Real Estate 1 (LAWS204)

Litigation - Law Clerks (LAWC200) is equivalent to Civil Procedure (LAWS103)

Estates (LAWC101) is equivalent to Wills and Estates (LAWS305)

Corporate Law (LAWC201) is equivalent to Commercial Law (LAWS201)

## Basic Business Math

Course No.: BMAT100

CI

This course covers the basic skills required to comprehend and complete the Business Mathematics course. Review of arithmetic, algebra and some financial math are the backbone of the course.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81

## Business Mathematics

Course No.: BMAT200

CI

This course is designed to familiarize the student with the practical application of mathematics in financial and investment situations. Typical subject areas covered are: compound interest, present and future value, ordinary simple and general annuities, amortization and sinking funds, depreciation, depletion and capitalization, and understanding investment decisions through discounting cash flow, net present value and rates of return. Other subjects such as consumer credit, and bond valuation may also be explored.

**Pre-requisite:** Math assessment test or 60% in BMAT100 Basic Business Math

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81
62	Tue	7-10pm	Jan 16-Apr 24	L	81

## Business Policy II

Course No.: HRMS402

DG

This course employs the empirical use of cases to study corporate policy as well as a business simulation (INTOP). The latter provides a means to live policy in a competitive environment. The primary objective of the course is to identify and employ successful business policy. This and all other subject matter studied in other courses is expected to be merged with the policy experience.

**Pre-requisite:** HRMS302 Business Policy I, ACCT315 Managerial Accounting.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	L	81

## Business Statistics

Course No.: BSTA300

CI

A brief outline of modern descriptive and inferential statistics. Little mathematical sophistication is required as the course deals with the application of formulas and techniques and not their derivation. Emphasis will be on the recording, analysis and presentation of data, forecasting and decision making.

**Pre-requisite:** BMAT200 Business Mathematics

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81
62	Thu	7-10pm	Jan 18-Apr 26	L	81

## Civil Procedure

Course No.: LAWS103

CJ

This course will provide an introduction to the civil courts in Ontario, the more prevalent matters handled, and the typical steps involved in processing a case.

**Pre-requisite:** LAWS101 Elements of Law

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81

## Criminal Law Procedures

Course No.: LAWS104

CJ

This course will provide an introduction to criminal law and the criminal justice system through an examination of elementary criminal law principles. The criminal and regulatory court system, and the typical steps taken in processing cases will be examined.

**Pre-requisite:** LAWS101 Elements of Law

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81

## Elements of Law

Course No.: LAWS101

CJ

The course will provide an introduction to the study of Canadian Legal systems with a particular emphasis on the law in Ontario. The course is primarily concerned with business law, however, there will be time spent with the other aspects of Ontario and Federal law.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
62	Wed	7-10pm	Jan 17-Apr 25	N	81
63	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
64	Mon	7-10pm	Jan 15-Apr 23	L	81
65	Thu	7-10pm	Jan 18-Apr 26	YEC	72
66	Sat	9-12noon	Jan 20-Apr 28	YEC	72

## Elements of Pension Plans

Course No.: HRMS206

CF

A basic review of Statutory, and employer-sponsored pension, group insurance, unemployment and incentive plans.

**Pre-requisite:** HRMS101 Personnel

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81

## Elements of Salary Compensation

Course No.: HRMS204

CF

This program will cover the philosophy and practical application of salary and benefit administration. As a specialty within the personnel administration field, the course will provide an introduction to the principle

involved in developing and maintaining an effective salary and benefit program for employees.

**Pre-requisite:** HRMS101 Personnel

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81e

## General Insurance Law

Course No.: LAWS206

CJ

This course continues the study of insurance and contract law. It presents an effective overview of insurance law and the insurance industry and is based upon Parts 1 and 2 of the General Essentials course of the Insurance Institute of Canada.

**Pre-requisite:** LAWS101 Elements of Law

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

## Interviewing Techniques

Course No.: HRMS203

CF

This course is designed to give students practical experience in a variety of interviewing situations. Topics include employment interviewing, coaching and counselling, performance appraisals, discipline procedure, etc. all within the framework of a total management approach.

**Pre-requisite:** HRMS101 Personnel

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81

## Labour Relations 1

Course No.: HRMS211

CF

Students will become familiar with the basic concepts in labour economics with relevance to human resource decisions and/or applications. It will provide an understanding of the varying structure, conduct and performance characteristics of labour markets.

**Pre-requisite:** HRMS101 Personnel

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81
61	Thu	7-10pm	Jan 18-Apr 26	L	81

## Labour Relations 2

Course No.: HRMS212

CF

An introductory course into the trade union movement; the process of collective bargaining; certification procedure; unfair labour practices; the nature of the collective agreement; grievance procedure and the process of conciliation and arbitration; strikes and lockouts.

**Pre-requisite:** HRMS101 Personnel

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81

## Manufacturing Operations

Course No.: MOPS200

CG

This course provides an overall view of Operations Management. A problem solving course with assignments covering topics such as forecasting, estimating, inventories, scheduling, master scheduling, critical path scheduling, motion and time study, plant layout and materials handling.

**Pre-requisite:** None - although Business Mathematics is recommended

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81e

## Organizational Management 1

Course No.: HRMS201

CF

This course develops a clear understanding of an approach to effective management and some of the



skills required to implement this approach. It also examines the management functions of planning, organizing, directing/influencing, and controlling, in part, from the supervisor's view.

**Pre-requisite:** HRMS101 Personnel

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
61	Thu	6-9pm	Jan 18-Apr 26	N	81
62	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
63	Mon	7-10pm	Jan 15-Apr 23	L	81

## Organizational Management 2

Course No.: HRMS301

CF

Organizational Management 2 combines long range planning with maximum utilization of human resources through people development, therefore this course is an extension of HRMS201 Organizational Management 1. It focuses on the planning, leadership and directing functions through the major intervention in most Organizational Development programs - Management by Shared Objectives (M.B.S.O.) A major experiential study will be included.

**Pre-requisite:** HRMS201 Organizational Management 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
61	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
62	Wed	7-10pm	Jan 17-Apr 25	L	81

## Personnel

Course No.: HRMS101

CF

This introductory course covers a diverse range of human resource management concepts. Emphasis throughout illustrates how line management can effectively utilize personnel techniques in managing the human resources of their respective operating area.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81
62	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
63	Mon	7-10pm	Jan 15-Apr 23	L	81
64	Mon	7-10pm	Jan 15-Apr 23	YEC	72

## Personnel Management and Development

Course No.: HRMS401

CF

Manpower planning is used to assess the human resource needs of organizations. Methods of developing staff to meet those needs are examined, as are how to assess training needs and develop and evaluate training programs.

**Pre-requisite:** HRMS30 Organizational Management 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

## Quantitative Analysis 2

Course No.: BSTA500

DG

This course extends the student's knowledge of quantitative methods used by management. The primary emphasis is in the area of decision-making and forecasting for problems which have an indeterminate or probabilistic nature. To this end, decision theory and regression analysis are the major topic areas. An additional area which enhances the analysis of problems is the use of simulation for structured solutions. The computer and 'canned' computer programmes will be used to assist in the analysis of large problems.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	Le	81

## Real Estate 1

Course No.: LAWS204e

CJ

This course will extend the student's knowledge of the law relating to real property, and will introduce the student to conveyancing practice in Ontario.

**Pre-requisite:** LAWS101 Elements of Law

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81

## Small Business Management

Course No.: MOPS320

CG

In this course, students develop a basic understanding of small business operations through detailed analysis of an existing small business. The individual project is complemented by lectures, case analysis, films, readings and tests.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81

## Workers Compensation Board

Course No.: HRMS109

CF

The student will understand the responsibilities, duties and administrative tasks required under the Workers Compensation Act (Bill 162). Topics will include benefits, rehabilitation, employers duties, disability and impairment pensions, administration and compliance with the Act.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81

## Marketing

### Marketing Certificate - Program 249

(North, Lakeshore and York Campuses) 8 Courses

Organizations...both profit and non-profit are engaged in intense competition for customers, audiences and clients. Marketing is a mixture of science and art through which organizations can succeed in this competition. It is an essential component for professional marketers, such as sales representatives, retailers, advertising personnel, marketing researchers, new-product managers and many others. This Certificate is designed to enable the student to understand modern marketing in today's competitive marketplace. For further information please contact the Program Coordinator at 675-3111, ext. 4519.

**Compulsory Courses > Prerequisite**

Marketing 1 > None

Marketing 2 > Marketing 1

Marketing Research 1 > Marketing 2

**Optional Courses - 5 Required > Prerequisites**

Advertising 1 > Marketing 1

Advertising 2 > Advertising 1

Retailing 1 > Marketing 1

Professional Selling 1 > None

Professional Selling 2 > Professional Selling 1

Sales Management > Professional Selling 1

Sales Promotion/Direct Marketing > Marketing 1

Starting a New Business > None

### Certificate in Professional Selling - Program 246

(North Campus) 8 Courses

Selling is essential to the health and well-being of our economic system, and it (probably) offers more job opportunities than any other single vocation today.

NEW

Professional selling consists of individual, personal communication, tailored to the needs and behaviour of individual customers. This Certificate is designed to enable the student to gain an understanding of the principles of successful professional selling, and to obtain experience in the practical applications of its principles and techniques. For further information please contact the Program Coordinator at 675-3111, ext. 4519.

**Compulsory Courses > Prerequisite**

Professional Selling 1 > None

Professional Selling 2 > Professional Selling 1

Advertising 1 > Marketing 1

Marketing 1 > None

Marketing 2 > Marketing 1

Sales Management > Professional Selling 1

Sales Promotion/Direct Marketing > Marketing 1

Speaking 1, Effective\* > None

Speaking 2, Effective\* > Speaking 1, Effective

\*Two courses are equivalent to 4 credit courses. Effective speaking courses are listed in the Business Communication section of this guide.e

## Advertising 1

Course No.: MKTG300

CE

This course offers a basic overview of the Canadian advertising scene today. Beginning with an analysis of the purposes of advertising, and continuing with an examination of the various media, it will proceed to discuss planning, preparing and producing advertising messages.

**Pre-requisite:** MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81
61	Mon	7-10pm	Jan 15-Apr 23	L	81

## Advertising 2

Course No.: MKTG420

CE

Advertising 2 is a continuation of Advertising 1. The course is designed to give the student: (a) knowledge of advertising policies and practices over and beyond that provided in the introductory course, and (b) to provide actual experience in preparing advertising programs and solving specific advertising problems. An assignment essay will be required on an individual student basis.

**Pre-requisite:** MKTG300 Advertising 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81

## Marketing Research 1

Course No.: MKTG310

CE

Through various resource media the student will learn about marketing research, its position and role in business, and how to gather information. A major project will provide the student with the opportunity to apply the learning to a business situation.

**Pre-requisite:** MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

## Marketing 1

Course No.: MKTG100

CE

This course is designed to introduce the student to the 'Systems' idea of the marketing concept as practised in business management. This course will also provide a base for future marketing courses such as Marketing 2, Marketing Research, Marketing Administration, Retailing, Advertising, Professional Selling, Sales Management, Sales Promotion, etc.



Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Wed	7-10pm	Jan 17-Apr 25	N	81
62	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
63	Mon	7-10pm	Jan 15-Apr 23	L	81
64	Mon	7-10pm	Jan 15-Apr 23	YEC	72

## Marketing 2

Course No.: MKTG200

CE

Marketing 2 is a continuation of Marketing 1. Upon completion of this course, students will be able to demonstrate an understanding of marketing planning, formulate a marketing mix and evaluate a marketing effort.

Pre-requisite: MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81
61	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
62	Wed	7-10pm	Jan 17-Apr 25	L	81

## Professional Selling 1

Course No.: MKTG305

CE

Professional Selling 1 is the introductory course in a two course study of professional selling. This course is designed to provide students with a basic understanding of the selling profession and the human relations skills involved in this field.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Wed	7-10pm	Jan 17-Apr 25	N	81

## Professional Selling 2

Course No.: MKTG435

DG

This advanced course is designed to provide students with the practical selling skills they will require in order to prepare and deliver successful sales presentations.

Pre-requisite: MKTG305 Professional Selling 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81
61	Thu	7-10pm	Jan 18-Apr 26	L	81

## Retailing 1

Course No.: MKTG205

CE

Fundamentals of Retailing 1 is an introductory retailing course designed to show students where and how retailing fits into the total marketing process. It provides a foundation upon which students can build an understanding of the processes and controls needed for running a successful retail operation.

Pre-requisite: MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81

## Sales Management

Course No.: MKTG455

CE

This course addresses itself to the administration and management of the sales force—one of the major areas of marketing management. Major topics to be covered are: the organization of a sales department; operation of a sales force; planning sales force activities and operations; analysis of sales operations; and evaluation of salesmen's productivity.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

## Sales Promotion/Direct Marketing

Course No.: MKTG410

DG

This course examines the concepts underlying two related promotional methods. Some sessions deal with tactics used in sales promotion; others look at

ways direct marketing generates consumer response. A field project dramatizes the subject for each student. Pre-requisite: MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	L	81
61	Tue	6-9pm	Jan 16-Apr 24	N	81

## Starting a New Business

Course No.: MKTG415

CE

On completion of this course the student should be conversant with the mechanics of small and new businesses, have developed a logical, analytic and practical business plan, and be in an advantageous position to consider and evaluate a new business venture.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81
61	Thu	6-9pm	Jan 18-Apr 26	N	81

## Secretarial Fundamentals

### Secretarial Fundamentals Certificate – Program 291

(North Campus) 5 courses

This certificate program is designed to provide the student with necessary skills for an entry-level support position in an office. Upon successful completion, the student may choose to continue in the specialized areas of the executive, legal or medical secretarial, or the word processing programs if desired. For further information, please contact the Program Coordinator at 675-3111, ext.4371.

Compulsory Courses > Prerequisite

Keyboarding – Basic > None

Intro.to Word Pro Systems > Keyboarding– Basic or equiv.

Grammar and Editing > None

Document Formatting > Intro.to Word Pro Systems

Office Procedures > Document Formatting

## Executive Secretarial

### Executive Secretary Communications Certificate – Program 286

(North Campus) 12 Courses

This certificate program provides specialized training for the secretary or administrative assistant who wishes to assume increased responsibility at the executive level in corporation, professional and government offices. For further information, please contact the Program Coordinator at 675-3111, ext.4371.

Compulsory Courses > Prerequisite

Completion of Secretarial Fundamentals Certificate (5 courses) or equivalent (two years of related office experience and 45 net wpm keyboarding).

Intro. to Word Pro Systems > Keyboarding– Basic or equiv.

Grammar and Editing > None

Intro. Procedures for Exec./Word Pro > Intro. to Word Pro Systems

Advanced Procedures for Exec./Word Pro > Intro. Procedures for Exec./Word Pro

Transcribing for Executive/Word Pro > Intro. to Word Pro Systems and Grammar and Editing

Optional Courses (2 Required) > Prerequisite Notetaking for Business– Theory > Keyboarding– Basic or equiv.

Software Applications for Bus. > Intro. Procedures for Exec./Word Pro

Office Administration and Management (formerly Office Admin.Pro.) > None

Accounting, Elements of > None

## Legal Secretarial

### Legal Secretary Certificate – Program 287

(North Campus) 12 Courses

The student who is interested in employment in a law office or legal department of government or industry should enroll in this program for training in the specialized skills, procedures and terminology required to function efficiently as a legal secretary. For further information, please contact the Program Coordinator at 675-3111, ext.4371.

Compulsory Courses > Prerequisite

Completion of Secretarial Fundamentals Certificate (5 courses) or equivalent (two years of related office experience and 45 net wpm keyboarding).

Intro.to Word Pro Systems > Keyboarding– Basic or equiv.

Grammar and Editing > None

Intro. Proc. for Legal Secretary > Intro. to Word Pro Systems

Elements of Law > None

Optional Courses (3 required) > Prerequisite

Note: Student must take a minimum of one course from Group A.

Group A

Corporate and Estate Proc. for Leg.Sec. > Intro.Proc.for Leg.Sec.

Litigation Proc.for Leg.Sec. > Intro.Proc.for Leg.Sec

Real Estate Proc.for Leg.Sec. > Intro.Proc.for Leg.Sec.

Group B

Notetaking for Business – Theory > Keyboarding– Basic or equiv.

Software Applications for Bus. > Intro. Procedures for Legal Sec.

Legal Dockets and Records > One Group A course Office Admin. and Management (formerly Office Admin.Pro.) > None

## Medical Secretarial

### Medical Secretary Communications Certificate – Program 288

(North Campus) 12 Courses

This certificate program is designed to provide training for the specialized skills, procedures and terminology required for employment in various medical fields, including doctors' offices, hospitals, medical labs, health departments and government health agencies. For further information, please contact the Program Coordinator at 675-3111, ext.4371.

Compulsory Courses > Prerequisite

Completion of Secretarial Fundamentals Certificate (5 courses) or equivalent (two years of related office experience and 45 net wpm)



Intro.to Word Pro Systems > Basic Keyboarding ore equiv.

Grammar and Editing > None

Medical Secretarial Procedures 1 (formerly Medical O.P.1) > Intro.to Word Pro Systemse

Medical Terminology 1 > Nonee

Medical Secretarial Procedures 2 (formerly Medical O.P.2)e > Medical Secretarial Procedures 1e

Medical Terminology 2 > Medical Terminology 1e

Optional Courses (1 required) > Prerequisitee

Medical Machine Transcription > Medical Term.2e and Medical Office Proced.1

Software Applications for Bus. > Med. Sec. Proced. 1e

Office Admin. and Management (formerly Office Admin.Pro.) > None

Accounting, Elements of > None

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

## IBM DisplayWrite 4 – Word Processing

Course No.: DAGN012 CD

This non-credit course will provide the student with comprehensive hands-on training on a microcomputer using IBM DisplayWrite 4 software for a variety of basic and advanced word processing applications, including repetitive documents using the merge function.

Pre-requisite: 40 net wpm keyboarding

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9:30 pm	Jan 16-Apr 17	Ne	175

## Introduction to Word Processing Systems

Course No.: OAGN260 CD

Emphasis will be placed on concepts and terminology related to computer hardware, operating systems and applications software programs. The course will include a tutorial on DOS and will also cover basic word processing functions using the DisplayWrite and Word Perfect software programs, as will be required for later courses in which either software program is used.

Pre-requisite: OAGN160 Keyboarding-Basic orequivalent

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81
61	Tue	7-10pm	Jan 16-Apr 24	N	81
62	Thu	7-10pm	Jan 18-Apr 26	N	81
63	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81
64	Sat	9:30-12:30pm	Jan 20-Apr 28	N	81

## Introductory Procedures for Executive/Word Pro

Course No.: OAEW260 CD

This course will provide training for a variety of duties to be performed by secretaries and word processing specialists at the executive level. Emphasis will be placed on the development of problem-solving and decision-making skills.

Pre-requisite: OAGN260 Introduction to Word Proe Systems and Secretarial Fundamentals Certificate or equivalent

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

## Introductory Procedures for the Legal Secretary

Course No.: OALG280 CD

This course covers an introduction to general legal secretarial procedures and terminology common to various specialized areas of practice in law offices. The content will include client records, dockets, accounts and commercial legal documents.

Pre-requisite: OAGN260 Introduction to Word Proe Systems and Secretarial Fundamentals Certificate or equivalent

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	N	81
61	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

## Keyboarding – Basic

Course No.: DAGN150 CD

For Equine Studies, Pharmacy Assistant, Travel and Tourism Programs. The student will receive instruction in basic alpha-numeric techniques and the preparation of keyboarded communications associated with the student's program of study as named above.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-8:30pm	Jan 16-Apr 24	N	57

## Keyboarding – Basic

Course No.: OAGN160 CD

The student will learn to keyboard material using the touch method on an electronic typewriter. No previous or minimal knowledge of the keyboard is assumed. A minimum speed of 30 net wpm will be required for successful completion. This course is not equivalent to Keyboarding-Basic (OAGN150) in the day program.

Pre-requisite: Nonee

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	7-9pm	Jan 15-Apr 25	N	105
61	Tue&Thu	6:30-8:30pm	Jan 16-Apr 26	N	105
62	Wed&Sat	*	Jan 17-Apr 28	N	105

\*Wed.(7-9pm), Sat.(9:30-11:30am)e

## Keyboarding on a Microcomputer

Course No.: OAGN011 CD

This basic course is presented in an individualized learning mode. The student will be able to proceed at his/her own pace to learn to keyboard using the touch method and, if desired, also learn the correct format for an essay, business letter or resume. This is a non-credit course.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9:30 pm	Jan 16-Apr 17	N	125

## Keyboarding – Speedbuilding

Course No.: OAGN010 CD

This non-credit course is designed for the student who wishes to develop greater keyboarding proficiency using a microcomputer. Diagnostic techniques will be used to determine the appropriate drills which will help to improve accuracy and/or increase speed.

Pre-requisite: Knowledge of keyboarding

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-9pm	Jan 16-Apr 24	N	57

## Medical Secretarial Procedures 1

Course No.: OAMD200 CD

This course introduces the student to the responsibilities of a medical secretary, including the preparation of medical records and keyboarded material, medical records management, and OHIP and Workers' Compensation billing.

Pre-requisite: OAGN260 Introduction to Word Proe Systems and Secretarial Fundamentals Certificate or equivalent

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-12 noon	Jan 20-Apr 28	N	81

## Medical Terminology 1

Course No.: OAMD280 CD

The basic structure of medical language will be covered along with several body systems and the abnormal conditions which affect them. Emphasis will be placed on correct pronunciation, spelling and use of medical terms.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

## Medical Terminology 2

Course No.: OAMD380 CD

In this continuation of Medical Terminology 1, the student will study several additional body systems along with abnormal conditions affecting each. There will be an introduction to diagnostic techniques and the field of pharmacology.

# Word Processing

## Word Processing Certificate – Program 282

(North Campus) 12 Courses

This program provides training in the secretarial and administrative responsibilities of word processing specialists who provide support to managers and professionals in private and public corporations and in government departments. For further information, please contact the Program Coordinator at 675-3111, ext. 4371.

Compulsory Courses > Prerequisitee

Completion of Secretarial Fundamentals Certificate (5 courses) or equivalent (two years of related office experience and 45 net wpm keyboarding)

Intro.to Word Pro Systems > Keyboarding – Basic or equiv.

Grammar and Editing > Nonee

Intro.Procedures for Exec./Word Pro > Intro.toe Word Pro Systems

Transcribing for Executive/Word Pro > Grammare and Editing and Intro.to Word Pro Systems

Information Processing Applications> Intro.e

Procedures for Exec./Word Pro

Optional Courses (2 required) > Prerequisitee

Software Applications for Bus. > Intro. Procedurese for Executive Word/Pro

Office Admin. and Management (formerly Office Admin.Pro.) > Nonee

Accounting, Elements of > Nonee

## Corporate and Estate Procedures for the Legal Secretary

Course No.: OALG381 CD

This course will cover secretarial procedures in incorporating, organizing and keeping books of record for Ontario corporations, preparing wills and codicils, and handling matters relating to probate of an estate.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

## Document Formatting

Course No.: OAGN360 CD

The student will receive training in how to produce a variety of common business documents, including correspondence, reports and tables in the correct format using a microcomputer. A minimum keyboarding speed of 40 net wpm will be required for successful completion.

Pre-requisite: OAGN260 Introduction to Word Proe Systems



Pre-requisite: OAMD280 Medical Terminology 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

### Notetaking for Business – Theory

Course No.: DAGN381 CD

The Forkner shorthand system is relatively easy to learn since it is based on the use of alphabetic letters and a few symbols. Upon completion of the course, the student will be able to take and accurately transcribe notes of general material dictated at a minimum of 70 words per minute.

Pre-requisite: 40 net wpm keyboarding

Class	Day	Time	Duration	Loc.	Fee
60	Tue&Thu	7-9:30pm	Jan 16-Apr 26	N	129

### Office Administration and Management

(formerly Office Administration Procedures)e

Course No.: OAGN400 CD

This course will help the student to develop analytical, problem-solving and decision-making skills with respect to the day-to-day responsibilities of administrative personnel through discussions, role-playing exercises and case studies.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	N	81

### OHIP Billing – Computerized

Course No.: OAMD010 CD

Medical office personnel who are familiar with manual procedures for handling OHIP billing will learn how to use a computerized system to set up patient files, prepare day lists, process billings on diskette for submission to OHIP and perform automated remittance advice reconciliation. Additionally, the criteria for selecting a system will be examined. This is a non-credit course.

Pre-requisite: Experience with OHIP billing

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-9:30pm	Jan 18-Apr 19	N	175

### Software Applications for Business

Course No.: OAGN401 CD

This course will provide the student with skills to create, alter and manipulate electronic spreadsheets, graphics and databases using LOTUS 1,2,3 software. The student will learn how to merge the data into files created with DisplayWrite 4 software.

Pre-requisite: OALG280 Intro. Proc. for the Legal Secretary, OAEW260 Intro. Proc. for Executive/Word Pro or OAMD200 Medical Secretarial Procedures 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81

## Telecommunications

### Telecommunications Management Certificate – Program 289

(North Campus) 7 Courses

This certificate program starts with a basic course in business telecommunications and proceeds through six specialized courses that cover all key elements. Topics include cost control, network design and management, telephone systems management, in-house consulting, data communications, and management skills. For further information, please contact the Program Coordinator at 675-3111 ext. 4371.

### New Students

All new students should register in Telecommunications Concepts (OATC100). Students who possess knowledge of both voice and data telecommunications concepts may wish to write a test to seek an exemption for this course.

The test will be administered at the College on January 10, 1990. Call 675-3111, ext. 4371, for details concerning time and location.

### Compulsory Courses > Prerequisite

Telecom. Concepts > None

Business Telecommunications 1 > Telecom. Concepts

Data Communications 1 > Telecom. Concepts

Business Telecom. 2 > Business Telecom. 1

Data Communications 2 > Data Communications 1

Mgmt. Skills Telecom. Profs. > Business Telecom. 2 and Data Com. 2

Network Services > Mgmt. Skills for Telecom. Prof.

### Business Telecommunications 1

Course No.: OATC200 CD

This course provides an in-depth coverage of the new technology and includes such topics as telephone systems, networks, value-added services, Canadian telecom manufacturers and technological trends.

Pre-requisite: OATC100 Telecommunications Concepts

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81
61	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

### Business Telecommunications 2

Course No.: OATC300 CD

This advanced course deals with common PBX systems that offer voice/data integration and reviews the procedures involved in selecting a new communications system.

Pre-requisite: OATC200 Business Telecommunications 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Data Communications 1

Course No.: OATC201 CD

This course provides a thorough introduction to the concepts of computer communications and gives the non-data processing person a general understanding of issues and concepts involved in the field.

Pre-requisite: OATC100 Telecommunications Concepts

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

### Data Communications 2

Course No.: OATC301 CD

This advanced course examines specific applications in computer communications, including office automation, local area networks, and private data networks.

Pre-requisite: OATC201 Data Communications 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

### Management Skills for

### Telecommunications Professionals

Course No.: OATC400 CD

The need for management and the role which telecommunications plays in an organization will be covered,

as well as such topics as negotiation and presentation skills, and financial and systems aspects of telecommunications.

Pre-requisite: OATC300 Business Telecommunications 2 and OATC301 Data Communications 2

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Apr 23	N	81

### Telecommunications Concepts

Course No.: OATC100 CD

This course provides a solid foundation for further study. The terminology associated with both voice and data telecommunications will be covered, along with a review of the technology and services available.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81
61	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

## Business Management & Planning

### Business Operations

#### Certificate in Business Operations

Humber College's Continuing Education Department is pleased to offer a comprehensive series of short courses, designed to assist with business success. Topics include: marketing, finance, personnel, and general management practices. Upon the successful completion of 60 hours of study in the Business Operations mini-series, a Certificate of Participation will be awarded. (It is the responsibility of the student to advise the College when they have completed 60 hours of study.)

#### Who should attend:

Owners, managers and employees of small and medium-sized businesses as well as individuals planning to go into business for themselves.

For further information, please call Julie Klin-ger, 675-3111, ext. 4418.

### Accounting Principles for the Small Business

Course No.: SBUS007 DF

This short course is designed for those who are self-employed or operate a small business. Major topics cover: how to prepare and analyze financial statements; general ledger; payroll and other supporting records. Related areas like budgets, cash flow and internal controls are also covered to give participants a broad financial introduction to business.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 29-Mar 5	N	85

### Bookkeeping for Small Business

Course No.: SBUS013 DF

This course provides an overview of the entire bookkeeping/accounting cycle from recording initial transactions to the preparation of financial statements. Using journals, posting to the general ledger, trial balance and debits and credits are all reviewed. It can be used as an introduction to the subject or as a refresher course.



Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Mar 5-Mar 12	N	85

## Computer Uses in Small Business

Course No.: SBUS044

Choosing a computer for small business can be very confusing, particularly for anyone with little or no knowledge of them. This seminar is designed to alleviate some of the confusion by making participants aware of computer uses, determining needs, costs and successful implementation.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Feb 13	N	45

## Conducting A Successful Meeting

Course No.: MGMT054

Tired of non-productive, business meetings? If you were never trained in meeting skills, yet must achieve results in them, discover the basics of preparing for and conducting any meeting.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Feb 5-Feb 19	N	90

## Essentials of Effective Business Writing

Course No.: MGMT025

Essentials of Effective Business Writing will take you through the steps to be able to effectively communicate with your reader using a warm friendly tone and writing in a style that is accurate, brief and clear. Special techniques to be covered include:

- keeping your average sentence length to 17 words
- using simple words whenever possible
- using the natural order of writing sentences
- using the active voice

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-4:30pm	Mar 3	WC	85

## Franchising: Is it for You?

Course No.: SBUS043

Learn about different kinds of franchises; what kind of an investment you need to make; marketing for franchises; purchasing products; how to choose your location; and how to get out of a failing franchise.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Feb 21	N	45

## How to Finance a Small Business

Course No.: SBUS005

Sound financing can make the difference between survival or failure of your business. This course will cover current developments and techniques in financing, loan applications, money sources, raising long and short term capital, dealing with the banks, debt and equity methods of acquiring funds and trade credit.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 10	N	85e

## How to Prepare a Business Plan

Course No.: SBUS035

Effectively managing a profitable business requires detailed forward planning through the use of a business plan. This course will assist you in developing such a plan by examining its essential components and working through a sample plan.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Feb 14	N	45

## How to Set Up a Home-Based Business

Course No.: SBUS020

Working from home rather than traveling to a workplace is a viable alternative for many people. This workshop will show you how it could work for you. Included will be special considerations such as separating family life from business, creating a business plan, initial set-up, marketing, tax implications, and financial support that is available.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Jan 27	N	80

## How to Start Your Own Business

Course No.: SBUS009

The chances of succeeding in business increase proportionally with the amount of planning and preparation that precedes its opening. This course will both examine the problems involved in starting your own business and demonstrate the art of effective planning.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 23-Jan 30	N	85
61	Sat	9-4pm	Feb 10	N	85

## Increasing Profits in Your Small Business

Course No.: SBUS049

If your business is operating below expectations, this course is for you. Learn ten principles of cost reduction, twelve techniques to improve productivity, five ways to decrease inventories and forty-seven inexpensive promotion ideas.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Feb 6-Feb 13	N	80

## Managing the Training Function

Course No.: MGMT035

Training is probably the worst managed investment today. This seminar looks at how to improve motivation and the contribution to profitability through the effective management of a training department and the delivery of relevant training.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4 pm	Mar 10	N	80

## Marketing your Small Business

Course No.: SBUS002

Learn the key marketing principles and their practical applications to small business; marketing strategies and proven promotion techniques; how to develop a marketing plan and steps to assure success. Discussion and case studies will provide practical information.

Class	Day	Time	Duration	Loc.	Fee
50	Sat	9-3pm	Apr 7	YEC	55

## Negotiating Successfully Everyday

Course No.: MGMT053

Each business day, we find ourselves negotiating to gain cooperation, improved performance, conflict resolution, salary increases - anything involving other people's commitment. Discover how to generate results through planning, reading cues and responding successfully.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Feb 1-Feb 22	Ne	95

## Techniques for Effective Discipline

Course No.: MGMT044

Too often disciplined employees react by working against their managers. Here is a tried and tested operating plan that minimizes conflict, minimizes adverse reactions and encourages employee commitment. Managers interested in effective control should attend. Topics include: planning and controlling, developing an effective disciplinary code, combining fairness with firmness, disciplinary actions arbitrators reject and those they support, good records and their importance and a model for effective disciplining.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 3	N	80

## Business Specialities

### Technical Manual Writing Program

Participants will learn and work their way through the complete publication cycle as they produce their own manual. The instructional process will involve workshops in researching information, outlining, composing techniques, graphic communications, page make-up, editing, desktop publishing, photography, lithography and printing. Participants will learn the subtleties of type size and shape, the need for the judicious use of space, and the most effective means of tailoring each page and each manual to serve the readers needs. As well, participants will learn how to select the most effective graphic medium - line drawings, exploded views or photography. An appropriate level of keyboard skills is desirable. Each manual will be tested rigorously to ensure reader effectiveness. Upon successful completion, each participant will receive a certificate. For further information call Carrie Andrews, 675-3111, ext. 4271.

## Transportation of Dangerous Goods

Course No.: DANG001

A comprehensive series of training modules designed to prepare companies for the Federal Regulations regarding the Transportation of Dangerous Goods is being offered through Continuing Education. Contact Jane Russ at 252-5571 ext. 3252 for more information.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Tue	8:30-4:30pm	Jan 22-Jan 23	WC	475
61	Mon&Tue	8:30-4:30pm	Feb 19-Feb 20	WC	475
62	Mon&Tue	8:30-4:30pm	Mar 19-Mar 20	WC	475

## Legal Title Searching

Course No.: PGRD037

By conducting actual searches, students will learn the fundamentals of legal title searching. Students will have to do assignments which will require some study between 9:30-4:30 pm. A nominal fee for 'hands on' searches may be requested.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-9:30pm	Jan 17-Mar 21	L	87

**Register Early...**  
**Avoid Disappointment**



## Health Care Administration

### Preparation of Health Records for Legal Purposes

Course No.: CCL043

DF

This seminar, designed for health record technicians, administrators and clerks will give an overview of how health records are used in legal matters and how health record departments can be prepared for these uses. In addition, preparation for and appearance in court will be discussed.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-1pm	Feb 3	N	35

### Influencing the Public: Certificate Program for Non-Profit Organizations

This program is designed to provide participants with a fundamental understanding of public relations and communications in non-profit organizations, their role in the organization, and how they enhance other organizational initiatives.

Concentration will be on the basics of public relations and communications and how these functions apply to the non-profits' unique needs. The Certificate is designed for staff and volunteers in non-profit organizations whose primary role is not public relations.

The Certificate is awarded upon successful completion of all courses in the program. For further information and a detailed brochure please call the Development Division, Program Manager: Carrie Andrews, 675-3111, ext. 4271.

The program comprises the following courses:

- 1.ePlanning and Strategies of Public Relations
- 2.eManaging Your Publics.
- 3.eTools of Influence I: Techniques
- 4.eTools of Influence II: Methodse
- 5.eBuilding Towards Influence: Communication Skillse

### Planning and Strategies of Public Relations

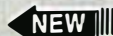
Course No.: MGMT046

DB

The role of public relations combined with a communication strategy that will synergize with other organizational initiatives is examined.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 25-Mar 15	N	145

### Tools of Influence: Methods



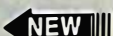
Course No.: MGMT048

DB

Students will explore the importance of media relations, the differences in PR roles (e.g. publicist, communications co-ordinator, etc.) and effective public presentations.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 24-Mar 14	N	145

### Tools of Influence: Techniques



Course No.: MGMT049

DB

Writing for the public requires good writing skills and an understanding of how different publics respond to different styles. Participants will become aware of various methods and resources available and learn

how to work intelligently with freelance people and/or suppliers to create an effective communication piece.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 23-Mar 13	N	145

### International Business Certificate in International Business

This program is designed to help participants understand the fundamentals of international business. Encompassing the areas of transportation, banking, financing, documentation and marketing, participants will be exposed to and be better prepared for the challenges and situations that may be encountered in international business. Participants must successfully complete each of the 5 courses in the program to be awarded the Certificate. Program: Exporting & International Business, 2. Aspects of Trade, 3. Canadian Customs, 4. International Banking & Finance, 5. International Marketing. For further information, please contact Julie Klinger, 675-3111, ext. 4418.

#### Aspects of Trade

Course No.: SBUS030

DF

This course will deal with various aspects of international trade and has been designed to provide participants with practical information to enhance job performance. Special attention will be paid to buying and selling terms, all modes of transportation and their importance, along with importing and exporting procedures, requirements and documentation.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 23-Mar 27	N	195

#### Canadian Customs

Course No.: SBUS032

DF

This course is designed to give the student a thorough working knowledge of all Canadian Customs procedures under the harmonized system, including preparation and filing of all documentation for imports, exports, refunds and drawbacks.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 24-Mar 21	N	150

#### Exporting and International Business

Course No.: SBUS029

DF

The purpose of this course is to provide an overview of operating a business in an international environment. It is specifically slanted towards small business and attempts to project a general picture of how a small business operates in international trade, concentrating on general aspects of international business which differ from domestic business.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-9:30pm	Jan 29-Mar 5	N	85

#### International Banking & Finance

Course No.: SBUS033

DF

Participants will study the international financial system and the various money and capital markets within this system. The international activities of Canadian and non-Canadian banks will be analyzed and the specific functions which international departments, divisions and affiliates perform will be discussed.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-8:30pm	Jan 16-Mar 20	L	125

### International Marketing

Course No.: SBUS031

DF

The key components of International Marketing will be studied including developing and realizing a market strategy; the use of promotional projects including trade missions and trade shows; financing export activities including government program support, and Provincial and Federal assistance.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 25-Mar 29	N	150

### Of Special Interest

#### Etiquette for Business in Asia

Course No.: SBUS050

DF

This course is designed for people conducting business in Asia. Participants will be provided with a sound knowledge of the customs, behaviours and practices as they need to be observed and are vital for success.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 10	N	50

### Training & Development

#### Business Philosophy and Practice

Course No.: MGMT043

DG

This course is designed for supervisors and managers, who wish to improve the performance of their departments or companies through their personal development of leadership and problem solving skills.

The course content will be of particular interest to those who wish to accelerate their career prospects. Management consulting techniques will be used to help you plan and organize your work-load, motivate staff and control the process. Through philosophy you will learn how to tap new sources of knowledge and achieve goals you thought impossible. The latest theories of economic and business cycles will be discussed.

At the conclusion of the course, all participants should be able to demonstrate an enhanced level of self confidence, which can be used to create a dynamic environment for their employees.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Apr 25	L	81

### Low Cost Productivity Improvement Techniques

Course No.: MGMT045

DF

Productivity improvement is essential to business survival. This seminar reviews the factors that affect productivity levels and examines proven low cost techniques of productivity improvement. Topics include: productivity, its nature and barriers, performance standards, management by objectives and performance management, project management techniques, quality control techniques, loss control techniques, addressing human and organizational needs, generating ideas, involvement and participation, problem solving and delegation.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 24	N	80



**Counselling Services**  
See page 4



# Sales Development

## Certificate in Sales Development

This program is designed to assist sales managers, sales representatives and customer service personnel strengthen their skills to enhance job success. Its purpose is to provide practical information that can be applied immediately to the job thereby strengthening the participant's ability to compete in today's competitive market. Although primarily for individuals with some sales experience, individuals considering a career in professional selling will also find this program beneficial.

For further information, please contact Julie Klinger, 675-3111, ext. 4418.

### Compulsory Courses

Sales & Self Management

Perfecting the Sales Presentation

Customer Relations for Sales Representatives  
Strategies for Objection Handling

### Optional Courses – One Required

Telemarketing: Effective Selling by Telephone  
Selling Methods for Technical Salespeople

## Customer Relations for the Sales Representative

Course No.: MGMT018

DF

Customer relations is a vital component in the client/sales relationship. Through good customer relations, you can maintain and strengthen your sales. Learn how to identify your customers' needs, solve little problems before they develop into major ones and how to turn a potentially disastrous situation into a positive one.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 14	N	75

## Perfecting the Sales Presentation

Course No.: MGMT015

DF

Learn proven sales principles and techniques that make a sales presentation effective. Write more business at higher margins through:

- the strategic nature of contemporary selling
- securing presentation opportunities by phone
- establishing and creating the need for your solution
- positioning your product/service
- building a genuine rapport
- creating excitement and customer involvement.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Feb 21-Mar 28	N	95

## Sales and Self-Management

Course No.: MGMT014

DF

Self-management is essential to profitable selling. The objective of self-management activity is to spend more time with buyers in face-to-face selling. This course will discuss: routing the territory, techniques of scheduling, the telephone - when to use it, record keeping, and self-evaluation of sales performance. This seminar will help increase your personal planning and selling abilities.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 25-Mar 1	N	95

## Selling Methods for Technical Sales People

Course No.: MGMT020

DF

High tech sales depend as much on quality and expertise as on price. Selling yourself and your company and anticipating your customers' needs can boost your success rate while not giving away the store.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Feb 3	N	50
50	Sat	9-4pm	Mar 31	N	50

## Strategies for Objection Handling

Course No.: MGMT032

DF

It's been said that if you can't handle objections, you can't sell. This course is very much a 'hands-on' course for those who want to master the craft of effective objection handling. Learn about:

- 41 sure fire market ready responses to 'I'm too busy', 'Not interested', 'Your price is too high', 'Send me some literature' and more...
- 5 objection handling formulae
- getting past the screen every time
- breaking the status quo barrier
- dealing effectively with the 4 major types of objections.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 23-Feb 27	N	95

## Telemarketing: Effective Selling by Telephone

Course No.: MGMT016

DF

Telemarketing is the technique of selling your ideas, products or services by phone – an inexpensive and efficient way of widening sales power. There will be a discussion on how to plan and implement a campaign. This course will be particularly helpful to owners of small businesses.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 29-Mar 5	N	95

# Career Planning

## Career Development and Special Needs programs

The Career Development and Special Needs Department offers a variety of full and part-time programs to assist in career exploration and transition.

## Job Option Building

J.O.B. is a 10 week program for unemployed mature workers (40's plus) with previous labour force attachment and who are planning to re-enter. The course will provide current labour market data and the skills training to assist in re-entry, transition and re-integration to the work force.

## Job Readiness Training

JRT is a continuous intake 12 week program of Career Planning and Development, Work Skills, Job Search Techniques, and Life Skills Management. Students should enter the program with a desire for making constructive changes in their lives or lifestyles and with a desire to establish successful career paths.

## Life Skills Coach Training

Life Skills Coach Training offers training in the dynamics of life skills coaching and its practical applications. This 10 session training is designed for people with some group work experience who wish to develop skills and competencies as Life Skills Coaches. For further information and start date information, please call 252-5571.

## Training the Handicapped Adult in Transition (T.H.A.T.)

In this 40 week program students learn to develop and use personal skills, techniques and opportunities to plan and pursue satisfying careers.

## New Directions For New Canadians

This program will be of interest to new Canadians who are considering further academic upgrading, skills training or a return to the workforce. You will explore alternative career paths and develop realistic plans. You will learn how to improve your skills and look for employment opportunities.

Students may qualify for assistance with Daycare and Transportation. For further information, please call Christina Bany at 252-5571.

## Career Crossroads

Course No.: CCL019

DG

Career concerns are a reality of our future. Statistics show individuals alter their careers four times. If you are at a crossroads, thoughtful, positive response is required.

Through class participation and home exercises, you can assess your most profitable and employable skills, identify and evaluate alternatives, generate employer interest and succeed.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-9:30pm	Jan 25-Mar 15	L	78

## Career Planning for Women

Course No.: CDEV001

DG

This course will provide women with the opportunity to participate in career exploration and occupational research in order to make long term employment goals and plans. You will assess your values, interests, skills and abilities. Problem solving and decision-making techniques will assist you in the career planning process. Call 252-5571 for further information.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 11-Mar 5	L	101

## Job Search Techniques

Course No.: CCL081

DG

This course is designed to assist you with the job search aspect of career planning rather than the planning stage. You will discover what type of work you want and what skills you have. During this workshop, you will cover the topics of: Finding a Job – Where to look for a job in Toronto, Tapping the hidden job market, Networking; Resume – The anatomy of a good resume, Classifying skills, The cover letter; The Job Interview – Questions you may be asked, Mock Interviews to be videotaped.

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4:30pm	Feb 10	L	75



**Success Skills for Men**

Course No.: CDEV002

DG

This course will focus on the development of career potential. Students will identify and enhance personal strengths, explore potential career directions and set realistic personal and professional goals. By improving skills in communication and self-presentation, students will build self-confidence and increase marketability in the career of their choice. Call 252-5571 for further information.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 8-Mar 12	L	101

**Teaching in the Community College**

Course No.: DEV.001

DJ

This course will provide an overview and exchange of ideas on the theory and practice of the teaching/learning process in an adult setting. It will combine both groups and individual activities. Topics usually included in the course are: characteristics of adult, youthful and part-time learners; teaching methods; course and lesson planning, testing and evaluation, group process and learning theory. For further information call 675-5040.

Class	Day	Time	Duration	Loc.	Fee
80	Tue	6:30-9:30pm	Jan 23-Apr 24	N	76.20

**Rehabilitation Worker**

This new program has been specifically developed for the mature student who is interested in a career that assists handicapped adults achieve their physical, mental, social and vocational potential. This program would be of interest to people now employed as personnel officers, claims or road adjusters in the insurance industry, staff members in a community agency, or those wishing to make a career change or re-enter the workforce in this field. For more detailed information please call Heather Snell, Program Co-ordinator at 252-5571, ext. 3255.

**St. Vincent Work/Study Project**

A unique 2 week work/study experience in the Eastern Caribbean for individuals who are currently employed in the human services industry. This program is designed to develop and enhance both personal and professional skills as they relate to understanding the West Indian culture. In addition to a 4 day placement experience, the participants are also exposed to St. Vincent's geographical high spots and offered the opportunity to participate in the annual Carnival events. For more information contact Anne Brobyn at 252-5571, ext. 3263.

**Professional Institutes and Associations****Association of Condominium Managers of Ontario****Condominium Management and Administration Certificate Program**

Program Co-ordinator: Scott Hughes, 675-5060

Humber College, Department of Continuing Education in cooperation with the Association of Condominium Managers of Ontario offers a part-time certificate program in Condominium Management.

Participants will learn how to deal with people, buildings and record keeping more effectively theory, day to day problems and practices will be blended to encourage participants to apply their skill. Adult education principles will be emphasized by the program faculty who have been drawn from the field. All have direct hands-on experience managing condominiums. This program is comprised of the following five courses:

1. Physical Building Management
2. Condominium Law
3. Financial Management
4. Condominium Administration
5. Human Resource Development

\*The receipt of this certificate is now a pre-requisite to sitting the Registered Condominium Manager examination set by the Association of Condominium Managers of Ontario.

For further information on ACMO membership and the R.C.M. exam please call the A.C.M.O. office at 626-7895.

For further information and a detailed brochure, please call 675-5060.

**Condominium Administration**

Course No.: MGMT027

DC

Control of documents and information for present and future use: maps and plans, minutes, on-site offices, and proper files.

How to effectively conduct and participate in all types of meetings: time management, people management, and use of computers.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	N	225

**Condominium Law**

Course No.: MGMT038

DC

Learn all the aspects of the law and documents that govern condominiums (Act, Declaration, By-Laws, Rules, Policies) including: how to understand documentation, where to find information, how and when to enforce documents, how to change documents, how and when to use lawyers and others, labour relations, and Contract Law.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-12noon	Jan 17-Mar 21	WC	225
61	Sat	9-12noon	Jan 20-Mar 24	N	225

**Human Resource Management**

Course No.: MGMT021

DC

This course will teach managers about the human element and how to work along with the various people they will encounter on a daily basis. Course includes: How to deal with directors, fellow managers, owners, superintendents, and trades.

How to effectively develop verbal and written communication skills, appearance, and how to handle complaints.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Mar 20	N	225

**Condominium Seminars for Directors of Condominium Boards**

NEW

A series of seminars are currently under development—specifically tailored to condominium owners who are members of their Resident Board of Directors or aspire to become involved in the future.

Should you wish further information, please call Mary Benedetti, Project Manager, Development at 675-3111, ext. 4541 to have your name placed on the brochure mailing list.

**Canadian Institute of Management****Certificate Course in Management and Administration**

Program Coordinator:

Helen Hrynkiw, 675-3111, ext. 4159

Humber College, in cooperation with The Canadian Institute of Management (C.I.M.) is pleased to offer this 8 course certificate program. We are proud to be the first Community College to offer the C.I.M.'s - Toronto Branch program.

This program is designed to provide the vehicle and the stimulus whereby managers can find self-improvement, fellowship and appropriate recognition in the community by stimulating the advancement of managerial efficiency through investigation, presentation and discussion of management principles and practices. The C.I.M. program consists of four years of study as follows:

**Year One Requirements**

Those students commencing their program in September 1989 will require a 60% grade in each course for successful completion of the requirements for their designation.

Core Course M1A, Business Management Operations & Philosophy (formerly Management Principles and Practices)

Core Course M1B, Management Communication

**Year Two**

Core Course M2A, Canadian Business Law

Core Course M2B, Organizational Behaviour

**Year Three**

Registrants successfully completing the four core courses in years one and two will complete either three two subjects offered by the Canadian Institute of Management as listed below, or two option courses of their choice, which must be submitted to the Institute's Education Committee for prior approval.

M3A, Marketing/Operations

M3B, Managerial Accounting



Year Four  
M4A, Finance  
M4B, Policy

### Management Communication

Course No.: CIM.101

EA

This course will enable the student to exhibit an understanding of communications theory concerning both formal and informal communication. It will discuss the characteristics of effective written communication and, have the ability to write effective letters, memos, and reports of various types.

Class	Day	Time	Duration	Loc.	Fee
01	Wed	7-10pm	Jan 17-Apr 4	WC	*

\*All candidates for admission to this program must first qualify for membership in C.I.M. and should direct all enquiries concerning registration to the Toronto Branch office at 491-2982.e

### Policy & Administration

Course No.: CIM.404

EA

The use of case histories in policy formulation is designed to expose students to a wide range of topic areas such as setting goals and objectives, developing a strategy, developing an organizational structure, and measurement and control. In this manner the students will be given the opportunity to develop an understanding of the processes of management.

Class	Day	Time	Duration	Loc.	Fee
01	Wed	7-10pm	Jan 17-Apr 4	WC	*

\*All candidates for admission to this program must first qualify for membership in C.I.M. and should direct all enquiries concerning registration to the Toronto Branch office at 491-2982.

### Certificate in Supervisory Management

The Certificate in Supervisory Management (C.S.M.) is C.I.M.'s newest program. It is designed for individuals who have not yet formally studied Supervision. A Certificate from C.I.M. will be awarded to those who complete four courses - to be spread over two years - in what the Institute considers to be the foundation of supervisory management.e

#### Year One Requirements

Core Course S1A, Communications Skillse  
Core Course S1B, Supervisory Managemente

#### Year Two Requirements

Core Course S2A, Personnel Management  
Core Course S2B, Introductory Finance

### Supervisory Management

Course No.: CSM.101

EA

This course will introduce the student to the basic concepts of management as they relate to first-line supervisors. It will look at the supervisory role in terms of the five functions of management-planning, organizing, staffing, directing and controlling.

Class	Day	Time	Duration	Loc.	Fee
01	Wed	7-10pm	Jan 17-Apr 4	WC	*

\*All candidates for admission to this program must first qualify for membership in C.I.M. and should direct all enquiries concerning registration to the Toronto Branch office at 491-2982.

## Certificate in the Fundamentals of Volunteer Management

The certificate in the Fundamentals of Volunteer Management is co-sponsored by the Volunteer Centre of Metropolitan Toronto and Humber College. The aim of the program is to provide new and prospective coordinators of Volunteers with the basic skills and knowledge necessary to function effectively in that position. The course is delivered in 9-one day segments (1 per month) and includes a significant field placement component. Please note, we are now offering an evening section of this course.

Three Volunteer Management Workshops are offered throughout the year. Please call Julie Klinger at 675-3111, ext. 4418 for more information.

### Is Your Life Balanced for the 90's

Course No.: VOLM009

OF

The 90's are fast approaching and there doesn't appear to be any let up in the pace of our lives. To successfully cope we must strive for more balance in our lives and learn to face the everyday stress with creativity and a healthy sense of humour. This session promises a fast yet relaxing pace of self management techniques and essential tips for survival.

Class	Day	Time	Duration	Loc.	Fee
60	Fri	9:30-3:30pm	Feb 2	N	85

## Implementing Pay Equity in the Workplace

The Pay Equity Act has been in effect since January 1, 1988. It requires all employers in the public and private sector with 10 or more employees to design and implement pay equity plans to ensure that the wages of men and women are determined in a gender-neutral way. Employers are required to post pay equity plans in the workplace according to a schedule contained in the legislation. Initially, all public sector employers and those private sector employers with more than 500 employees are required to post their plans no later than January 1, 1990. In unionized settings, this plan must be negotiated. It is estimated that this legislation will affect 87% of female employees in Ontario. Therefore, this legislation has a significant impact on compensation in the workplace and on employers, bargaining units and employees.

The "Implementing Pay Equity in the Workplace" program has been developed by the Pay Equity Commission in cooperation with Humber College.

For further information:

Please call or write:

Julie Klinger, Program Coordinator  
Continuing Education, Humber College  
205 Humber College Blvd., Etobicoke, Ontario  
(416) 675-3111, ext. 4418.

## Certified General Accountants Association

Some of our business courses are accepted as exemptions in the C.G.A. programs. For further details, contact the association (C.G.A.) at 322-6520

CGA Courses  
Program 80  
Acct. 101

CGA Courses  
Program 90  
Financial Acct.I

College Equivalent

Econ.104

Man.Math & Ec 1

Econ.2

Law 108

Acct.211

Acct.222

Statistics 203

Cost Acct.311

Com.Syst.325

Fin.Acct.2

Fin.Acct.3

Quan.Meth. 2

Mgmt.Acct.1

Mgmt.Info Sys.1

ISYS103 Inf.Sys.C.

or ISYS101 Elem.

of Info.Sys. and

ISYS237 Bs.Sys.A.

or ISYS210

Sys. An. 1 or

ISYS236 El. of Sys.

ACCT541 Fin.Ctr.1

ACCT641 Fin.Ctr.2

ACCT461 I.In.Tx.1

ACCT561 In.Tax 2

ACCT551 Aud.1(e)

ACCT651 Aud.2 (i)

HRMS201 Or.Mgt.I

HRMS301 O.Mgt.II

## Certified in Production & Inventory Management (C.P.I.M.)

Program Coordinator:

Barb Brewster, 675-3111, ext. 4139

These are advanced level designation courses only and a certificate is not awarded upon completion of any course. They are intended for people who have taken the Materials Control Certificate and/or have at least five years in the materials control field. These courses are preparatory in nature and lead to the examinations for the C.P.I.M. designation offered by A.P.I.C.S. Five courses are required to obtain the C.P.I.M. designation.

### Inventory Management (C.P.I.M.)

Course No.: CPIM101

EC

The subject encompasses the principles, concepts and techniques for deciding what items to order, how much to order, when to order and how and where to store them. The material is covered under three major topics: General Inventory Management; Inventory Management System; and Finished Goods Distribution Inventory Management. Sub-topics include inventory investment and turnover, demand/supply fluctuations (e.g. safety stock); anticipation and lot size (cycle stock).

Pre-requisite: The P.I.M. series is recommended

Class	Day	Time	Duration	Loc.	Fee
W1	Wed	6:30-9:30pm	Jan 10-Feb 28	WC	201

■ Diploma and Certificate  
■ Programs listed on ....page 86  
■



## Materials Requirement Planning (C.P.I.M.)

Course No.: CPIM100

EC

Time-phased material requirements planning is a set of techniques that evolved from an approach to inventory management that involved calculation (rather than forecasting) of dependent demand component items and adding the dimension of timing to the various needs.

**Pre-requisite:** The P.I.M. series is recommended

Class	Day	Time	Duration	Loc.	Fee
Th	Thu	6:30-9:30pm	Jan 11-Mar 1	WC	201

## Production Activity Control (C.P.I.M.)

Course No.: CPIM102

EC

A course addressing the principles, approaches and techniques used by managers to plan, schedule, control and evaluate the effectiveness of shop production operations. Scheduling techniques, production releasing, lead time determination and control, priority control, dispatching, production cost measurement and control are covered.

**Pre-requisite:** The P.I.M. series is recommended

Class	Day	Time	Duration	Loc.	Fee
T1	Tue	7-9pm	Jan 9-Feb 27	WC	201

## Construction Management Institute – Managing for Quality & Profit

Humber College and the Construction Management Institute, in cooperation with the construction industry, are pleased to announce a Certificate Program in Business Management. These courses have been developed for people in the construction business. The three Certificate programs are designed for home builders, contractors/sub-contractors and renovators. Topics include business planning, accounting and financial management; people management; construction cost control and administration and marketing.

For further information and/or to put your name on our mailing list, please call Judy Thompson at 675-3111, ext. 4019.

## Accounting & Financial Management for Contractors/Sub-Contractors and Renovators

Course No.: CMI.106

EA

The course will include case studies to illustrate the basic concepts of using financial systems to manage a business. This will include: planning and directing basic accounting functions; identifying the components of financial statements; carrying out basic financial planning and budgeting; determining how to measure results; and developing a financial plan.

Class	Day	Time	Duration	Loc.	Fee
01	Mon&Wed	6:30-9:30pm	Mar 19-Apr 18	WC	225

## Accounting and Financial Management for Homebuilders

Course No.: CMI.101

EA

The course will include case studies to illustrate the basic concepts of using financial systems to manage a business. This will include: planning and directing basic accounting functions; identifying the components of financial statements; carrying out basic finan-

cial planning and budgeting; determining how to measure results; and developing a financial plan.

Class	Day	Time	Duration	Loc.	Fee
01	Tue&Thu	6:30-9:30pm	Mar 20-Apr 19	WC	225

## People Management Tools & Techniques for Homebuilders

Course No.: CMI.102

EA

The course will examine how to apply personnel techniques in directing and developing staff. This will include: defining the functions of people management; identifying the relationship of people management to results; building an effective team of employees; developing useful tools to manage employees effectively; and implementing an effective occupational health and safety program.

Class	Day	Time	Duration	Loc.	Fee
01	Mon&Wed	6:30-9:30pm	Mar 12-Apr 11	WC	225

## People Management Tools & Techniques-Contractors, Sub-contractors and Renovators

Course No.: CMI.107

EA

The course will examine how to apply personnel techniques in directing and developing staff. This will include: defining the functions of people management; identifying the relationship of people management to results; building an effective team of employees; developing useful tools to manage employees effectively; and implementing an effective occupational health and safety program.

Class	Day	Time	Duration	Loc.	Fee
01	Tue&Thu	6:30-9:30pm	Mar 13-Apr 12	WC	225

## Safety Planning & Emergency Care/Accident Prevention

Course No.: CMI.111

EA

This course is actually two 'courses' combined into one. Each 'course' will be five evenings for a total of ten sessions. The first course will be on Safety Planning. Topics include: Occupational Health and Safety Act; accident investigation and reporting; WHMIS; site planning; and construction safety management. The second course will be on Emergency Care and Accident Prevention. Topics include: how to approach and manage a case; scope of first aid; aids to diagnosis; priority of treatment based on standardized procedures; and causes and prevention of construction accidents and accidental injury. A St. John Ambulance Standard First Aid Certificate will be awarded to each participant upon successful completion.

Class	Day	Time	Duration	Loc.	Fee
01	Mon&Wed	6:30-9:30pm	Mar 26-Apr 25	WC	225

## Food Retail Management Certificate

Program Coordinator:

Judy Thompson, 675-3111, ext. 4019

Humber College and Cornell University, in cooperation with the Food Retail Industry, are pleased to announce a Certificate Program in Food Retail Management. This program is designed specifically for those wishing to pursue a career in the Food Retail Industry. Additional courses are required for this Certificate and some will be offered next semester.

## Food Store Financial Analysis

NEW

Course No.: FDRM117

ED

The basics of financial analysis and control are introduced by examining topics such as cash budgeting, break-even analysis, zero-base budgeting, present value, equity, depreciation, and taxes.

Class	Day	Time	Duration	Loc.	Fee
60	Wed*	7-10pm	Jan 17-Feb 21	WC	130

\*Please keep in mind that Wednesday, February 28, 1990 will be the Winter semester's classes' seventh evening.

## Produce Management & Operations

Course No.: FDRM107

ED

Prepared by Cornell Home Study with the co-operation and funding support of the United Fresh Fruit and Vegetable Association, this course is designed to provide a basic knowledge of the principles and policies of successful product operations. By developing and improving their management skills, product managers and employees can help promote their career growth as well as the growth of their company. This course is accompanied by three exciting new video tapes to enhance your learning experience.

Class	Day	Time	Duration	Loc.	Fee
60	Tue*	7-10pm	Jan 16-Feb 20	WC	130

\*Please keep in mind that Wednesday, February 28, 1990, will be the Winter semester's classes' seventh evening.

## Seafood Management & Operations

Course No.: FDRM111

ED

This course details the many aspects of the seafood centre for conventional seafood methods, to various product items, to training requirements for the Seafood Department staff. Tips and techniques on seafood preparation, and consumer education round out this course.

Class	Day	Time	Duration	Loc.	Fee
60	Mon*	7-10pm	Jan 15-Feb 19	WC	130

\*Please keep in mind that Wednesday, February 28, 1990, will be the Winter semester's classes' seventh evening.

## The Complete Manager

Course No.: FDRM100

ED

This course goes beyond the Managing and Training People text and looks at managers in the many roles they play as individuals, communicators, conflict-resolvers, disciplinarians, etc. The course positions the manager as a true professional in all aspects of the working situation.

Class	Day	Time	Duration	Loc.	Fee
60	Tue*	7-10pm	Jan 16-Feb 20	WC	130

\*Please keep in mind that Wednesday, February 28, 1990, will be the Winter semester's classes' seventh evening.

## Fund Raising Management Certificate

The Canadian Centre for Philanthropy and Humber College offer a unique certificate in Fund Raising Management. It is a professional level program to develop or enhance the skills and knowledge of key personnel in fund raising. Six major aspects of fund raising management are examined in the six 10-week courses offered in the program. Five are required to achieve the Certificate. For further information please contact Julie Klinger at 675-3111, ext. 4418.



**The Donors**

Course No.: FUND002e

OF

You can't afford to treat all donors alike, waste time contacting the wrong ones or offend good prospects with an incorrect approach. Experienced fund raising instructors will show you how to find donors, learn more about them and create appeals that work. Donation officers from major funders will tell you how they decide who will receive grants.

Topics covered will include: foundations, corporations, direct mail, government - federal, provincial and local, individuals who give large gifts, multiplying small gifts from many individuals, and special events.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	*	179

\*Ontario Institute for Studies in Education (OISE)

252 Bloor St.W., Toronto, Ontario

**Fund Raising Follow-Through and Growth**

Course No.: FUND007

DF

Detailed knowledge of 'what to do when' is a major attribute for the professional fund raiser. You will gain an awareness of what to do at the right moment through a thorough exploration of the donor cultivation cycle, models for financial reporting maintaining a full information base on the essentials, finding and developing new prospects, requests and endowments, and looking to the future for your fund raising in a long term view.

Class	Day	Time	Duration	Loc.	Fee
50	Mon	7-10pm	Apr 16-Jun 25	*	179

\*Ontario Institute for Studies in Education (OISE)

252 Bloor St. W., Toronto, Ontario

**Managing It All**

Course No.: FUND004

DF

As a fund raiser you will also be a manager of people and other resources. The theory and skills in this course will focus on supervision, management, and leadership in fund raising from the behavioural view. Since groups, committees, and task forces are a reality in fund raising, you will learn how the things you do influence a group's accomplishment.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Mar 21	*	179

\*Ontario Institute for Studies in Education (OISE)

252 Bloor St.W., Toronto, Ontario

**The Structure of Fund Raising Organizations**

Course No.: FUND006

DF

Every organization must put its main purpose into a 'shape' that divides that purpose into objectives, procedures, and specific jobs for people. This course will familiarize you with the needed structures for fund raising organization as a basis for learning the principles and the 'how to' of putting your structure together to work for your aims. You will examine the board of directors, analyse the financial functions and statements, rules affecting charities, identifying the major tasks, and defining positions in terms of the needed skills.

(A segment of the Fundraising Management Certificate program sponsored by Humber College and the Canadian Centre for Philanthropy). For further information, please call Julie Klinger at 675-3111, ext.4418.

Class	Day	Time	Duration	Loc.	Fee
50	Wed	7-10pm	Apr 18-Jun 20	*	179

\*Ontario Institute for Studies in Education (OISE)

252 Bloor St.W., Toronto, Ontario

**Institute of Law Clerks of Ontario**

Program Coordinator:

Helen Hrynkiw, 675-3111, Ext. 4159

**Law Clerks Certificate Program**

The Law Clerks Program is offered in cooperation with the Institute of Law Clerks of Ontario. The entire program is two years in length. Examinations will be written for the four parts, after completion of each course.

The program is intended for those with a minimum of one year's experience in the legal field. Employment opportunities afforded by the Law Clerks Program include the legal departments of Trust companies, Local, Provincial and Federal Governments and larger commercial and industrial firms.

It is recommended that students take the courses in the following order:

**Year One**

Real Estate (Fall Semester)

Estates (Winter Semester)

**Year Two**

Litigation (Fall Semester)

Corporate (Winter Semester)

There will be a registration fee payable to the Institute of Law Clerks to write the exam. There are no makeup exams as the exams are written across Ontario on the same night and time.

**Estates**

Course No.: LAWC101

EA

Estates deals with the preparation of wills and the administration of estates. This includes the collection, realization and management of the assets of the deceased and after settlement of the debts of the estate, the payment of the legacies and the distribution of the residue to the beneficiaries. Knowledge of the documents to be filed to obtain the required Court grant of letters testamentary, preparation of estate accounts, administration of ongoing trusts and the preparation of income tax returns, are all areas associated with this field.

Class	Day	Time	Duration	Loc.	Fee
01	Tue	7-9:30pm	Jan 16-Apr 3	L	105
02	Thu	7-9:30pm	Jan 18-Apr 5	N	105

**Corporate**

Course No.: LAWC201

EA

Corporate Law involves the preparation and filing of articles for incorporation of corporations and completion of their organization, the preparation and filing of documents in connection with variations in the constitution of corporations, winding-up, registration in other jurisdictions, preparation of agenda and minutes, preparation and filing of returns. In this area of law, it is necessary to be familiar with the many statutes and regulations governing the formation and operation of corporations.

Class	Day	Time	Duration	Loc.	Fee
01	Tue	7-9:30pm	Mar 13-May 29	L	105
02	Thu	7-9:30pm	Mar 15-May 31	N	105

**Complete Registration  
Information on page 2**

**Insurance Institute of Canada - Associateship Program**

Program Co-ordinator: Scott Hughes, 675-5060

To qualify as an Associate of the Insurance Institute of Canada, a candidate is required to pass twelve courses; six compulsory and six selected from either the General, Marine or Accountancy option. Examinations are conducted by the Insurance Institute of Canada and examination fees are payable to the Insurance Institute of Canada. The course fee includes the textbook which will be distributed during the first class. There will be a \$20.00 fee withheld if you withdraw, as textbooks are not returnable.

**Compulsory Courses:**

Principles and Practices of Insurance

Insurance on Property - Part 1

Insurance Against Liability

Automobile Insurance

Insurance Organization, Accounts and Finance  
Claims 1**Automobile Insurance**

Course No.: IIOC003

DD

Applications: the policy, endorsements which may be used with owner's policy; non-owned liability insurance; automobile garage policies; automobile claims; industry programs for insurance availability and Highway Victims Indemnity Funds; automobile insurance rating, automobile loss prevention; automobile marketing and specifics of policy coverages in each province.

**Pre-requisite:** IIOC001 Principles & Practices of Insurance

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 5	N	135

**Claims I**

Course No.: IIOC010

DD

An introduction to insurance claims; the independent adjuster; the insurer's claims department; the contract; the policy; investigation and settlement; the adjuster's role; first party claims; automobile; first party claims; property; first party claims; commercial property; Third party claims; documentation; property claims; aids to implementing adjustment.

**Pre-requisite:** IIOC001 Principles & Practices of Insurance

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 4	N	135

**Insurance Against Crime**

Course No.: IIOC009

DD

Definitions, policy conditions, robbery insurance; burglary insurance; theft insurance; broad form coverage; safe deposit box policies; fidelity, forgery; package policies; office-store burglary and robbery; physical protection; underwriting; rating and claims will be covered in this course.

**Pre-requisite:** IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 5	N	135

**Insurance Against Liability**

Course No.: IIOC006

DD

An introduction to liability insurance. Topics covered will include: Canadian law; general concepts of liability; common law; the Civil Code in Quebec; general legal



concepts; liability policies; underwriting reinsurance and claims.

**Pre-requisite:** IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 2	N	135e

### Insurance on Property, Part I

**Course No.:** IIOC002 **DDe**

An introduction to property insurance including fire insurance, co-insurance, mortgage clauses, extended coverage, basics of inland marine and multi-peril, householder's named perils, miscellaneous coverages, homeowner's policy, tenants' policy, co-operations and condominiums.

**Pre-requisite:** IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 3e	N	135

### Personal Lines Production

**Course No.:** IIOC005 **DDe**

Introduces participants to automobile, personal property and basic life insurance coverages. The emphasis is placed on how to sell these products and to whom.

**Pre-requisite:** IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 3	N	135e

### Principles and Practices of Insurance

**Course No.:** IIOC001 **DDe**

This course provides the foundation of the program as well as introduces the insurance business. Topics include: how insurance works, types of coverage, licensing of insurance companies, documents, claims, risk management and insurance organizations.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 4	N	135
61	Sat	9-12noon	Jan 20-Apr 7	N	135

## Materials Control Certificate (C.A.P.I.C.)

**Program Coordinator:**  
**Barb Brewster, 675-3111, ext. 4139**

Humber College, in cooperation with C.A.P.I.C. is proud to offer this 10 course certificate program. This program is designed to provide working adults with the training and education necessary to pursue a career in materials control. This program would be of interest to anyone involved in production and inventory control, buying or related professions.

#### Compulsory Courses

Principles of Buying  
Production and Inventory Management Modules (P.I.M.)

1. Principles of Inventory Control
  2. Principles of Inventory Management Planning
  3. Material Requirement Planning
  4. Capacity and Priority Management
- Principles of Transportation  
Elements of Information Systems  
Introduction to Accounting

**Electives** (any 2 of the following):

- Elements of Law 1e
- Quality Control
- Human Relations (SOC1004)
- CAPIC Seminars of at least one day duration.

### Principles of Buying

**Course No.:** PRCT100 **ECe**  
Anyone in industrial, commercial, institutional or government buying will benefit from this course. Topics include supplier selection, negotiation, taxes, legal aspects of purchasing, considerations of price, quantity, inventory and quality.

Class	Day	Time	Duration	Loc.	Fee
M1	Mon	7-10pm	Feb 19-Jul 16e	WC	320
T2	Tue	7-10pm	Feb 6-Jun 19	WCe	320e
L3	Thu	7-10pm	Feb 6-Jun 21e	Le	320

### Principles of Transportation

**Course No.:** PRCT102 **ECe**

This course will help you: 1) appreciate the interaction between the purchasing and transportation functions; 2) provide a description of the transportation modes so that the general nature of their rate and services are understood; 3) develop skills in the selection and control of transport services within the context of the supply system.

Class	Day	Time	Duration	Loc.	Fee
T1	Tue	7-10pm	Jan 23-May 1e	WC	280e
Th	Thu	7-10pm	Jan 25-May 3e	WC	280

### Principles of Inventory Control

**Course No.:** MCCT104 **EC**

This course covers the basic methods of planning and controlling inventory in manufacturing, institutional, distribution and retail environments. The questions of what to stock, when to stock, how much to stock, and how to control stock are addressed through an examination of the current and evolving technologies of inventory management. It includes aggregate inventory management and an introduction to JIT and CIM concepts. This is the first of the series. The course fee of \$252.00 does not include the textbook, *Production and Inventory Control* by G.W. Plossl, 2nd Edition, Prentice-Hall.

Class	Day	Time	Duration	Loc.	Fee
T1	Tue	7-10pm	Jan 9-Mar 27	N	252e
Th	Thue	7-10pm	Jan 11-Mar 29	WC	252

### Principles of Inventory Management - Planning

**Course No.:** MCCT100 **EC**

This course will identify different types of business and manufacturing situations. It discusses the different types of planning relevant to materials management focusing especially on production planning concepts and techniques.

This is the second of four modules needed to receive your Production & Inventory Management credit.

**Pre-requisite:** MCCT104 Principles of Inventory Control

Class	Day	Time	Duration	Loc.	Fee
M1	Mon	7-10pm	Jan 15-Mar 26	WC	238e

### Materials Requirement Planning

**Course No.:** MCCT102 **ECe**

This course will look at the Bills of Material, the gross to net logic, time phased order point and how lot sizing and safety stock are applied in the dependent demand environment. The concept of closing the loop to maintain the relevance of the plan is stressed. Finally, the basic concepts and techniques available to use the Master Production Schedule to drive MRP is reviewed.

This is the third of four modules needed to receive your Production & Inventory Management credit.

**Pre-requisite:** MCCT100 Principles of Inventory Management Planning

Class	Day	Time	Duration	Loc.	Fee
W1	Wed	7-10pm	Jan 17-Mar 28	WC	238e

### Capacity & Priority Management

**Course No.:** MCCT103 **EC**

This course will look at the techniques of operations scheduling given the job schedule. Capacity planning in both the long range and medium range will be studied. Input/Output control as a means of controlling capacity is reviewed as are key techniques used in dispatching the shop floor controls. The course concludes with a brief overview of some of the current approaches used in Japan.

This is the fourth of four modules needed to receive your Production & Inventory Management credit.

**Pre-requisite:** MCCT102 Materials Requirement Planning

Class	Day	Time	Duration	Loc.	Fee
Th	Thu	7-10pm	Jan 18-Mar 29	WC	238

## Materials Management Certificate (I.M.M.S.)

### Materials Handling (MM1)

**Course No.:** IMMS016 **EC**

This course deals primarily with the hardware and equipment in materials handling. Topics covered include: Introduction to Materials Management; Purchasing; Equipment; Traffic and Transportation; Warehousing; Receiving and Shipping; The Fork Lift Truck; Conveyor Cranes and Containerization.

Class	Day	Time	Duration	Loc.	Fee
T1	Tue	7-10pm	Jan 30-May 29	N	225

### Materials Management (MM2)

**Course No.:** IMMS017 **EC**

This course focuses on materials management systems. Topics covered include: Introduction to Inventory Control; Economic Appraisal and Evaluation of Alternatives; Statistics; Analytical Techniques; Management Planning; Financial Planning & Budgeting; Preventative Maintenance; Industrial Safety; Communication; Computers and Materials Management.

**Pre-requisite:** IMMS016 Materials Handling (MM1)

Class	Day	Time	Duration	Loc.	Fee
Th	Thu	7-10pm	Feb 1-May 31	WC	225e

### Advanced Materials Management Systems (MM3)

**Course No.:** IMMS083 **ECe**

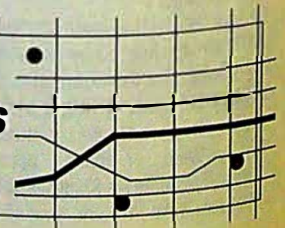
Topics in this course include, State of the Art Applications in M.R.P., M.R.P. II, D.R.P., Logistics Systems Evaluation, The Transportation and Handling of Dangerous Goods, Intermodal Transportation Distribution, Data Base Development and Advanced Computer Applications in Materials Management.

**Pre-requisite:** IMMS017 Materials Management (MM2)

Class	Day	Time	Duration	Loc.	Fee
W1	Wed	7-10pm	Jan 31-May 30	WC	225e

**Campus Locations**

are listed on the inside back cover.





## Migraine Foundation of Canada

Program Coordinator:  
Lisa Lasiuk, 675-3111, ext. 4583

### Living With Migraines

Course No.: MIGR001

EEe

An examination of this medical condition will look into: what is a migraine, who experiences attacks, what trigger mechanisms are involved, how certain attacks can be avoided and discussion of current treatment and research.

Class	Day	Time	Duration	Loc.	Fee
W1	Sat	9-4pm	Mar 10	WC	45

## Municipal Administration Program

Program Coordinator:  
Jane Russ, 252-5571, ext. 3252

### Association of Municipal Clerks and Treasurers of Ontario (A.M.C.T.O.)

The program is divided into four units on subjects particularly relevant to the work of the Clerk and Treasurer. It is also of value to other municipal administrative staff or those contemplating a career in the municipal service. Upon successful completion of all units, students are eligible to write a comprehensive exam under the auspices of the Association of Municipal Clerks and Treasurers of Ontario. Successful completion of this exam qualifies individuals for the A.M.C.T. designation. Candidates who are eligible to write the comprehensive exam must contact Jane Russ, Continuing Education as soon as possible to receive additional details and information.

#### Compulsory Courses:

Introduction to Local Government  
The Municipal Administrative Structure  
Municipal Financial Management  
Municipal Management

### Unit 1 - Introduction to Local Government

Course No.: MGMT022

DG

The nature of local government; the myth and reality; historical foundations of local government; pressures and responses; the evolving local government system; the present local government structure in Ontario; the senior levels of government; the municipality in the federal system; and the financial basis of municipal government.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 23-Mar 27	N	124

### Unit 4 - Management in the Municipality

Course No.: MGMT031

DG

This unit describes the operating environment of municipal management. It examines a number of key municipal functions, including policy making, office management, personnel management, communications and planning.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 25-Mar 29	N	124

## National Institute of Governmental Purchasing/Ontario Public Buyers Association

Program Coordinator:  
Barb Brewster, 675-3111, ext. 4139

### NIGP/OPBA Seminars

Humber College and NIGP/OPBA are pleased to offer a series of seminars for all public officials who purchase goods and/or services for the public sector. NIGP is a non-profit educational and technical organization of city, county, state and other public purchasing agents in the United States, Canada, and Puerto Rico. OPBA is proud to be the first Canadian Provisional Chapter of NIGP. The NIGP/OPBA seminars are designed specifically for those who are interested in certification as a Professional Public Buyer (P.P.B.) or Certified Public Purchasing Officer (C.P.P.O.).

### Public Purchasing & Material Management-Intermediate

Course No.: NIGP200

EC

There is much more to good public procurement than simply complying with the law. This seminar, which builds upon the 'General Public Purchasing' seminar, familiarizes the participant with many of the other aspects of purchasing and materials management which have such an important effect on how well and how cost effectively government operates. It draws a clear distinction between clerical order placing and supply, and professional purchasing and materials management.

Class	Day	Time	Duration	Loc.	Fee
01	Thu-Sat	8:30-4:30pm	Jan 25-Jan 27	WC	305

## Ontario Real Estate Association

Program Coordinator:  
Helen Hrynkiw, 675-3111, ext. 4159

Humber College in cooperation with The Ontario Real Estate Association offers both the Introductory and the Certificate program. Registration for Real Estate courses must be done at the location you hope to attend. Due to limited enrollment and in order to guarantee a seat in the course, we are unable to accept Real Estate registrations at any other campus than the advertised one.

### Real Estate - Introduction

This is a two part program for those who wish to obtain their sales licence, or to gain a better understanding of the industry. The program can be completed in five weeks full time, or five months on a part-time basis. The pre-requisite to the two part program is a correspondence course which is two months in duration. The correspondence course is run by the Ontario Real Estate Association (416) 445-9910. The students must achieve a passing grade of 75% before they can register for Segment II. Information kits and registration forms for the correspondence course as well as the College schedule can be picked up at the Woodbine Centre Campus.

### Real Estate-Segment II

Course No.: REAL200

EA

This course deals with technical aspects of real estate under the topics: Real Estate and Business Brokers Act, regulations of trading, economics, evaluation, municipal planning, subdivision control, land description, construction property tax, mortgages, statutes, agreement of purchase and sale.

Class	Day	Time	Duration	Loc.	Fee
N1	Mon-Fri	9-4pm	Jan 22-Feb 2	WC	**
N2	Mon-Fri	9-4pm	Jan 22-Feb 2	WC	**
N3	Mon-Fri	9-4pm	Feb 5-Feb 16	WC	**
N4	Mon-Fri	9-4pm	Feb 5-Feb 16	WC	**
N5	Mon-Fri	9-4pm	Feb 19-Mar 2	WC	**
N6	Mon-Fri	9-4pm	Feb 19-Mar 2	WC	**
N7	Mon-Fri	9-4pm	Mar 5-Mar 16	WC	**
N8	Mon-Fri	9-4pm	Mar 5-Mar 16	WC	**
N9	Mon-Fri	9-4pm	Mar 19-Mar 30	WC	**
10	Mon-Fri	9-4pm	Mar 19-Mar 30	WC	**
11	Mon&Wed*	7-10pm	Jan 22-Mar 7	WC	**
*Plus Saturday, February 3, 17 and March 3, 1990, 9am-4pm					
12	Tue&Thu*	7-10pm	Feb 13-Mar 29	WC	**
*Plus Saturday February 24, March 10 and 24, 1990, 9am-4pm					
13	Mon&Wed*	7-10pm	Mar 12-Apr 25	WC	**
*Plus Saturday, March 24, April 7 and 21, 1990, 9am-4pm					
14	Mon-Fri	9-4pm	Apr 2-Apr 12	WC	**
15	Mon-Fri	9-4pm	Apr 2-Apr 12	WC	**
16	Mon-Fri	9-4pm	Apr 16-Apr 27	WC	**
17	Mon-Fri	9-4pm	Apr 16-Apr 27	WC	**
18	Mon-Fri	9-4pm	Apr 30-May 11	WC	**
19	Mon-Fri	9-4pm	Apr 30-May 11	WC	**
20	Tue&Thu*	7-10pm	Apr 10-May 24	WC	**
*Plus Saturday, April 28, May 2, and 12, 1990, 9am-4pm					
**Course fees to be determined					

### Real Estate-Segment III

Course No.: REAL300

EA

This course is conducted as a workshop dealing with the following topics: Approaches to value, financing, the listing process, marketing drafting and presentation of offers, counter offers, case studies.

Class	Day	Time	Duration	Loc.	Fee
N1	Mon-Fri	9-4pm	Feb 5-Feb 23	WC	**
N2	Mon-Fri	9-4pm	Feb 5-Feb 23	WC	**
N3	Mon-Fri	9-4pm	Feb 19-Mar 9	WC	**
N4	Mon-Fri	9-4pm	Feb 19-Mar 9	WC	**
N5	Mon-Fri	9-4pm	Mar 5-Mar 23	WC	**
N6	Mon-Fri	9-4pm	Mar 5-Mar 23	WC	**
N7	Mon-Fri	9-4pm	Mar 19-Apr 6	WC	**
N8	Mon-Fri	9-4pm	Mar 19-Apr 6	WC	**
N9	Mon-Fri	9-4pm	Apr 2-Apr 20	WC	**
10	Mon-Fri	9-4pm	Apr 2-Apr 20	WC	**
11	Mon&Wed*	7-10pm	Mar 19-Jun 4	WC	**
*Plus Saturday March 31, April 7, 21 and May 12, 1990, 9-4pm					
12	Tue&Thu*	7-10pm	Apr 10-Jun 21	WC	**
*Plus Saturday April 21, May 12, 26 and June 9, 1990, 9am-4pm					
14	Mon-Fri	9-4pm	Apr 16-May 4	WC	**
15	Mon-Fri	9-4pm	Apr 16-May 4	WC	**
16	Mon-Fri	9-4pm	Apr 30-May 18	WC	**
17	Mon-Fri	9-4pm	Apr 30-May 18	WC	**
**Course fees to be determined					

### Real Estate Certificate Program

This is a six-part program available to anyone but is aimed at those attempting to become Real Estate Brokers or Office Managers. To obtain a Broker's Licence, candidates must have a sales licence, two years of practical experience and have completed the



five mandatory courses and one elective needed in the Certificate Program. Broker's Licences are issued by: The Ministry of Consumer and Commercial Relations, Registrar's Office, 555 Yonge Street, Toronto, Ontario, M7A 2H6, (416) 963-0446.

These courses are also beneficial to those who would like to specialize in one or more areas of real estate or for general interest. The courses are not for the sole purpose of obtaining your Broker's Licence.

#### Mandatory Courses

1. Real Property Law
2. Principles of Appraisal
3. Principles of Mortgage Financing
4. Management Course (title to be determined)\*
5. Real Estate Administration\*\*

\*The Management course is a pre-requisite to the Real Estate Administration course.

\*\*Note: You may not enroll in the Real Estate Administration course until you have successfully completed the four mandatory courses and one of the elective courses. The Real Estate Administration course and the Management course are run by the Ontario Real Estate Association (416) 445-9910.

#### Elective Courses (one required)

1. Property Management
2. Industrial, Commercial & Investment
3. Rural, Recreational & Agricultural

#### Principles of Appraisal

Course No.: REAL400

EA

Topics covered are: purpose and function of real estate appraisal, basic principles of real property, income approach to description and value, how to inspect a property, direct sales comparison approach to value, correlation and final estimate of value and the appraisal report.

Class	Day	Time	Duration	Loc.	Fee
15	Tue-Thu	9-4:45pm	Jan 9-Jan 18	WC	375
16	Wed-Wed	9-4:45pm	Jan 17-Jan 24	WC	375
17	Tue-Thu	9-4:45pm	Feb 6-Feb 15	WC	375
18	Wed-Wed	9-4:45pm	Feb 14-Feb 21	WC	375
19	Tue-Thu	9-4:45pm	Mar 13-Mar 22	WC	375
20	Wed-Wed	9-4:45pm	Mar 28-Apr 4	WC	375
21	Tue-Thu	9-4:45pm	Apr 10-Apr 19	WC	375*
22	Thu-Sat	9-4:45pm	Apr 26-May 5	WC	375*

\*Course fee subject to change

#### Principles of Mortgage Financing

Course No.: REAL401

EA

Topics covered are: the Canadian mortgage market; mortgage document and mathematics; financing and the applicant; dealing with major lending institutions; services of a broker; appraisal process; and variations in mortgage financing.

Class	Day	Time	Duration	Loc.	Fee
15	Tue&Wed	9-4:45pm	Jan 9-Jan 24	WC	375
16	Mon-Wed	9-4:45pm	Jan 15-Jan 24	WC	375
17	Mon-Wed	9-4:45pm	Feb 12-Feb 21	WC	375
18	Tue&Wed	9-4:45pm	Feb 13-Feb 28	WC	375
19	Mon-Wed	9-4:45pm	Mar 12-Mar 21	WC	375
20	Tue-Thu	9-4:45pm	Mar 20-Mar 29	WC	375
21	Tue&Wed	9-4:45pm	Apr 10-Apr 25	WC	375*
22	Mon-Wed	9-4:45pm	Apr 16-Apr 25	WC	375*

\*Course fee subject to change

#### Real Property Law

Course No.: REAL404

EA

Topics covered are: history, estates in land, leasehold estates, law of agency, legal aspects, contract law, real estate forms, closing, landlord and tenant act, planning act, condominium act, expropriations act, land

speculation tax act, tax act, business practices act and consumer reporting act.

Class	Day	Time	Duration	Loc.	Fee
14	Tue-Thu	9-4:45pm	Jan 9-Jan 18	WC	375
15	Tue-Thu	9-4:45pm	Jan 23-Feb 1	WC	375
16	Tue-Thu	9-4:45pm	Feb 6-Feb 15	WC	375
17	Tue-Thu	9-4:45pm	Feb 20-Mar 1	WC	375
18	Tue-Thu	9-4:45pm	Mar 6-Mar 15	WC	375
19	Tue-Thu	9-4:45pm	Mar 20-Mar 29	WC	375
20	Tue-Thu	9-4:45pm	Apr 10-Apr 19	WC	375*
21	Tue-Thu	9-4:45pm	Apr 24-May 3	WC	375*

\*Course fee subject to change

#### Industrial, Commercial & Investment

Course No.: REAL402

EA

Topics covered are: Scope of the I.C. and I. Field, official plan and zoning, real estate as an investment, types of investors, selling the apartment site, promotion and renting, demand for office space, history and leasing of retail properties, real estate and business brokers act, and industrial properties.

Class	Day	Time	Duration	Loc.	Fee
11	Tue-Thu	9-4:45pm	Jan 9-Jan 18	WC	375
12	Tue-Thu	9-4:45pm	Feb 27-Mar 8	WC	375
13	Tue-Thu	9-4:45pm	Apr 10-Apr 19	WC	375*

\*Course fee subject to change

### Real Estate Seminars

#### Successful Sales

Course No.: REAL500

EA

Attend this one day sales seminar and learn how to put the words - CONFIDENCE, CONTROL and ORGANIZATION - into their proper perspective. You will be shown a common-sense approach to selling, a way to make it through dry spells and keep the leads coming in when the rest of the office's leads have dried up.

\*Please note - this is not a course required by the Real Estate Board.

Class	Day	Time	Duration	Loc.	Fee
20	Thu	9-5pm	Jan 11	WC	85
21	Thu	9-5pm	Mar 8	WC	85
22	Thu	9-5pm	Apr 5	WC	85*

\*Course fee subject to change

#### Don't Be A Listless Lister

Course No.: REAL501

EA

If you are interested in improving the quality of your listing and want the knowledge to be able to control your vendors... This seminar will teach you: how to get the property listed at or close to market price; how you can be the one to say how many open houses you will sit and how many ads you will write; how to have the proper information available to aid the vendor in making the proper decision with regards to the offer.

Class	Day	Time	Duration	Loc.	Fee
04	Thu	9-5pm	Feb 8	WC	85
05	Thu	9-5pm	Apr 26	WC	85*

\*Course fee subject to change

### Personnel Association of Ontario

Many subjects in the Personnel Management Certificate - Program 258 can be credited towards the CPM designation, a professional accreditation program run by the Personnel Association of Ontario. Individuals wishing to pursue the CPM program should contact the Association directly at 923-2324.

### Professional Contract Management Association

Program Coordinator:

Helen Hrynkiw, 675-3111, ext. 4159

#### Certificate in Contract Administration

The Certificate in Contract Administration is an eight course certificate program sponsored by Humber College, DeHavilland Aircraft of Canada, Litton Systems Canada, and Garret Canada. The certificate was developed as a result of a perceived need by Senior Contract Administrators in the Aerospace industry. The Certificate consists of four compulsory courses and four electives to be determined by the Education Committee. The compulsory courses are:

- 1) Business Law
- 2) Communications
- 3) Finance
- 4) Contract Management

In order to obtain a Certificate upon completion of the courses, one must be a member of the P.C.M.A.

#### Communications

Course No.: PCMA108

EA

This course will improve your skills in writing memos, letters, special correspondence and short reports. The course will help you present your ideas accurately, briefly, and clearly. By the end of this course, you'll be able to do the following:

1. Write letters and memos that are clear, logical and accurate so that your messages will be communicated easily.
2. Write longer messages that are thorough, well-presented and complete so that business decisions can be based on their content.

Class	Day	Time	Duration	Loc.	Fee
01	Tue	6:30-9:30pm	Jan 23-Mar 6	WC	110

### Purchasing Certificate (P.M.A.C.)

Program Coordinator:

Barb Brewster, 675-3111, ext. 4139

Humber College, in cooperation with P.M.A.C., is proud to offer a six-course certificate program. This program is designed to help provide the training and education necessary to pursue a career in purchasing. Humber College Purchasing Certificate Criteria:

#### Three core courses:

(Principles of Buying is compulsory, plus two of the other three)

- Principles of Buying (P.M.A.C.),
- Principles of Inventory & Operations Control (P.M.A.C.)
- Principles of Transportation (P.M.A.C.)
- Principles of Quality (P.M.A.C.)

Note: The above 'Principles' courses only are also required in P.M.A.C.'s Certified Professional Purchaser program.

#### Plus three elective courses:

- Value Concepts for Buyers
- Micro or Macro Economics
- Elements of Information Systems (formerly Elements of E.D.P.)
- Elements of Law 1



## Principles of Buying

Course No.: PRCT100

EC

Anyone in industrial, commercial, institutional or government buying will benefit from this course. Topics include supplier selection, negotiation, taxes, legal aspects of purchasing, considerations of price, quantity, inventory and quality. This course is compulsory in the Purchasing Certificate.

Class	Day	Time	Duration	Loc.	Fee
W1	Mon*	7-10pm	Feb 19-Jul 16	WC	320
W2	Tue	7-10pm	Feb 6-Jun 19	WC	320
W3	Thu	7-10pm	Feb 8-Jun 21	L	320

\* Course is extended to compensate for holiday

## Principles of Inventory & Operations Control

Course No.: PRCT103

EC

This is an introductory course whose topics include management of inventories, replenishment strategies, order quantities, order points, safety stocks, demand forecasting, reduction strategies, capacity management and project management.

Class	Day	Time	Duration	Loc.	Fee
M1	Mon	7-10pm	Jan 22-Apr 30	WC	280
L2	Wed	7-10pm	Jan 24-May 2	L	280

## Principles of Quality

Course No.: PRCT104

EC

The renewed emphasis on quality during this decade reinforces the need for the Principles of Quality course. Designed to provide an overview for anyone interested in learning about quality, this course covers both the philosophical and statistical perspectives of quality.

Course topics:

- Definition of quality
- Importance of quality
- Quality cycle
- Costs of non-quality
- Organizational aspects
- Quality Circles and Motivation
- Sampling Plans
- Statistical Process Control (including services)
- Quality Assurance
- Total Quality Control

It is recommended, though not a condition of successful completion, that participants be familiar with the basic aspects of statistics before taking this course.

Class	Day	Time	Duration	Loc.	Fee
T1	Tue	7-10pm	Jan 23-May 1	WC	280
L2	Thu	7-10pm	Jan 25-May 3	L	280

## Principles of Transportation

Course No.: PRCT102

EC

This course will help you: 1) appreciate the interaction between the purchasing and transportation functions; 2) provide a description of the transportation modes so that the general nature of their rate and services are understood; 3) develop skills in the selection and control of transport services within the context of the supply system.

Class	Day	Time	Duration	Loc.	Fee
T1	Tue	7-10pm	Jan 23-May 1	WC	280
TH	Thu	7-10pm	Jan 25-May 3	WC	280

## Value Concepts for Buyers

Course No.: PRCT101

EC

This course will cover the following topics: Increasing Profits and Reducing Budgets; Orientation to Value Concepts; Standardization and Committee Formation; Value Techniques for Buyers; Getting Acceptance of a

Value Analysis Program; Reporting to Management; Identifying and Overcoming Roadblocks.

Class	Day	Time	Duration	Loc.	Fee
W1	Wed	7-10pm	Jan 24-May 2	WC	120

## Society of Management Accountants

Some of our business courses are accepted as exemptions in the C.M.A. programs. For further details contact the Society of Management Accounts (C.M.A.) at 363-8191.

## Society of Manufacturing Engineers

Courses within the Manufacturing Engineering Certificate - Program 303 are creditable towards the Manufacturing Engineering Diploma program. The Society of Manufacturing Engineers - National Certification Committee has approved Humber's Certificate program as a credit granting course towards recertification.

## Ontario Management Development Programs

### Business Management Certificate

Program Coordinator:  
Helen Hrynkiw, 675-3111, ext. 4159

### Business Management Studies Certificate (OMDP)

The Ontario Management Development Program (OMDP) is a cooperative venture of the Ministry of Colleges and Universities and the Colleges of Applied Arts & Technology. O.M.D.P. courses will help you meet your career goals by providing you with management training needed to run your business successfully. They emphasize the skills needed to run a business effectively and efficiently. You learn basic, fundamental principles - not theories. These courses are designed for people in the work force who do not have time for home study, extra projects and exams.

### Certificate Criteria OMDP Business Management Studies:

Satisfactory completion of six courses. A minimum of four courses taken from Groups A to E below. The remaining two courses may be drawn from the non-OMDP group listed below or a college-approved related course.

#### Group A - Business Management

Management for Results  
Management by Objectives and Results

#### Group B - Financial Control

Practical Financial Management  
Financial Planning for Profit

#### Group C - Marketing

Marketing for Small Business  
Marketing Your Product  
The ABC's of Selling  
Understanding Your Customer

Group D - Production (this course cannot be accredited toward any other OMDP certificate.)

Administration

#### Group E - Personnel Management

People Management - Tools & Techniques  
Personnel Selection Skills

#### Non-OMDP

Art of Management  
Labour Relations  
Starting and Running A Small Business

**Important Note: Business Management Studies Certificate courses cannot be accredited towards any of Humber College's general arts and sciences programs.**

### People Management - Tools & Techniques

Course No.: OMDP111

EA

This course introduces basic successful personnel management techniques using an activity-oriented, learn-by-doing approach. Emphasis is on the development and use of tools that will help organize the personnel function in any business.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Jan 9-Feb 8	WC	79

### Production

Course No.: OMDP104

EA

In this course the principles of supervision are examined. Topics include setting objectives, realizing goals, planning, scheduling, measuring results, evaluating efficiency and motivating employees. Problems are discussed and appropriate courses of action are considered.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Feb 13-Mar 8	WC	68.40
W2	Sat	9-5pm	Jan 13-Jan 27	WC	68.40

### Labour Relations

Course No.: OMDP107

EA

This course is designed for supervisors in a union setting. Topics covered are: grievances, arbitration and administration of the collective agreement. You will develop a better understanding of the relationship of employer, employee and union.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Feb 6-Mar 1	WC	66.40
W2	Sat	9-5pm	Mar 10-Mar 24	WC	66.40

### Art of Management

Course No.: OMDP105

EA

This program will give you, the supervisor, a better understanding of the roles and responsibilities of manager. You'll cover topics such as setting objectives, team building, leadership and job enrichment.

**Pre-requisite:** Three other OMDP courses.

Class	Day	Time	Duration	Loc.	Fee
W1	Mon&Wed	7-10pm	Jan 8-Jan 31	WC	69.40
W2	Tue&Thu	7-10pm	Feb 13-Mar 8	WC	69.40
W3	Sat	9-5pm	Mar 3-Mar 17	WC	69.40



**Management by Objectives and Results**

Course No.: OMDP113 EA

Participants will be provided with a basic knowledge of the fundamental principles of M.B.O. (Management by Objectives); the main dimension that it encompasses and the requirements for its implementation.

Class	Day	Time	Duration	Loc.	Fee
W1	Sat	9-5pm	Jan 13-Feb 3	WC	79

**Marketing for Small Business**

Course No.: OMDP115 EA

This course will introduce participants to the marketing field and all it encompasses. The notions of marketing that revolve around knowledge of the consumer, and to stress the importance of consumer orientation and information will be addressed.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Feb 13-Mar 15	WC	79

**Ontario Business Law**

Course No.: OMDP118 EA

This course is for owner/managers, their wives/husbands, office managers and key employees who have or seek management or supervisory responsibility, as well as people thinking about starting a business. For people doing business in, or with customers in Ontario.

The course will provide a better understanding of the laws involved in doing business in Ontario, and to help participants plan and organize their business within the framework provided by law, and to improve communications and understanding with lawyers.

Class	Day	Time	Duration	Loc.	Fee
W1	Sat	9-5pm	Feb 10-Mar 3	WC	77

**Small Business Bookkeeping**

Course No.: OMDP117 EA

This course is intended for small and medium-sized business owners, managers and bookkeepers who want to acquire a basic understanding of the bookkeeping system.

The course will provide a basic knowledge of bookkeeping and identify basic accounting activities important to any small business.

Class	Day	Time	Duration	Loc.	Fee
W1	Sat	9-5pm	Mar 10-Mar 31	WC	79

**Supervisory Studies Certificate**

Program Coordinator:

Helen Hrynkiw, 675-3111, ext. 4159

These courses can be accredited to two separate certificates - 1) The Ontario Management Development Program (OMDP), and 2) Humber College Certificate in Supervisory Studies. The OMDP Certificate and Humber College's Supervisory Studies Certificate have been combined to give participants recognition at both the college and provincial level. These programs are designed to assist anyone who is employed or will be employed as a supervisor. They are designed for people in the work force who do not have time for home study, extra projects and exams.

**Certificate Criteria****OMDP Certificate in Supervisory Studies:****Two Compulsory Courses:**

Human Relations 1  
Communications

**One Of:**

Administration  
Production

**Three Of:**

Art of Management  
Human Relations 2  
Personnel Selection Skills  
Labour Relations

**Humber College's Certificate in Supervisory Studies****Three Compulsory Courses:**

Human Relations 1  
Human Relations 2  
Communications

**One Of:**

Administration  
Art of Management  
Personnel Selection Skills  
Production  
Labour Relations

**Important Note:** Supervisory Studies Certificate courses cannot be accredited towards any of Humber College's general arts and science programs.

**Human Relations 1**

Course No.: OMDP103 EA

Human Relations 1 will improve your understanding of people. You'll discuss motivation, handling conflict, delegation, building morale and more. All of these are designed to give you practical insights into handling people more effectively to improve your performance.

Class	Day	Time	Duration	Loc.	Fee
W1	Mon&Wed	7-10pm	Jan 8-Jan 31	WC	68.40
W2	Tue&Thu	7-10pm	Jan 16-Feb 8	WC	68.40
W3	Tue&Thu	7-10pm	Jan 30-Feb 22	WC	68.40
W4	Sat	9-5pm	Jan 27-Feb 10	WC	68.40e
W5	Sat	9-5pm	Feb 17-Mar 3	WC	68.40e

**Human Relations 2**

Course No.: OMDP106 EA

As a continuation of Level 1, you will increase your people handling skills. Some of the topics covered are performance appraisals, discipline and leadership styles.

**Pre-requisite:** OMDP103 Human Relations 1

Class	Day	Time	Duration	Loc.	Fee
W1	Mon&Wed	7-10pm	Feb 5-Feb 28	WC	66.40
W2	Tue&Thu	7-10pm	Mar 6-Mar 29	WC	66.40
W3	Sat	9-5pm	Feb 24-Mar 10	WC	66.40e
W4	Sat	9-5pm	Mar 17-Mar 31	WC	66.40

**Communications**

Course No.: OMDP102 EA

Communicating properly is one of the most important aspects of a supervisor's job. Understanding what the other person is saying both verbally and non-verbally is of utmost importance. Getting your message across, clearly and precisely, gets the job done without misunderstanding, lost time and costly errors.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Jan 9-Feb 1	WC	68.40
W2	Tue&Thu	7-10pm	Feb 13-Mar 8	WC	68.40
W3	Mon&Wed	7-10pm	Feb 19-Mar 14	WC	68.40
W4	Sat	9-5pm	Feb 10-Feb 24e	WC	68.40
W5	Sat	9-5pm	Mar 10-Mar 24e	WC	68.40

**Administration**

Course No.: OMDP101 EA

This course is designed for office workers. It covers topics such as goal setting, information flow, planning, scheduling and team building.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Mar 6-Mar 29	WC	69.40e
W2	Sat	9-5pm	Jan 13-Jan 27	WC	69.40e

**Art of Management**

Course No.: OMDP105 EA

This program will give you, the supervisor, a better understanding of the roles and responsibilities of managers. You'll cover topics such as setting objectives, team building, leadership and job enrichment.

Class	Day	Time	Duration	Loc.	Fee
W1	Mon&Wed	7-10pm	Jan 8-Jan 31	WC	69.40
W2	Tue&Thu	7-10pm	Feb 13-Mar 8e	WC	69.40
W3	Sat	9-5pm	Mar 3-Mar 17	WC	69.40e

**Personnel Selection Skills**

Course No.: OMDP100 EA

Intended for supervisors who are, or will become, involved in the hiring process, this course covers such topics as selection procedures, the position announcement, screening methods, interviewing, personnel selection and follow-up.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Feb 20-Mar 15	WC	72.40
W2	Sat	9-5pm	Mar 10-Mar 24	WC	72.40

**Production**

Course No.: OMDP104 EA

In this course the principles of supervision are examined. Topics include setting objectives, realizing goals, planning, scheduling, measuring results, evaluating efficiency and motivating employees. Problems are discussed and appropriate courses of action are considered.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Feb 13-Mar 8	WC	68.40
W2	Sat	9-5pm	Jan 13-Jan 27	WC	68.40

**Labour Relations**

Course No.: OMDP107 EA

This course is designed for supervisors in a union setting. Topics covered are: grievances, arbitration and administration of the collective agreement. You will develop a better understanding of the relationship of employer, employee and union.

Class	Day	Time	Duration	Loc.	Fee
W1	Tue&Thu	7-10pm	Feb 6-Mar 1	WC	66.40
W2	Sat	9-5pm	Mar 10-Mar 24	WC	66.40

**Of Special Interest to McDonald's Restaurants Employees**

McDonald's Restaurants and Humber College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's Training Department.

Credits will be applicable to:

- Ontario Management Development Program (OMDP) - Business Management Studies
- Ontario Management Development Program (OMDP) Supervisory Studies
- Humber College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's Training Department.



or Humber College at 675-3111 (Helen Hrynkiw, Ext. 4159 or John Riccio, Ext. 4388).

## TV College

Presented in cooperation with Humber College and TV Ontario, TV College is a unique opportunity to take a course in your home. Combining scheduled TV broadcasts with home study materials, it enables you to structure your learning time in conjunction with other activities in your life. Group sessions complement home study and provide an opportunity to direct questions to the course leader as well as share ideas with fellow participants. The course leader is available by telephone throughout the course to answer questions and provide support. If you find it difficult to set aside time to attend scheduled classes, TV College may be the alternative for you. For further information and course schedules, call Julie Klinger, Program Coordinator, 675-3111, ext. 4418.

## Technology

Program Coordinator:  
Susan McNulty, 675-5010

### Technology Diploma and Certificate Programs

Through part-time studies you can earn a Technology diploma or certificate. A Technician diploma requires the equivalent of two years of full-time studies (100 credits), while a Technology diploma requires (150 credits). Certificates can be obtained in a much shorter length of time, and usually provide specialization in a specific area selected from a diploma program. Most certificate courses are transferable to diploma programs. If your work experience is directly related to a specific course, you may be given advanced standing. Thus, your course work will be reduced. In addition to night-school courses, many other courses can be accessed through part-time day study if your employer can release you for one morning or afternoon per week. For more information, please call Susan McNulty at 675-5010.

#### Course Prerequisites

Many of the courses offered through the Technology Division have specific prerequisites. Please contact the Technology office regarding any course you are interested in taking to ensure that you meet its requirements.

#### Extra Labs

Due to limited lab facilities some courses may require lab sessions to be held on another evening.

## Architecture/Civil

### Architectural Drafting Certificate Program 5001 (Individual Learning Program)

This program will introduce the student to the principles and practices of architectural drafting and wood frame construction as used in housing. The student will acquire fundamental skills in working drawing techniques, code requirements, and construction through the preparation of working drawings for various small buildings.

Students can begin training anytime. Course are offered on Mondays and Wednesdays, 6-9pm.

Fee: \$1.60 per class hour.

For more information, please call Bob Topping, 675-3111, ext. 4414.

### Building Conservation and Rehabilitation Certificate Program 399

This certificate is designed for technologists, technicians, draftspersons, architects, contractors, or anyone interested in our architectural heritage.

A background in architectural design or technology is required. The course includes lectures, demonstrations, seminars, workshops. For more information, call Glen Mazer 675-3111, ext. 4090.

#### Required Courses:

Building Conservation and Rehabilitation 1  
Building Conservation and Rehabilitation 2

### Professional CADD Certificate – Program 034

This certificate is designed for people who are using or are going to use CADD, or are interested in CADD and will be of interest to architects, industrial and interior designers and draftspersons. A background in drafting is required.

Course time includes lectures, workshops, and 'hands-on' time with personal instruction on your own terminal.

AutoCad software (latest version) is used and AT-Type terminals with high resolution graphics peripherals and multi-pen plotters are provided. For more information, call Sam Sabat 675-3111, ext. 4131.

#### Required Courses:

Architectural CADD or Civil Engineering CADD or CAD for Designers and Professional CADD.

### Architectural CADD

Course No.: ARCH705

Architectural CADD introduces the student to the fundamentals of computer-aided drafting using a program called 'AUTOCAD.' At this level, emphasis is placed on learning basic commands and procedures required to compile architectural working drawings.

The course is taught through weekly lectures and through supervised computer lab sessions.

Pre-requisite: Knowledge of architectural drawing

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

### Building Conservation & Rehabilitation 2

Course No.: ARCH708

This course continues the work started in Building Conservation & Rehabilitation 1. It includes a detailed

look at building and material science as related to older buildings, restoration techniques for building materials, structural analysis and repairs, implications of mechanical systems in older buildings, and the economics of renovation and restoration.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81

### CADD for Designers

Course No.: ARCH702

JA

CADD for designers introduces the student to the fundamentals of computer-aided drafting using a program called 'AUTOCAD.' At this level, emphasis is placed on learning basic commands and procedures required to compile design drawings.

The course is taught through weekly lectures and through supervised computer lab sessions.

Pre-requisite: Some knowledge of drawing

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

### Civil Engineering CADD

Course No.: CIVL701

JA

Civil Engineering CADD introduces the student to the fundamentals of computer-aided drafting using a program called 'AUTOCAD.' At this level, emphasis is placed on learning basic commands and procedures required to compile civil engineering working drawings.

The course is taught through weekly lectures and through supervised computer lab sessions.

Pre-requisite: Knowledge of civil engineering drawing

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-1pm	Jan 13-Apr 28	N	105

### Professional CADD

Course No.: ARCH703

JA

This course introduces the student to advanced aspects of Computer Aided Drafting & Design via the use of AutoCADD. Students will undertake large and small scale applications of AutoCADD to solve architectural or design problems.

Pre-requisite: ARCH705 Architectural CADD, CIVL701 Civil Eng. CADD

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

### Reading and Estimating Architectural Drawings (Blueprint Reading)

Course No.: ARCH701

JA

Reading and Estimating Architectural Drawing provides an overview of what is commonly referred to as Blueprint Reading. The principles of construction cost estimating are also explained.

Drawings for a single family dwelling and a light industrial building are used as the resource material together with recommended texts.

Reading drawings and cost estimating are presented at an introductory or basic level. For more information, call Paul Halpern at 675-3111, ext. 4415.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81
61	Thu	6-9pm	Jan 18-Apr 26	N	81

## Counselling Services

See page 4

Complete Registration  
Information on page 2



## Computer Programming

For more information call Alfred Shin, at 675-3111, ext. 4380

### BASIC Programming

Course No.: CPR0701

JA

The student will be able to: operate the micro computer; demonstrate the ability to handle numbers, numeric variables, string variables, and mathematical operators in BASIC programs; acquire proficiency in the use of assignments, read - data and input statements; solve problems involving the use of For-Nexte Loops, If, Goto, and On-Goto statements; apply library functions and create user-defined functions; develop programs utilizing subscripted variables and subroutines.

Pre-requisite: Grade 12 Math

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105
61	Wed	6-10pm	Jan 17-Apr 25	N	105

### Computer Applications

Course No.: CAPP701

JA

This course is intended to introduce the student to developed software in technology on microcomputers systems.

Topics to be covered include keyboarding, word processing, spreadsheets and database applications.

Pre-requisite: some familiarity with keyboard necessary

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

## Construction

### Cabinet Making, Basic - Program 570

Students of the Cabinet Making program will study the design and construction of commercial and residential woodwork.

Fee: \$1.60 per class hour.

Students can begin training anytime. Courses are offered on Mondays, Tuesdays, Wednesdays and Thursday, 6:30-9:30 pm., and Saturdays, 9-12 noon. (This is an Individual Learning Program.)

For more information, please call Nick Charlton, 675-3111, ext. 4886.

### Welder Fitter - Blueprint Reading for Fitter—Program 562

Students will complete a Blueprint Reading course covering such topics as lines and views, welding symbols and common structural materials. As well, students will complete two shop welding and fitting projects.

Students must purchase the Blueprint Reading text book, available in the college bookstore.

Fee: \$1.60 per class hour.

Students can begin training anytime.

Courses are offered on Tuesday evenings, 6:30-9:30 pm.

For more information, please call Paul MacLennan, 675-3111, ext. 4014.

### Welder Operator - Program 564

The program consists of the four basic welding systems:

1. Shielded Metallic Arc Welding (Stick electrode)
2. Oxy-acetylene Welding, Cutting & Brazing

3. Gas Metallic Arc Welding (MIG)

4. Gas Tungsten Arc Welding (TIG)

Courses are offered on Monday, Tuesday and Wednesday 6:30-9:30pm.

Students may enroll in the program to take any one or all of the above welding systems.

Students must provide their own welding gloves, available at college bookstore.

Students wishing to upgrade their certificate to a Welder Fitter certificate—Program 562 may take Welder Fitter—Blueprint Reading and Fitting—Program 562 offered on Tuesdays, 6:30-9:30pm.

For more information, please call Paul MacLennan, 675-3111, ext. 4014.

## Electrical/Electronics

### Electronic Basics Certificate - Program 3003

The objective of this program is to enable students to progress within various electronic programs. It is also designed to serve as a step in the upgrading process for the adult learner who wants to eventually access a specialized day or evening program.

For more information, please call Joe Enekes at 675-3111, ext. 4329 or Doug Fuller at 675-3111, ext. 4239.

#### Compulsory Courses

Math 1

Math 2

D.C. Circuits

A.C. Circuits

Electronic Circuits 1e

Electronic Circuits 2e

Calculus 1

### Digital Electronics Certificate - Program 318

The following group of courses (selected from the Electronics Diploma program) should be of interest to people who require specific knowledge of the digital field. Upon completion of all the courses a certificate in Digital Electronics will be issued. Courses taken within this certificate are creditable toward the Electronics Engineering Diploma.

For more information, please call Joe Enekes at 675-3111, ext. 4329, or Doug Fuller 675-3111, ext. 4239.

#### Compulsory Courses

Logic 1

Logic 2

Microcomputer Systems 1

Microcomputer Systems 2

Microcomputer Systems 3

Digital Troubleshooting.

### Electronics Certificate - Digital Equipment & Systems - Program 565

There is a growing need for digital and microprocessor-based electronic systems. Most electronic systems developed in the 1980's contain digital circuits. Some examples are home computers, microcomputers, automotive electronic systems, televisions and data communication systems.

This program provides training in modern techniques used to trouble-shoot and repair digital and microprocessor based electronic systems; including micro-

computer and data communication systems. Students receive the necessary electronic theory to support practical training given in basic circuit behaviour and solid state technology. They also learn to use the variety of test equipment required in the electronics industry.

This program is a 'fast-track' program that deals entirely with electronics. Successful completion of this program may permit exemption of entry-level courses in the Electronics Technician program. For additional academic training in mathematics or English, the student should also refer to the Technician curriculum.

**Admission requirements:** The minimum admission requirement is either Ontario Secondary School Grade 10 completion or equivalent, or mature student status. Courses are offered Monday and Thursday from 6-9pm. Fee \$1.60 per class hour. Students can begin training anytime. For more information, please call Kenn Baker at 675-3111, ext. 4189.

## Telecommunications Certificates

The Telecommunications Certificates prepare the graduate for a useful role in various aspects of the industry dealing with the transfer of analog and digital information. Both circuitry and systems are taught with emphasis in the final courses on digital communications and fibre-optic systems. All courses comprising these certificates are also credits toward a Diploma in Electronics Engineering Technology.

For more information, call Joe Enekes at 675-3111, ext. 4329 or Doug Fuller 675-3111, ext. 4239.

### Electronics Telecomm Intermediate Certificate - Program 3004

Pre-requisite: Electronic Basics Certificate

#### Compulsory Courses

High Frequency Circuitry

Principles of TV

Telecommunication Systems

Logic 1

Logic 2

Microcomputer Systems 1e

Calculus 2

### Electronics Telecomm Advanced Certificate - Program 3005

Pre-requisite: Telecomm Intermediate Certificate

#### Compulsory Courses

Statistics

Applied Electromagnetic

Video Systems

Microwave Techniques

Electronic Circuits & Applications 6e

Opto-Electronics

Data Communications

## Industrial Electronics

These certificates will prepare you for employment in an industrial control environment which utilizes solid state analog circuitry for a variety of functions in a modern production facility. Courses



contained in these certificates are also part of the Electronics Engineering Technician/Technology Diploma program.

For more information, please call Joe Enekes at 675-3111, ext. 4329 or Doug Fuller 675-3111, ext. 4239.

### **Industrial Electronics Intermediate Certificate – Program 3006**

**Pre-requisite:** Electronics Basics Certificate

#### **Compulsory Courses**

CAD for Electronics  
Electronic Production  
Electronic Circuits 3  
Electronic Circuits & Applications 5  
Motors & Controls  
Physics (Mechanics & Waves)

### **Industrial Electronics Advanced Certificate – Program 3007**

**Pre-requisite:** Industrial Electronics Certificate Intermediate

#### **Compulsory Courses**

Logic 1  
Logic 2  
Electromechanical Techniques  
Statistics  
Calculus 1  
Microcomputer Systems 1

### **Electronics Engineering Technician Diploma – Program 353**

The program for electronics technicians provides a comprehensive background in modern electronic principles. Practical experience in a modern, well-equipped laboratory will give you a foundation for employment in the electronics industry. For more information, call Joe Enekes at 675-3111, ext. 4329 or Doug Fuller at 675-3111, ext. 4239.

#### **Compulsory Courses – Level 1**

Mathematics 1  
Mathematics 2  
Physics (Heat, Light & Sound)  
Physics (Mechanics & Waves)  
D.C. Circuits  
Electronic Circuits 1  
Logic 1  
Logic 2  
Computer Aided Drafting for Electronics  
BASIC Programming  
A.C. Circuits  
Communications 200

#### **Compulsory Courses – Level 2**

Electromechanical Techniques  
Calculus 1  
Electronic Circuits 2  
Electronic Circuits 3  
Principles of TV  
Telecomm. Systems  
H.F. Circuits  
Microcomputer Systems 2  
Troubleshooting  
Microcomputer Systems 1  
Motors & Controls  
3 General Studies

Communications 300  
Electronic Production

### **Electrical Engineering Technician/ Technologist - Control Systems Program 3011**

This program will provide a systems approach covering both electrical control and instrumentation in the process and manufacturing industries. Modern industrial equipment integrates these areas and offers new opportunities to those who have specialized training. Students will gain technical knowledge and skills in control systems, application design, equipment selection, installations, commissioning, and maintenance as well as business and sales. For more information, call Kenn Baker at 675-3111, ext. 4189.

#### **Compulsory Courses–Level 1**

D.C. Circuits  
Logic 1  
Physics (Mechanics & Waves)  
Mathematics 1  
Basic Programming  
Communications 200

A.C. Circuits  
Electronic Circuits  
Workshop Practice  
Measuring Instruments  
Physics (Heat, Light, Sound)  
Mathematics 2  
Communications 300

#### **Level 2**

D.C. Equipment  
D.C. Controls  
Intro. Automatic Controls  
Control Design & Drafting  
Elec. Sensors & Instrumentation  
Intermed. Indust. Elics.

A.C. Equipment 1  
A.C. Equipment 2  
Polyphase Circuits  
Comp. Process Controls  
Intro. P.L.C.  
Calculus 1  
3 General Studies

#### **Level 3**

Microcomputer Systems 1  
Adv. Automatic Controls  
Adv. P.L.C.  
Control Design  
Adv. Indust. Elics.  
Calculus 2  
Starting a New Business  
Control Systems  
Power Systems  
Adv. Control Applications  
Process Systems  
Technical Project  
Statistics  
Professional Selling

## **Electronic Production**

### **Electronics Engineering Technology Diploma – Program 351**

This program is designed to provide intensive training in electronic theory and practice following the initial two levels of the electronic technician program. The emphasis on basic circuitry measurement techniques

and design fundamentals enables the graduate to perform measurements, test and trouble shoot complex equipment, design and construct prototypes and prepare electronic drawings, technical manuals and specifications.

For more information, call Joe Enekes at 675-3111, ext. 4329 or Doug Fuller at 675-3111, ext. 4239.

#### **Compulsory Courses – Level 3**

Calculus 2  
Electronic Circuits & Appl. 5  
Electronic Circuits & Appl. 6  
Opto-Electronics  
Control Systems  
Data Communications  
Video Systems  
Applied Electromagnetics  
Microcomputer Systems 3  
Technical Project  
Techniques of Design  
Microwave Techniques  
Statistics

### **A.C. Circuits**

**Course No.:** ELIC207

JA

This course furnishes the student with a sound understanding of the fundamental laws governing the behaviour of sinusoidal alternating current circuits. The effect of resistance, inductance and capacitance in series and/or parallel A.C. circuits will be analyzed in the class and the relevant electrical quantities such as voltage, current, phase, etc. measured in the laboratory.

**Pre-requisite:** ELIC101 D.C. Circuits, TMAT702 Mathematics 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

### **A.C. Motors & Controls**

**Course No.:** ELEC802

JA

This course is designed for the apprentice electrician, industrial maintenance worker and electrical journeyman who is desirous of expanding his/her expertise in the control of AC motors and reading schematic wiring diagrams. This course consists of a review of the basic schematic symbols used in the electrical industry, reading and interpretation of schematic diagrams as well as practical projects for the control of three phase AC motors.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	N	81

### **AC Equipment 1**

**Course No.:** ELEC305

JA

To lead the student to comprehend the principles of operation of power transformers and three-phase induction motors.

**Pre-requisite:** ELEC306 DC Equipment

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

### **AC Equipment 2**

**Course No.:** ELEC403

JA

To lead the student to comprehend the principles of operation of the alternator, the synchronous motor, single-phase motors and the controls thereof.

**Pre-requisite:** ELEC305 AC Equipment 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105



**Applied Electromagnetics**

Course No.: ELIC604

JA

The student studies basic field theory as introductory information to the concepts of electromagnetic radiation. Simple radiators, arrays of sources and fields due to ground reflection are studied, as well as propagation in free space and near the surface of the earth.

**Pre-requisite:** ELIC402 Telecommunication Systems, PHYS402 Physics (Mechanics & Waves)

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-1pm	Jan 9-May 1	N	111.40

**C Programming, Introduction**

Course No.: CENG303

JA

This course is an intensive introduction to the C programming language and its application to the industrial environment. The student will write programs using the following language features: data types, conditional and control statements, functions, and standard library functions for terminal and file I/O. Special attention will be paid to the development of machine independent code. Programs will be written under Berkeley UNIX 4.3 on a VAX and under Turbo C on a PC.

**Pre-requisite:** Prior Programming Language

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Canadian Electrical Code - Part I**

Course No.: ELEY004

JA

This course provides an indepth study of the C.E.C. part 1 with emphasis on the understanding and solving of problems as it pertains to electrical installations. In order to better solve its complexities, part 1 & 2 will be offered. Part 1 will include the referenced sections required to solve problems associated with the sections being studied.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6:30-9:30pm	Jan 16-Apr 24	N	81

**Certificate of Qualification - Electrician**

Course No.: ELEC801

JA

This is an Electrical Course designed for those preparing to write the Electrical Certificate of Qualification examination as administered by the Skills Development Division, Ministry of Colleges and Universities under the Apprenticeship and Tradesmen's Qualifications Act.

For further information, please call 675-3111.

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Wed	6:30-9:30pm	Jan 15-Mar 5	N	81
61	Mon&Wed	6:30-9:30pm	Mar 12-Apr 30	N	81

**Certification of Qualification -****Millwright**

Course No.: MECH801

JA

This course is designed for those students/Apprentices etc. who are eligible to write the Millwright Certificate of Qualification examination for the Province of Ontario. You only need four years in the trade to enable you to sit the exam. A review of mechanics, pneumatics, hydraulics, machine shop practice, welding and rigging will be studied.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9:30pm	Jan 15- pr 2	N	76.20
61	Tue	6-9:30pm	Jan 16-Apr 3	N	76.20

**Computer Aided Drafting for Electronics**

Course No.: ELIC203

JA

The student develops the basic skills of Electronic Drafting and Printed Circuit Board (P.C.B.) layout techniques and becomes familiar with a cross-section of CAD and hand drafting conventions and practices. A suitable project (small amplifier, power supply, function generator, or similar) will be assigned by the instructor. A complete set of drawings to industrial standards will be produced. The drawing set will include a schematic, a printed circuit board component assembly and associated artwork drawing and a three view mechanical assembly drawing.

**Pre-requisite:** ELIC101 DC Circuits, ELIC208 Electronic Circuits I

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

**DC Circuits**

Course No.: ELIC101

JA

An introductory section on basic concepts of electricity and current flow leads to the analysis of series, parallel and series-parallel circuits. Classical circuit theorems are introduced to calculate the current or voltage in resistive networks. Power and efficiency of small systems are studied. Capacitors and inductors are studied in simple switching circuits. Complimentary laboratory work includes the use of analog and digital voltmeters, oscilloscopes, power supplies, signal generators and universal bridges.

**Pre-requisite:** TMAT702 Mathematics 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

**DC Controls**

Course No.: ELEC307

JA

This course will enable students to design, select, and troubleshoot equipment for the control of DC motors and generators.

**Pre-requisite:** ELIC101 DC Circuits

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

**DC Equipment**

Course No.: ELEC306

JA

The course is designed to teach the student the construction, operation, characteristics and control of DC motors and generators, enabling him/her to foresee problems and to calculate pertinent information relevant to the application of such machines.

**Pre-requisite:** ELIC101 DC Circuits

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

**DC Motors & Controls**

Course No.: ELEC803

JA

This course is designed for the apprentice electrician, industrial maintenance worker and electrical journeyman who is desirous of expanding his/her expertise in the control of DC motors. This course consists of a review of DC motor construction and theory of operation as well as practical projects for this control.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

**Digital Troubleshooting**

Course No.: ELIC701

JA

The emphasis of this course is on allowing the student to develop reliable troubleshooting procedures necessary for the rapid repair of digital prototype or failed equipment encountered in the field.

The student will learn to select and use the appropriate test equipment to effectively locate faults in digital equipment at both chip and board levels.

**Pre-requisite:** ELIC305 Microcomputer Systems 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

**Electricity 1**

Course No.: ELEY001

JA

Examined in this course will be the following subject: electron theory/current flow, sources of electrical potential, electrical symbols, Ohm's Law, schematic and layout drawings, series and parallel circuits, electrical properties of wire, energy and power, storage cells and batteries, and magnetism and magnetic devices. In addition, students will receive experience through practical shop projects, and they should become familiar with the Electrical Safety Code.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 15-Apr 23	N	81

**Electricity 2**

Course No.: ELEY002

JA

Examined in this course will be the following subjects: specific resistance of conductors, voltage drop in wiring systems, Kirchhoff's Laws, two and three wire distribution systems, power loss and efficiency, magnetic circuits, electromagnetic induction, self and mutual induction, and the basic D.C. Motor generator. Students will gain experience through practical shop projects and the use of electrical measurement instruments. The Electrical Safety Code book will also be studied.

**Pre-requisite:** ELEY001 Electricity 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 18-Apr 26	N	81

**Electronic Circuits I**

Course No.: ELIC208

JA

An investigation of semiconductor action leads into the operation and applications of diodes, bipolar junction transistors and field effect transistors. Basic rectifier circuits and filters are studied along with small signal transistor amplifiers at audio frequencies. Basic transistor switches are examined.

**Pre-requisite:** TMAT702 Mathematics I, ELIC101 D.C. Circuits

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Electronic Circuits II**

(formerly Electronics Circuit &amp; Applications 3)

Course No.: ELIC307

JA

An investigation of the differential amplifier and negative feedback leads into a detailed study of the operational amplifier. Frequency response of BJT, FET and op amps is then examined. The course concludes with examination of large signal (power) amplifiers.

**Pre-requisite:** ELIC208 Electronic Circuits 1 and TMAT703 Mathematics 2

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

**Electronic Circuits III**

(formerly Electronic Circuits &amp; Applications 4)

Course No.: ELIC406

JA

This course covers pulse shaping, switching and generating circuits, including 555 timer and thyristor family including SCR's, Triac's and triggering devices.

**Pre-requisite:** ELIC302 Electronic Circuits & Appl. 3



Class	Day	Time	Duration	Loc.	Fee
60	Thu	9-1pm	Jan 11-Apr 26	N	111.40

## Electronic Circuits & Application 5

Course No.: ELIC501

JA

The course is divided into four main areas relevant to industrial electronics including: Transducers, electrical noise, signal processing and active filters.

Pre-requisite: ELIC307 Electronic Circuits II

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Electronic Production

Course No.: ELIC306

JA

The student will gain experience in soldering, wiring, printed circuit board production, negative film making, parts identification, assembly techniques and light sheet metal fabrication. This will be done through the construction of a combined power supply function generator using industrial proto-typing techniques. Safety procedures, manufacturing practices, testing procedures and trouble-shooting methods will also be learned.

Pre-requisite: ELIC204 CAD for Electronics

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81

## High Frequency Circuits

Course No.: ELIC304

JA

The basic building blocks of high frequency systems (tuned amplifiers, oscillators, mixers, modulators) are investigated in detail, and the blocks combined to form a superheterodyne receiver. The characteristics of AM and FM are analyzed.

Pre-requisite: ELIC208 Electronic Circuits I, ELIC207 AC Circuits, TMAT703 Mathematics II

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Logic I

Course No.: ELIC102

JA

This course is intended to provide the student with a solid foundation in digital logic used by computers, communications equipment, and control systems. Through a series of lectures and laboratory experiments the student will learn the elements of digital hardware (such as gates, flip-flops, registers, counters, display devices, and relay logic), machine arithmetic, and applications of Boolean algebra.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Logic II

Course No.: ELIC202

JA

Based on the principles and integrated circuit device operations developed in Logic I, this course carries on with the study of more complex logic systems found in such areas as digital computers, digital communications, and digital control systems. The student will learn the operations and typical uses of arithmetic circuits, coded number systems, digital multiplexing, synchronous circuit design, error detection and correction, D/A and A/D conversion, semiconductor memories, and the properties of various logic families.

Pre-requisite: ELIC102 Logic I

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105
61	Thu	6-10pm	Jan 18-Apr 26	N	105

## Measuring Instruments

Course No.: ELEC204

JA

The student will study the concepts of primary elements used to measure or sense pressure, flow, temperature and liquid level, as well as how to calibrate, troubleshoot and repair these sensors and instruments.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

## Microcomputer Systems 1

Course No.: ELIC305

JA

This course is an introduction to the fundamentals of microprocessor hardware, machine language programming, and interfacing. The student will learn the architecture of the 8085 microprocessor, standard interfacing techniques, and the structure of a typical 8085-based single board computer. Emphasis is placed on techniques of connecting the microcomputer to the outside world through programmable I/O devices, and software development to perform simple processing operations and I/O functions.

Pre-requisite: ELIC202 Logic 2 or equivalent

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105
61	Wed	6-10pm	Jan 17-Apr 25	N	105

## Microcomputer Systems 2

Course No.: ELIC403

JA

In this course the student will learn basic techniques of 8085 and 8086/8088 assembly language programming and interfacing. The first part of the course is devoted to developing the student's skills in 8085 assembly language programming and debugging in the VAX/VMS operating system environment. Followed by an introduction to the architecture and instruction set of the 8086/8088 microprocessor, the second part of the course carries on with assembly language programming and interfacing with IBM PC compatible computers using the MS-DOS operating system.

Pre-requisite: ELIC305 Microcomputer Systems 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

## Microcomputer Systems 3

Course No.: ELIC504

JA

Based on the previous two courses, this course carries on with a detailed study of microcomputer structures, hosted software development and simulation, software-hardware integration, and in-circuit emulation. Upon completion of the course, the student shall be able to implement 8085 and 8086 microprocessor-based systems to meet specified software and hardware criteria.

Pre-requisite: ELIC403 Microcomputer Systems 2

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Motors and Controls

Course No.: ELIC303

JA

After a brief introduction to the general concepts of electrical power distribution, the student will be confronted with the principles of mechanical forces exerted by static and dynamic magnetic fields. The student will then study DC and AC motors as applications of these forces. The student will analyze typical DC/AC motors and their control circuits in selected laboratory experiments.

Pre-requisite: ELIC207 AC Circuits

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81

## Operating Systems 1

Course No.: CENG405

JA

This course is an introduction to a single user disk operating system. It covers basic operating systems components such as boot-straps, system kernels, resident and non-resident overlays, system configurations, disk file structures, and interrupt and device drivers. The student will use the Microsoft MS-DOS operating systems as an example of a popular single user operating system. Special attention will be paid to writing customized device drivers.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Opto Electronics

Course No.: ELIC502

JA

In this practitioner course you first must re-familiarize yourself with the concepts and principles of electromagnetic waves, linear and non-linear optics. Then you learn to rephrase these laws as they apply to optoelectronic components such as lasers, photo-detectors, LED's and Fibre-Guides. Following strict safety rules you will operate a Helium/Neon-Laser, and extract its optical performance data. Finally you employ the laser and most of the other components in typical communication and data processing applications.

Pre-requisite: PHYS701 Physics (Heat, Light & Sound), CALC101 Calculus I

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Pascal, Introduction to

Course No.: CENG101

JA

This course is an introduction to the Pascal programming language. The student will learn to write programs using the following Pascal language features: simple data types, one-dimensional arrays, conditional and control statements, and procedures and functions. The student will also learn the necessary UNIX commands to create, edit, store, compile, link and run these programs on a DEC VAX computer.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## PLCs - Introduction

Course No.: ELEC409

JA

This course is designed to reinforce and apply the knowledge of relay logic, Boolean Algebra and Numbers systems, to understand the functions of a Programmable Controller, its operation and hardware, to design and implement programs with the use of all the discrete and analog PLC control functions.

Pre-requisite: ELIC102 Logic 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81
61	Tue	6-9pm	Jan 16-Apr 24	N	81

## Principles of TV

Course No.: ELIC301

JA

The television course examines the signals and waveforms of the NTSC black and white and colour system. The student will follow these signals through the chassis of a modern TV receiver and will explain the operation of each circuit encountered. The student will be shown how to make a colour set-up by use of a colour bar generator. Video games will be described in terms of how numbers and moving dots are generated on the CRT. Difference between a B & W TV receiver



and a computer monitor and interface to the computer will be discussed. Potential hazards in TV service work will be discussed. They include electric shock, CRT implosion and X-ray radiation.

**Pre-requisite:** ELIC208 Electronic Circuits I

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

### Programmable Logic Controllers II

Course No.: INDI405

JA

The purpose of this course is to introduce the principles of high level math functions, message generation, intelligent module operations, data communications, and programmable controller peripherals. In addition new techniques for programmable controller programming and new advancements in the industry will be outlined briefly, including I/O modules and their uses.

**Pre-requisite:** INDI401 Programmable Logic Controllers I

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-9:30pm	Jan 17-Apr 25	N	81

### Techniques of Design

Course No.: ELIC505

JA

This course will acquaint students with the steps and skills required to design electronic equipment suitable for mass production. The designs will use both discrete and integrated circuit components. Component cost and tolerances will be considered. The course emphasizes the design of linear and switching power supplies, power amplifiers, heat sink calculation and selection, and the application of power transistors. The scope of studies includes development of design equations from first principles and verification of those equations by building prototype models and extensive evaluation laboratory tests.

**Pre-requisite:** ELIC401 Electronic Circuits & Applications IV and ELIC202 Logic 2

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

### Video Systems

Course No.: ELIC503

JA

The operation and interconnection of major units in a closed circuit video system are examined, along with the use of standard video test signals to check the performance of such a system. The characteristics of the television signal are analyzed and signal processing and distribution in CATV systems is investigated.

**Pre-requisite:** ELIC301 Principles of TV, ELIC402 Telecommunication Systems

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

### Workshop Practice

Course No.: ELEC203

JA

The student will work in the shop and learn electrical and mechanical safety rules. Various practical assignments related to the course content, will involve the proper use of measuring, hand and power tools. Applications will include soldering, fabrication, fasteners, threading, drilling and tube bending etc.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-8pm	Jan 18-Apr 26	N	57

## Mechanical Programs

For more information, please call Kash Vyas 675-3111, ext. 4378.

### Mechanical Technical Preparation Certificate – Program 042

Pre-requisite to all mechanical certificates (Advanced standing or credits given for applicable work experience).

Leading to Certificates in:

- HVAC
- Automation
- Manufacturing
- Design
- Safety

The objective of this program is to enable students to progress within various mechanical programs. It is also designed to serve as a step in the upgrading process for the adult learner who wants to eventually access a specialized day or evening program.

#### Compulsory Courses

Mathematics 1  
Mathematics 2  
Technical Drawing  
Basic Programming  
Statics  
Manufacturing Processes

## Automation

For more information, please call Kash Vyas 675-3111, ext. 4378.

### Electromechanical Engineering Technician Diploma – Program 325

The electromechanical technician will be able to test and evaluate the performance of machines and control systems that use hydraulic, pneumatic, mechanical and electrical power as their energy source. The technician gives advice regarding the maintenance of complex equipment for their control systems, analyzes technical problems involving fluid power equipment, and plans, installs and inspects the installation of such equipment in a great variety of industries.

#### Compulsory Courses – Level 1

Mathematics 1  
Mathematics 2  
Statics  
Engineering Practices  
Fluid Mechanics  
Technical Drawing  
Computer Applications  
Electromechanical Controls 1  
Measurement Techniques  
Materials Science

#### Compulsory Courses – 2

Electromechanical Controls 2  
CAD (AUTOCAD) 101  
Micro. Control 1  
Robotics 1  
Programmable Logic Control Applications  
Indust. Pneumatics  
Indust. Hydraulics  
Manufact. Processes  
Numerical Control 1  
Logic 1

General Studies 3 required  
Communications 200  
Communications 300  
Dynamics

### Fluid Power Certificate – Program 302

The program is designed to prepare the student to work in the fluid power industry. The courses provide general background in the mechanical field and specialized skills relating to fluid power. Courses taken within this certificate are creditable toward the electro-mechanical Engineering Diploma program.

**Pre-requisite:** Mechanical Technical Preparation Certificate

#### Compulsory Courses

Fluid Mechanics  
Industrial Hydraulics  
Industrial Pneumatics  
Fluid Power Circuits (Pneumatics)  
Fluid Power Circuits (Hydraulics)  
Programmable Logic Control Applications

### Robotics Certificate – Program 390

This program introduces the technologies involved in the design, operation and maintenance of industrial robots. The three areas that are investigated in the courses within the program are Mechanical, Fluid Power and Electrical/Electronics. The basic principles will be discussed as well as how they are applied to the physical components of industrial robots. Control methods and programming completes the course.

Although some topics are supported by mathematical arguments, Calculus is not needed as a prerequisite.

#### Entrance Requirements:

General technology entrance requirements apply within the additional requirement of mathematics at the Mathematics 2 level. If the student does not have that level, a Mathematics 2 course can be taken concurrently with any Level 1 course.

All courses offered in this program are creditable towards the Electromechanical Engineering Technology Program.

#### Compulsory Courses

Statics  
Robotics 1  
Industrial Hydraulics  
CAD (APPLICON) 201  
Electromechanical Controls 1  
Robot Components & Systems I  
Robot Components & Systems II  
Robot Applications  
Programmable Logic Control Applications

## Manufacturing

For more information, please call Kash Vyas, 675-3111, ext. 4378.

### Manufacturing Engineering Certificate – Program 303

This program is offered to those presently working in a manufacturing environment or planning to enter into the field. Manufacturing Engineering has become a reality as an academic discipline and as a discrete job title within the industrial community. The graduate will be able to develop production procedures and select equipment for products made by various production



methods. The Humber Certificate Program is approved by the Society of Manufacturing Engineers' National Certification Committee as a credit granting course toward recertification. Courses within this certificate are creditable towards the Manufacturing Engineering Diploma program.

**Pre-requisite:** Mechanical Technical Preparation Certificate

#### **Compulsory Courses**

Manufacturing Processes  
Materials Science  
Manufacturing Process Planning 1  
Manufacturing Process Planning 2  
Manufacturing Cost Estimating  
Numerical Control 1

### **Manufacturing Engineering Technician Diploma – Program 324**

This program enables the technician to determine how a product is to be manufactured, what machines are to be used, the types of materials required, and the production sequence (Method) to follow. The graduate will be able to develop production procedures for products manufactured by machining processes, and products manufactured by plastics technology machinery. A modern production laboratory serves as a practical and experimental ground for implementing projects under industrial conditions.

#### **Compulsory Courses – Level 1**

Mathematics 1  
Mathematics 2  
Computer Applications  
Electromechanical Controls 1  
Tool & Fixture Des.  
Tech. Drawing  
Numerical Control 1  
Engineering Practices  
Communications 200  
Measurement Techniques  
Material Sciences  
Communications 300

#### **Compulsory Courses – Level 2**

Time Study 1  
Robotics  
Systems Anal. & Design  
Statistics  
Production & Inventory Control 1  
Manufact. Processes  
Manufacturing Cost Est.  
Manufact. Processes Plan 1  
Motion Study  
CAD (AUTOCAD) 101  
Quality Control (SPC)  
3 General Studies

### **Mechanical (Numerical Control) Engineering Technician – Program 322**

This program will train the technician in types of N/C controls and systems, their operation, planning and programming. Emphasis will be placed on the intricacies of process and tooling lay-out, as well as manual and computer assisted programming. The graduate will be able to prepare manufacturing and fabricating processes, costing, tool design and inspection requirements. A modern Production Laboratory serves as a practical and experimental ground for implementing projects under real conditions.

As a graduate you may work in the metal working, plastics, rubber (tire) manufacturing or sales and service of N/C machinery.

#### **Compulsory Courses – Level 1**

Mathematics 1  
Mathematics 2  
Engineering Practices  
Measurement Techniques  
Material Sciences  
Tech. Drawing  
Numerical Control 1  
Electromechanical Controls 1  
Tool & Fixture Des.  
Computer Applications  
Communications 200  
Communications 300

#### **Compulsory Courses – Level 2**

Electromechanical Controls 2  
Robotics 1  
Numerical Control 2  
Manufact. Processes  
Numerical Control 3  
Manufact. Cost Estimating  
Man. Proc. Plan 1  
CAD (APPLICON 201)  
CAM 1  
FMS Project  
3 General Studies

### **Numerical Control Certificate – Program 384**

Some machine tool manufacturers have already switched completely from conventional machine tools to numerical control machines. Today 80% of machine tools being sold in Ontario are numerically controlled. Humber College has designed a certificate to assist people who wish to enter the field or to update their knowledge in numerical. The certificate contains 8 courses. Seven are compulsory and one is optional. Courses contained within this certificate are creditable towards the Mechanical (Numerical Control) Engineering Technician Diploma Program.

**Pre-requisite:** Mechanical Technical Preparation Certificate.

#### **Compulsory Courses**

Numerical Control 1  
Numerical Control 2  
Numerical Control 3 (Part A & B)  
Manufacturing Process Planning 1  
Tool & Fixture Design  
CAM 1  
CAD (Applicon 201)

### **Quality Assurance Certificate**

The studies will include work in the laboratory and classroom and will enable the graduate to improve the quality of production and increase profit for the company. The student will become familiar with measuring instruments, manufacturing processes, and the establishment of a Quality Control program.

**Pre-requisite:** Mechanical Technical Preparation Certificate

#### **Compulsory Courses**

Statistics  
Material Sciences  
Quality Control 1 (SPC)  
Quality Control 2  
Reliability  
Quality Assurance  
Standards & Specifications

Organization for Quality Measurements & NDT

## **Design**

### **Drafting Certificate (Mechanical) Program 5002 (Individual Learning Program)**

The program has been designed to teach mechanical drafting for beginners to intermediate level. The students will learn to draw mechanical parts, components and assemblies. They will learn to select materials, specify dimensions and tolerances required by mechanical designers. Students will learn material science, strength of materials and the fundamentals of computer aided drafting systems and procedures. Graduates of this course will be able to obtain credit toward post secondary drafting.

Students can begin training anytime. Courses are offered on Tuesdays and Thursdays, 6–9pm.

Fee: \$1.60 per class hour.

For further information, please call Kash Vyas at 675-3111, ext. 4378.

### **Mechanical (Drafting Design) Engineering Technician Diploma Program 321**

The program is designed to enable the graduate to apply design principles and practices, prepare engineering drawings and standards, and acquire a thorough knowledge of materials and solutions to varied engineering and mechanical design problems.

#### **Compulsory Courses – Level 1**

CAD (AUTOCAD) 101  
Mathematics 1  
Mathematics 2  
Statics  
Electromechanical Controls 1  
Mech. Des. & Drft. 1  
Tech. Drwg.  
Material Sciences  
Communications 200  
Engineering Practices  
Measurement Techniques  
Computer Applications

#### **Compulsory Courses – Level 2**

Communications 300  
CAD (APPLICON 201)  
Strength of Mat.  
Mech. Des. & Drft. 2  
Mech. Des. & Drftg. 3  
Industrial Pneumatics  
Numerical Control 1  
CAD (APPLICON) 202  
Manufacturing Processes  
Dynamics  
3 General Studies

### **Tool Engineering Certificate–Program 304**

This program is aimed at people with some technical drawing background who intend to develop it further to enter into the tool and die design field or related tool engineering areas. The main emphasis will be on drafting and design techniques as applied specifically to tool design. The Humber Tool Engineering Certificate Program is approved by the Society of Manufacturing Engineers – National Certification Committee as



a credit-granting course toward recertification. Courses taken within this certificate are creditable towards the Mechanical (Tool & Design) Engineering Technician Diploma.

**Pre-requisite:** Mechanical Technical Preparation Certificate.

#### Compulsory Courses

Tool & Fixture Design  
Die Design 1  
Die Design 2

### Mechanical (Tool & Die) Engineering Technician Diploma Program 323

The objective of this program is to train the technician in the various areas of tool design, and give him/her background in the tool-making area. The graduate will be able to: design and draw tools; prepare manufacturing processes; evaluate different methods of production, quality control, materials manufacturing costs, and tool performance. The specialty subjects are backed up by a modern production laboratory.

#### Compulsory Courses – Level 1

Mathematics 1  
Mathematics 2  
Statics  
Engineering Processes  
Tech. Drawing  
Tool & Fixture Design  
Electromechanical Controls  
Computer Applications  
Communications 200  
CAD (AUTOCAD) 101  
Measurement Techniques  
Material Sciences

#### Compulsory Courses – Level 2

Communications 300  
CAD (APPLICON) 201  
Manufact. Process  
Numerical Control 1  
Strength of Mat.  
Die Design 1  
Manufact. Cost Estimating  
Die Design 2  
CAD (APPLICON) 202  
3 General Studies  
FMS Project

### Heating, Ventilating & Air Conditioning

For more information, please call John Dunnicliff at 675-3111, ext. 4700.

### Air Conditioning Refrigeration Engineering Technician

This program is designed to train technicians in the areas of comfort heating and cooling, and refrigeration used in commercial processes including food preparation and storage. The graduate will be able to calculate heating and cooling loads for residential and commercial structures and select and evaluate equipment for these duties. A graduate may work in the design, contracting, equipment supply on manufacturing industries or as service personnel or sales representatives. The specialty programs are backed up by a modern refrigeration systems laboratory.

#### Compulsory Courses

##### Level 1

Technical Drawing  
Engineering Practices  
Electromechanical Controls 1  
Refrigeration 1  
Mathematics 1  
Communications 200  
Computer Applications  
Refrigeration 2  
Residential Systems Design 1 (Part A & B)  
Mathematics 2  
Communications 300

##### Level 2

CAD (AUTOCAD) 101  
Electromechanical Controls 2  
Commercial Systems Design 1 (Part A & B)  
Steam & Hydronics Systems  
Refrigeration 3  
Commercial Systems Design 2  
Residential Systems Design 3  
Environmental Protection 1  
Energy Management 1 (Ind.)  
Thermodynamics  
3 General Studies

### Heating, Refrigeration & Air Conditioning Certificate – Program 306

Humber College, in co-operation with the Heating Refrigeration and Air Conditioning Institute of Canada, is offering a certificate program designed for people interested in the heating, refrigeration and air conditioning fields. By assisting students to understand the principles and practices used to produce comfortable living conditions and preserve food, the course should increase job satisfaction and improve promotion possibilities. The certificate consists of 4 courses. Each course is a prerequisite of the one before it. If you have 2 or more years of acceptable industrial experience, you may receive exemptions from the first two courses. **Note: This program is offered in Fall and Winter semesters only.**

#### Compulsory Courses

Heating, Refrigeration and Air Conditioning 1  
Heating, Refrigeration and Air Conditioning 2  
Heating, Refrigeration and Air Conditioning 3  
Heating, Refrigeration and Air Conditioning 4

### Commercial Design Certificate – Program 3009

This program is offered to those presently working in the commercial air conditioning or refrigeration industries, or who wish to enter this field. Graduates will be able to carry out calculations of heat losses and gains, make equipment selections, and specify, install and start up the systems. Courses taken within this certificate are creditable towards the Air Conditioning, Refrigeration Engineering Technician Diploma. **Prerequisite:** Residential Design Certificate

#### Compulsory Courses

Refrigeration 2  
Electromechanical Controls 2  
Commercial Systems Design 1 (Part A)  
Commercial Systems Design 1 (Part B)  
Commercial Systems Design 2  
Steam and Hydronic Systems

### Residential Design Certificate – Program 3008

This program is offered to those presently working in the residential heating and air conditioning industry, or who wish to enter this field. Graduates will be fitted to calculate heat losses and gains for residential buildings, and to specify, install and start up the systems. Courses taken within this certificate are creditable towards the Air Conditioning Refrigeration Engineering Technician Diploma.

**Pre-requisite:** Mechanical Technical Preparation Certificate. Relevant work experience would result in advance standing in this program.

#### Compulsory Courses

Refrigeration 1  
Electromechanical Controls 1  
Residential Systems Design 1 (Part A)  
Residential Systems Design 1 (Part B)  
Residential Systems Design 2  
Small Business Management

### Tool & Fixture Design

Course No.: TDSE201

JA

This course is aimed at enabling the student to understand what tool design is and its place in industry. Procedures of blueprint readings for tool design purposes, tool drafting vs. other drafting techniques, view selection rules for dimensioning and tolerances will be discussed. The student will be involved in design & drafting activity for most of the time by working on such projects as: single point and form cutting tools, template and gage design, clamping and holding fixtures and drill jigs. Knowledge of mechanical drafting is deemed essential.

**Pre-requisite:** MECH101 Mechanical Tech. Drawing

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

### CAD (Applicon) 201

Course No.: MECH303

JA

Acquaint students with the capabilities of the Applicon computer aided design and drafting system, including the concepts of wire-frame models, surface models, and solid models. Students will produce 3-D wire-frame detail drawings of mechanical components, will dimension and add tolerances as required, and will make an assembly drawing complete with bill of material.

**Pre-requisite:** MECH101 Mechanical Tech. Drawing

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

### CAD (Applicon) 202

Course No.: MECH402

JA

CAD (Applicon) 202 is a continuation of CAD (Applicon) 201. The set of drafting skills learned in CAD (Applicon) 201 will be expanded and exercised in the context of mechanical design. Special attention will be paid to the use of drafting productivity enhancement tools such as Applicon Userware, CPROC's and IAGL programming. Surface and solid modelling will be learned and exercised, and an overview of CAD/CAM application presented. Two-thirds (2/3) of the assigned time will be spent in 'hands-on' exercises in the CAD lab utilizing Applicon software. However, the completion of 5 assignments will require at least an additional 20 hours on-terminal time.

**Pre-requisite:** MECH303 CAD (Applicon) 201

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81



**CAD (AUTOCAD) 101**

Course No.: MECH203

JA

The students will learn to use the IBM microcomputer and AUTOCAD software for preparing drawings of mechanical components and systems. The course will consist of lectures in the classroom, demonstrations, and practice in the computer laboratory. On successfully completing the course the students will be able to produce production drawings of moderate complexities using microcomputers.

**Pre-requisite:** MECH101 Mechanical Technical Drawing, some familiarity with keyboard necessary

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105
61	Thu	6-10pm	Jan 18-Apr 26	N	105

**Die Design 2**

Course No.: TDES401

JA

Using the principles laid out in Die Design I the student will solidify and expand on his design techniques by performing practical die design assignments. The student will be involved in drafting and design activity for most of the time by working on projects such as: Adjustable Die Design for short run production, drawing dies, curling dies, and stamping die estimating methods, etc. Mechanical drafting is deemed essential.

**Pre-requisite:** TDES301 Die Design I, MECH101 Mechanical Technical Drawing

Class	Day	Time	Duration	Loc.	Fee
60	Thu	5:30-10pm	Jan 18-Apr 26	N	117

**Dynamics**

Course No.: MECH301

JA

Dynamics is the study of objects in motion and is divided into two parts, Kinematics, the study of the geometry of motion, and Kinetics, the study of the relation between the forces acting on a body, and the mass and motion of the body.

**Pre-requisite:** TMAT703 Mathematics II

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Electromechanical Controls 2**

Course No.: MECH302

JA

This course will deal with components of industrial automation and their applications in the electrical and electronic circuits used in production equipment and HVAC systems. The students will develop their knowledge of these components and circuits through 'hands-on' laboratory work, which will take over 50% of the course time, as well as through theoretical study. The treatment of the theoretical parts in this course will deal with the physical principles of operation and practical application guidelines rather than mathematical or vector analysis theory.

**Pre-requisite:** MECH103 Electromech. Controls 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Heating, Refrigeration and Air Conditioning 1**

Course No.: HVAC701

JA

In this course fundamentals of refrigeration, basic refrigeration, systems, compression systems, absorption and lab exercises will be studied.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105
61	Wed	6-10pm	Jan 17-Apr 25	N	105

**Heating, Refrigeration and Air Conditioning 2**

Course No.: HVAC702

JA

This section of the program deals with refrigerants, compressor selection and sizing, refrigerant pipe sizing, roof top units, control, cooling, gas, oil and pneumatic.

**Pre-requisite:** HVAC701 Heating, Refrigeration and Air Conditioning 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Heating, Refrigeration and Air Conditioning 3**

Course No.: HVAC703

JA

This is a residential program of the Heating, Refrigeration and Air Conditioning Institute of Canada. Air conditioning fundamentals and principles, heat loss calculations, heat gain calculations and air distribution system design will be examined.

**Pre-requisite:** HVAC702 Heating, Refrigeration and Air Conditioning 2

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

**Heating, Refrigeration and Air Conditioning 4**

Course No.: HVAC704

JA

This is a commercial program (systems employing unitary packaged equipment) of the Heating, Refrigeration and Air Conditioning Institute of Canada. Psychrometrics, heat loss and gain calculations, and air distribution system design will be studied.

**Pre-requisite:** HVAC703 Heating, Refrigeration and Air Conditioning 3

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

**Industrial Hydraulics**

Course No.: EMEC302

JA

The course introduces hydraulic components and their use in hydraulic circuits with the aim of preparing the students to identify and install, specify and select, analyse and design industrially applicable hydraulic systems.

**Pre-requisite:** EMEC201 Fluid Mechanics

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

**Manufacturing Process Planning I**

Course No.: MANF402

JA

The manufacturing engineer is using process planning to determine the order or sequence of operations necessary to manufacturing a part. This course will be involved with some of the basic concepts of process planning used in the hardware industry. Preliminary part analysis, dimensional analysis, tolerance analysis, tolerance charts and the theory and practice of locating workpieces will be discussed. The principles of geometric tolerancing, including: form, location and runout tolerances will be discussed also. Using routing and operation sheets, the student will be involved in processing relatively simple parts to be manufactured by machining methods.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	5:30-10pm	Jan 18-Apr 26	N	117

**Manufacturing Processes**

Course No.: MECH304

JA

This course provides an introduction into the fundamentals of manufacturing. Casting, Forming, Material Removal, Joining, and Surface Treatment processes are discussed. Manufacturing processes that are unique to polymers, composites and ceramics are presented briefly. The fundamentals of Process Planning are discussed briefly, also. The course is supplemented by some laboratory and field trip activities.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Material Sciences**

Course No.: MECH202

JA

To provide the student with an understanding of the behaviour and characteristics of metals and other materials. To allow the student to make decisions on the selection and processing of materials for engineering and manufacturing purposes.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

**Measurement Techniques**

Course No.: MECH104

JA

Students who have completed the course will be able to use basic linear and angular measuring equipment, as well as basic flow, pressure and temperature measurement instruments. The concepts of accuracy, precision, dimensional and positional tolerancing will also be presented.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

**Numerical Control 1**

Course No.: MANF201

JA

Students completing N.C. 1 shall be able to operate CNC equipment in manual, tape, MD1 and memory modes. Also, they will be able to write and edit part programs and prepare control tapes for basic milling and turning applications.

In addition, they will be able to select the required machining parameters. They will also have a knowledge of acoustic tool breakage control and in process gauging control.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105
61	Thu	6-10pm	Jan 18-Apr 26	N	105

**Numerical Control 2**

Course No.: MANF301

JA

Students who have completed this course shall be able to write part programs using repetitive, pecking, grooving, contouring, and multiple threads turning cycle of tapered surfaces, write subroutines and user macros for family of parts, using local and common variables. Also, he/she will be able to write simple computer assisted part programs using the Compact II NC colour graphic language, load and edit programs into CNC memory.

**Pre-requisite:** MANF201 Numerical Control 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon*	6-10pm	Jan 15-Apr 23	N	133.80

\*Plus 3 Saturdays T.B.A..e

**Numerical Control 3 (Part B)**

Course No.: MECH708

JA

Using extensive computational and logical capabilities of User Macro (similar to those of Basic or Fortran) the student will learn how to write subprograms with



variables for various purposes, e.g. custom written G-codes, machining of surfaces, lettering, automatic part inspection, tool offset measurement and storage. Some programs will be tested in Compact 2 as 'USE' files, then translated to Macro for execution.

**Pre-requisite:** MANF301 Numerical Control 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-9pm	Jan 16-Apr 24	N	81

## Plant Layout

**Course No.:** IENG602 JA

This basic course, emphasizing economic realism, will enable the student to specify production facility and capacity requirements for a multi-product manufacturing plant of about \$2,000,000/yr. He/she will integrate material handling, warehouse, inventory and material control and safety requirements to produce an optimum layout design. The use of plant layout computer software will be introduced.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Principles of Process Control

**Course No.:** MECH714 JA

This course will present the principles involved in the economic manufacture of a part or product. The processing involved will consist primarily of planning a method or series of methods which should result in the production of the part or product of the quality called for by the drawing or specifications, and in the quantity called for to optimize the resources required to be expended.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Programmable Logic Control

### Applications

**Course No.:** MANF603 JA

The course introduces programmable controllers and their application to machine controls. The main thrust of the course is towards applications where sequencing is the main function of the controller. Position sensing, pressure sensing, timing and counting methods are discussed.

**Pre-requisite:** MECH103 Electromechanical Controls I, EMEC401 Industrial Pneumatics

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Quality Control (SPC)

**Course No.:** IENG404 JA

Upon completion of the course the student will be able to use fundamental concepts of probability and statistical process control. The student will also be able to use various quality concepts and techniques such as Pareto Analysis, Histograms cause and effect (fish bone) diagrams. Capability studies using the normal distribution and normal probability paper, statistical control of processes, control charts for variables, control charts for attributes and lot by lot acceptance sampling.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Refrigeration II

**Course No.:** HVAC201 JA

The application of fundamentals learned in Refrigeration I to more complex systems. An in-depth study of equipment and component parts including their correct sizing and application. The course also encom-

passes the operation and characteristics of centrifugal and absorption systems.

**Pre-requisite:** HVAC102 Refrigeration I

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

## Robot Components & Systems 2

**Course No.:** MECH709 JA

The course deals with the most commonly used electrical/electronics components of robots. It considers the direct current motor and the stepping motor discussing their structures and operations along with their methods of control. The closed loop system is introduced in conjunction with the positioning problem. The course is rounded out by examining some commonly used position sensors. The lab component of the course allows 'hands-on' examination of the drives and sensors used on the robots in the flexible manufacturing laboratory. Simple experiments using the control techniques described above are also included.

**Pre-requisite:** MECH702 Robot Components & Systems 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Strength of Materials

**Course No.:** MECH401 JA

Stress analysis is essential in order to design practical, safe, economical and functional components. This is an introductory course in the theory of elasticity in which the student will calculate stress, strain and deformation for common fabricating materials.

**Pre-requisite:** MECH201, Statics

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Technical Drawing

**Course No.:** MECH101 JA

Completion of this course will enable the student to make drawings and sketches incorporating Canadian and Metric Standards for first and third angle Orthographic Projection and Isometric Projection including sectional views, dimensioning and tolerancing.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Safety

### Studies in Occupational Hygiene and Safety - Program 396

Through its Continuing Education Department, Humboldt College offers a new comprehensive certificate program in Occupational Hygiene and Safety for the part-time student.

This certificate will be of interest to those who will be required to provide the knowledge and leadership to develop and implement effective programs within the occupational health and safety function of their organization. Challenging career opportunities are emerging throughout a wide range of industries, such as mining, forest products, petrochemical, construction and manufacturing. Opportunities are also developing within government agencies, safety organizations and labour organization.

Courses are offered during the Fall, Winter and Spring semesters on a part-time basis. **For more information please call Susan McNulty at 675-5010.**

## Compulsory Courses:

Occupational Health & Safety

Fire Protection

Occupational Health (Chem. Agents)

Occupational Health (Phys. Agents)

Ergonomics

Environmental Protection

Safety Administration

**Note:** College level mathematics and communications would be very desirable before entry into the program.

## Occupational Health (Chemical Agents)

**Course No.:** SFTY301 JA

This course represents an introduction to the fundamentals of Occupational Health. The recognition, evaluation and control hazards in the working environment involving toxic substances and dusts are considered.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

## Occupational Health (Physical Agents)

**Course No.:** SFTY202 JA

This course represents an introduction to the fundamentals of Occupational Health. The recognition, evaluation and control of health hazards in the working environment involving physical agents such as noise, vibration, heat/cold, light, ionizing radiation and non-ionizing radiation, are studied.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

## Safety Administration

**Course No.:** SFTY503 JA

The course will expose the student to in-depth analyses of current legislation - Occupational Health and Safety Act, W.C.B., Transport of Dangerous Goods Act, etc., for their effect in various segments of our working life. In addition the course will introduce the student to formal methodologies used in accident investigation and analysis.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

## Stationary Engineering - Fourth Class

### Stationary Engineering - Fourth Class - Program 310

For qualification as 4th Class Stationary Engineer.

Power Plant Applied Mechanics

Power Plant Applied Science

Power Plant Boilers and Auxiliaries

Power Plant Chemistry

Power Plant Electrics and Instrumentation

Power Plant Heating, Refrigeration and Air Conditioning

**For more information call John Dunncliff at 675-3111, ext. 4700.**

## Power Plant Applied Science

**Course No.:** MECH641 JA

This course deals with Mathematics, Physics and Elementary Thermodynamics.

Mathematics covers fractions, decimals, percentages, roots and exponentials and geometry of circles, spheres, cylinders, triangles, cubes and other figures. Physics deals with statics and dynamics, force pressure, scalar and vector quantities, levers, pulleys, moments, friction, potential and kinetic energy, gears, belt drives, speed, velocity, work, power, stress and strain. Th-



ermodynamics deals with temperature, heat, temperature measurement and devices, gas laws, thermal expansion, heat transfer, saturated and superheated steam.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-May 2	N	85.80

### Power Plant Chemistry

Course No.: MECH642

JA

Power Plant Chemistry provides the student with a background in Chemistry, and considers different fuels and equipment for burning and principles of efficient combustion. It also gives procedures and practical testing of hardness, alkalinity etc., of boiler water.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 30	N	85.80

## Mechanical/Industrial

### Industrial Maintenance Mechanic, Packaging – Program 567

Competition, increased demand, and high labour costs require manufacturers to use very high speed packaging and related equipment. The machines are very expensive and complex. Their operation and maintenance require a mature, dependable person well-trained in mechanics, electricity, electronics, hydraulics and pneumatics, in addition to training in packaging material and packaging techniques.

For more information, please call Klaus Mayer, 675-3111, ext. 4381.

Fee: \$1.60 per class hour.

Students can begin training anytime. Courses are offered Monday, Tuesday, Wednesday and Thursday, 6-9 pm.e

### NC Operator/Programmer – Program 560

Prerequisite: Machine Shop

This course requires a background in general machining (drilling, turning & milling).

The student will learn coordinate systems, machine and control initialization, N.C. terminology, part loading and unloading, manual operation, manual data input, tape preparation and operation theory, memory operation, basic editing, tool diameter and length offset and automatic tool changes.

N.C. machine operation will take place using machining and turning centres with FANUC controls.e

For further information, please call Andrew Brown 675-3111, ext. 4730.

Students can begin training anytime. Courses are offered on Monday, Tuesday and Wednesday evenings, and Saturday 8:00 a.m.-12 noon.

Fee: \$1.60 per class hour.

### Marine & Small Power Equipment Mechanic – Program 559

Graduates may find employment with marine equipment dealers, marinas, sports equipment stores, rental stores, construction equipment retailers and repair shops, golf courses, hardware and department stores or may wish to go into business for themselves. Training includes theory and the function of small gasoline engines, recreational vehicles, marine propulsion units and small power equipment. It allows the students to become involved in the repair of equipment, the repair and refinish of fibreglass, basic elec-

trical theory, machine shop practice, oxyacetylene welding, and inventory control of parts.

Note: Students must supply a tool kit for their own use as well as the equipment to be repaired.

For further information, please call Paul MacLennan, 675-3111, ext. 4014.

Fee: \$1.60 per class hour.

Students can begin training anytime. Courses are offered on Monday, Wednesday and Thursday evenings.

### Machine Shop Certificate – Program 558

This program will equip the student with the basic skills and the theory necessary to become an efficient machinist in the manufacturing industry. Included in the program are:

- (a) Machine Shop Theory and Practice
- (b) Related Mathematics
- (c) Drafting Fundamentals and Blueprints Reading
- (d) Life Skills

Fee: \$1.60 per class hour.e

Students can begin training anytime. Courses are offered on Monday, Tuesday and Wednesday evenings, 6-9 pm. For further information, please call Andrew Brown at 675-3111, ext. 4730.

## Pure & Applied Science & Mathematics

All certificate programs offered from this area will prepare the graduates to become effective members of a process control or quality assurance team in industry. Each certificate is equivalent to one year of full-time study and courses are transferable toward Chemical Technician and Technologist diplomas. Students currently enrolled in either Chemistry Certificate courses may elect to stay in these programs or transfer into one of the programs listed below.

Note: Where insufficient demand for a night-school course forces cancellation, such a course will be offered during the following term in either a morning or afternoon session

For more information, please call Wayne Lem, 675-3111, ext. 4389.

### Chemical Laboratory Technician Diploma

Working under the supervision of a chemical technologist, professional chemist or microbiologist, the laboratory technician can adapt to a wide variety of research and testing functions in industry. The technician is able to analyse materials and products, synthesize basic organic compounds, assemble and operate laboratory equipment, prepare solutions, conduct routine tests, prepare graphs and report results.e

#### Compulsory Courses – Level 1

Math 1

Physics (Heat, Light & Sound)

Chemistry, Intro.

Stoichiometry

Chemistry 2

Organic Chemistry 1

Organic Chemistry 1 – Lab

Introductory Microbiology

Electrical Measurements

#### Compulsory Courses – Level 2

Organic Chemistry 2

Organic Chemistry 2 – Lab

Analytical Chemistry 1  
Analytical Chemistry 1 – Lab  
Methods of Microbiology  
Physical Chemistry  
Calculus I  
Lab Instrumentation  
Lab Instrument. Appl.  
Environmental Microbiology  
Computer Applications  
3 General Studies  
Communications 200 & 300  
Statistics

### Certificate in Basic Microbiological Quality Assurance

#### Compulsory Courses

Computer Applications  
Statistics  
Intro. Microbiology  
Methods of Microbiology  
Environmental Microbiology  
Food Microbiology  
Math 1, Chem I or equivalents

### Certificate in Advanced Microbiological Quality Assurance

#### Compulsory Courses

Microbial Genetics  
Industrial Microbiology  
Microbial Ecology  
Biochemistry  
Statistics  
Computer Programming (Basic)

### Certificate in Basic Chemical Quality Assurance

#### Compulsory Courses

Statistics  
Analytical Chem. 1  
Analytical Chem I – Lab  
Laboratory Instrumentation  
Lab Instrumentation Application

#### Prerequisites

Math. 1, Chem. I or equivalents

### Certificate in Advanced Chemical Quality Assurance

#### Compulsory Courses

Analytical Chemistry II  
Analytical Chemistry II – Lab  
Statistics  
Computer Programming (Basic)  
Computer Applications

### Certificate in Statistical Process Control – Program 386

For more information, please call Alfred Shin, 675-3111, ext. 4380.

#### Compulsory Courses

Computer Applications  
Basic Statistical Proc. Con.  
Statistical Process Control  
Reliability  
Experimental Des. & Analysis  
Chemical Process Evaluation

#### Prerequisites:

Math 1 or equivalent.



**Calculus I**

Course No.: CALC702 JA

An introductory Calculus course to include the following topics: average rates of change; instantaneous rates of change; maximum and minimum problems; differentials and small changes; product, quotient and composite function rules and implicit differentiation; related rate problems; indefinite and definite integration; areas under curves and applications of integration. Derivatives of trigonometric, exponential and logarithmic functions.

Pre-requisite: TMAT703 Mathematics 2

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

**Calculus II**

Course No.: CALC701 JA

Review of the calculus of trigonometric, exponential and logarithmic functions. Techniques of integration. Expansion of functions in series. Calculus solution and Laplace transform solution of simple differential equations.

Pre-requisite: CALC702 Calculus I

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105

**Chemistry**

Course No.: CHEM205 JA

To continue to learn fundamentals and principles of chemistry as a preparation for more advanced courses.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	105

**Lab Instrumentation Applications**

Course No.: CHEM403 JA

The student will be able to demonstrate proper use of various instruments and carry out analytical work in chromatography (paper, gas-liquid, thin layer, Electrophoresis), spectroscopy (IR, visible, UV, AA, flame photometry and nephelometry), and electrometric methods (potentiometric and electrolytic). The student will be able to select the proper instrument, record and interpret data for various organic and inorganic industrial analyses.

Co-requisite: CHEM402 Lab Instrumentation

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

**Mathematics 1**

Course No.: TMAT702 JA

Fundamental concepts and operations; functions and graphs; trigonometric functions; systems of linear equations (2 equations in 2 unknowns); factoring and fractions; quadratic equations; trigonometric functions of any angle; vectors and oblique triangles; exponents and radicals; exponential and logarithmic functions and variation.

Pre-requisite: Grade 12 Math

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	105
61	Wed	6-10pm	Jan 17-Apr 25	N	105
62	Thu	6-10pm	Jan 18-Apr 26	N	105

**Mathematics 2**

Course No.: TMAT703 JA

Systems of 3 linear equations in 3 unknowns; graphs of the trigonometric functions; J-operator; use of semi-log and log-log graph paper; additional types of equations and systems of equations; progressions and the Binomial theorem; additional topics in trigonometry and analytic geometry.

Pre-requisite: TMAT702 Mathematics 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	105

**Methods of Microbiology**

Course No.: CHEM305 JA

The main emphasis of this course is placed on methods for culturing and identifying micro-organisms. Background in taxonomy and bio chemistry is provided to enable the student to understand the principles upon which the laboratory techniques are based. Foods, drugs and cosmetics will provide the student with sources of micro-organisms for practice of identification procedures in the laboratory.

Pre-requisite: CHEM206 Microbiology, Introductory

Class	Day	Time	Duration	Loc.	Fee
60	Tue*	6-10pm	Jan 16-Apr 24	N	130.60

\* Plus 4 Saturdays 9am-1pm

**Microbiology, Introduction**

Course No.: CHEM206 JA

The student will learn the basic concepts and techniques in this introductory course. The ability to use the light microscope, prepare and stain smears, make growth media, apply the techniques of pure culture and enumerate micro-organisms is developed upon a strong theoretical background.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-10pm	Jan 15-Apr 23	N	105

**Organic Chemistry II (Lecture)**

Course No.: CHEM301 JA

A study of the chemistry of aliphatic and aromatic compounds and organic reactions in terms of functional groups. This course covers alcohols, phenols, ethers, carboxylic acids and derivatives of carboxylic acids, aldehydes and ketones, and an introduction to stereochemistry. The study of aldehydes and ketones will be strongly emphasized.

Pre-requisite: CHEM203 Organic Chemistry I

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81

**Preparatory Math for Technology**

Course No.: TMAT701 JA

The main areas to be covered are a review of Arithmetic, Introductory Algebra, Introductory Trigonometry and Basic Geometry. The purpose of this course is to prepare the students for post-secondary Math courses in Technology such as Math 1.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81

**Physics (Heat, Light & Sound)**

Course No.: PHYS701 JA

The topics of heat, light and sound will be studied as examples of energy in different forms. The measurement of each energy form, its source, transmission, and absorption will be noted along with examples of energy change from one form to another. Special applications of each form, especially as they relate to electronics.

Pre-requisite: Grade 12 Math

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-9pm	Jan 17-Apr 25	N	81

**Physics (Mechanics & Waves)**

Course No.: PHYS702 JA

This course is introduced with a review of measurement units, and technical mathematics. The use of

vector analysis is described. The concept of mechanical equilibrium is introduced and used to solve problems involving translational and rotational equilibrium. Other topics include motion, Newton's laws, the force of friction, work, energy and power, and the mechanical properties of matter.

Pre-requisite: Grade 12 Math

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6-9pm	Jan 15-Apr 23	N	81

**Statistics**

Course No.: TSTA701 JA

Measures of central tendency, measures of variation, frequency distributions and their pictorial presentations, Binomial distributions, Poisson distributions, Normal distributions, sampling distributions, confidence intervals and curve fitting.

Pre-requisite: Grade 12 Math

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-9pm	Jan 18-Apr 26	N	81

**Trades Updating**

Program Coordinator:

Kenn Baker, 675-3111, ext. 4189

**WHAT IS TRADES UPDATING?**

Trades Updating, part of Ontario's Training Strategy, offers journeypersons and workers in the skilled trades part-time courses to update their skills in response to new technologies, increased need for specialization and changing job markets.

**WHO IS ELIGIBLE?**

Skilled workers holding an Ontario Certificate of Apprenticeship, or an Ontario Certificate of Qualification, or who can establish equivalency can apply for Trades Updating. Individuals are eligible only for programs related to their apprenticeship, trade or documented career experience.

**HOW TO APPLY?**

Registration forms are available at local Apprenticeship Offices and at the Humber College North Campus. These courses are provided by the Ministry of Skills Development (pending Ministry approval). N.B. Successful completion of the four Construction Trade courses will be eligible to receive an upgrade from a 309A license to a 309D license.

**Advanced Auto Electronics 1:****Automotive Electronic Fundamentals**

Course No.: ELIC801 JA

This course is an introduction to electronics and its application to engine control. Topics include Ohm's Law, magnetism, capacitors, rectifiers, transistors, and relevant applications to the automobile. As well, circuit schematics, engine sensors, an introduction to computer control and diagnostic codes will be covered.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	0

**Advanced Auto Electronics 2:****Electronic Ignition Control Systems**

Course No.: ELIC802 JA

This course starts with an introduction to computer basics including functional block diagrams, binary/decimal number conversions, analog/digital conversion, and multiplexing. Engine management topics include air-to-fuel ratio control, spark timing control, and requirements for proper engine performance.



Specific ignition systems from various manufacturers will be discussed.

Pre-requisite: ELIC801 Adv. Auto Elec. 1: Auto. Electronic Fund.

Class	Day	Time	Duration	Loc.	Fee
60	Tue*	6-10pm	Jan 16-Mar 13	N	0

\*March 13, 1990, 6-8pm

### Advanced Auto Electronics 3: Computerized Vehicle Management Control Systems

Course No.: ELIC803

Computer basics will be reviewed as they apply to electronic instrumentation systems. Instrumentation topics will include operating principles, illumination techniques, voice alert, and diagnostic techniques. Heating, ventilation and A/C operating principles and service procedures will be covered. Electronic handling and control systems for ride and braking will be discussed.

Pre-requisite: ELIC801 Adv. Auto Elec. 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue*	6-10pm	Mar 13-May 1	N	0

\*March 13, 1990, 8-10pm

### Advanced Auto Electronics 4: Computerized Engine Management Systems

Course No.: ELIC804

Fuel delivery system (feedback carb., TBI, PFI) operating principles and service procedures will be discussed. There will be similar coverage for electronically controlled emission systems, charging systems, and transmission and drive line controls.

Pre-requisite: ELIC801 Adv. Auto Elec. 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	0

### Electronic Controls 1

Course No.: ELIC811

This course is an introduction to basic electronics and test equipment. Topics include Ohm's Law, diodes, zeners, rectification, transistors, amplifiers, and switchers. Soldering/desoldering techniques and circuit diagrams (schematics, artwork) will be discussed. Throughout the course, use will be made of various test equipment (VOM, DVM, oscilloscope, function generator).

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 17-Apr 25	N	0

### Electronic Controls 2

Course No.: ELIC812

This course covers the operating principles and applications of various triggering devices (JFET, UJT, PUT, diac, SBS). The Silicon Controlled Rectifier will be investigated with control applications. Investigate various timer circuits (RC, UJT, transistor).

Pre-requisite: ELIC811 Electronic Controls 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	0

### Electronic Controls 3

Course No.: ELIC813

This course covers the operating principles and application of the TRIAC, solar cells, opto-isolators, proximity sensors, and temperature sensors. The operational amplifier will be discussed in both open-loop and closed-loop configuration. Investigate various sensing and control circuits, including one-way registers,

variable frequency AC drive, and photo-electric relays.

Pre-requisite: ELIC812 Electronic Control 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 16-Apr 24	N	0

### Electronic Controls 4

Course No.: ELIC814

This course covers digital techniques and Programmable Controllers. The digital portion includes binary and BCD number systems, logic gates, boolean algebra, flip-flops, and applications. The PC portion includes operating principles, interface cards, relay logic, and hands-on programming.

Pre-requisite: ELIC811 Electronic Controls 1

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6-10pm	Jan 18-Apr 26	N	0

## Working With Children

### Early Childhood Education Diploma - Program 791 (E.C.E.)

This program is comprised of 28 courses and 4 Field Placements.

This diploma program is designed to provide you with the knowledge and skills necessary for work with pre-school children.

Graduates of this program are qualified to work in Nursery Schools, Day Cares and other pre-school settings.

The courses offered this semester are only part of the full diploma program.

Each semester a different group of courses are offered. These courses are advertised in Inroads (published Fall, Winter and Spring). A Student Handbook (outlining the complete program and program policies) is available at the orientation seminar.

\*All new students should attend the orientation seminar scheduled before each 'Teaching The Young Child 1.'

\*Students interested in pursuing a diploma should register for Teaching the Young Child 1, as their first course. This course is the recommended pre-requisite and/or co-requisite for all other courses.

\*It is the students' responsibility to meet all pre-requisites prior to registering for a course.

**Important Information For All Students Enrolled In Continuing Education Courses In The Early Childhood Education Department at Humber College**

#### Criminal Record Check

As a student in the E.C.E. Program, you will be in contact with children who are under the care of Humber College. Therefore, the College reserves the right to conduct a criminal record check on all students to ensure that we provide for necessary safeguards regarding the care and protection of children.



**You can register by phone,  
just call 675-5005.**

For complete registration information  
see page 2.

## 1st Level Courses For E.C.E. Students

### Orientation Seminar for New Students

All new students are required to attend the Student Orientation Seminar. At this seminar students will be introduced to the Co-ordinator of the program. We will discuss the complete program and program policies. A Student Handbook will be distributed.

Dates of the seminar for the Winter semester will be: January 18, 1990 and March 8, 1990 at 6:45 p.m.

### Teaching the Young Child 1

Course No.: ECE.101

This course is a prerequisite and/or co-requisite for all other courses for students pursuing the diploma program. This course will include a study of the philosophy of early childhood education, the teacher's role and the teacher's philosophy. Also covered are self-esteem, positive communication and ages and stages. Techniques of guidance and discipline will be highlighted.

Experience with preschool children is recommended.

Co-requisite: Orientation seminar is recommended

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Apr 26	N	81
61	Thu	7-10pm	Mar 8-Jun 14	N	81

### Teaching the Young Child 2

Course No.: ECE.201

A continuation of the course Teaching the Young Child 1.

Pre-requisite: ECE.101 Teaching the Young Child 1.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Creative Activities Workshop I

Course No.: ECE.102

This course will be a combination of theory and practical workshops. The focus will be on creative thinking. Students will explore a wide variety of creative materials in order to learn how these may be used when working with children. Students will be expected to contribute ideas and participate in workshops.

Pre-requisite or Co-requisite: ECE.101 Teaching the Young Child 1, is recommended.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Mar 19	N	56

### Creative Activities Workshop II

Course No.: ECE.202

This is a continuation of Creative Activities Workshop 1.

Pre-requisite: ECE.102 Creative Activities Workshop I

Class	Day	Time	Duration	Loc.	Fee
60	Thu*	7-10pm	Jan 18-Mar 29	**	48

\*No class Thursday, March 15, 1990

\*\*George Harvey Collegiate

50	Mon	7-10pm	Apr 9-Jun 18	N	56
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### Nutrition and Health

Course No.: ECE.105

The basic principles of human nutrition, health and safety, and how they may be applied to the young child in a pre-school/day care setting will be discussed.

Pre-requisite or Co-requisite: ECE.101, Teaching the Young Child 1 is recommended.



Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Mar 7-Apr 4	N	32

### The Abused Child

Course No.: ECED102 FD

Child abuse has become a serious problem in our society. This course will focus on some of the common reasons this tragedy occurs. We will also discuss the signs that a teacher can look for when she/he suspects abuse and what her/his response should be.

Pre-requisite or Co-requisite: ECE.101, Teaching the Young Child 1 is recommended.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	7-10pm	Jan 17-Feb 14	N	32

### Observing and Recording Children's Behaviour

Course No.: ECE.205 FD

This course emphasizes objective observational techniques as basic tools for assessing children and developing and evaluating their programs. Topics will include operational definitions and the basic format of individual Program Plans.

Note: Student must have access to a pre-school program to complete assignments.

Pre-requisite: ECE.201 Teaching The Young Child 2

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Mar 22	N	56

### Psychology of Infancy I

Course No.: ECE.104 FD

This course is designed for the study of the psychological development of children from conception to six years of age, emphasizing intellectual, emotional, and social aspects in the home, neighbourhood and pre-school environment.

Pre-requisite: ECE.101 Teaching the Young Child 1 is recommended

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9:30-12:30pm	Jan 20-May 5	N	81

### Psychology of Infancy II

Course No.: ECE.204 FD

This course is a continuation of Psychology of Infancy I.

Pre-requisite: ECE.104 Psychology of Infancy I

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Apr 24	N	81

### Child with Special Needs I

Course No.: ECED101 FD

This course is designed to give students a background knowledge of children with special needs that they may encounter in a regular/integrated/segregated preschool or day care setting. It will include observation and early signs of a typical development, the characteristics and needs of a child with special needs.

Pre-requisite: ECE.201 Teaching the Young Child 2 and ECE.104 Psychology of Infancy 1 is also recommended

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Jan 16-Feb 27	N	41.60

### Child with Special Needs II

Course No.: ECED201 FD

This is an introductory course to the field of mental retardation and associated handicaps. Emphasis is placed on definition and classification of mental retardation, causes and characteristics essential to know for programming and preventative measures, and

methods of early diagnosis. Teacher skills and attitudes will be a focus.

Pre-requisite: ECED101 Child with Special Needs 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	7-10pm	Mar 20-May 1	N	41.60

## 2nd Level Courses For E.C.E. Students

Note: All first level courses and first level field placements must be completed prior to registering for 2nd level courses.

### Individual Program Planning

Course No.: ECE.307 FD

With the movement toward integration and increased emphasis on individual programs for children, this course is designed to introduce students to the concept of individual program function and applications will be explored. Functional assessments, program format and methods of data collection will be examined and critiqued.

Pre-requisite: All first level courses

Class	Day	Time	Duration	Loc.	Fee
60	Thu	7-10pm	Jan 18-Feb 29	N	41.60

### Psychology of Later Childhood I

Course No.: ECE.304 FD

This course is a study of the basic principles of child development from age six, through school age, to adolescence. Some attention will be given to the influence of the community on the children, to the study of pitfalls, and to mental health in this age group.

Pre-requisite: ECE.204 Psychology of Infancy II and all first level courses

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Jan 15-Feb 26	N	41.60

### Psychology of Later Childhood II

Course No.: ECE.404 FD

A study of adolescence, youth, maturity and old age. Students will study the progression of an individual as she/he develops with characteristic modifications from school age through adolescence, coping with educational, emotional and social stresses, through the newly identified prolonged stage of youth to maturity and eventual middle and old age. Emphasis will be on the manner in which each stage in the life cycle builds on the previous one, and the promotion of mental health at each level.

Pre-requisite: ECE.304 Psychology of Later Childhood I and all first level courses

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Mar 19-May 7	N	41.60

## Field Placements For E.C.E. Students Only

### Field Work Seminar

Course No.: ECE.800 FD

Prior to the first two field placements, students must attend a three-hour morning seminar, which is offered at the beginning of each semester. This seminar provides an opportunity for the student to explore the expectations and requirements of a field placement experience. Students will also have the opportunity to ask questions and discuss any concerns relating to their Field Placement. Students who have completed their first two Field Placements should attend the

afternoon seminar.

Pre-requisite: ECE.201, Teaching The Young Child II, ECE.202 Creative Activities Workshop 2

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-12noon	Jan 20	N	0
61	Sat	1-3pm	Jan 20	N	0

### Field Practice 1

Course No.: ECE.103 FD

Each Field Practice session will be 3 weeks in duration. Time and place will be individually arranged with the Field Supervisor. Personal health review and immunization record, certified by a qualified physician are required. Students must be absent of chronic limitations that would prevent effective supervision of children.

Pre-requisite: ECE.201 Teaching the Young Child 2, ECE.202 Creative Activities Workshop 2, ECE.800 Field Work Seminar

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor.

### Field Practice 2

Course No.: ECE.203 FD

See Field Practice 1.

Pre-requisite: ECE.103 Field Practice 1, ECE.205 Observing & Recording Children's Behaviour, ECE.800 Field Work Seminar.

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor.

### Field Practice 3

Course No.: ECE.303 FD

See Field Practice 1.

Pre-requisite: All first level courses, ECE.800 Field Work Seminar.

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor.

### Field Practice 4

Course No.: ECE.403 FD

See Field Practice 1.

Pre-requisite: ECE.303 Field Practice 3, ECE.307 Individual Program Planning, ECE.800 Field Work Seminar.

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor.

## Field Placements for E.C.E.D.H. Students Only

### Field Work Seminar

Course No.: ECE.800 FD

Prior to the first two field placements, students must attend a three-hour morning seminar, which is offered at the beginning of each semester. This seminar provides an opportunity for the student to explore the expectations and requirements of a field placement experience. Students will also have the opportunity to ask questions and discuss any concerns relating to their Field Placement. Students who have completed their first two Field Placements should attend the afternoon seminar.

Pre-requisite: ECE.201, Teaching The Young Child II, ECE.202 Creative Activities Workshop 2

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-12noon	Jan 20	N	0
61	Sat	1-3pm	Jan 20	N	0



**Field Work 4**

Course No.: ECED403

FD

See Field Work 1.

Pre-requisite: All first level courses, ECE.800 Field Work Seminar, ECED307 Individual Program Planning, ECED402 Developmental Activities 2

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor

**Field Work 5**

Course No.: ECED802

FD

See Field Work 1.

Pre-requisite: ECED401 Child with Special Needs 4, ECED403 Field Work 4, ECE.800 Field Work Seminar

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor

**Field Work 6**

Course No.: ECED803

FD

See Field Work 1.

Pre-requisite: ECED802 Field Work 5, ECE.800 Field Work Seminar

Class	Day	Time	Duration	Loc.	Fee
60	*	*	Jan 8-Apr 27	*	96

\*To be arranged by supervisor

## Early Childhood Education – Advanced Studies

### Early Childhood Education – Advanced Studies Post Diploma Certificate – Program 793

Humber's Advanced Early Childhood program offers E.C.E. diploma graduates the opportunity to increase their knowledge and skills for working with young children. These courses will be of a challenging nature, taught by people with extensive experience and special skills. Six courses are required for the completion of the certificate. For further information call 675-3111, ext. 4288.

Prerequisite: Community College Diploma in E.C.E.

## Allied and Community Health

Program Coordinator:

Maryann Jefferies, 675-3111, ext. 4317

Personal and Career Counselling available by appointment, 675-3111, ext. 4524/4509.

The Allied and Community Health Department offers the following programs on a part-time basis: Activation Techniques in Gerontology; Ambulance Service Management; Emergency Skills Certificate; Gerontology – Multidiscipline; Life Threatening Illness, Dying and Bereavement; Pharmacy Assistant; Working with the Aged.

For further information about these programs or about courses offered by the Health Sciences Division, please call Maryann Jefferies at 675-3111, ext. 4317.

## Ambulance Programs

### Ambulance Management

Humber College is offering an Ambulance Service Management program for supervisory and management personnel currently working on a full time basis in the ambulance and pre-hospital care field.

The program is designed to provide ambulance service managers, potential managers and supervisors with the basic principles of management techniques and business practice as applied to ambulance service operators in Ontario. Further information and a brochure may be obtained from Doug Leonard at 675-3111, ext. 4302.

**Ambulance Dispatch Operations**

Course No.: AMBL100

FB

This course is designed to prepare those interested in the field of Ambulance Dispatching. The course will focus on issues and events which occur prior to, during, and after the movement of Pre-Hospital Emergency Patient Care vehicles.

Students should be aware that both in-classroom instruction plus field placement activities will be required to successfully complete this course.

In accordance with the Ambulance Act of Ontario and Reg. 14 the minimum age requirement for employment in this field is 18 years of age; and the minimum academic requirement is a grade 12 Secondary School diploma.

For further information, please contact Maryann Jefferies at 675-3111, ext. 4317, or Doug Leonard at ext. 4302.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	7-10pm	Feb 5-Apr 23	N	66.60

## Bioscience

**Chemistry for the Health Sciences**

Course No.: BIOS113

FA

This course is designed to benefit the student with a limited science background or the student who requires a refresher in the basic science area. Selected topics in chemistry, biology and physics will be discussed to provide the essential background which will enable the student to be at ease, and to understand the required science concepts in later program courses.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	6-10pm	Jan 9-Apr 24	N	111.40

### Human Anatomy & Physiology – Introduction

Course No.: BIOS101

FC

This course, required for some of the post-secondary programs in the Health Sciences Division, is designed for the student with limited background in this area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concept of health and disease processes.

This course includes Laboratory Sessions in addition to regularly scheduled classes. These will be arranged by the instructor on the first evening of class.

Note: This course is not creditable to the Pharmacy Assistant or Ambulance and Emergency Care programs.

Class	Day	Time	Duration	Loc.	Fee
60	Tue*	**	Jan 9-Apr 26	N	108.20

\*Tuesdays and alternating Thursdays

\*\*Tuesday, 6:30-9:30pm, Thursday, 6:30-8:30pm

**Human Physiology – Introduction**

Course No.: BIOS103

FC

This course will introduce the student to basic concepts of homeostasis, physiology and pathophysiology of body systems. Creditable only to Pharmacy Assistant Program.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6-10pm	Jan 10-Apr 25	N	105

**Human Physiology 3**

Course No.: BIOS301

FC

Subject matter will appeal to post-diploma students such as nurses in specialty areas or other health professionals having an interest in cardiovascular function. Although the emphasis is on cardiovascular physiology, control mechanisms will also be considered.

Pre-requisite: BIOS202 Human Physiology 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Jan 30-Feb 27	N	56

**Human Physiology 4**

Course No.: BIOS401

FC

Subject matter will appeal to post-diploma students such as nurses in specialty areas or other health professionals having an interest in respiratory function. Although the emphasis is on respiratory physiology, control mechanisms will also be considered.

Pre-requisite: BIOS202 Human Physiology 2

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Mar 20-Apr 17	N	56

**Microbiology**

Course No.: BIOS102

FC

Students will be introduced to the basic concepts of microbiology. Special emphasis will be placed on the study of pathogenic organisms, infection control, methods of sterilization, and in the treatment of infectious diseases.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Mar 19-Apr 23	N	36.80

## Emergency Skills

The following programs are designed to teach the student lifesaving skills such as first aid and C.P.R. In order to qualify for the Humber College Emergency Skills Certificate a student must complete First Aid and Accident Prevention, Basic Cardiopulmonary Resuscitation and Wilderness Emergency Care, or one other specialty Emergency Skills course. For further information please contact Bonnie MacDonald at 675-3111, ext. 4083.

**CPR – Basic**

Course No.: HLT.001

FF

This course will certify students through the Heart & Stroke Foundation of Ontario in Basic Life Support. This course is designed for health professionals and the public, and may be physically demanding. In specific cases the registrant's physician should be consulted.

Participants may purchase the C.P.R. book in the



bookstore at the North Campus.

This course is a pre-requisite for Pre Hospital Emerg. Care, Nursing, Nursing Assistant, Early Childhood and Early Childhood for Developmentally Handicapped programs.

Class	Day	Time	Duration	Loc.	Fee
08	*	6-10pm	Jan 16-Jan 18	N	27.20
09	Sat&Sun	9-4pm	Jan 27-Jan 28	N	27.20
10	*	6-10pm	Feb 6-Feb 8	N	27.20
11	Sat&Sun	9-4pm	Feb 17-Feb 18	N	27.20
12	*	6-10pm	Feb 20-Feb 22	N	27.20
13	Sat&Sun	9-4pm	Mar 3-Mar 4	N	27.20
14	*	6-10pm	Mar 13-Mar 15	N	27.20
15	Sat&Sun	9-4pm	Mar 24-Mar 25	N	27.20

\*Tue., Wed., and Thur.

### CPR – Basic Recertification

Course No.: HLT.002

FF

This course will provide an independent learning package (ILP) to participants prior to completion of the Skills Lab. This package will include reading material related to all modalities for foreign body airway obstruction management, and adult and pediatric cardiopulmonary resuscitation. A pre-course test is included. The student must then demonstrate proficiency in all practical modalities according to Heart and Stroke Foundation standards.

Upon successful completion of the course, the student will be awarded the Heart and Stroke Foundation BCLS Level C certificate.

Pre-requisite: Previous BCLS certification within the last 12 months

Class	Day	Time	Duration	Loc.	Fee
50	Tue*	6-10pm	Jan 16e	N	27.20
51	Tue*	6-10pm	Mar 13e	N	27.20
52	Sat*	9-1pm	Jan 27	N	27.20
53	Tue*	6-10pm	Feb 6e	N	27.20
54	Sat*	9-1pm	Mar 24	N	27.20

\*ILP by appointment, Monday-Friday, 9am-5pm

### CPR – Heartsaver

Course No.: HLTH005

FF

This 4 hour introductory course is designed for lay persons who wish to understand the basic risk factors leading to heart disease and how to prevent heart attack. The focus of this program is in prevention and early recognition of coronary heart disease. Participants will be taught how to enter the emergency medical system & perform single rescuer cardiopulmonary resuscitation on adults as well as clearing obstructed airways. Participants will be issued certification in accordance with the Heart & Stroke Foundation of Ontario.

This course is not a prerequisite for Nursing, Nursing Assistant, Pre Hospital Emergency Care & E.C.E. program.

Class	Day	Time	Duration	Loc.	Fee
01	Wed	6-10pm	Jan 17	N	10
02	Mon	6-10pm	Jan 22	N	10
03	Thu	6-10pm	Jan 25	N	10
04	Tue	6-10pm	Feb 13	N	10
05	Thu	6-10pm	Feb 15	N	10
06	Mon	6-10pm	Feb 26	N	10
07	Wed	6-10pm	Feb 28	N	10
08	Mon	6-10pm	Mar 12	N	10
09	Wed	6-10pm	Mar 21	N	10

### CPR Instructor

Course No.: HLT.003

FF

Successful completion of this intensive course will certify participants to teach CPR in accordance with the Heart & Stroke Foundation of Ontario standards.

Possession of a valid Heart & Stroke Foundation of Ontario Basic CPR certificate is required as a prerequisite to this course.

Note: Participants should register at least three weeks prior to the commencement of the course so that they can purchase the required instructor kit, which is available at the North Campus bookstore.

Upon successful completion of the course, students are required to register with the Heart and Stroke Foundation. A cheque payable to HSFO will be collected upon completion. The fee is subject to change - currently it is \$20.00.

Pre-requisite: HLT.001 CPR Basic

Class	Day	Time	Duration	Loc.	Fee
01	*	*	Jan 30-Feb 4	N	40
02	*	*	Mar 6-Mar 11	N	40

\*Tue. & Thu. (7-10 pm); Sat. & Sun (9-4 pm)

### CPR Instructor Recertification

Course No.: HLT.004

FF

This course will provide an ILP (Independent Learning Package) to participants during a scheduled meeting with the Program Co-ordinator. This package will include reading material related to all modalities for foreign body airway obstruction management, and adult and pediatric cardiopulmonary resuscitation. A pre-course test and mini topic presentation is included. The student must demonstrate proficiency in skills, skills assessment and course topic presentation according to the Heart and Stroke Foundation of Ontario.

Upon successful completion of the course, students are required to register with the Heart and Stroke Foundation. A cheque payable to HSFO will be collected upon completion. The fee is subject to change - currently it is \$20.00.

Pre-requisite: Valid Instructor Certification (must not exceed 3 years)

Class	Day	Time	Duration	Loc.	Fee
01	Sat*	9-5pm	Feb 3	N	27.20
02	Sat*	9-5pm	Mar 10	N	27.20

\*ILP by appointment, Monday-Friday, 9am-5pm

### First Aid—Emergency

Course No.: HLT.006

FF

This course teaches the student how to recognize and handle emergency situations using basic practical first aid skills. Consideration will be given to causes and prevention of accidents.

Upon successful completion of the course, the student will receive an Emergency Level Certificate from St. John Ambulance.

Class	Day	Time	Duration	Loc.	Fee
01	Thu*	6:30-9:30pm	Jan 18-Feb 1	N	29
02	Wed*	6:30-9:30pm	Feb 7-Feb 21	N	29
03	Mon*	6:30-9:30pm	Feb 5-Feb 19	N	29
04	Wed*	6:30-9:30pm	Mar 7-Mar 21	N	29

\*Feb. 1, 21, 19, and March 21, 1990, 6-10pm

### First Aid – Emergency/CPR – Heartsaver

Course No.: HLT.010

FF

The student will learn how to handle life-threatening emergency situations which may occur due to hemorrhage, heart attack, choking, burns and fractures. The student will receive the St. John Ambulance Emergency First Aid Certificate and the Heart Saver Certificate from The Heart and Stroke Foundation of Ontario. This course is not a pre-requisite for Pre Hospital Emerg. Care, Nursing and Nursing Assistant programs.

Class	Day	Time	Duration	Loc.	Fee
01	Wed	6-10pm	Jan 17-Jan 31	N	32.20e
02	Mon	6-10pm	Feb 5-Feb 19	N	32.20
03	Wed	6-10pm	Mar 7-Mar 21	N	32.20

### First Aid – Standard

Course No.: HLT.007

FF

This course will teach the first-aid principles and standardized procedures for emergency treatment in accident situations. It will review the causes and prevention of accidents and accidental injuries. Upon successful completion of this course the students will be awarded the St. John Ambulance Standard First Aid Certificate.

This course is a pre-requisite for Pre Hospital Emerg.Care, Nursing, Nursing Assistant, and Early Childhood Education.

Class	Day	Time	Duration	Loc.	Fee
01	Mon&Wed	6-10pm	Jan 22-Jan 31	N	38.60
02	Mon	6-10pm	Feb 5-Feb 26	N	38.60
03	Sat&Sun	9-5pm	Feb 17-Feb 18	N	38.60
04	Thu	6-10pm	Mar 8-Mar 29	N	38.60
05	Mon	6-10pm	Mar 5-Mar 26	N	38.60

### First Aid—Standard/CPR

—Basic

Course No.: HLT.009

FF

This course will provide the student with the basic theory and practical skills required to handle life-threatening emergencies. One major component deals with cardio-pulmonary resuscitation for both adult and infant victims of cardio-pulmonary arrest. Another area of emphasis will deal with the principles and standard procedures related to emergency treatment of persons in accident situations.

Upon successful completion of this course, the student will be awarded the Heart and Stroke Foundation Basic Rescuer certificate and the St. John Ambulance Standard First Aid certificate.

Class	Day	Time	Duration	Loc.	Fee
01	Tue	6:30-9:30pm	Jan 23-Mar 13	N	57.80
02	Thu	6:30-9:30pm	Feb 8-Mar 29	N	57.80

### Pediatric Emergencies/CPR (Infant Child)

Course No.: HLT.011

FF

This course will prepare parents, preschool teachers, day care workers and other interested personnel to handle pediatric emergency situations. Areas to be covered include common causes of airway obstruction, respiratory arrest, and cardiac arrest. Other areas of discussion include head injuries, fractures, burns, other soft tissue trauma and poison information. Successful participants will receive the Infant/Child Level D Certification through Heart and Stroke Foundation of Ontario.

Class	Day	Time	Duration	Loc.	Fee
04	Thu	6-10pm	Jan 18-Feb 1	N	27.20
05	Tue	6-10pm	Feb 13-Feb 27	N	27.20
06	Tue	6-10pm	Mar 6-Mar 20	N	27.20

### Pediatric Health Care

Course No.: HLT.012

FF

This course will provide the student with basic first aid skills and health care principles that are related to infants and children up to the age of twelve. Emphasis is placed on practical skills and standardized procedures related to the assessment and emergency treatment for accident situations.

Appropriate home health care related to proper nutrition, growth and development in the healthy child will



be addressed. Common childhood diseases and associated immunization will also be covered. Identification of safety hazards in the home and the measures taken to exclude them will be emphasized.

Class	Day	Time	Duration	Loc.	Fee
03	Wed	6-10pm	Feb 7-Feb 28	N	33.60
04	Mon	6-10pm	Mar 5-Mar 26	N	33.60

### Scuba Search and Rescue

Course No.: HLT.014

This course will provide both theory and practical experience designed to prepare all levels of scuba divers to handle dive-related emergencies. Emphasis will be placed on recognized safety procedures, accident prevention as well as safe rescue procedures. Areas to be addressed include barotraumas, environmental injury as well as traumatic injury. Successful participants will be awarded the I.D.E.A. (International Diving Educator's Association) Scuba Rescue certification.

Pre-requisite: Certified scuba diver

Class	Day	Time	Duration	Loc.	Fee
01	Thu*	6-10pm	Feb 8-Mar 8	N	108
02	Tue*	6-10pm	Mar 20-Apr 10	N	108

\*Open water April 28, 29, 1990, 8am-6pm

### Wilderness Emergency Care

Course No.: HLT.013

This course is designed to assist the wilderness leader to evaluate, give aid to and prepare for transportation when medical facilities are not readily available. This course serves as a credit toward the Humber Outdoor Education and the Emergency Skills certificate.

Pre-requisite: HLT.007 First Aid—Standard

Class	Day	Time	Duration	Loc.	Fee
01	Mon*	7-10pm	Jan 22-Apr 16	N	86

\*Plus Field Day, March 17, 1990

## Gerontology Programs

### Gerontology – Multidiscipline (Post Diploma)

This is a post-diploma certificate program specifically designed for those people who are either presently working with an older population or who wish to do so in the future. The program will comprise of a substantial base of theoretical knowledge as well as field experience in both a community and institutional setting.

#### Compulsory Courses

The Aging Process  
Dynamics of Communication with the Elderly and Their Families  
The Elderly: Individual and Social Perspectives  
The Elderly: Policies and Issues  
Independent Study Project  
Individual Field Experience  
Community Field Experience  
Institutional Field Experience

#### Electives: (Choice of 1)

Leadership Skills  
Principles and Practices of Group Work  
Principles and Methods of Motivation and Reactivation  
Service Provision and the Elderly Client  
Attendance at approved seminars, workshops and conferences

#### Admission Requirements:

Participation in an orientation session. Preference will be given to applicants with recent experience in working with the elderly.

For further information, please contact, Maryann Jefferies, Program Coordinator, Health Sciences Division, 675-3111, ext. 4317.

### Working with the Aged – Multidiscipline

This program is designed for those individuals possessing a certificate who wish to enhance their knowledge and skills in relation to the aged. Similar in focus to the program in Gerontology, this program covers the topics from a slightly different perspective and can be covered in three semesters.

#### Compulsory Courses

Aging: The Process  
Dimensions of Communication  
Aging: The Person and Society  
Field Experience

#### Electives: (Choice of 1)

Principles & Methods of Motivation and Reactivation  
Drug Therapy and Nursing Implications for R.N.A.'s  
Independent Study Project

Attendance at approved conferences, workshops and or seminars

Principles & Practices of Group Work  
Service Provision & The Elderly Client

#### Admission Requirements:

Participation in a pre-admission orientation program. Preference will be given to those individuals currently employed in the field.

For further information, please contact, Maryann Jefferies, Program Coordinator, Health Sciences Division, 675-3111, ext. 4317.

### Activation Techniques in Gerontology

This is a post-certificate program specifically designed for those who wish to enhance their skills in working in activation departments with the elderly. It combines theory with practical techniques and can be completed in 3 semesters.

#### Program Outline:

Introduction to Gerontology  
Anatomy of Aging  
Pathological Conditions and Interventions  
Introduction to Life Enrichment & Program Planning  
Promotion of Physical Abilities  
Group Work Skills  
Individual Field Experience

#### Admission Requirements:

Participation in an orientation session. Applicants must possess a certificate in some aspect of health care or social services.

For further information, please contact, Maryann Jefferies, Program Coordinator, Health Sciences Division, 675-3111, ext. 4317.

## Life Threatening Illness

### Life Threatening Illness – Dying and Bereavement (Multidiscipline)

A post-diploma certificate program specifically designed for and restricted to those working in related human service fields who wish to acquire additional professional training. This program, developed by Humber College in consultation with the Clarke Institute of Psychiatry, will combine theoretical knowledge

with practical applications related to the varied experiences and approaches of an interdisciplinary group of human service professionals.

#### Program Outline:

Death in Our Society  
Life Threatening Illness  
Helping the Critically Ill and Their Families  
Field Placement 1  
Death, Grief and Bereavement  
Helping the Bereaved  
Field Placement 2

For further information, please contact, Don Foster, Program Coordinator, Health Sciences Division, 675-3111, ext. 4260.

## Pharmacy Assistant

#### Program Coordinator:

Marie Atlas 675-3111, ext. 4221

### Pharmacy Assistant Program

The Health Sciences Division has developed this program, in cooperation with the Ontario College of Pharmacists, to train technical personnel to assist registered pharmacists in both community and hospital pharmacy.

The program consists of 20 courses: 13 vocational and 7 non-vocational subjects. Depending on the number of courses taken each semester, completing the Pharmacy Assistant Program through the Centre for Continuous Learning on a part-time basis could take approximately three years. First-level vocational courses are prerequisites for some second-level courses. First-level courses (Community Pharmacy Prescriptions, Pharmaceutical Calculations 1, Orientation to Pharmacy, Pharmacy Science 1) will be offered during the Fall or Winter semester. Some of the non-vocational subjects may be completed during the Spring/Summer semester when few vocational courses are offered. Students who successfully complete three first-level vocational subjects may proceed to second-level courses.

Keyboarding is a required course in the program. It is suggested that students be able to type before taking pharmacy courses. Any student who can type 35 wpm, manuscript passages, set up a tabulation table and a letter may try to obtain an exemption. The test will be given once annually.

### Community Pharmacy Prescriptions

Course No.: PHAR102

FA

Students will be introduced to dispensing procedures for medications such as would be encountered in a community pharmacy, or in the outpatient department of a hospital. All classes of medications will be available in a 'model dispensary' and students will be required to 'dispense' a prescription, price it, type labels, and maintain appropriate records. A high degree of accuracy is mandatory. Typing skills are useful.

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Jan 11-Apr 26	N	85.80

### Hospital Pharmacy Procedures

Course No.: PHAR205

FA

Students will receive instruction in hospital organization, departmental responsibilities, methods of inventory control, drug distribution and record keeping.

Pre-requisite: PHAR103 Orientation to Pharmacy

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Mar 15-Apr 19	N	36.80



**Pharmaceutical Calculations 1**

Course No.: PHAR104

FA

This course includes a review of arithmetic manipulations and their application to pharmacy calculations. Emphasis will be placed on retail math, prescription pricing and medication calculations.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	6:30-8:30	Jan 10-Apr 25	N	60.20

**Computer Prescription Records**

Course No.: PHAR209

FA

Students will prepare a minimum of 150 prescription records using a computerized pharmacy system.

Pre-requisite: PHAR103 Orientation to Pharmacy, PHAR102 Community Pharmacy Prescriptions

Class	Day	Time	Duration	Loc.	Fee
60	Sat	9-4pm	Mar 10-May 5	N	84.80

**Pharmacy Science I**

Course No.: PHAR101

FA

This course presents an introduction to pharmaceutical dosage forms, and factors which influence the administration of drugs accurately, conveniently and safely by various routes. Practical experience will be gained in the preparation of some pharmaceutical products, concentrating on those products which do not require highly specialized equipment or aseptic techniques.

Class	Day	Time	Duration	Loc.	Fee
60	Mon	6:30-9:30pm	Jan 8-Apr 23	N	85.80

**Nursing****Continuing Education in Nursing**

Continuing Education in Nursing will be offering the following courses and programs on an ongoing full-time and part-time basis in 1990.

**R.N. Programs/Courses:**

Coronary Care Nursing Program; Respiratory Nursing Program; Emergency Nursing Program; Neuroscience Nursing Program; Operating Room Nursing Program; Contemporary Obstetric Nursing Program; Mental Health Nursing Program; Refresher Nursing Program (Acute Med-Surg and Long-Term Care); Increasing Personal Effectiveness; Management Skills for Nurses; Application of Adult Education Principles in Nursing; Patient Assessment; Care of the Post-Anaesthetic Patient; Discharge Planning; Introduction to Nursing Research; Human Physiology 2, 3 & 4.

**R.N.A. Program:**

Operating Room Nursing Program; Challenge Tests for Level 1 of programs may be arranged after consultation with the Continuing Education, Nursing Department.

For more information regarding the above programs, please contact: Gwen Villamere, Chair, Continuing Education Nursing at 249-8301.

**Nursing Programs****Coronary Care Nursing 1**

Course No.: CORN101

FJ

(30 hours) The model of clinical competence for the Registered Nurse now demands an expanded knowledge, and an increased ability to respond and perform

effectively in a variety of situations related to coronary care. This introductory course will be of value and relevance to the Registered Nurse working in any setting who is apt to encounter cardiac patients. The learner will develop skills in recognition of basic cardiac arrhythmias and to anticipate appropriate intervention for each of the arrhythmias discussed. Emphasis will also be placed on ischemic heart disease, myocardial infarction and its major complications.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Mon	9-4pm	Jan 8-Feb 5	N	56
61	Thu	9-4pm	Feb 8-Mar 8	N	56
62	Wed-Tue	9-4pm	Feb 28-Mar 6	N	56
63	Mon	9-4pm	Mar 12-Apr 9	N	56
64	Fri	9-4pm	Apr 20-May 18	N	56

**Coronary Care Nursing 2**

Course No.: CORN201

FJ

(60 hours) This course will be of interest and value to Registered Nurses working in critical care areas who wish to expand their knowledge of ischemic heart disease and its many dimensions. The major focus is directed at developing the student's skill in patient assessment, arrhythmia, and 12 lead ECG interpretation. The course format provides opportunity for student participation in discussion and practice sessions.

Pre-requisite: CORN101 Coronary Care Nursing 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-4pm	Jan 10-Mar 14	N	105
61	Thu	9-4pm	Mar 15-May 17	N	105
62	Tue	9-4pm	Apr 10-Jun 12	N	105
63	Wed-Thu	9-4pm	Apr 11-May 10	N	105

**Coronary Care Nursing 3**

Course No.: CORN301

FJ

(35 hours) This clinical component will provide exposure to a research/teaching oriented coronary care setting. A variety of observational experiences related to the management of cardiac patients will facilitate improved understanding, application, and correlation of previously acquired theory and knowledge. An opportunity to practise skills such as arrhythmia and 12 lead ECG interpretation, pacing and resuscitation techniques in small groups will be provided. The student will be encouraged to pursue areas of individual interest and is expected to demonstrate initiative and independence in his/her learning within the clinical environment.

Pre-requisite: CORN201 Coronary Care Nursing 2

Class	Day	Time	Duration	Loc.	Fee
60	Mon-Fri	Days/Evgs	Jan 8-Jan 12	HOSP	56
61	Mon-Fri	Days/Evgs	Jan 15-Jan 19	HOSP	56

**Coronary Care Nursing 4**

Course No.: CORN401

FJ

(60 hours) This course is designed for nurses working in critical care areas. It will include more in-depth study of the assessment and treatment of myocardial infarction and its complications, clinical assessment, hemodynamic waveform analysis; current medical and surgical therapeutics; advanced arrhythmia and 12 lead ECG interpretation. The course format provides opportunity for student participation in discussion and practice sessions.

Pre-requisite: CORN201 Coronary Care Nursing 2 or CORN301 Coronary Care Nursing 3 (depending on choice of certificate). If a student has not already done so, it is strongly recommended that Human Physiology 3 be taken prior to this course.

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Jan 23-Mar 27	N	105

**Emergency Nursing 1**

Course No.: EMGY101

FJ

(30 hours) This course is especially designed to assist in understanding the complexity of the Emergency Health Care Delivery System, and the implications for the Nurse in this setting. Topics to be emphasized will include the Health Care System in Ontario, as well as legal and professional responsibilities, communication and assertiveness, stress management and the concept of triage in the Emergency Department. Students will be expected to take an active part in group discussion and role playing.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Jan 9-Feb 6	N	56
61	Fri	9-4pm	Feb 23-Mar 23	N	56
62	Mon	9-4pm	Apr 9-May 7	N	56

**Emergency Nursing 2****(Psychosocial Emergencies)**

Course No.: EMGY201

FJ

(30 hours) This course is designed to assist in identifying stressors and responses to stress, and to help develop skills useful in coping with behaviour of health care personnel, emergency patients and families. Nursing assessment and patient management will be discussed in relation to drug abuse, suicide, child abuse, sexual assault and sudden death. Principles of crisis intervention theory and psychotherapeutic technique will be presented, with an opportunity provided for the nurse to practice and apply these skills.

Pre-requisite: EMGY101 Emergency Nursing 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Feb 13-Mar 13	N	56

**Emergency Nursing 3****(Cardio-Respiratory Emergencies)**

Course No.: EMGY301

FJ

(60 hours) This course provides an in depth study of cardio-respiratory emergencies. Emphasis will be placed on life-threatening emergencies e.g. respiratory failure, acute myocardial infarction, cardiac arrest and shock syndrome. Diagnostic procedures, clinical presentation and management of a variety of conditions will be discussed.

Pre-requisite: EMGY201 Emergency Nursing 2 and POST107 Patient Assessment or EMGY101 Emergency Nursing 1 and POST107 Patient Assessment if started prior to September 1988.

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-4pm	Mar 21-May 23	N	105

**Emergency Nursing 4****(Eyes, Ears, Nose, Throat, Musculoskeletal and Neuromuscular Emergencies)**

Course No.: EMGY401

FJ

(42 hours) This course is designed to provide increased knowledge in the assessment and management of eye, ear, nose, throat, musculoskeletal, neurological, integumentary and metabolic emergencies. Emphasis will be placed on the causes and management of alterations in levels of consciousness.

Common problems of the bones and joints will be discussed. Selected metabolic emergencies will be discussed. An overview of the nurse's role in managing patients with wounds and burns will also be discussed.

Pre-requisite: EMGY301 Emergency Nursing 3

Class	Day	Time	Duration	Loc.	Fee
60	Thu	9-4pm	Jan 11-Feb 22	N	76.20



## Emergency Nursing 5 (G.I., G.U., OB/GYN Emergencies)

Course No.: EMGY501

FJ

(48 hours) This course is designed to assist in the assessment and management of gastrointestinal, genito-urinary, obstetrical and gynaecological emergencies. The polytrauma patient will be presented according to assessment, prioritization and management of care. Assessment and management of the patient presenting in hypovolemic, septic, or anaphylactic shock will also be discussed.

Pre-requisite: EMGY401 Emergency Nursing 4

Class	Day	Time	Duration	Loc.	Fee
60	Thu	9-4pm	Mar 1-Apr 19	N	85.80

## Emergency Nursing 6

Course No.: EMGY601

FJ

(70 hours) This clinical component will provide an opportunity to integrate the knowledge and skills learned in the preceding theory courses. Particular emphasis will be on the management of life-threatening emergencies of the cardiac, respiratory and neurological systems. The emergency department and its effect on patients and health care providers will be assessed. Pre-requisite: EMGY501 Emergency Nursing 5, or all EMGY101 Emergency Nursing 1, EMGY201 Emergency Nursing 2, EMGY301 Emergency Nursing 3, EMGY401 Emergency Nursing 4, EMGY501 Emergency Nursing 5 and POST107 Patient Assessment if program started prior to September 1988

Class	Day	Time	Duration	Loc.	Fee
60	Mon-Fri	Days/Evgs	Jan 8-Jan 19	HOSP	112

## Mental Health Nursing 2

Course No.: MHLT201

FJ

(60 hours) This course will deal with crises reflecting psychopathology and psychiatric emergencies in both clinical and community settings. Emphasis will be placed on characteristics of various maladaptive behavioural patterns, clinical assessment, treatment modalities and the use of the Nursing Process in dealing with psychological distress and symptomatology.

Pre-requisite: MHLT101 Mental Health Nursing 1

Class	Day	Time	Duration	Loc.	Fee
60	Mon&Thu	6:30-9:30pm	Feb 5-Apr 12	N	105

## RN: Nephrology Nursing Program (Pending Ministry Approval)

This Certificate Program is offered to assist Registered Nurses in gaining knowledge and developing skills in renal nursing and dialysis. The content includes an in-depth study of renal anatomy and physiology, clinical assessment and current management associated with acute and chronic disorders of the renal system. Emphasis will be placed on nursing assessment as it relates to the pathophysiology of the renal system. Dialysis and transplantation as treatment modalities for the patient with end-stage renal disease will be emphasized. In addition to focusing on psychosocial needs related to acute and chronic adaptation to disease, skills related to promoting self-care for the renal patient will be emphasized.

The program includes a supervised clinical component which offers students an opportunity to expand skills to effectively care for renal patients in the predialysis, dialysis and transplant phases.

Skills which are designated as a sanctioned medical act by the College of Nurses will be addressed in the clinical area by observation methods only.

The program is composed of 4 courses. Level 1 and 2 only will be offered in 1989-1990 Academic Year. Level 3 and 4 will be offered in Academic Year 1990-1991.

## Nephrology Nursing I

Course No.: NEPH101

FJ

(30 hours) This course is designed to enhance knowledge in renal anatomy and physiology, fluid and electrolyte balance and acid-base balance. Renal assessment and nursing and medical management of the individual with acute renal failure will be emphasized. Psychosocial stress associated with acute illness will be discussed. A brief overview of dialysis modalities will also be presented. The course format will provide an opportunity for student participation in discussion and formulation of nursing care plans.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-4pm	Jan 17-Feb 14	N	56

## Nephrology Nursing II

Course No.: NEPH201

FJ

(60 hours) This course is designed to provide additional theory and techniques in nephrology nursing. Emphasis will be on the care of the patient with End-Stage Renal Disease (ESRD) with reference to pathophysiology, clinical manifestations, treatment of chronic complications and psychosocial adaptation to chronic disease. Further emphasis will be on the application of peritoneal dialysis based on the current knowledge of Intermittent Peritoneal Dialysis (IPD), Continuous Ambulatory Peritoneal Dialysis (CCPD). In addition, infection control, peritonitis, nutritional aspects and special population groups will be presented. These groups include the pediatric population, the geriatric population and individuals with ESRD secondary to diabetes mellitus. Opportunities to increase an understanding of adult education, counselling and developmental tasks of the special populations will be presented with emphasis on student participation. Further participation will allow the student to develop skills related to technical performance of peritoneal dialysis through practice sessions. Students will be expected to develop and present nursing care plans utilizing the nursing process.

Pre-requisite: NEPH101 Nephrology Nursing I

Class	Day	Time	Duration	Loc.	Fee
60	Mon	9-4pm	Mar 12-May 14	N	105

## Neuroscience Nursing 3

Course No.: NEUR301

FJ

(35 hours) This clinical experience will provide an opportunity for applying acquired knowledge and skills in the Neuro I.C.U. setting. Provisions will be made for the students to practise their skills in neurological nursing assessment by utilizing the Glasgow Coma Scale and the Spinal Cord Testing Form. The students will be expected to assist in meeting the physical and psychosocial needs of neurological patients.

Opportunities for managing the patient with an intracranial pressure monitor, epidural or ventricular drain, ventricular shunt or cervical traction will be provided. This component allows time for the students to observe neuro-diagnostic and neurosurgical procedures. Specific areas of interest expressed by the students will be encouraged.

Pre-requisite: NEUR201 Neuroscience Nursing 2

Class	Day	Time	Duration	Loc.	Fee
60	Mon-Fri	Days/Evgs	Jan 22-Jan 26	HOSP	56
61	Mon-Fri	Days/Evgs	Feb 12-Feb 16	HOSP	56

## Neuroscience Nursing 4

Course No.: NEUR401

FJ

(60 hours) This course is designed to provide registered Nurses with advanced study in Neuroscience Nursing. The content will consist of nursing management related to specific degenerative diseases of the C.N.S. such as Parkinson's Disease, Amyotrophic Lateral Sclerosis, Guillain Barre Syndrome and Myasthenia Gravis. Seizure disorders, spinal cord disorders and neurorehabilitation will be discussed. Nursing the patient with pain will be stressed in this course along with further understanding of the concepts related to psychological needs.

Pre-requisite: NEUR201 Neuroscience Nursing 2 or NEUR301 Neuroscience Nursing 3 (Depending upon choice of certificate)

Class	Day	Time	Duration	Loc.	Fee
60	Fri	9-4pm	Mar 9-May 18	N	105

## Obstetric Nursing Program

### Contemporary Obstetric Nursing 1

Course No.: OBST101

FJ

This course is designed for Registered Nurses who wish to increase their competency in caring for the mother and infant. Topics that will be included are assessment and planning during the maternity cycle, normal mechanism of labour, assessment and support during labour, fetal monitoring, maternal adaptation to the childbirth process, assessment of the newborn, breastfeeding and parenthood. Psychosocial aspects of obstetrical care and the development of skills in patient teaching will be incorporated throughout the course.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Wed-Tue	9-4pm	Jan 31-Feb 13	N	105
61	Wed&Thu	9-4pm	May 2-May 31	N	105

### Contemporary Obstetric Nursing 2

Course No.: OBST201

FJ

(60 Hours) This course is designed for nurses who are working in the obstetric area who wish to acquire more specialized knowledge in caring for the high risk mother and infant. Topics that will be included are health problems, complications of pregnancy, complications of labour and delivery, fetal monitoring, major risks to the neonate and immediate care of the high-risk neonate.

Pre-requisite: OBST101 Cont. Obstetric Nursing 1

Class	Day	Time	Duration	Loc.	Fee
60	Wed	9-4pm	Jan 31-Apr 4	N	105
61	Mon&Thu	6:30-9:30pm	Mar 5-May 10	N	105

### Contemporary Obstetric Nursing 3

Course No.: OBST301

FJ

(70 Hours) This two-week clinical component will offer a varied exposure to the obstetrical setting in the following areas: high-risk antenatal clinic, intensive neonatal unit and labour and delivery unit. Provision will be made for students to pursue individual areas of interest.

Pre-requisite: OBST201 Cont. Obstetric Nursing 2

Class	Day	Time	Duration	Loc.	Fee
52	Mon-Fri	Days/Evgs	Jan 15-Jan 26	HOSP	112



## Occupational Health Nursing

Humber College offers three of ten courses in this program. The remaining seven are offered in collaboration with three other Community Colleges. The program is offered on a part-time basis over three years.

### RN Operating Room Nursing 2 – General and Gynaecology

Course No.: OPER201 FJ

(60 hours) Emphasis will be placed on the roles and responsibilities of the O.R. Nurse as they pertain to basic general and gynaecological surgical procedures. Lab practice will focus on the technical skills required in minor and major case set-ups within these services.

Pre-requisite: OPER101 RN Oper. Room Nursing 1

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Jan 9-Mar 13	Ne	105
61	Wed-Tue	9-4pm	Apr 25-May 8	N	105

### RN Operating Room Nursing 3 – Basic Specialties

Course No.: OPER301 FJ

(60 hours) Orthopaedic, genito-urinary, eye, ear, nose and throat surgical procedures provide the framework for continued discussion of the roles and responsibilities inherent in O.R. Nursing. Lab practice will continue in previously learned skills as well as those that relate specifically to these specialty areas.

Pre-requisite: OPER201 RN-Operating Room Nursing 2-General and Gynaecology

Class	Day	Time	Duration	Loc.	Fee
60	Tue	9-4pm	Mar 20-May 22	N	105

### Respiratory Nursing 12

Course No.: RESP120 FJ

(72 hours) This course is currently being developed. It combines Respiratory Nursing 1 and 2. Those who have previously taken Respiratory Nursing 1 may be exempted from level 1 content in the new course.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
50	Fri	9-4pm	Feb 2-Apr 6	N	124.20

## Additional Courses in Clinical Nursing

### Care of the Post Anaesthetic Patient

Course No.: POST102 FJ

This 30 hour course is designed for the Registered Nurse to provide increased knowledge and skills in assessing and caring for the post-anaesthetic patient. Introduction to cardio-respiratory physiology and general assessment of the post-anaesthetic patient will be discussed. Emphasis will be placed on anaesthesia. Other topics will include: positioning, pain management, O2 therapy and emergency airway care.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Fri	9-4pm	Jan 12-Feb 9	N	56

### Computer Applications in Health Care

Course No.: PDST110 FJ

(48 hours) This course is designed for staff nurses and nursing administrators interested in taking an active role in requesting, selecting and implementing computer technology that will assist them in improving the quality of patient care.

A variety of 'hands-on' experiences in the North Campus computer labs - electronic mail, computer tutorials on computer literacy and common business applications will be utilized. Site visits to agencies with Hospital Information Systems training programs and focused visits to departments with computer support systems will provide an understanding of the status of computerization in local health care facilities. Lectures, videos and group presentations will stimulate and facilitate the adult learner.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
51	Thu	9-4pm	Jan 11-Mar 1	N	85.80

### Discharge Planning

Course No.: PDST103 FJ

(30 hours) This course is designed to assist the student in obtaining a practical knowledge of discharge planning and services which can be provided for the post-hospital patients. Emphasis will be placed upon the discharge planning process. The student is expected to participate in group discussions.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
61	Mon	6:30-9:30pm	Apr 9-Jun 18	N	56

### Group Therapy with Adolescents

Course No.: POST114 FJ

This course will offer participants the opportunity to explore the theoretical underpinnings and the practical issues of developing and leading adolescent therapy groups. Adolescence will be examined as a developmental process and the typical difficulties which cause mental process and the typical difficulties which cause teens to need treatment will be considered. Adolescent groups run in various settings will be considered as we examine process, leadership, tasks and techniques, selection and preparation and stages of group development. Role playing and the sharing of participants' clinical vignettes will be used throughout this course and will be of interest to all mental health practitioners.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
50	Wed	6:30-9:30pm	Jan 24-Mar 28	N	56

### Holistic Care in Nursing

Course No.: POST113 FJ

(30 hours) Humans possess unique energy systems that help to maintain health. The human physiology possess subtle and intricate energy systems. Studying the bioenergy principles involved in these energy systems is being termed the new 'Ensteinian Medicine'. This course will help the student experience themselves as multidimensional beings, and will explore the true meaning of 'holism' and 'wellness'. Students will complete a personal holistic-wellness inventory, explore energy therapies based on bioenergy principles, and practice Therapeutic Touch as a practical application of energy therapy.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
51	Mon	6:30-9:30pm	Mar 12-May 14	N	56

### Nursing Theories

Course No.: POST111 FJ

(30 hours) This course is designed for nurses who wish to broaden their knowledge regarding nursing theories. Presentations will emphasize how to operationalize the models into daily practice in a variety of settings. The following major nursing theorists will be studied: Newman, King, Orem, Rogers, Neuman, Roy and Parse. Participants will be assisted in analyzing their nursing philosophy.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
51	Thu	6:30-9:30pm	Mar 15-May 17	N	56

### Patient Assessment

Course No.: POST107 FJ

(60 hours) This course is designed to assist the nurse in developing pre-existing skills in obtaining patient histories, interviewing and performing physical examinations. Emphasis will be placed on developing additional skills and abilities in distinguishing normal from abnormal findings. Supplemental anatomy and physiology will be reviewed with a consideration of various age groups. The student is expected to take an active part in small group discussions and laboratory/practice demonstrations.

Please Note: This course is part of and therefore mandatory to the Emergency Nursing Program.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Mon	9-4pm	Jan 8-Mar 12	N	105e
61	Thu-Fri	9-4pm	Jan 11-Feb 9	N	105
62	Wed	9-4pm	Feb 14-Apr 18	N	105e
63	Thu	9-4pm	Mar 29-May 31	N	105e

### Supporting Mothers During the Birthing Process

Course No.: POST112 FJ

(30 hours) This course is designed for nurses who wish to increase their knowledge base regarding assessment and supportive care of the normal and high risk mother during the birthing process. Up-to-date techniques necessary to provide a safe, supportive birthing environment which includes participation by significant other(s) will be studied in depth. The course will emphasize nursing theories to guide nursing practice. Skills stressed: assessing the progress of labour, techniques to control pain, support and comfort techniques, fetal monitoring and neonatal resuscitation.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
51	Thu	6:30-9:30pm	Mar 15-May 17	N	56

### The Application of Adult Education Principles in Nursing

(formerly Principles of Adult Education and Patient/Client Teaching)

Course No.: POST109 FJ

(30 hours) This course is designed to acquaint Registered Nurses with basic principles of adult education as they apply to working with adults in a variety of health-related situations. These situations can include patient care, patient/client or family health teaching, patient care conferences or clinics, in-service education, working with doctors, other nurses or health colleagues and community education activities. Special attention will be given to helping course participants identify, plan and develop their areas of learning interest or focus as these apply to the learners' work situations. Group and individual teaching approaches will be used. Course topics will be applied to various



health situations and settings as the needs of these learners and of the learning group indicate.  
Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.	Fee
60	Thu	6:30-9:30pm	Apr 5-Jun 7	N	56

Note: R.N. Examination Review RN100, will be offered in Spring 1990

## Registered Nursing Assistants

### Assessment Skills for RNA's

Course No.: RNA.100

FA

This 42 hour course is designed to assist the RNA to improve those skills related to client assessment such as interviewing, history taking and physical examinations. The emphasis is on the development of skills and ability to distinguish normal from abnormal findings.  
Pre-requisite: R.N.A.

Class	Day	Time	Duration	Loc.	Fee
51	Mon&Wed	6:30-8:30pm	Jan 15-Mar 28	N	76.20

### Communications in the Practice Setting

Course No.: RNA.101

FA

This 30 hour course presents communication concepts and skills which are essential in any practice setting. It introduces the role relationships and communication interactions. It identifies interprofessional criteria (personal and professional identity) and behaviours (accountability, risk taking, assertion and autonomy). It examines communication using the dimensions of structure (physical setting, organization of activities and expectations within the setting). It addresses communication between the Registered Nursing Assistant and other members of the interdisciplinary team within the context of the practice setting.

Pre-requisite: R.N.A.

Class	Day	Time	Duration	Loc.	Fee
51	Thu	6:30-8:30pm	Jan 18-Apr 26	N	57

### RNA Administration of Medications

Course No.: HLTH110

FA

The Registered Nursing Assistant Administration of Medication Course is a 54-hour course composed of 36 hours of theory and an 18-hour laboratory component. Supervised experience will occur in simulated and clinical practice sessions.

The course is designed to assist the Registered Nursing Assistant to expand his/her competencies to include administration of medications and focuses on the R.N.A. employed in the long term care setting.

Pre-requisite: R.N.A.

Class	Day	Time	Duration	Loc.	Fee
51	Tue&Thu	6:30-8:30pm	Jan 16-Apr 17	N	95.40

### Health Care Aide Program (Part-Time)

This is a certificate program designed for adults presently working in long term care. It is offered on a part-time basis and offers training in resident care procedures as well as knowledge of the biological and physiological processes associated with aging. Completion of the program leads to a Health Care Aide Certificate.

### Program Outline:

The Health Care Aide  
The Human Body  
Psychosocial Aspects of Aging  
Activation & Communication  
Basic Care  
Emergency First Aid/Heart Saver  
Clinical Testing

### Admission Requirements:

Participation in a pre-admission evaluation session. Applicants must have current or recent experience in a long term care facility. Applicants must obtain credit towards their practical hours of the course. This would be dependent on recent relevant experience in an appropriate long term facility.

For further information, please contact, Gwen Doust or Margaret Guthrie, Chair, Health Sciences, 675-3111, ext. 4509.

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Please note: All course titles printed in *ITALICS* are computer-related.

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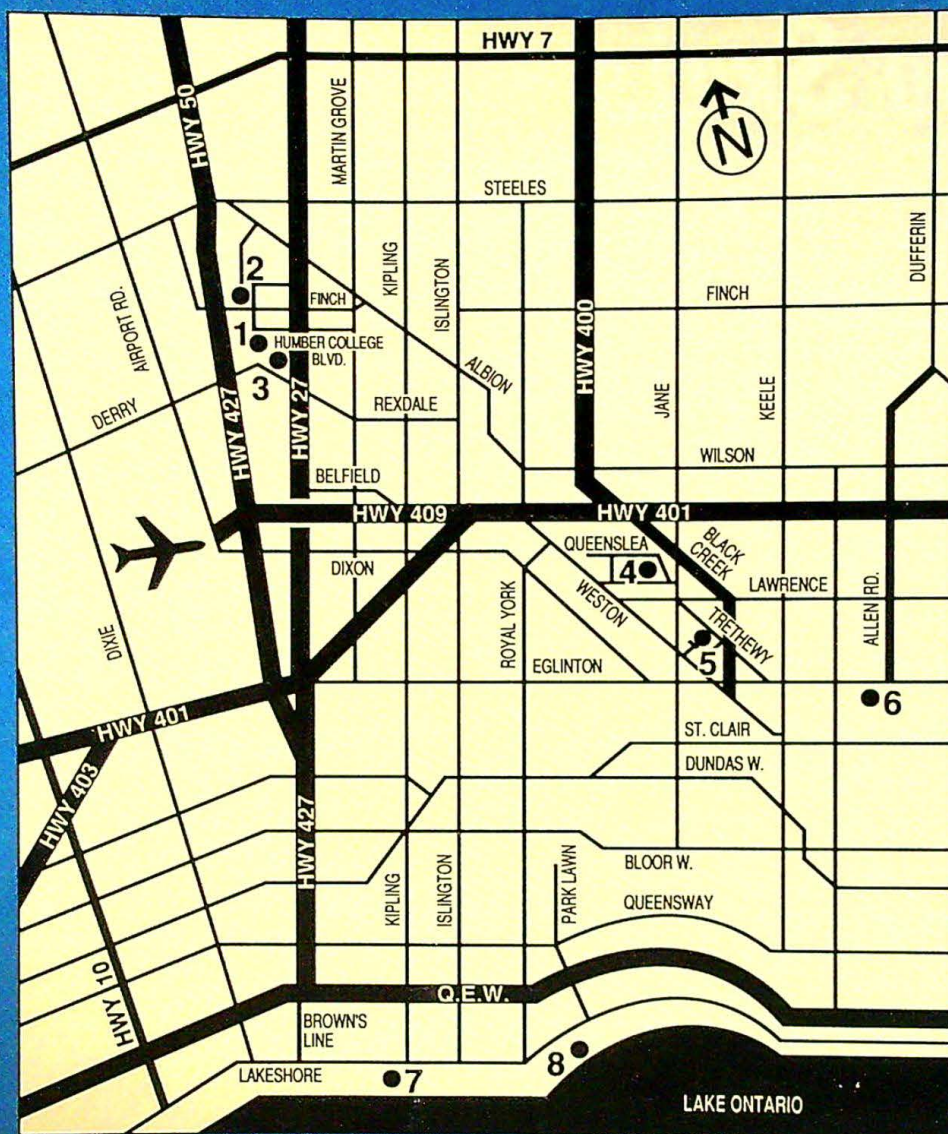
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