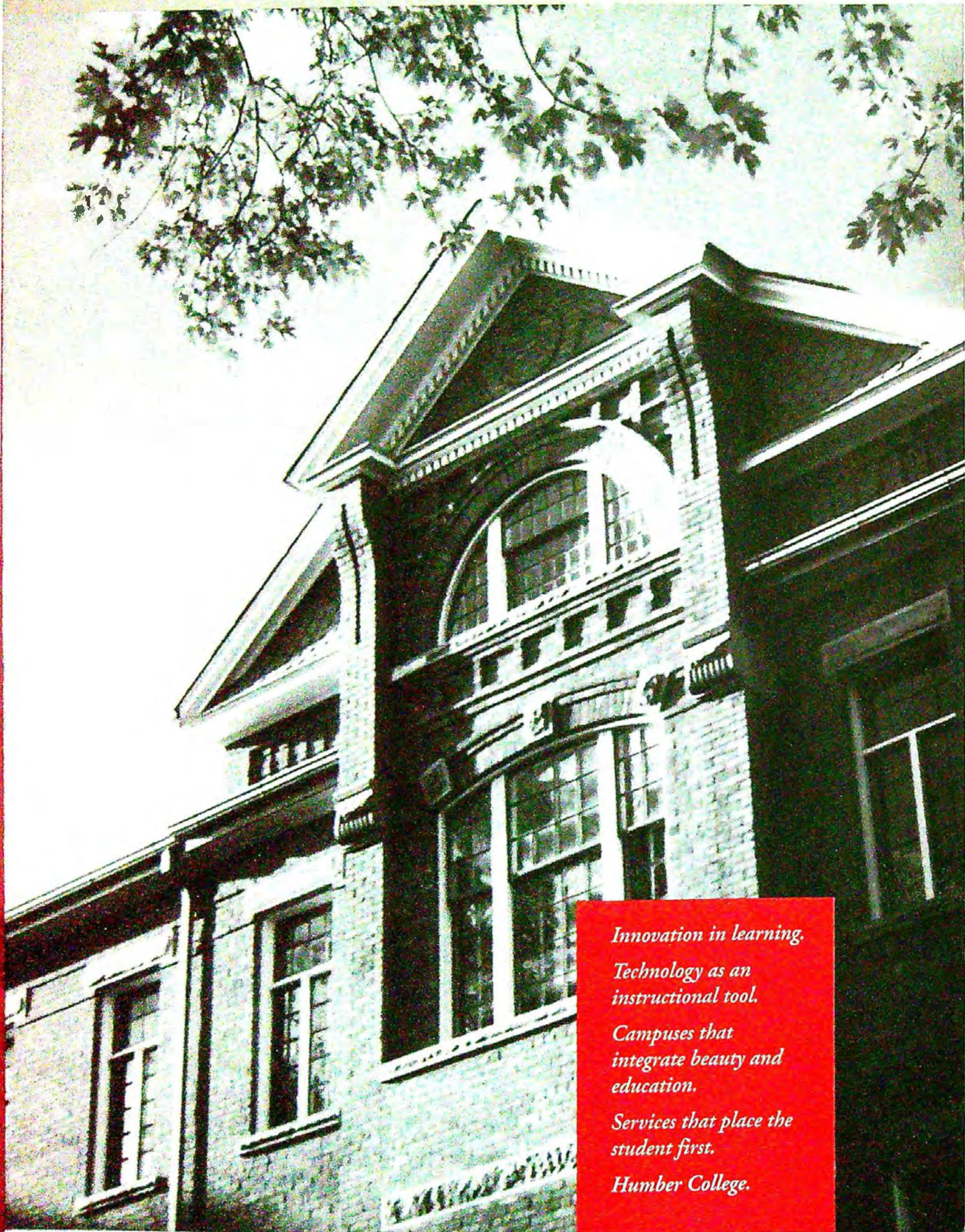


1996 - 1997 Calendar

**HUMBER**  
*College*

ARCHIVE

**O**n the shores of Lake Ontario, surrounded by parkland and history, Humber College's Robert A. Gordon Learning Centre is a unique merging of the pastoral and the progressive. Three of the ten original cottages, beautifully renovated and restored, opened their doors to students on March 13, 1995.



*Innovation in learning.*

*Technology as an  
instructional tool.*

*Campuses that  
integrate beauty and  
education.*

*Services that place the  
student first.*

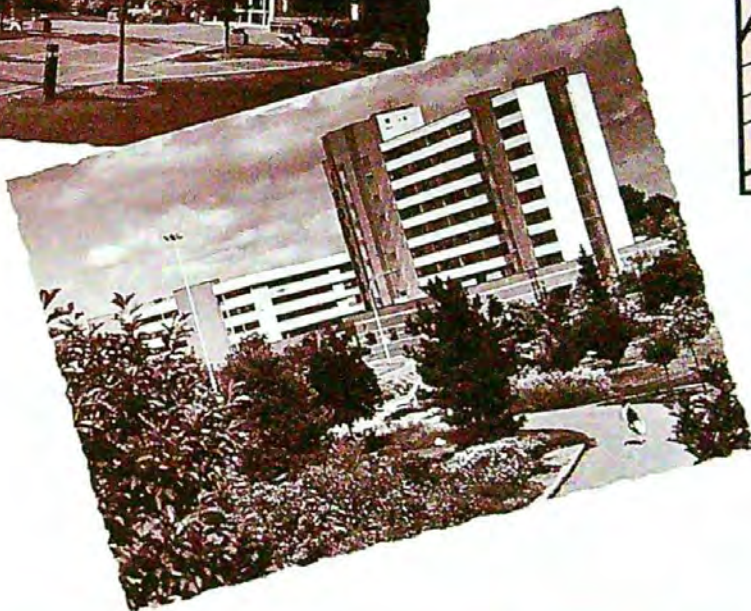
*Humber College.*

# Who we Are

## NORTH CAMPUS

### Highlights:

- the multi-level Library
- pool & recreation complex
- residences for 720 students
- home to 6500 full-time students
- 300 acres of parkland



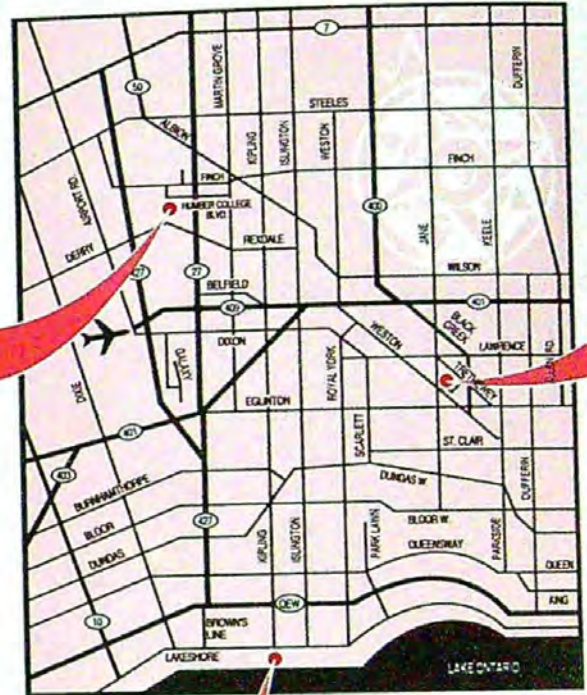
## LAKESHORE CAMPUS

### Highlights:

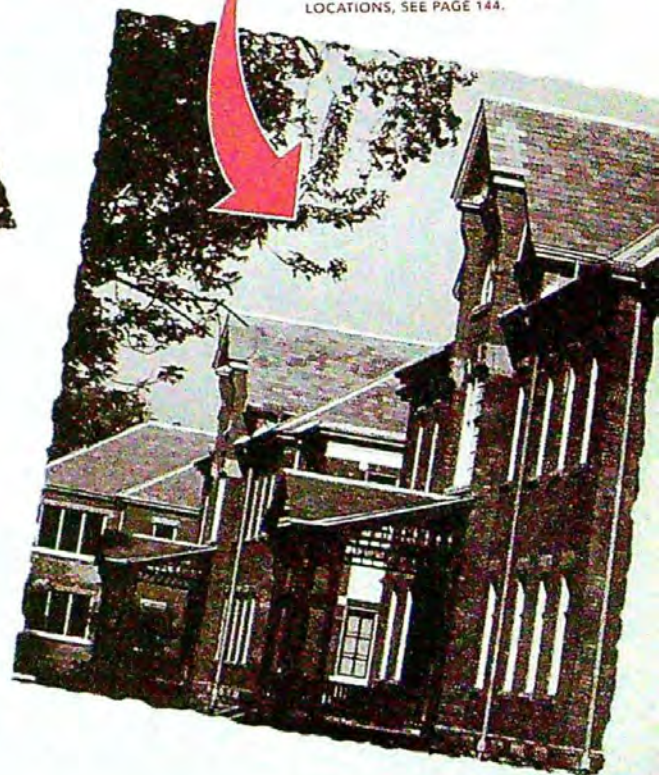
- on shores of Lake Ontario
- The new Robert A. Gordon Learning Centre: historic, century-old renovated buildings
- over 2000 full-time students
- new home for the School of Performing Arts

One of Canada's largest community colleges, with over 135 full-time programs and over 1000 part-time courses.

A collection of exciting campuses, with most programs centred in the three main sites:



FOR A COMPLETE LIST OF CAMPUS LOCATIONS, SEE PAGE 144.



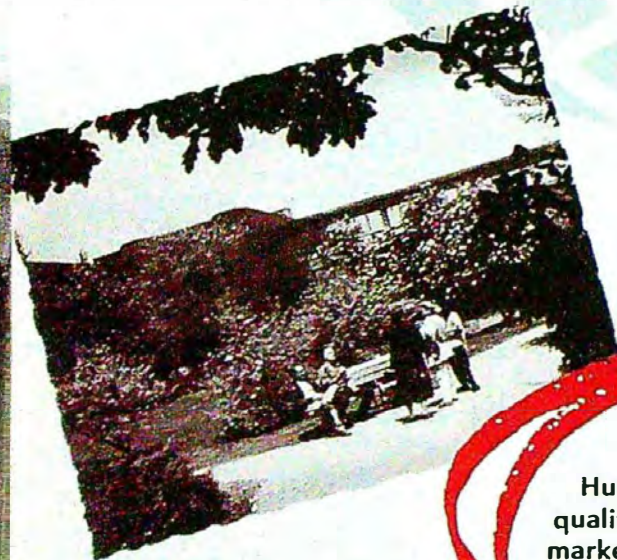
## KEELESDALE CAMPUS

### Highlights:

- in City of York, home to most of our adult retraining & upgrading programs
- language training for over 600 students annually



A vibrant educational community, with approximately 11,000 full-time and 60,000 part-time students from Canada and around the world.



# 3

### *Employment Success*

Humber College graduates are well-qualified to compete in the employment market of today. For a detailed report on the graduate job rate, call the Career Centre at (416) 675-5028.

## How to Use This Book

### **Are you ready to begin choosing a college program?**

Over 135 programs are listed in this calendar in alphabetical order, or you can use the index on page 141.

If you're not sure which program is right for you, read the section on Counselling (page 133 in the b & w pages). A chat with one of our counsellors might help you focus on your skills and abilities.

### **Do you have a career interest in mind, but not a specific program?**

Browse through the Program Guide on page 8. Besides listing the information areas in this calendar, it also groups our programs by interest area.

### **Do you have a program in mind, but are unsure if you have the admission requirements?**

Some students come to us directly from secondary school, others from college or university, while others have been out working for five, ten, even thirty years.

Because college is a very focussed, hands-on kind of education, we usually need to discover your academic proficiency or commitment

before you enter the program. The following section on Admission

Requirements should help you understand this a little better.

# Admission Requirements

How do I find out the admission requirements for the program I'm interested in?

At the top of every program page, you will see a brief outline of the program.

Next, the admission requirements are listed. Pay careful attention to this section. Many programs have large numbers of applicants for a limited number of spots, and we use these requirements as a way of determining who will be most successful.

For example:

## Package and Graphic Design (School of Media Studies)

Application Program Code 04711  
North Campus  
Two semesters, beginning in September

One of the most common items to be found in a consumer society is the package. Humber's unique Package Design diploma program is dedicated to the training of young men and women in the design, manufacturing and marketing of packaging in its many forms.

You will be involved in computer design, graphic design, three-dimensional design, the relationship of design objectives to technological and marketing requirements, materials and their limitations, and the economic aspects of the packaging industry. The program emphasizes the psychological aspects of the design process, and the impact of the package, printing and reproduction processes, and the impact of consumerism on the design process. During the fifth semester, students are given the opportunity to participate in a research project. The program is placed in the research facilities in the School of Media Studies.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an orientation/assessment interview at which time you must present a portfolio indicating:
  1. an ability to draw
  2. a sense of design
  3. good craftsmanship
- the portfolio should include 10-12 finished original pieces (craft or design), and sketch books

Please Note: The college reserves the right to establish a minimum grade point average or prerequisite to any credit-bearing program. In the case of an over-description to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades in which applicants will be offered interviews, auditions, etc. In the case of mature student admissions, other requirements may also be used for certain programs.

### ADDITIONAL COSTS

You can plan to spend from \$300-\$500 per semester for art supplies and equipment. SEE FEES INFORMATION ON FOLLOWING PAGES.

### CURRICULUM

	Credits
Semester 1 (26 hours/week)	
PACK100 Packaging Graphics 1	3
Pre-Req Full-time students will attend a total program interview	3
PACK101 Packaging Design 1	2
PACK102 Packaging Typography 1	3
PACK107 Packaging Studio Methods 1	3
PACK105 Drawing 1	
PACK106 Basic Computers 1	
COMM200 Communications 200	3
HUMA024 Humanities	3
Semester 2 (24 hours/week)	
PACK200 Packaging Graphics 2	3
PACK201 Packaging Design 1	3
PACK201 Packaging Typography 2	3
Pre-Req PACK202 Packaging Technology 2	3
PACK203 Packaging Studio Methods 2	3
PACK201 Packaging Typography 2	3
Basic Computers 2	
PACK201 Technical Illustration 1	3
PACK201 Perceptions and Colour	3
COMM300 Communications 300	3
COMM200 Communications 200	3
General Education	3

Are there admission requirements common to all college programs?

The minimum requirement for all post-secondary college programs is your Ontario Secondary School Diploma (OSSD) or Mature Student status (age 19 before the start of the program, and no OSSD), or equivalent standing from another province or country.

However, some programs (like Graduate or Apprenticeship) have a minimum requirement that is different. For a complete listing of the admission requirements used for various programs, read page 128.

*Is that all I need?*

In many cases, there are a number of other things we look for.

For example:

- secondary school academic courses (like English or Mathematics)
- prior experience, whether voluntary or paid
- a level of expertise (eg. programs like Music, Theatre or Design)
- written or oral communication skills
- computer skills
- reference letters

*What happens if I have related experience but not all of the academic requirements?*

For applicants such as these, we offer two services:

- Mature Student Testing - through an interview and/or testing, we determine whether you are ready to directly enter a program or need some academic upgrading.
- Prior Learning Assessment - credit is awarded for employment experience or studies which are equivalent in content to work covered in the particular course.

*English is not my first language. Will this disadvantage me?*

Since most activities at Humber College are conducted in the English language, it is necessary for students to have a good proficiency in written and oral English skills before they start most of our programs. You may be required to take the TOEFL test and/or our Computerized Placement Test in sentence and/or reading skills. If your score is low in either test, you may be referred to an academic upgrading program, to English for Academic Purposes, or to special classes to improve your language skills (see page 54).

*Are there special processes or services for students with a physical or learning disability?*

We encourage and assist all students with a learning or physical disability to consider Humber College as a place to further their learning. The most important thing to remember is that you must identify yourself as early in the process as possible. The section on Students with Disabilities, page 134 outlines why this is important to how we can accommodate you.



## The Application Process

Humber College is one of 25 colleges in Ontario that share a central application service.

*How do I apply to Humber College?***Some pertinent information:**

- applications are available at any college or secondary school guidance office
- **March 1:** deadline for over-subscribed programs that start in September. After March 1, applications are considered on a first-come, first-served basis.  
**Note:** Many programs accept applications after the March 1 date.
- \$30.00 application fee (non refundable)
- five program choices (no more than 3 at any one college)
- applications are sent to the Ontario College Application Service (the address is in the application guidebook)
- **May 15:** the date at which the colleges can begin notifying students of all admission decisions. See page 129 for more information on this process.
- you can accept only one offer of admission

*Is there anything about the admissions process that I should know if I'm an international student?*

- you must include with your application a certified "true" copy of all your educational documents
- if your first language is not English, a recent TOEFL score is preferred

# Fees and Financial Aid

There are a number of financial items to consider when coming to college. Having the right information can help you plan appropriately.

There are several categories of Fees - and you must read the entire Fees outline on page 131 for a detailed listing of these items.

We've briefly listed the tuition below:

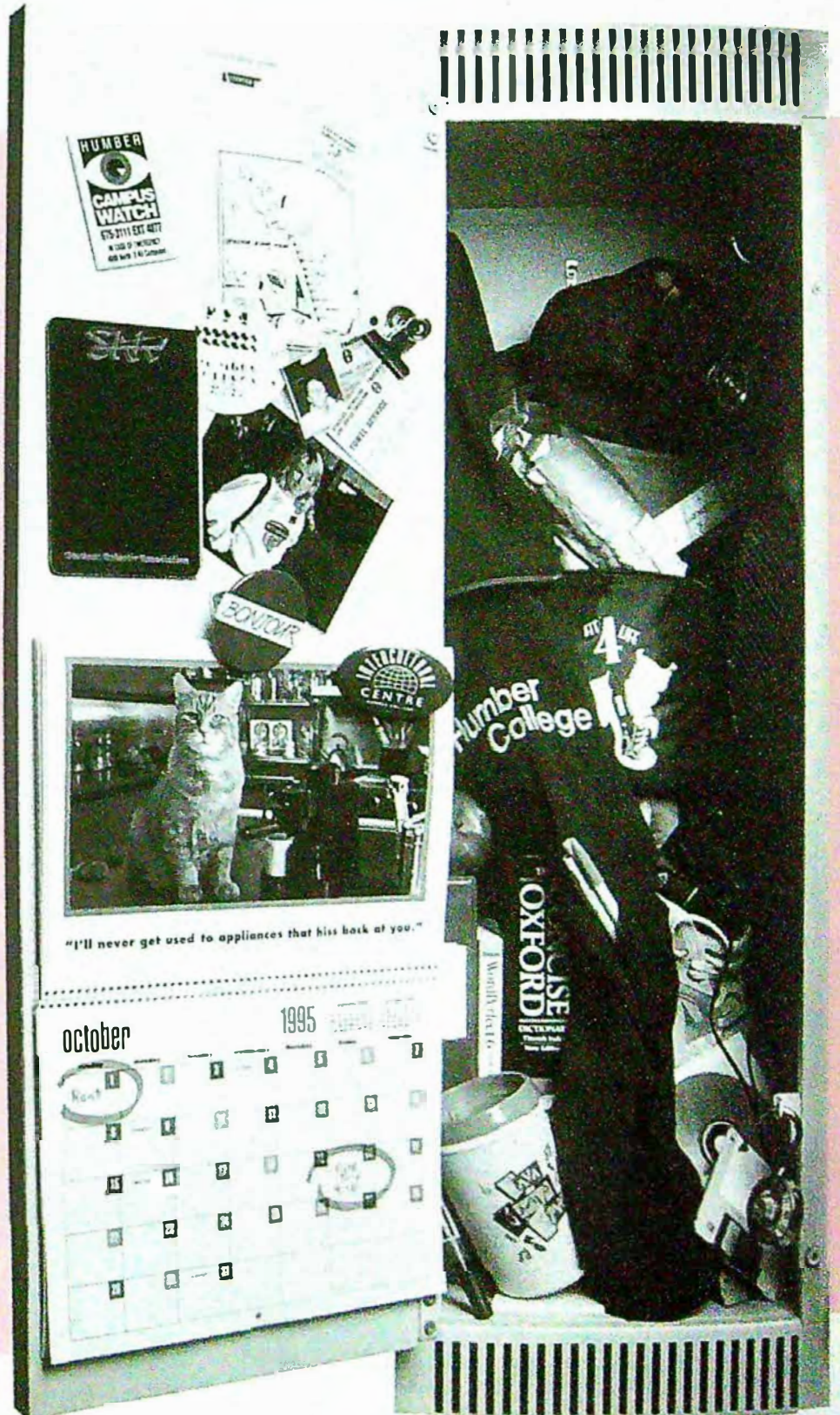
**REGULAR  
POST-SECONDARY:**  
Canadian citizen or  
permanent resident  
\$1,109.00 (2 semesters)\*

**REGULAR  
POST-SECONDARY:**  
International student  
\$9,215.00 (2 semesters)\*

**PART-TIME DAY:**  
Canadian citizen or  
permanent resident  
\$2.65 per contact hour\*

**Adult training**  
\$31.00 per week\*

\*subject to change for  
1996/97 academic year.





### *Is that all I need to pay for?*

You also must pay a compulsory fee (called the Non-Tuition-Related Incidental Fee) for the non-academic aspects of college (athletics, photo ID, convocation, and more):

1995-96 fee: full-time \$237.60\*

1995-96 fee: part-time \$.81 per student contact hour\*

\*subject to change for 1996/97 academic year.

### *Do I have to pay for my own books and supplies?*

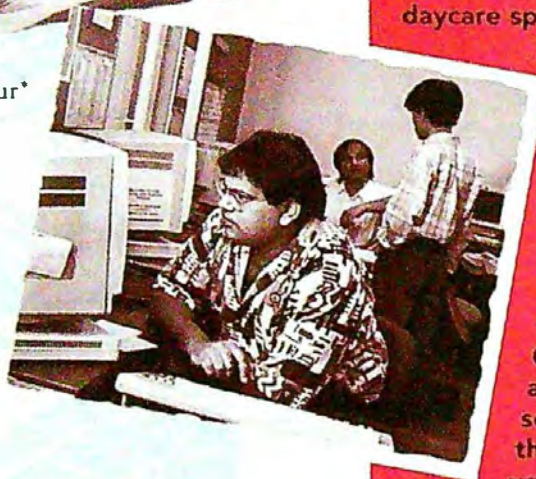
In the majority of cases, you are responsible for your own books and supplies.

### *Are there any other costs?*

Yes. Field trips, parking, locker rental, housing and food costs can add up. You will want to be sure that you have planned for any of the extra costs your program or situation requires.

### *Is there any way to receive help with all these costs?*

Some students are sponsored by a government agency or corporation, but most students depend on OSAP or other forms of assistance. Government programs like OSAP or Canada Student Loans help thousands of students each year. Humber College offers entrance scholarships (pages 3 and 132), and financial awards for students entering second or third year. You won't want to miss the section on Financial Aid, page 132.



## **I'm still a little unsure about coming to college.**

### **What kind of services can I expect to help me when I get there?**

Almost half our staff are involved in the service areas of the college! Whether it's finding a daycare spot for your child, locating a room in our on-campus residence or somewhere close by, talking to someone about your career goals in the counselling department, checking out the jobs in the Career Centre, or accessing any of our other services, you will find that our main concern is you, the student.

### **This sounds like the college for me. Is there any way I can visit Humber College or talk to someone before I make my final decision?**

Of course. You're going to be spending the next one to three years of your life here and you need to be sure that the atmosphere, facilities, services and programs that we offer fit your needs.

Choosing to come to College is a very important decision and you should be investigating all the opportunities available to you.

There are a variety of activities you can take advantage of to find out more about us.



# Tours and Information

## *General Tours*

The Student Recruitment Office is open year-round, and offers tours and information sessions at various times each semester.

Call (416) 675-3111, ext. 4048 for further information.

## *College Information Program*

**October 30th, North Campus**

Drop in anytime from 6:00 p.m. to 8:30 p.m.

At the College Information Program, you can find out more about Humber College programs as well as talk to representatives and pick up calendars from other colleges in Ontario.



## *Discover Humber*

**Tour and Information Sessions: Fall 1995**

Discover Humber by attending the sessions that are of interest to you and learning more about:

- admission requirements
- students' workload expectations
- job prospects after graduation

Note: general tour of College included with all information sessions.

### **NORTH CAMPUS**

November 15	School of Business and School of Information Technology and Accounting
November 15	School of Architecture and Construction
November 17	School of Hospitality, Recreation and Tourism
November 20	School of Manufacturing Technology
November 21	School of Media Studies
November 22	School of Health Sciences
November 23	Discover Design
November 24	General Arts & Science
December 2	Adult Information Session

For Schools not listed, please call the number below for tour information.

### **LAKESHORE CAMPUS**

November 30	School of Social and Community Services
November 30	School of Business
TBA*	School of Performing Arts: *Please call for dates and times

Space is limited in the above sessions, so please call at least two weeks in advance to reserve your spot. Call (416) 675-3111, ext. 4048 between 8:30 a.m. - 4:00 p.m. (Monday to Friday) for further information and directions.

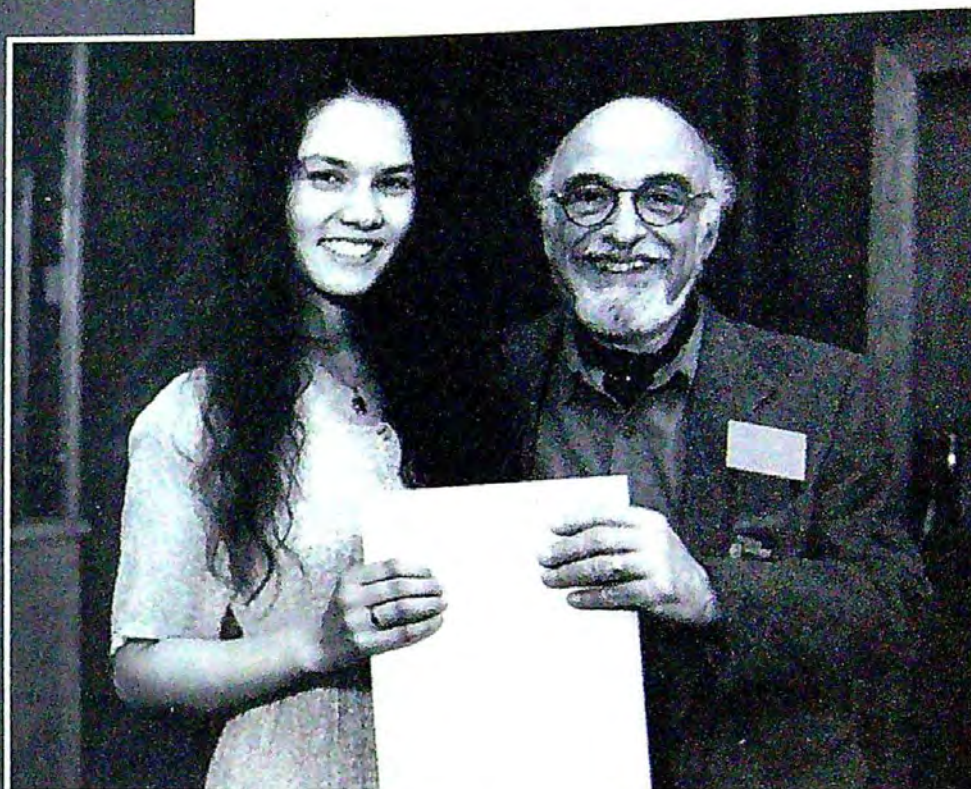
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**HUMBER  
COLLEGE  
OF  
APPLIED  
ARTS  
AND  
TECHNOLOGY**

**Calendar  
for all  
Post-  
Secondary  
and  
Technical  
Certificate  
Programs  
for  
1996-1997**

**Entrance  
Scholarships  
and  
Achievement  
Awards**



# Entrance Scholarships

Scholarships can be a valuable way to offset the cost of attending your first year of college. Often, it only requires an hour or so of your time to prepare your submission, and there is no cost for applying. Humber College offers a limited number of entrance scholarships to full-time students enrolling in a Humber undergraduate or graduate program for the first time. The value of these scholarships is \$1000.00 to be applied to tuition and instructional materials for one year. Applications for the Entrance Scholarships must be submitted by July 31st.

For further information or an application form, please call the Awards Officer at (416) 675-3111 ext 4052.

## CONDITIONS

- You must be approved into a Humber College undergraduate or graduate program before being considered eligible for a scholarship.
- Entrance scholarships will be awarded by decision of the College's Scholarship Committee.
- A student may not receive more than one entrance scholarship.
- Entrance scholarships are available for September registration only.

A brief description of the scholarships is listed below:

## CARLOS COSTA ENTRANCE SCHOLARSHIP

- All undergraduate and graduate programs: academic achievement (a minimum of 70% in the final two semesters of secondary school or equivalent); demonstrated perseverance and endurance in the pursuit of academic, career or life goals as supported by an academic reference and two personal references.

## LAKESHORE CAMPUS

- All undergraduate and graduate programs: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## LIBERAL ARTS AND SCIENCES DIVISION

- General Arts and Science (College and Pre-University): academic proficiency (a minimum average of 70% in the final two semesters of secondary school or equivalent); one reference (academic or personal, excluding family members) attesting to the student's contribution to school and community activities; an essay (approximately 250 words) on "Why attending college is important to your educational and career goals".

## SCHOOL OF BUSINESS

- All undergraduate and graduate programs: academic achievement (a minimum of 75% in the final two semesters of secondary school or equivalent); two references (academic and/or employment) supporting the applicant's suitability for a career in business; an essay (approximately 250 words) on "Competing in the new global economy".
- Marketing and Business Administration: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## SCHOOL OF HEALTH SCIENCES

- All undergraduate and graduate programs: academic achievement (a minimum of 75% in the final two semesters of secondary school or equivalent); two references (academic, employment and/or personal) supporting the applicant's suitability for a career in health services and outlining the applicant's qualifications for this award; an essay (approximately 250 words) expressing the applicant's beliefs in the rights of minority groups and the value of multiculturalism.
- Nursing and Practical Nursing: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## SCHOOL OF HOSPITALITY, RECREATION AND TOURISM

- Culinary Management: academic proficiency with particular emphasis on communication skills (must achieve a minimum set score on the college's English Assessment test); some previous practical culinary experience; an essay (approximately 250 words) on "Why I wish to pursue a career in Culinary Management".

## SCHOOL OF INFORMATION TECHNOLOGY AND ACCOUNTING

- Computer Engineering Technology: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## SCHOOL OF MANUFACTURING TECHNOLOGY AND DESIGN

- 2 or 3 year programs in Electromechanical, Plastics, Mechanical Design or Tool & Die, Safety Engineering, or Numerical Control Engineering: academic proficiency; an essay (approximately 250 words) on "How would \_\_\_\_\_ enhance the competitive position of Canadian manufacturing?". Choose one of Computers, Robotics, Automated Manufacturing or Computer Graphics.
- Industrial Design: (even years, eg. 1994) Academic proficiency; portfolio competition
- Safety Engineering Technology: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## SCHOOL OF MEDIA STUDIES

- Package Design: (odd years (eg. 1995): academic proficiency; portfolio completion).
- Radio Broadcasting and Film and Television Production: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## SCHOOL OF PERFORMING ARTS

- Music: any brass instrument; two tiered audition process.

### SCHOOL OF SOCIAL AND COMMUNITY SERVICES

- Law and Security Administration: one reference (personal) outlining the applicant's participation in community work/extracurricular activities that benefit a minority group; preference given to those of ethnocultural background with fluency in a language other than English.

### THE DR. WINSOME E. SMITH ENTRANCE SCHOLARSHIP

This scholarship has been established in consultation with the Black Business and Professional Association, in honour of Dr. Winsome E. Smith, the first black Chair of the Board of Governors of Humber College.

- All undergraduate and graduate programs: academic achievement (a minimum of 75% in the final two semesters of secondary school or equivalent); demonstrated financial need and contribution to the black community; supporting documentation to include an official transcript of marks and at least two letters of reference.

## Declaration of Waiver

The information in this calendar is accurate as of August 1, 1995. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1995, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

# Achievement Awards

## List of 1994 Donors/Awards

Recognizing student achievement is important at Humber College. The awards listed here have been donated to help recognize these achievements in a positive way.

### AWARDS AVAILABLE TO ALL STUDENTS

Humber College Student Association	Ontario Public Services Employees' Union Local 562
Mr. & Mrs. P.F. Keeping Learning Disabilities Association of Etobicoke	United Parcel Service Canada Ltd.
Chris Morton Memorial Fund	

### LIBERAL ARTS AND SCIENCES DIVISION

General Arts and Science Achievement Award	Liberal Arts and Sciences Support Staff
General Arts and Science University Transfer Award	Peter James Bradley Sarah Thompson Endowment Fund

### SCHOOL OF ARCHITECTURE AND CONSTRUCTION

3M Canada Inc.	Industrial Safety Equipment Co. Limited
Association of Architectural Technologists of Ontario	James F. McConachie Endowment Fund
Carrier Canada Limited	Mollie McMurrich Endowment Fund
CN Rail	Nelson Canada
Collins Safety Shoes	Rice Brydone Limited
John Davies Memorial Fund	Steelcase Canada Limited
Gene Duret Endowment Fund	The Global Group

### SCHOOL OF BUSINESS

3M Canada Inc.	Ontario Medical Secretaries Association
Blake, Cassels & Graydon Barristers & Solicitors	Retail Council of Canada
Borden & Elliot Associates	Rexdale Medical Secretaries Association
Bowen & Binstock Advertising Ltd.	Linda Saunders Endowment Fund
Business Administration Class of 1970	The Molson Companies' Donations Fund
Robert A. Caco	Tory, Tory, Deslauriers & Binnington Barristers & Solicitors
Coca-Cola Beverages Ltd.	Weston & District Personnel Association
Eaton Foundation	
Ernst & Young	
McGraw-Hill Ryerson Limited	

## SCHOOL OF HEALTH SCIENCES

Addison-Wesley Publishers Ltd.	Lougheed's Ltd.
Ambulance & Emergency Care Program Faculty	Margaret MacKenzie Memorial Fund
Arbor Memorial Service Inc.	MacKinnon & Bowes
Association of Early Childhood Education of Ontario	Judge Lauren Marshall
James Arnott Nursing Home	Metropolitan Toronto & District Funeral Directors' Association
Marie Atlas	Metropolitan Toronto Dept. of Ambulance Services
Batesville Canada Ltd.	C.V. Mosby Company Limited
Bay of Quinte Funeral Service Assoc.	Nelson Canada
Becton, Dickinson Canada Inc.	Northern Casket (1976) Ltd.
Canadian Association of Pharmacy Technicians	Northern Ontario Funeral Service Assoc.
Canadian School of Embalming	Nursing Faculty
Caps Professional Health Care Service	Ontario Board of Funeral Services
Central Ontario Funeral Directors' Association	Ontario Funeral Service Assoc.
Comcare (Canada) Limited	Ortho Pharmaceutical (Canada) Ltd.
Drug Trading Company Limited	Parent Books
Early Childhood Education Department Award in CE	Mrs. Evelyn Paul
Early Childhood Education Department Lab School Award	Mrs. E. Pinder
Early Childhood Education Program Advisory Committee College Spirit Award	Pharmacy Assistant Program Faculty
H.S. Eckels & Co. (Canada) Ltd.	Margaret Pollard
Eli Lilly Canada Inc.	PTC
Etobicoke General Hospital Aux.	Registered Nurses Association of Ontario - Western Chapter
Everest & Jennings Cdn. Ltd.	Dr. Roberta Robinson
Fabhaven Industries Inc.	Endowment Fund
Faculty - E.C.E. Dept.	Angus M. Robertson Scholarship - Ontario Association for Community Living
Family, friends and colleagues of Carole Ann Cullain	W.B. Saunders Co. Canada Ltd.
Family, friends and colleagues of Jimmy Dean	Robert E. Scott
Georgian Bay District Funeral Directors' Association	Wilfrid R. Scott
Ms. Sophia Geenen	Ms. Sylvia Segal
Guaranteed Funeral Deposits of Ontario	Seniors Mental Health Service, West Park Hospital
Robert Haggarty Memorial Fund	Service Corporation
Heart and Stroke Foundation of Ontario	International Canada Limited
Hewlett Packard Limited	Students - Funeral Service Education Program
Ivanhoe Inc.	Faculty and friends of Carol Tai
Jim and Laura Jeffrey	The Central Canadian Funeral Supply Assoc.
Abu Kibria	The Embalmers' Supply Company of Canada Ltd.
Margaret Hincks	The Kitchener-Waterloo Regional Ambulance
	The Loewen Group
	Times Mirror Professional Publishing
	Toronto Central Service
	Leanne Margaret Tumilty Endowment Fund
	Turner and Porter Funeral Directors

## SCHOOL OF HOSPITALITY, RECREATION AND TOURISM

Alba Tours International Inc.	Hotel Human Resource
Donald Barnard Endowment Fund	Professionals Association of Greater Metropolitan Toronto
Best Foods Foodservice	Inkel Et Associes Conseils Inc.
British Airways	International Hospitality Studies Awards
Canada Cutlery Importers Ltd.	International Resorts Studies Program - Japan
Canadian Holidays	Les Marmitons
Canadian Hospitality Foundation	McDonald's Restaurants of Canada Limited
Canadian Society of Club Managers (Ontario Branch)	Yvonne McMorrough
Canadian Travel Press	Nestle Food Services
Conquest Tours	Oneida Canada Ltd.
Delta Chelsea Inn	Ontario Jockey Club
Der Travel Service Limited	Ontario Recreation Facilities Association
Escoffier Society of Toronto	Ontario Recreation Society
European Restaurant Supply	Ontario Restaurant Assoc. Toronto Region
Fast Track Recreation Leadership Advisory Committee	Eija Parkkari Endowment Fund
Food Service Purchasing Association of Canada	Robin Hood Multifoods Inc.
Garland Commercial Ranges Limited	Royal Doulton Can. Ltd.
Gay Lea Foods	Nicollette Sarracini
Humber Chapter of the Canadian Food Service Executive Assoc. Awards	Sporting Life Inc.
Hotaka Recreation Company	Sports Equipment Specialist Award
Hotel Association of Metropolitan Toronto	Tea Council of Canada
	The Noranda Reunion Group
	The Oshawa Group Limited
	Toronto Airport Director of Sales Council
	Travelweek Bulletin
	Voyageur Insurance Limited

## SCHOOL OF HORTICULTURE, FASHION ARTS AND DESIGN FOUNDATION

American Floral Services Inc.	M.A.C. Cosmetics
Catharine Berry Award	Franco Mirabelli Wardrobe Award
Civello Awards	Southern Ontario Unit of the Herb Society of America Endowment Fund
James E. Clark Endowment Fund	
Humber Arboretum	
Humber College Students' Association	

## SCHOOL OF INFORMATION TECHNOLOGY AND ACCOUNTING

Accounting Department Faculty	Derek Horne Endowment Award
Bell Canada	Metro Colleges Mathematics Association
William Bell Memorial Fund	Munich Reinsurance Company of Canada
Canadian Consulting Institute	Nelson Canada
Certified General Accountants Association of Ontario	Sun Life Assurance Company of Canada
Ernst & Young	Unitel Communications Inc.
Mr. Harvey Freedman	

## SCHOOL OF MANUFACTURING TECHNOLOGY AND DESIGN

3M Canada Inc.	Mollie McMurrich Endowment Fund
ABC Group Prize	Family, friends and colleagues of Howard Payne
Canadian Society of Safety Engineering (Toronto Section)	Mrs. E. Pinder
Ken Cummings	Safety Supply - J. B. Reid Division of Acklands Ltd.
Mrs. John A. Fletcher	SMS Machine Tools Limited
Kathleen Higgins Trust Fund	John Szilock Trust Fund
Industrial Design Faculty	Teeknion and Wiresmith
Instrument Society of America (Toronto Section)	The Institution of Electrical Engineers North American Region
Rudi Jansen Endowment Fund	
Lee Valley Tools Limited	

## SCHOOL OF MEDIA STUDIES

John Adams Endowment Fund	Norman Depoe Scholarship Fund
Alt Camera Exchange	Diversified Publications Ltd.
Association of Independent Corrugated Convertors	Eaton Foundation
BGM Imaging Inc.	Esther Fedele Endowment Fund
Booth Photographic Ltd.	Family, friends and colleagues of Peter Jones
Broadway Camera	Family, friends and colleagues of William John Murray
Canadian Corporate News	Ford Motor Company of Canada
Canadian Media Director's Council	Byron Hales Endowment Fund
CFRB Limited	Harbinger Commun. Inc.
CFTR Radio	Hill & Knowlton
CHFI Limited	Humber College Radio Alumni
CHIN Radio	Ilford Anitec (Canada) Limited
CHUM Limited	Imax Systems Corporation
CKYC Country 59	
Continental PIR	
CN Real Estate	
John Davies Endowment Fund	
Daymen Photo Marketing Ltd.	

Journalism Alumni Association  
 Just Cameras Limited  
 Kodak Canada Limited  
 Lisle-Kelco Limited  
 Edmund Long Endowment Fund  
 Mediacom Inc.  
 Ab Mellor Endowment Fund  
 Minolta Canada Inc.  
 Narvali Photography Limited  
 Pentax Canada Incorporated  
 Public Relations Faculty  
 Q107/AM640 Radio  
 Rogers Cantel Inc.

Edward R. Rollins Endowment Fund  
 Leslie Smart and Associates  
 Spot Film and Video  
 Staedler-Mars Limited  
 Kay Staib Memorial Award  
 Steichen Lab  
 Surdins Camera Centre  
 Tamron and Manfrotto Canada  
 Technigraphic Equipment Ltd.  
 The Toronto Star  
 Travelweek Bulletin  
 Visual Presentations Award  
 Doris Whiteside Award

## SCHOOL OF PERFORMING ARTS

Boddington Music	Hussey Seating Co. Canada Limited
Brian Arnott Associates	Joel Theatrical Rigging Contractor (1980) Ltd.
CJEZ FM/Thom Kehoe Memorial Award	Just Drums
Colortran Canada Inc.	Long & McQuade Musical Instruments
Duke Ellington Memorial Award	Lumitrol Limited
Jack A. Frost Ltd.	Mike Peterson Memorial Award
Gordon Delamont Memorial Award	Paramount Canada's Wonderland
Hambourg Memorial Award	Toronto Musicians' Association
Harknett Musical Services	
Scott Henshaw Memorial Award	

## SCHOOL OF SOCIAL AND COMMUNITY SERVICES

Association of Black Law Enforcers	Faculty of the Law and Security Program
Donald Barnard Endowment Fund	Jack Filkin Endowment Fund
Bartimaeus Inc.	Humber College Students' Association - Lakeshore
Canadian Scholars' Press Inc.	Metropolitan Police - 21 Division
Canadian Society for Industrial Security Inc.	Optimist Club of Etobicoke
Centre for Justice Studies	Peel Regional Police Association
Christian Horizons Toronto Region	The Franz Rotmann Memorial Award
Etobicoke Centre for Children and Families	Student Life Department - Humber Lakeshore
Faculty of the Child and Youth Worker Program	The Ontario Association of Child and Youth Counsellors



# Under-graduate Programs



# Guide to Undergraduate Programs

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**Declaration of Waiver**

The information in this calendar is accurate as of August 1, 1995. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1995, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

## Communications Courses

Business, industry, and the professions require people who can communicate effectively. It is the Communications Department's mandate to provide the kinds of courses and services that will help you acquire the writing skills that are vital to your success both in your program and later on in your career. To graduate from most two and three year post-secondary programs, you must obtain credits in a Communications 200 level and a Communications 300 level course.

Communications 100 and Communications 150 are special courses provided to students who have basic writing difficulties. EASL courses (100, 150, 200, 300) are special courses designed to provide non-native English speakers with the fundamentals of standard written English. Students who are required to complete these courses do not yet possess the writing skills necessary to handle college-level assignments. Classes are small and taught by instructors who have an interest in developmental writing.

Communications 200 level courses are designed to improve your writing skills to the professional standards expected of first-year Humber students. These courses emphasize the principles of composition and the grammar and punctuation skills that are a necessary part of the writing process. Many of your writing assignments will be on vocationally relevant topics.

Communications 300 courses will introduce you to the formats and strategies of effective written business or technical communication. These courses are designed to build on and reinforce the writing skills that you developed in Communications 200. You will apply these skills in a variety of vocationally relevant documents and demonstrate that you can gain access to and use research materials including CD ROMs.

## General Education

Like most post-secondary students you will be required to complete General Education courses before graduating. General Education classes are those which are non-program specific and designed to deepen your understanding of your social, cultural, political and economic roles. You may expect to share these classes with students from a variety of program areas.

Your first General Education course will be an inter-disciplinary course called "Humanities". This is an issues based course designed to introduce you to the concepts and subject areas you will encounter in later General Education courses, as well as to help develop appropriate academic skills. The other courses comprising the General Education program are offered in three categories:

- Arts and Literature
- Social Science and Humanities
- Science and Technology

Students will be expected to select the remaining courses from these categories, making sure that they draw from at least two of the three categories. These courses are offered in a number of timetable modules, normally with a selection of six to ten courses. You will need to obtain your timetable or contact your Program Coordinator to determine which specific courses are available in your timetable module.

## Accountancy

(School of Information Technology and Accounting)

Application Program Code 02211

North Campus

Students may choose either the four semester, or six semester program, beginning in September and January

This diploma program is designed to assist students in forming a base of studies so that they can assume the duties of an accountant in today's changing economy. In addition to accounting procedures and accounting theory, the program offers training in auditing, taxation, law, information systems and management studies.

A co-op option will be offered commencing in Semester 3, pending final approval.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

The graduates of the Accounting Program find jobs at the intermediate level in small to medium sized firms and in accounts payable, accounts receivable, cost accounting, inventory control, internal auditing, and payroll departments of larger corporations.

If you are seeking a professional designation, taking this program is a good way to start. It is possible for you to become a (CGA) Certified General Accountant within two to three years of graduation. The Certified General Accountants Association will allow credits from this program towards its professional designation.

### CURRICULUM

#### 2/3 Year Accountancy Diploma

Semester 1		Credits
ACCT111	Intro. to Accounting 1 (Program Specific Course)	4
BMAT210	Financial Mathematics	4
Pre-req:	Math Assessment Test or BMAT110 Essentials of Business Math	
ISYS102	Introduction to P.C.	3
MKTG100	Marketing 1	3
LAWS111	Business Law	3
COMM200	Communications 200	3

Semester 2	Credits
ACCT211 Introduction to Accounting 2 (Program Specific Course)..... 4	
Pre-req: ACCT111 Introduction to Accounting 1	
ACCT221 Computerized Accounting Introduction..... 4	
Pre-req: ACCT111 Introduction to Accounting 1, ISYS102 Introduction to PC	
BMGT101 Human Resource Management..... 3	
ECON001 Microeconomics..... 3	
ISYS103 Information Systems Concepts..... 3	
COMM300 Communications 300..... 4	
Pre-req: COMM200 Communications 200	

**Note 1:** Upon completion of semesters 1 and 2 students will proceed to the second year of the Accounting program. Alternatively they may transfer to the second year of the Business Administration, Business Management, Computer Information System or Marketing programs, with the addition of the program specific course required for that program.

**Note 2:** Students transferring from Computer Information Systems, Business Administration, Business Management or Marketing into the second semester of the Accounting program must have achieved a grade level of at least 80% in Accounting Fundamentals prior to picking up the program specific course Introduction to Accounting 2.

Semester 3	Credits
ACCT331 Intermediate Accounting 1* ..... 6	
Pre-req: ACCT211 Introduction to Accounting 2	
ACCT341 Cost Accounting 1 ..... 4	
Pre-req: ACCT211 Introduction to Accounting 2	
ACCT461 Introduction to Income Tax ..... 4	
Pre-req: ACCT211 Introduction to Accounting 2	
ECON002 Macroeconomics ..... 3	
HUMA024 Humanities ..... 3	
GNED General Education Elective #1 ..... 3	

Semester 4	Credits
ACCT441 Cost Accounting 2 ..... 4	
Pre-req: ACCT341 Cost Accounting 1	
ACCT561 Income Tax 2 ..... 4	
Pre-req: ACCT461 Introduction to Income Tax	
ACCT421 Computerized Accounting Advanced ..... 4	
Pre-req: ACCT221 Computerized Accounting Introduction, ACCT331 Intermediate Accounting 1, ACCT341 Cost Accounting 1	
BMGT201 Principles of Management ..... 3	
Pre-req: BMGT101 Human Resource Management	
BSTA300 Business Statistics ..... 4	
Pre-req: BMAT110 Essentials of Business Math or equivalent	
ISYS237 Business Systems Analysis ..... 4	
Pre-req: ISYS102 Introduction to P.C.	

\*Equivalent to 1 1/2 courses.

Students may graduate in the four semester program or continue on and graduate after completing the additional courses set out in semesters five (5) and six (6).

The courses offered in semesters five and six include more advanced accounting courses and also place an emphasis on finance and computer applications. Successful graduates will receive additional credits towards their professional designation (CGA) as described previously under Career Opportunities.

Semester 5	Credits
ACCT531 Intermediate Accounting 2* ..... 6	
Pre-req: ACCT331 Intermediate Accounting 1	
ACCT541 Financial Controllorship 1 ..... 4	
Pre-req: ACCT331 Intermediate Accounting 1	
ACCT551 External Auditing ..... 4	
Pre-req: ACCT331 Intermediate Accounting 1	
ISYS224 Personal Computer Applications ..... 4	
Pre-req: ISYS102 Intro. to P.C.	
GNED General Education Elective #2 ..... 3	
*Equivalent to 1 1/2 courses	

Semester 6	Credits
ACCT621 Computerized Accounting Applications..... 4	
Pre-req: ACCT421 Computerized Accounting - Advanced	
ACCT641 Financial Controllorship 2 ..... 4	
Pre-req: ACCT541 Financial Controllorship 1	
ACCT651 Internal Auditing ..... 4	
Pre-req: ACCT551 External Auditing	
BSTA400 Quantitative Analysis 1 ..... 4	
Pre-req: BMAT110 Essentials of Business Mathematics or equivalent	
GNED General Education Elective #3 ..... 3	

# Advertising and Graphic Design

(School of Media Studies)

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Application Program Code 04701

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North Campus

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Four semesters, beginning in September

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The Advertising and Graphic Design program at Humber College will provide the young graphic designer with a firm foundation of drawing, rendering techniques, typographic skills, design, colour theory and computer design that a talented advertising artist requires.

Students are given working studio related experience in the design of advertising for newspaper, magazine, direct mail, outdoor advertising, corporate design, packaging design, point-of-sale and television storyboarding for commercials.

In the two years of the program you will learn the fundamentals required to develop a creative and competent graphic design. We will help you realize your ability to put ideas on paper with the various courses offered, in a way that will appeal to your future clients. The integration of the electronic media will give you an introduction to the roles played by computer technology in visual communication. Computer software programs studied are: Adobe Illustrator, Adobe Photoshop and QuarkXpress using the Macintosh Power PC 6100 platform. The graphic arts printing processes are thoroughly studied with the creation of various mechanical art projects.

To achieve this knowledge, practice is essential requiring dedication and hard work. Graphic designers interact with industrial designers who give form to the product and with package designers who create the package or container for the product. The graphic designer then creates the visuals to sell the product.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview at which time you must present a portfolio made up of 15 or more pieces, and a sketch book to demonstrate your design and drawing skills. Any media artwork can be presented.
- applicants will be assessed on their ability to draw, their sense of design and on an indication of good craftsmanship

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

The program prepares the student for employment in graphic design studios, advertising agencies, TV graphic studios, printing companies, magazine/newspaper/book publishers, sales promotion firms, package design units and in firms where their prime graphic product is developed on the Apple Macintosh desktop publishing system. Freelance activity provides further opportunity. A developing employment area is the graphic production and in-house departments in corporations and institutions, such as insurance companies and the banking business.

**ADDITIONAL COSTS**

An initial investment of \$640+ for art equipment and supplies is necessary. Throughout the program students should be prepared to spend approximately \$250 per semester in replacing consumable supplies.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
GRAF100	Graphics 1 .....	2
GRAF101	Perspective 1 .....	3
GRAF103	Typography 1 .....	3
GRAF104	Design 1 .....	3
GRAF105	Studio Methods 1 .....	2
GRAF106	Colour Theory .....	3
MKTG920	Advertising for Graphics 1 .....	1
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
GRAF200	Graphics 2 .....	2
Pre-Req:	GRAF100 Graphics 1	
GRAF201	Perspective 2 .....	3
Pre-Req:	GRAF101 Perspective 1	
GRAF203	Typography 2 .....	3
Pre-Req:	GRAF103 Typography 1	
GRAF204	Design 2 .....	3
Pre-Req:	GRAF104 Design 1	
GRAF207	Computer Graphics .....	3
GRAF302	Mechanicals 1 .....	2
Pre-Req:	GRAF205 Studio Methods 2	
MKTG925	Advertising for Graphics 2 .....	1
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNED	General Education .....	3

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**Semester 3 (26 hours/week)**

		<b>Credits</b>
GRAF301	Illustration 1 .....	4
Pre-Req:	GRAF201 Perspective 2	
GRAF303	Typography 3 .....	3
Pre-Req:	GRAF203 Typography 2	
GRAF305	Packaging 1 .....	2
Pre-Req:	GRAF204 Design 2	
GRAF306	Graphics 3 .....	7
Pre-Req:	GRAF200 Graphics 2	
GRAF307	Desktop Publishing 1 .....	2
GRAF402	Mechanicals 2 .....	3
Pre-Req:	GRAF302 Mechanicals 1	
GRAF405	Perspective 3 .....	2
Pre-Req:	GRAF201 Perspective 2	
GNED	General Education .....	3

**Semester 4 (22 hours/week)**

		<b>Credits</b>
GRAF400	Graphics 4 .....	8
Pre-Req:	GRAF306 Graphics 3	
GRAF401	Illustration 2 .....	3
Pre-Req:	GRAF301 Illustration 1	
GRAF403	Typography 4 .....	3
Pre-Req:	GRAF303 Typography 3	
GRAF404	Desktop Publishing 2 .....	2
GRAF406	Packaging 2 .....	3
Pre-Req:	GRAF305 Packaging 1	
GNED	General Education .....	3

## Advertising-Media Sales

(School of Media Studies)

Application Program Code 04601

North Campus

Four semesters, plus 2 months internship, beginning in September

Advertising-Media Sales is a dynamic field offering a wide variety of employment opportunities to qualified personnel. Humber's two year diploma program, with its additional six weeks of internship, provides the practical training demanded by the industry. Through studies in such areas as media fundamentals, marketing and sales techniques, students are prepared for employment in a number of different areas within the field of media.

During the program, students learn to:

- evaluate the major media in Canada
- translate marketing objectives into media objectives
- assess the strengths and weaknesses of the major media
- develop media campaigns
- create compelling presentations for small and large audiences
- analyze audience data
- sell/purchase advertising time or space for TV, radio, outdoor, magazines and newspapers
- speak knowledgeably and persuasively
- negotiate on behalf of the buyer and/or seller of time and space
- perform successfully at a radio or TV station, newspaper, magazine and advertising agency
- do cost estimates

- be familiar with computer systems which are pertinent to media

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- recommend grade 12 English (general level), and a grade 11 math (general level)
- applicants may be required to attend an assessment interview. In addition, marks in grades 11 and 12 English may be considered. Applicants living outside of the greater Metropolitan Toronto area may request a telephone interview, if one is deemed necessary.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates of the program will be qualified to seek employment as sales representatives for radio stations, TV stations, newspapers, magazines or in the media department of advertising agencies and major advertisers.

### CURRICULUM

Semester 1 (20 hours/week)	Credits
MEAD105 Fundamentals of Media 1 .....	8
MEAD106 Professional Selling 1 (Media) .....	4
MEAD107 Computer Applications for Media .....	2
MEAD108 Advertising and Marketing 1 – Media .....	3
COMM200 Communications 200 .....	3
Semester 2 (21 hours/week)	Credits
MEAD205 Fundamentals of Media 2 .....	8
MEAD206 Professional Selling 2 (Media) .....	4
MEAD208 Advertising and Marketing – Media 2 .....	3
HUMA024 Humanities .....	3
COMM300 Communications 300 .....	3
Semester 3 (24 hours/week)	Credits
MEAD302 Media Planning/Buying 1 .....	6
MEAD303 Professional Selling 3 (Media) .....	4
MEAD305 Seminar Series 1 (Media) .....	2
MEAD309 Advertising and the Workplace 1 .....	2
MEAD310 Group Dynamics Presentation .....	2
MEAD311 Consumer Promotions .....	2
GNED General Education (2) .....	6
Semester 4 (23 hours/week)	Credits
MEAD403 Professional Selling 4 (Media) .....	4
MEAD405 Seminar Series 2 (Media) .....	2
MEAD408 Media Planning/Buying 2 .....	6
MEAD409 Advertising and the Workplace 2 .....	2
MEAD412 Layout/Copywriting .....	2
MEAD413 Computer Applications – Media Sales .....	4
GNED General Education .....	3
MEAD500 Internship (May/June) .....	4*

- \* Not included in instructional hours/week; each student is required to successfully complete a six week internship placement with an approved employer during May and June following successful completion of all other required courses in the program.

# Air Conditioning and Refrigeration Engineering Technician

(School of Architecture and Construction)

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Application Program Code 03271

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North Campus

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Four semesters, beginning in September

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This diploma program will prepare you as a Air Conditioning and Refrigeration Engineering Technician who will have a broad knowledge of the design, installation, and maintenance of heating and air conditioning systems in residential, commercial, and industrial buildings. As a technician you will also be able to size and select equipment for building comfort and industrial purposes. Students will be given an opportunity to obtain Heating, Refrigeration and Air Conditioning Institute of Canada credentials.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MAT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

As a graduate, you may work for a design contractor, in installing, servicing, and retro-fitting of existing buildings. Opportunities also exist as sales representatives, specifications writers and service representatives. With experience you can become an estimator and would work with plans and specifications to determine material and labour requirements in preparation of contract bids. Design contractors are responsible for design selection, layout, and specification of mechanical equipment to meet end-user requirements, including equipment for environmental protection and energy conservation.

Successful graduates of this program can continue in the Energy Management stream for a third year.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
HVAC102	Refrigeration 1 .....	4
HVAC104	HVAC Controls 1 .....	4
MECH102	Engineering Practices .....	4
TMAT105	Mathematics 1 .....	4
CNST101	Computer Applications .....	2
COMM200	Communications 200 .....	3
GNEC	General Education .....	3
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
HVAC103	Construction Drafting .....	4
HVAC201	Refrigeration 2 .....	4
Pre-req:	HVAC102 Refrigeration 1	
HVAC202	Residential System Design 1 .....	5
HVAC204	HVAC Software Applications .....	3
Pre-req:	CNST101 Computer Applications	
HVAC205	Construction Graphics .....	3
TMAT204	Mathematics 2 .....	4
Pre-req:	TMAT105 Mathematics 1	
COMM300	Communications 300 .....	3
Pre-req:	COMM200 Communications 200	
GNEC	General Education .....	3
<b>Semester 3 (23 hours/week)</b>		<b>Credits</b>
HVAC301	Commercial System Design 1 .....	5
Pre-req:	HVAC202 Residential System Design 1	
HVAC302	Residential System Design 2 .....	4
Pre-req:	HVAC202 Residential System Design 1	
HVAC308	Introduction to Autocad .....	4
Pre-req:	CNST101 Computer Applications	
HVAC309	HVAC Controls 2 .....	4
Pre-req:	HVAC104 HVAC Controls 1	
HVAC401	Refrigeration 3 .....	4
Pre-req:	HVAC201 Refrigeration 2	
GNEC	General Education .....	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
HVAC303	Hydronics and Steam Systems .....	5
HVAC402	Commercial System Design 2 .....	4
Pre-req:	HVAC301 Commercial System Design 1	
HVAC404	Environmental Protection .....	3
HVAC405	Energy Management 1 .....	4
Pre-req:	HVAC202 Residential System Design 1	
HVAC406	Thermo Dynamics .....	3
Pre-req:	TMAT204 Mathematics 2	
GNEC	General Education .....	3

**Please Note:** Also look at Environmental Systems Engineering Technology-Energy Management to which successful students can continue in third year.

# Ambulance and Emergency Care

(School of Health Sciences)

Application Program Code 07311

North Campus

Two semesters, beginning in September, and six weeks in the Spring

You will acquire the knowledge, skills and competence to provide basic emergency care and reduce situational hazards to patients. The program consists of courses in theoretical and clinical aspects of emergency patient care, with supporting courses in biology and social sciences.

Graduates receive an Ambulance and Emergency Care certificate and are eligible for certification as an Emergency Medical Care Assistant in Ontario.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- senior level biology and chemistry (both at the general level)
- attendance at an information-sharing and assessment session
- pre-admission test for senior level Biology, Chemistry, writing skills, English vocabulary and comprehension and Math
- current C.P.R. Basic Rescuer certification (level C)
- Standard First Aid certification
- to enhance the opportunity for admission, First Aid and C.P.R. certificates should be obtained prior to pre-admission testing

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

Candidates will be required to complete a fitness appraisal.

This is an oversubscribed program. In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL REQUIREMENTS

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

### For Field Placement

Students who are not successfully immunized against hepatitis "B", poliomyelitis, tetanus and diphtheria; and do not possess valid C.P.R. Basic Rescuer and Standard First Aid certificates will be precluded from the required field placement.

Tuberculin testing is also required and must be conducted using the two step mantoux test.

In addition, employers who provide our field placement settings will require a police record check for criminal offences prior to acceptance of a student into a field placement situation.

It is important that potential students understand that the above situations may impede them from completing their full program and/or securing employment.



**For Employment Purposes**

An applicant must have

- valid Class (F) driver's license
- be 18 years of age.

**CAREER OPPORTUNITIES**

The Ontario Ambulance Act requires the successful completion of this program before you can attempt the Provincial Emergency Medical Care Assistant (EMCA) examination. Successful certification at EMCA 1 allows you to accept full-time employment in the ambulance system in Ontario.

You can work as ambulance officers in ambulance services or as technical assistants in hospital emergency departments, in some health and medical centres, in sports injury management services, emergency response teams and transfer services.

There is a potential to advance into management and/or paramedical services.

**ADDITIONAL COSTS**

\$400 for uniforms and \$500 for books and supplies

**SUCCESSFUL STUDENT PROFILE**

- industrious, committed, self-disciplined, articulate
- comfortable in chemistry and biology
- relates well with peers and patients
- can work well alone but is flexible enough for team work

**RE-ADMISSION**

Re-admission of previously unsuccessful students into the Ambulance and Emergency Care program will be co-ordinated through the Registrar's Office and the program area. Full consideration will be given to previous performance and current eligibility requirements. Curriculum currency is the concern of the program area.

**CURRICULUM**

<b>Semester 1 (22 hours/week)</b>	<b>Credits</b>
AECA111 Orientation to Ambulance Service .....	3
BIOS114 Anatomy and Physiology 1 – AEC .....	3
AECA112 Emergency Patient Care 1 (Theory) .....	5
AECA104 Emergency Patient Care Lab 1 .....	1
Pre-Req: AECA112 Emergency Patient Care (Theory) AECA113 Emergency Patient Care (Practical) BIOS114 Anatomy and Physiology 1 – AEC	
AECA113 Emergency Patient Care 1 (Practical) .....	2
AECA110 Physical Education 1 – AEC .....	1
LANG101 Writing Skills for Health Sciences .....	3
PSYC101 Applied Psychology 1 .....	4
<b>Semester 2 (23 hours/week)</b>	<b>Credits</b>
AECA202 Ambulance Service 2 .....	2
Pre-Req: AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical) BIOS114 Anatomy & Physiology 1 – AEC	
AECA212 Emergency Patient Care 2 (Theory) .....	5
Pre-Req: AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical) BIOS114 Anatomy & Physiology 1 – AEC	
AECA208 Emergency Patient Care Lab 2 .....	4
Pre-Req: AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical) BIOS214 Anatomy and Physiology 2 – AEC	
HLTH113 Ethics – AEC .....	1
AECA210 Physical Education 2 – AEC .....	1
Pre-Req: AECA110 Physical Education 1 – AEC	

PSYC102 Psychology - Applied 2 A.E.C. ....	3
Pre-Req: PSYC101 Applied Psychology 1 – AEC	
AECA209 Rescue Procedures .....	2
Pre-Req: AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical)	
BIOS214 Anatomy & Physiology 2 – AEC .....	3
Pre-Req: BIOS114 Anatomy & Physiology 1 – AEC	
AECA213 Emergency Patient Care 2 (Practical) .....	2
Pre-Req: AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical)	

**Semester Spring Session  
(40 hours/week for 6 weeks)****Credits**

AECA207 Applications in Emergency Patient Care .....	4
Pre-Req: AECA202 Ambulance Service 2 AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical) AECA209 Rescue Procedures	

# Architectural Design Technician

**(School of Architecture and Construction)****Application Program Code 03311****North Campus**

Four academic semesters, beginning in September, January and May

Each day of our lives, much of what we do and feel is directly related to architecture. It controls the way we move about, the comfort in which we live, work and study, and shapes everything from a small cabin to the largest of cities. Architecture is a blending of art and technology, and a very exciting field in which to work. If you enjoy math and science, thinking about buildings and drawing – and if you have a technical interest in how things are built, then the Architectural Design diploma programs are for you.

An Architectural Design Technician must develop a diverse range of skills to participate in this exciting profession. You will learn to draw appealing renderings and construct models of a variety of buildings. You will design as well as produce the technical drawings required for their construction. You will learn about the laws and regulations that shape today's buildings, the engineering principles that give them structure, the mechanical systems that control a building's comfort, the materials used to construct buildings and how to estimate their cost. You will use computers to assist in some of these tasks, and to produce a variety of drawings.

Each semester you will design and develop a different building type including residential, industrial, commercial, and lodging facilities. We will help you to develop your work on paper, and to record through drawings how these building types take physical shape.

All Architectural students will be initially enrolled as Architectural Technician students. You will graduate as an Architectural Technician after successful completion of two years of study. Qualified students may continue into the third year of our Architectural Technologist program in either the co-op or regular option.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
  - grade 12 English (general level)
  - grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**INTERESTS AND SKILLS**

- ability to imagine three dimensional spaces
- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communication skills

**CAREER OPPORTUNITIES**

The architectural profession is a diverse one and offers many varied opportunities for rewarding employment. As a graduate Architectural Design Technician, you might work in an architectural office helping to produce design and construction documents, or with a contracting firm helping to control the actual construction of the building. You might work with a small design firm that specializes in kitchen renovations, or become a sales representative for a construction equipment manufacturer. You might become a building inspector, or develop technical details for a window manufacturer.

**CURRICULUM**

<b>Semester 1 (25 hours/week)</b>		<b>Credits</b>
ARCH103	Materials and Methods 1 .....	3
ARCH106	Drafting and Detailing 1 .....	6
ARCH107	Architectural Graphics .....	3
ARCH203	Structures 1 .....	3
ARCH204	Environmental Systems 1 .....	3
TMAT101	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
<b>Semester 2 (24 hours/week)</b>		<b>Credits</b>
ARCH202	Materials and Methods 2 .....	3
ARCH205	Drafting and Detailing 2 .....	6
ARCH304	Structures 2 .....	3
CNST101	Computer Applications .....	2
TMAT201	Mathematics 2 .....	4
Pre-Req:	TMAT101 Mathematics 1 .....	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200 .....	
HUMA024	Humanities .....	3
<b>Semester 3 (20 hours/week)</b>		<b>Credits</b>
ARCH301	Drafting and Detailing 3 .....	7
Pre-Req:	ARCH106 Drafting and Detailing 1 .....	
ARCH302	Material and Methods 3 .....	3
ARCH306	Architectural CADD 1 .....	3
CNST351	Specifications and Construction Administration 1 .....	4

GNE	General Education .....	3
WORK103	Co-op Prep* .....	(2)
*Non-credit course		
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
ARCH305	Environmental Systems 2 .....	3
ARCH401	Drafting and Detailing 4 .....	7
Pre-Req:	ARCH106 Drafting and Detailing 1 and ARCH205 Drafting and Detailing 2 .....	
ARCH403	Architectural CADD 2 .....	3
Pre-Req:	ARCH306 Architectural CADD 1 .....	
ARCH408	Construction Surveying .....	3
CNST451	Estimating 1 .....	4
GNE	General Education .....	3

# Architectural Design Technology

(Regular or Co-op)

(School of Architecture and Construction)

Application Program Code 03311

North Campus

Six academic semesters, beginning in September and three co-op work term semesters, beginning in May

Each day of our lives, much of what we do and feel is directly related to architecture. It controls the way we move about, the comfort in which we live, work and study, and shapes everything from a small cabin to the largest of cities. Architecture is a blending of art and technology, and a very exciting field in which to work. If you enjoy math and science, thinking about buildings and drawing – and if you have a technical interest in how things are built, then the Architectural Design diploma programs are for you.

The basic skills you will need to develop in order to participate in the architectural design profession as an architectural technologist are developed in the first four semesters of the Architectural Design Technician Program. Please see that program's listing for further details.

You will, however, go on to learn how to render presentation drawings more fully, how the landscape can be designed, and how interiors are planned. You will learn how cities developed, what laws govern their growth, and how the history of architecture affects today's designs. You will learn to determine the exact quantities of materials needed for any building project and how to determine and control the costs of those materials. As well, you will learn to administer the various contracts that govern construction practices, and to understand the laws and planning regulations that are in effect. You will also learn how to preserve historical buildings and further develop drawing skills on both paper and computers.

This program is a co-op program which means that you may have the opportunity to gain real-life job experience in this field during your work terms. These working experiences will give you a first-hand insight to the variety of career opportunities that you might explore, as well as provide you with invaluable working knowledge.

Your eligibility for graduation is subject to the completion of all program course requirements and successful completion of all scheduled co-op work terms.

### ADMISSION REQUIREMENTS

- successful completion of Humber's Architectural Design Technician program, or equivalent. Specific minimum academic requirements governing admission to this Co-op Program are available upon request from the Registrar's Office.
  - grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

Please Note: Co-op fees will apply to all co-op semesters.

### INTERESTS AND SKILLS

- ability to conceptualize three dimensional spaces
- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communication skills

### CAREER OPPORTUNITIES

The architectural profession is a diverse one and offers many varied opportunities for rewarding employment. As a graduate Architectural Design Technologist, you will be working at a more advanced level than Architectural Design Technicians and might work in an architectural office helping to produce design and construction documents, or with a contracting firm helping to control the actual construction of the building as project coordinator or estimator. You might work with a small design firm that specializes in kitchen renovations or work with a contracting firm in quantity surveying, project inspection or job coordination, or become a sales representative for a construction equipment manufacturer. You might become a building inspector, or develop technical details for a window manufacturer.

### CURRICULUM

Semesters 1, 2, 3 and 4 are the same as the Architectural Design Technician curriculum.

#### 8 Month Co-op Work Term

Semester 5 (25 hours/week) (Fall)	Credits
ARCH501 Drafting and Detailing 5 .....	7
Pre-Req: ARCH301 Drafting and Detailing 3, ARCH401 Drafting and Detailing 4, ARCH403 Architectural CADD 2	
ARCH504 Architectural CADD 3 .....	3
Pre-Req: ARCH403 Architectural CADD 2	
ARCH512 Site Planning .....	2
ARCH513 Building Science .....	3
Pre-req: ARCH202 Materials and Methods 2	
ARCH603 Architectural History .....	3
ARCH613 Facilities Management .....	3
CNST551 Specifications and Estimating 2 .....	4
Pre-req: CNST451 Estimating 1	

#### 4 Month Co-op Work Term

Semester 6 (21 hours/week) (Winter)	Credits
ARCH601 Drafting and Detailing 6 .....	7
Pre-Req: ARCH301 Drafting and Detailing 3, ARCH401 Drafting and Detailing 4, ARCH403 Architectural CADD 2	
ARCH602 Architectural Conservation and Restoration .....	3
ARCH604 Architectural CADD 4 .....	3
Pre-Req: ARCH403 Architectural CADD 2	
ARCH611 Interior Design .....	2
ARCH612 Introduction to Business .....	2
CNST651 Construction Administration 2 .....	4
Pre-req: CNST351 Specifications and Construction Administration 1	

## Arena Management

(School of Hospitality, Recreation and Tourism)

### Application Program Code 01441

#### North Campus

Two semesters (one of which is field work). The first semester begins in May, the work term begins in September.

This certificate program is designed to prepare qualified graduates for certification as Arena Managers under the authority of the Ontario Recreation Facilities Association. Management of an arena requires the skillful coordination of the functions of planning, purchasing, administration, refrigeration, promotion, programming and related public services. A combination of classroom and practical work will equip the participants with a broad range of training in the management skills in the complex operation of private and community arenas.

### ADMISSION REQUIREMENTS

- two years of previous post secondary study in Recreation Leadership, or two years of equivalent experience in the industry (3,000 hours minimum). Part-time experience in arenas/recreation facilities will also be considered for admission to the program.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL INTERESTS AND SKILLS

- ability to deal effectively with the public
- team building skills
- planning and organizational skills
- customer service
- problem solving skills

**CAREER OPPORTUNITIES**

The employment rate is excellent, but most graduates enter the field in maintenance jobs or as arena attendants. After three to four years of field experience, advancement to management positions is possible.

**CURRICULUM**

*Practitioner Students*

Semester 1	Credits
ARNA500 Structure and Finance - Arena Management .....	4
ARNA501 Program/Facilities Marketing .....	2
ARNA502 Refrigeration and Ice Making 1 .....	4
ARNA504 Concessions, Food and Beverage Management .....	2
ARNA505 Personnel Administration - Arena Management .....	2
ARNA508 Introduction to Computer Applications .....	2
ARNA510 Risk Management and Public Liability .....	2
ARNA750 Swimming Pool Management .....	2
Or	
ARNA760 Playing Field Management .....	2
LANG121 Writing Skills - Arena Management .....	3
Semester 2	Credits
ARNA509 Integrative Practicum .....	4
ARNA600 Work Experience .....	8

# Audio Visual Technician (Multimedia Specialist)

(School of Media Studies)

Application Program Code 04791

North Campus

Four semesters, beginning in September

Multimedia communications is an expanding field which offers varied employment opportunities to the successful Humber graduate. Because of the rapid increase in the use of new communications technology for entertaining, educating, marketing and training, there is an unprecedented demand for those people who are skilled in the use of various media presentation equipment, distribution systems and related software.

Humber's Audio Visual Technician (Multimedia Specialist) Diploma Program will prepare you for an exciting future by offering instruction in such diverse media as interactive multimedia programming, computer graphics, television production, scripting, lighting, photography, desktop publishing, desktop video, equipment maintenance, audio recording and the business aspects of the communications industry.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an orientation/assessment session to learn about the multimedia industry and to identify a career path within this varied field
- a detailed résumé indicating related audio visual experience either in extracurricular or work activities. Three complete

- work related references should also be provided.
  - a 100-word statement of intent as to how the applicant wishes to apply the program courses in the multimedia industry
- Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

Humber's Audio Visual Technician (Multimedia Specialist) Program graduates find employment in large and small organizations with media production and presentation facilities. They perform numerous interrelated media support services in sales organizations, training facilities, government ministries, public service commissions, educational institutions, libraries, health services, multimedia production corporations and studios, exhibition facilities, closed-circuit television facilities and audiovisual rental and staging companies.

**INTERNSHIPS**

You will become actively involved in the multimedia industry through "on the job" training and assessment in the final semester of this program. This practical field work component will enable you to perfect your skills by working with specialists in the industry.

The internship lasts from the beginning of January to the end of April, two days each week (total 256 hours). The other three days will be spent in the college completing the program and developing a multimedia portfolio. At the end of the internship period the sponsor will complete an evaluation form and discuss your performance and progress with you. You will gain valuable insight into the practices and requirements of employers in your field(s) of interest.

**CURRICULUM**

Semester 1 (20 hours/week)	Credits
AVIS100 Scripting for Multimedia .....	2
AVIS101 Audio Visual Media Applications, Introduction .....	3
AVIS104 Audio Visual Systems and Maintenance .....	3
AVIS105 Intro. to AV Computer Systems .....	3
AVIS113 Multimedia Photography 1 .....	3
AVIS123 Television Production, Introduction .....	3
COMM200 Communications 200 .....	3
Semester 2 (24 hours/week)	Credits
AVIS201 Computer Controlled Audio Visual Equipment .....	3
Pre-Req: AVIS101 AV Media Applications, FOTO107 AV Photography 1, AVIS105 Intro. to AV Computer Systems	
AVIS204 Television Production 2 .....	3
Pre-Req: AVIS123 TV Productions, Intro.	
AVIS205 Audio Recording Techniques .....	3
AVIS206 Computer Graphics, Business Applications .....	3
Pre-req: AVIS105 Intro. to AV Computer Systems	
AVIS207 Desktop Publishing .....	3
AVIS213 Lighting and Photography 2 .....	3
Pre-req: AVIS113 Multimedia Photography 1	
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
HUMA024 Humanities .....	3

**Semester 3 (18 hours/week) Credits**

AVIS302	Client Sponsored Productions .....	3
Pre-Req:	AVIS201 Computer Controlled AV Equipment, AVIS204 TV Production 2, AVIS205 Audio Recording Techniques, AVIS206 Computer Graphics, Business Applications, AVIS207 Desktop Publishing, AVIS213 Lighting and Photography 2	
AVIS304	Television Production 3 .....	3
Pre-req:	AVIS204 TV Production 2	
AVIS307	Desktop Video Production .....	3
Pre-req:	AVIS206 Computer Graphics, Business Applications, AVIS204 TV Production 2	
AVIS315	Audio Recording 2 .....	3
Pre-Req:	AVIS104 AV Systems and Maintenance AVIS205 Audio Recording Techniques	
GNEED	General Education (2) .....	6

**Semester 4 (22 hours/week) Credits**

AVIS400*	Field Work (Concurrent) .....	12
Pre-Req:	All core subjects in the previous semesters	
AVIS407	Desktop Multimedia Applications .....	4
Pre-req:	AVIS307 Desktop Video Production, AVIS304 Television Production 3	
AVIS311	Multimedia Business Practices .....	3
GNEED	General Education .....	3

\* Fieldwork is done concurrently two days a week for 16 weeks.  
The three remaining days have classes scheduled in the college.

# Broadcasting Radio Diploma

(School of Media Studies)

Application Program Code 04851

## North Campus

Four semesters, beginning in September, plus a May/June Internship. A one-year Certificate Program is also offered.

Radio broadcasting is a competitive industry with a demand for highly qualified professionals in all of its segments. Humber's Radio Broadcasting diploma program continues to lead the field in radio education. It is designed to develop the 'total broadcaster'. Students are taught every aspect of the profession: writing, announcing, production, management, sales, programming, technical work, music direction, promotion, market research, interviewing techniques, news and sports writing. Because program personnel maintain contact with the public and private sectors of the industry, course content is relevant and reflects current needs. 'Hands-on' training is provided through the closed-circuit radio station that is operated by the program. Students are all given opportunities to train at radio stations throughout the province, the country, and even in the Metro Toronto area during the May/June Internship which follows the fourth semester of the program.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status with related experience in the Radio Broadcasting industry

- attendance at an interview/orientation session where applicants will be required to complete:
  - 1) a questionnaire
  - 2) a vocabulary/comprehension assessment
  - 3) voice and reading test, all of which will be taken into consideration for selection purposes

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates have found employment throughout Canada, and around the world. Many of our broadcasters have become household names in the communities they serve.

### CURRICULUM

#### Semester 1 (21 hours/week) Credits

RBD.104	Introduction to Radio .....	4
RBD.106	Basic Writing 1 - Radio .....	4
RBD.107	Broadcast Equipment .....	4
RBD.108	Basic Announcing 1 .....	4
RBD.209	Sales Development .....	2
RBD.214	News Development .....	2
COMM200	Communications 200 .....	3

#### Semester 2 (22 hours/week) Credits

RBD.206	Writing for Radio 2 .....	2
RBD.207	Radio Lab .....	2
RBD.208	Announcing 2 .....	4
RBD.213	Announce Development .....	3
RBD.303	Broadcast News .....	2
COMM311	Communications 311 .....	3
HUMA024	Humanities .....	3
GNEED	General Education .....	3

#### Semester 3 (23 hours/week) Credits

RDB.307	Radio Lab .....	4
RBD.312	Career Preparation for Radio .....	2
RBD.313	Station Operation (Major) .....	9
RBD.318	On-air Performance 1 .....	3
RBD.308	Effective Speaking .....	2
GNEED	General Education .....	3

#### Semester 4 (24 hours/week) Credits

RBD.413	Station Operation (Major) .....	9
RBD.415	Radio Seminar .....	2
RBD.416	Radio Lab .....	6
RBD.418	On-air Performance 2 .....	2
RBD.419	Radio Programming .....	2
GNEED	General Education .....	3

### May/June

RBD.508	Radio Internship .....	6
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(Students must be current and passing in all courses to go on Internship.)

# Business Administration and Management Studies

(School of Business)

The Business Administration and Business Management Diploma Programs at Humber College provide the student with a thorough background in all aspects of basic management training. In line with our goal of meeting the needs of the student, we offer the student the flexibility of choosing courses and programs appropriate to individual career goals.

The Business Administration Diploma Program is a three year program of 36 courses over six semesters. The student studies all of the basic business subject areas and is able to concentrate on a particular area of interest in detail, through electives offered in the second and third years.

The Business Management Diploma Program is a two year program of 24 courses over four semesters and offers the student the opportunity to study each of the business subject areas, but with less intensity than in the Business Administration Program. The Business Management program also allows the student to study a particular area of interest, according to the electives chosen in the second year.

The common first year permits interprogram transfers without the loss of credits. Course and career co-ordinators are available for advice to assist in this process, should the student wish to transfer. The following, highlights the flexibility of the program:

1. Students receive a broad introduction to all the basic activities of business.
2. Students have the opportunity of choosing a specialized subject and career area.
3. Students in good standing may transfer easily among programs in the School of Business as their needs, wants and career aspirations change or become clearer.
4. Students may receive advanced standing into Business programs upon receiving exemptions for some of the courses passed at OAC level or at another college or university.

## BUSINESS PROGRAMS IN THE FRENCH LANGUAGE

Many employment opportunities are available for the Business graduate with bilingual language skills.

We have an arrangement with a college in Quebec for an exchange program for our French speaking students. Students who have prepared for this exchange and have sufficient French language skills will spend the fifth semester of the program studying in Quebec.

# Business Administration

(School of Business)

Application Program Code 02511

North Campus\*

Six semesters, beginning in September, January and May

This three year diploma program provides students with practical skills and comprehensive knowledge in all basic business functions; accounting, marketing, human resource management, computing, business law, economics, manufacturing operations and business communications.

In addition students gain a strong foundation of management knowledge and skills and develop the critical-thinking, teamwork and interpersonal skills which are essential in the workplace today.

Students may specialize or generalize by choosing program options and/or course electives.

\*This program is also offered at the Lakeshore Campus.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades for admissions purposes. (Grades and/or the results of mature student assessments will be used as selection criteria.)

## CAREER OPPORTUNITIES

Graduates normally obtain employment in entry-level positions in sales, advertising, marketing, accounting and finance, human resource management, areas related to production distribution and inventory control, as well as general management. Some graduates start their own businesses. Many graduates will start their careers working in a small business.

## OPTIONS FOR SECOND AND THIRD YEARS

1. Regular
2. Marketing Administration
3. Operations Management
4. Human Resource Management
5. Small Business Management
6. Management Information Systems
7. Finance

Students select their option after completing Semester 2.

## CURRICULUM FOR FIRST YEAR BUSINESS ADMINISTRATION

### Semester 1 and 2 Credits

\* Six courses will be scheduled in each semester by the School of Business.

BMGT100	Introduction to Business	3
MKTG100	Marketing 1	3
ISYS102	Introduction to Personal Computing (independent study)	3
HUMA024	Humanities	3
COMM200	Communications 200	3
BMAT110	Essentials of Business Mathematics	4
LAWS111	Business Law	3
ACCT111	Accounting 1	4
BMGT101	Human Resource Management	3
Pre-req:	BMGT100 Introduction to Business	
ISYS103	Information Systems Concepts	3
COMM300	Communications 300	3
Pre-req:	COMM200 Communications 200	
ECON001	Microeconomics	3

**Note:** Upon completion of semesters 1 and 2 students choose an option which will enable them to specialize or generalize. The options are Regular, Marketing Administration, Operations Management, Human Resource Management, Small Business Management, Management Information Systems and Finance. The student may also choose to transfer to the second year of the Marketing, Business Management, Accounting or Computer Information Systems programmes, with the addition of the relevant programme specific courses.

### Semester 3, 4, 5 and 6 Credits

In Semesters 3, 4, 5 and 6, all students take the following courses. The normal course load is 6 subjects each semester.

ACCT211	Accounting 2	4
Pre-req:	ACCT106 Accounting Fundamentals 1	
BMGT201	Principles of Management	3
Pre-req:	BMGT101 Human Resource Management, COMM200 Communications 200	
ISYS237	Business Systems Analysis	3
Pre-req:	ISYS103 Information Systems Concepts	
BMAT210	Financial Mathematics	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
MKTG200	Marketing 2	3
Pre-req:	MKTG100 Marketing 1	
ACCT316	Finance 1	4
Pre-req:	ACCT206 Accounting Fundamentals 2	
BMGT301	Organizational Management	3
Pre-req:	BMGT201 Principles of Management, COMM300 Communications 300	
BSTA300	Business Statistics	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
ECON002	Macroeconomics	3
MOPS200	Manufacturing Operations	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
HRMS302	Business Policy 1	4
Pre-req:	ACCT316 Finance 1	
BSTA450	Quantitative Methods	4
Pre-req:	BSTA300 Business Statistics	
HRMS402	Business Policy 2	4
Pre-req:	HRMS302 Business Policy 1	
HRMS403	Training and Development	4
Pre-req:	BMGT301 Organizational Management	
ACCT416	Finance 2	4
Pre-req:	ACCT316 Finance 1	
MKTG405	Advanced Marketing Administration	4
Pre-req:	ACCT316 Finance 1	

GNEB	3 General Education Electives	3
Pre-req:	HUMA024 Humanities	

In addition to these courses, from the 3rd semester, students will take additional subjects which are related to the area in which they are choosing to specialize. It is a student's responsibility to ensure that they have the pre-requisites.

## Regular Option

ISYS224	Personal Computer Applications
Pre-req:	ISYS102 Introduction to Personal Computing or Challenge Exam
	Economics Elective
Pre-req:	ECON001 Microeconomics, ECON002 Macroeconomics
	3 Business Electives
Pre-req:	As appropriate

## Human Resource Management Option

BMGT204	Salary Compensation
HRMS205	Labour Relations
BMGT207	Human Resource Computer Applications
HRMS213	Labour Economics
BMGT212	Occupational Health and Safety
Pre-req:	For all of the above BMGT101 Human Resource Management

## Marketing Administration Option

MKTG205	Retailing 1
Pre-req:	MKTG100 Marketing 1
MKTG300	Advertising 1
Pre-req:	MKTG100 Marketing 1
MKTG310	Marketing Research 1
Pre-req:	MKTG100 Marketing 1
MKTG445	Computer Applications in Marketing
Pre-req:	ISYS237 Business Systems Analysis
ECON104	Economic Principles
<b>Or</b>	
ECON102	International Trade
Pre-req:	ECON001 Microeconomics, ECON002 Macroeconomics

## Operations Management Option

ISYS224	Personal Computer Applications
Pre-req:	ISYS102 Introduction to Personal Computing or Challenge Exam
MOPS310	Production Inventory and Management
Pre-req:	MOPS200 Manufacturing Operations
MOPS325	Productivity, Measurement and Improvement
Pre-req:	MOPS200 Manufacturing Operations
MOPS450	Facilities Planning
Pre-req:	MOPS310 Production Inventory and Management
	Economics Elective
Pre-req:	ECON001 Microeconomics, ECON002 Macroeconomics

## Small Business Management Option

ISYS224	Personal Computing Applications
Pre-req:	ISYS102 Introduction to Personal Computing or Challenge Exam
MKTG415	Starting A New Business
Pre-req:	MKTG200 Marketing 2
MKTG310	Marketing Research 1
Pre-req:	MKTG200 Marketing 2
MOPS310	Production Inventory and Management
Pre-req:	MOPS200 Manufacturing Operations
ECON105	Money, Banking and Finance
Pre-req:	ECON001 Microeconomics, ECON002 Macroeconomics

## Management Information Systems Option

ISYS116	Fundamentals of Programming
ISYS210	Introduction to Systems Analysis 1
Pre-req:	ISYS103 Information Systems Concepts
ISYS211	Introduction to Systems Analysis 2
Pre-req:	ISYS210 Introduction to Systems Analysis 1
ISYS212	Structured Systems Analysis
Pre-req:	ISYS211 Introduction to Systems Analysis 2
ISYS213	Systems Structure and Management
Pre-req:	ISYS211 Introduction to Systems Analysis 2
ISYS224	Personal Computing Applications
Pre-req:	ISYS102 Introduction to Personal Computing

Note: Students of this option do not take ISYS237

## Finance Option

ACCT221	Computerized Accounting
Pre-req:	ACCT111 Introduction to Accounting 1
ACCT341	Cost Accounting 1
Pre-req:	ACCT211 Introduction to Accounting 2
ACCT441	Cost Accounting 2
Pre-req:	ACCT341 Cost Accounting 1
ACCT541	Financial Controllership 1
ACCT641	Financial Controllership 2
Pre-req:	ACCT541 Financial Controllership 1
ACCT***	Personal and Business Taxation
Pre-req:	ACCT211 Introduction to Accounting 2
ECON105	Money, Banking and Finance

Note: Students in this profile do not take ACCT316 or ACCT416

\*\*\* Course number to be announced.

## Business Administration (Co-op Option) (School of Business – Lakeshore)

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Application Program Code 20091

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Lakeshore Campus Only

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Six semesters (2 Work Terms), beginning in September

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### CO-OPERATIVE EDUCATION

At Lakeshore, we offer the Business Administration Program in a co-operative education mode—a combination of six academic semesters and two work semesters where you get a chance to put your skills to work. This approach lets you “earn while you learn”. You get solid business experience that looks great on your resume when graduation time comes, the chance to develop solid contacts in the business world before you graduate, and the opportunity to try out different jobs before you make a major commitment.

### ADDITIONAL CO-OP INFORMATION

Co-op placement normally takes place May through August following semesters two and four. Each of the two co-op work placements is sixteen weeks in duration, and all co-op students are required to complete two academic semesters and a work term preparation course prior to placement.

Students will be encouraged to market themselves effectively to prospective employers and, where possible, to initiate their own placements.

Minimum academic requirements are required for continuation in the co-op program and for co-op work placement. Students must carry a full course load, as outlined in the program profile, and maintain an overall grade point average of at least 70%, with a minimum of 60% in all courses. Mid-term grades may be used to determine eligibility to continue in the co-op program. Students who do not meet the minimum academic requirements will be transferred to the regular stream of the Business Administration Program 02511.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- grade 12 English required at or above the general level
- grade 12 mathematics required at or above the general level

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.



## CAREER OPPORTUNITIES

The co-op element of this program provides students with pre-graduation business contacts and many employers are aware of the particularly high standards required of our Business Administration co-op students. This translates into increased career opportunities. Employers include Dow Corning Canada, Xerox Canada Inc., Columbo Dairy Foods, General Mills, Government of Ontario, Halifax Insurance, Northern Telecom, Petro Canada, Royal Bank, Toronto City Hall, Toronto Dominion Bank, and Chubb Security Systems.

## CURRICULUM

<b>Semester 1</b>		<b>Credits</b>
BMGT100	Introduction to Business .....	3
ACCT111	Introduction to Accounting 1 .....	4
MKTG100	Marketing 1 .....	3
ISYS102	Introduction to P.C. ....	3
BMAT110	Essentials of Business Mathematics .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
<b>Semester 2</b>		<b>Credits</b>
ACCT211	Introduction to Accounting 2 .....	4
Pre-Req:	ACCT111 Introduction to Accounting 1	
MKTG200	Marketing 2 .....	4
Pre-Req:	MKTG100 Marketing 1	
BMGT101	Human Resource Management .....	3
Pre-req:	BMGT100 Introduction to Business	
BMAT210	Financial Mathematics .....	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
ISYS103	Information Systems Concepts .....	3
Pre-Req:	ISYS102 Introduction to P.C.	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
WORK101	Employment Preparation .....	2
<b>Work Term 1 – Summer</b>		
<b>Semester 3</b>		<b>Credits</b>
ECON001	Microeconomics .....	3
BMGT201	Principles of Management .....	3
Pre-Req:	BMGT101 Human Resource Management	
LAWS111	Business Law .....	3
BSTA300	Business Statistics .....	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
	Business Elective #1 .....	4
GNE	General Education Elective #1 .....	3
<b>Semester 4</b>		<b>Credits</b>
ECON002	Macroeconomics .....	3
BMGT301	Organizational Management .....	3
Pre-Req:	BMGT201 Principles of Management	
ACCT316	Finance 1 .....	4
Pre-Req:	ACCT211 Introduction to Accounting 2	
ISYS237	Business Systems Analysis .....	3
Pre-Req:	ISYS103 Information Systems Concepts	
MOPS200	Manufacturing Operations .....	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
	Business Elective #2 .....	4

## Work Term 2 – Summer

<b>Semester 5</b>		<b>Credits</b>
HRMS302	Business Policy 1 .....	4
Pre-Req:	ACCT316 Finance 1 BMGT301 Organizational Management COMM300 Communications 300 Economics Elective #1 .....	4
Pre-Req:	ECON002 Macroeconomics, ECON001 Microeconomics	
ISYS224	PC Applications .....	3
Pre-Req:	ISYS103 Information Systems Concepts	
BSTA450	Quantitative Methods .....	4
Pre-Req:	BSTA300 Business Statistics Business Elective #3 .....	4
GNE	General Education Elective #2 .....	3
<b>Semester 6</b>		<b>Credits</b>
MKTG405	Advanced Marketing Administration .....	4
Pre-Req:	MKTG200 Marketing 2, ACCT316 Finance 1	
HRMS402	Business Policy 2 .....	4
Pre-Req:	HRMS302 Business Policy 1	
ACCT416	Finance 2 .....	4
Pre-Req:	ACCT316 Finance 1	
HRMS403	Training & Development .....	4
Pre-Req:	BMGT301 Organizational Management	
GNE	General Education Elective #3 .....	3

# Business Administration

## (Regular Option)

(School of Business – Lakeshore)

Application Program Code 02511

Lakeshore Campus\*

Six Semesters, beginning in September and February

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
  - grade 12 English required at or above the general level
  - grade 12 mathematics required at or above the general level
- Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades for admissions purposes. (Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.)

\*This program is also offered at the North Campus.

## CAREER OPPORTUNITIES

Full-time professional placement staff are dedicated to making sure that you get the best job possible. Our graduates are recruited by large and small, profit and not-for-profit organizations, in the retail, manufacturing, and service sectors. Employers of our graduates include Xerox Canada Inc., Toronto Dominion Bank, Government of Ontario, Garrett Manufacturing, North-

ern Telecom, Petro Canada, Toronto City Hall, and Chubb Security Systems.

**CURRICULUM**

*Regular Profile*

		Credits
<b>Semester 1</b>		
BMGT100	Introduction to Business .....	3
ACCT111	Introduction to Accounting 1 .....	4
MKTG100	Marketing 1 .....	3
ISYS102	Introduction to P.C. ....	3
BMAT110	Essentials of Business Mathematics .....	4
COMM200	Communications 200 .....	3

		Credits
<b>Semester 2</b>		
ACCT211	Introduction to Accounting 2 .....	4
Pre-Req:	ACCT111 Introduction to Accounting 1	
MKTG200	Marketing 2 .....	3
Pre-Req:	MKTG100 Marketing 1	
BMGT101	Human Resource Management .....	3
Pre-req:	BMGT100 Introduction to Business	
BMAT210	Financial Mathematics .....	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
ISYS103	Information Systems Concepts .....	3
Pre-Req:	ISYS102 introduction to P.C.	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
HUMA024	Humanities .....	3

		Credits
<b>Semester 3</b>		
ECON001	Microeconomics .....	3
BMGT201	Principles of Management .....	3
Pre-Req:	BMGT101 Human Resource Management	
LAWS111	Business Law .....	3
BSTA300	Business Statistics .....	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
	Business Elective #1 .....	4
GNED	General Education Elective #1 .....	3

		Credits
<b>Semester 4</b>		
ECON002	Macroeconomics .....	3
BMGT301	Organizational Management .....	3
Pre-Req:	BMGT201 Principles of Management	
ACCT316	Finance 1 .....	4
Pre-Req:	ACCT211 Introduction to Accounting 2	
ISYS237	Business Systems Analysis .....	3
Pre-Req:	ISYS103 Information Systems Concepts	
MOPS200	Manufacturing Operations .....	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
	Business Elective #2 .....	4

		Credits
<b>Semester 5</b>		
HRMS302	Business Policy 1 .....	4
Pre-Req:	ACCT316 Finance 1	
	BMGT301 Organizational Management	
	COMM300 Communications 300	
	Economics Elective #1 .....	4
Pre-Req:	ECON002 Macroeconomics, ECON001 Microeconomics	
ISYS224	PC Applications .....	3
Pre-Req:	ISYS103 Information Systems Concepts	
BSTA450	Quantitative Methods .....	4
Pre-Req:	BSTA300 Business Statistics	
	Business Elective #3 .....	4
GNED	General Education Elective #2 .....	3

		Credits
<b>Semester 6</b>		
MKTG405	Advanced Marketing Administration .....	4
Pre-Req:	MKTG200 Marketing 2	
	ACCT316 Finance 1	
HRMS402	Business Policy 2 .....	4
Pre-Req:	HRMS302 Business Policy 1	
ACCT416	Finance 2 .....	4
Pre-Req:	ACCT316 Finance 1	
HRMS403	Training & Development .....	4
Pre-Req:	BMGT301 Organizational Management	
GNED	General Education Elective #3 .....	3

# Business Administration – International Business A German Co-operative Education Program

(School of Business)

Application Program Code 20071

North Campus

Six semesters, beginning in January

Humber College has been selected to develop an International Business diploma program jointly with the German Province of Baden-Württemberg based on the German "dual training" system. The "dual training" system is a co-operative education model, whereby, the students will be required to spend a portion of the term in a work placement.

The program provides a mixture of business courses, German language instruction and culture. Also, the students take part of the program in the German Province of Baden-Württemberg.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)
- intermediate mid-level proficiency in the German language
- attendance at a selection interview will be required
- math and language testing may be required
- applicants wishing specific language proficiency criteria should contact the Humber Institute for Language and Culture

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CURRICULUM**

*In School Term*

<b>September – January (5 months)</b>		<b>Credits</b>
ECON001	Microeconomics .....	3
GERM100	German Language/Culture 1 .....	4
IBGR101	Organizational Management – German .....	4
IBGR102	Marketing 1 – German .....	4
IBGR103	Mathematics and Statistics – German .....	4
IBGR203	Intro. to Personal Computers/ Business Systems Analysis – German .....	4
COMM200	Communications 200 .....	3

*Work Term*

<b>February – June (5 months)</b>		<b>Credits</b>
GERM200	German Language/Culture 2 .....	4
IBGR100	Work Placement .....	4

*In School Term*

<b>June – October (4 months)</b>		<b>Credits</b>
ECON002	Macroeconomics .....	3
GERM300	German Language and Culture 3 .....	5
IBGR201	Accounting – German .....	5
IBGR202	International Business – German .....	5
HUMA024	Humanities .....	3
COMM300	Communications 300 .....	3

*Work Term*

<b>November – April (5 months)</b>		<b>Credits</b>
GERM400	German Language/Culture 4 .....	4
IBGR200	Work Placement .....	4

*In School Term*

<b>April – June (3 months)</b>		<b>Credits</b>
ECON003	International Economics .....	4
GERM500	German Language and Culture 5 .....	5
IBGR301	Manufacturing Ops German .....	5
IBGR302	Strategic Selling N/A and Global .....	5
IBGR303	Organizational Management 2 – German .....	4
IBGR304	Business and International Law – German .....	2

*Work Term*

**July – December (6 months) German Experience**

*In School Term*

<b>January – March (3 months)</b>		<b>Credits</b>
GERM600	German Language and Culture 6 .....	4
IBGR401	International Marketing – German .....	4
IBGR402	Managerial Finance – German .....	4
IBGR403	International Business 2 – German .....	4
IBGR404	Personal Computer Application – German .....	4

*Work Term*

<b>April – September (5 months)</b>		<b>Credits</b>
IBGR400	Work Placement .....	4

**Business Management**

(School of Business)

Application Program Code 02251

North Campus\*

Four semesters, beginning in September and January and May

Today's fiercely competitive business climate demands professionals who possess not only a broad range of business skills, but proven ability to apply those skills immediately in entry level positions. In addition to a sound base in management principles and practices, and knowledge in the functional areas of accounting, marketing, human resources, operations and information systems, successful business people require skills in communication, presentation, and interpersonal relations, computer literacy and the ability to function as productive team members. These skills must come with an over-riding orientation towards serving the business client or customer.

The Business Management Program provides students with the knowledge and skills to be successful in business careers, whether working for a small or large organization, or in a self-employment venture.

\*This program is also offered at the Lakeshore Campus.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)

The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CURRICULUM**

<b>Semester 1</b>	<b>Credits</b>	
BMAT110	Essentials of Business Mathematics .....	4
BMGT100	Introduction to Business .....	3
ISYS102	Introduction to Personal Computing (Independent study) ...	3
MKTG100	Marketing 1 .....	3
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

<b>Semester 2</b>	<b>Credits</b>	
ACCT106	Accounting Fundamentals .....	4
BMGT101	Human Resource Management .....	3
Pre-req:	BMGT100 Introduction to Business	
ISYS103	Information Systems Concepts .....	3
LAWS111	Business Law .....	3
MKTG200	Marketing 2 .....	4
Pre-req:	MKTG100 Marketing 1	
COMM300	Communications 300 .....	3
Pre-req:	COMM200 Communications 200	

Semester 3		Credits
BMGT201	Principles of Management .....	3
Pre-req:	BMGT101 Human Resource Management COMM200 Communications 200	
ECON001	Microeconomics .....	4
MOPS200	Manufacturing Operations .....	4
Pre-req:	BMAT110 Essential of Business Math	
GNE	General Education #1 .....	3
	Business Elective #1 .....	4
	Business Elective #2 .....	4

Semester 4		Credits
BMGT210	Business Communications .....	4
Pre-req:	ISYS102 Intro. to Personal Computing, BMGT201 Principles of Management	
BMGT301	Organizational Management .....	3
Pre-req:	BMGT201 Principles of Management, COMM300 Communications 300	
ISYS224	Personal Computer Applications .....	4
Pre-req:	ISYS102 Introduction to Personal Computing	
MKTG415	Starting a New Business .....	4
Pre-req:	MKTG100 Marketing 1	
GNE	General Education Elective #2 .....	3
	Business Elective #3 .....	4

#### Possible Business Management Electives

ACCT206	Accounting Fundamentals 2
BMAT210	Financial Mathematics
BSTA300	Business Statistics
HRMS203	Interviewing Techniques
HRMS205	Labour Relations
HRMS403	Training and Development
ISYS237	Business Systems Analysis
MKTG200	Marketing 2
MKTG205	Retailing 1
MKTG310	Market Research

Note: For a complete list of courses eligible as Business electives, please consult the Semester Registration book.

## Business Management

### (Financial Services)

(School of Business - Lakeshore)

Application Program Code 20061

Lakeshore Campus

Four semesters, beginning in September and May

This diploma program has been developed in collaboration with the Institute of Canadian Bankers to prepare graduates for positions in banks and other financial service industries. The program combines general business courses and specific financial services courses. It is designed to appeal to students who are interested in working in a fast paced, professional business environment with lots of client contact and a wide variety of career opportunities.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English required at or above the general level
- grade 12 mathematics required at or above the general level
- assessment interviews, evidence of prior experience and/or testing will be required

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

This program has been developed by financial services professionals to provide graduates with specific skills that will make them employable in both front-line and behind-the-scenes positions in banks and other financial services companies. Specific roles in the financial services field include Customer Service Representative, Personal Banking Representative and Sales Officer. This field tends to be characterized by very good and highly varied employment opportunities.

### CURRICULUM

Semester 1		Credits
BMAT110	Business Mathematics .....	4
BMFS101	Communication Process 1 .....	3
ECON110	Economics .....	3
HUMA024	Humanities .....	3
ISYS102	Personal Computing .....	3
COMM200	Communications 200 .....	3

Semester 2		Credits
BMAT210	Financial Mathematics .....	4
Pre-Req:	BMAT110 Business Mathematics	
BMFS201	Communication Process 2 .....	3
BMFS202	Financial Products & Services .....	3
BMFS303	Accounting - Financial Services .....	3
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNE	General Education .....	3

Semester 3		Credits
BMFS203	Introduction to Personal Finance .....	3
Pre-Req:	BMAT110 Business Mathematics, BMFS303 Accounting - Financial Services	
BMFS301	Bank Systems & Practices .....	3
BMFS302	Canadian Financial System .....	3
Pre-Req:	ECON110 Economics	
BMGT101	Human Resource Management .....	3
MKTG100	Marketing .....	3
GNE	General Education .....	3

Semester 4	Credits
BMFS401 Bank Financial Management .....	3
Pre-Req: BMFS302 Canadian Financial System	
BMFS402 Consumer Behaviour & Financial Needs .....	3
Pre-Req: MKTG100 Marketing	
BMFS403 Integrative Seminar – Financial Services .....	3
Pre-Req: BMFS201 Communication Process 2	
BMFS202 Financial Products & Services	
BMFS203 Introduction to Personal Finance	
BMFS301 Bank Systems & Practices	
BMFS302 Canadian Financial System	
BMGT201 Principles of Management .....	3
Pre-req: BMGT101 Human Resource Management	
BMFS410 Insurance, An Introduction .....	3
Pre-Req: BMFS202 Financial Products and Services	
BMFS203 Introduction to Personal Finance	
BMAT210 Financial Mathematics	
BMFS411 Investment Funds .....	3
Pre-Req: BMFS202 Financial Products and Services	
BMFS203 Introduction to Personal Finance	
BMAT210 Financial Mathematics	

## Business Management (Regular Option) (School of Business – Lakeshore)

Application Program Code 02251

Lakeshore Campus\*

Four semesters, beginning in September and February

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD), at or above the general level or equivalent, or mature student status
  - grade 12 English required at or above the general level
  - grade 12 mathematics required at or above the general level
- Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

\*This program is also offered at the North Campus.

### CAREER OPPORTUNITIES

Graduates normally accept employment in entry-level positions in general management, accounting, finance, computer-related environments, sales in industry, areas related to production, distribution and inventory control, and retail sales, as well as starting positions in advertising and marketing.

## CURRICULUM

Semester 1	Credits
ACCT111 Introduction to Accounting 1 .....	4
MKTG100 Marketing 1 .....	3
ISYS102 Introduction to Personal Computing .....	3
BMAT110 Essentials of Business Mathematics .....	4
COMM200 Communications 200 .....	3
BMGT100 Introduction to Business .....	3
Semester 2	Credits
MKTG200 Marketing 2 .....	4
Pre-Req: MKTG100 Marketing 1	
BMGT101 Human Resource Management .....	3
Pre-req: BMGT100 Introduction to Business	
ISYS103 Information Systems Concepts .....	3
Pre-Req: ISYS102 Introduction to Personal Computing	
COMM300 Communications 300 .....	3
Pre-req: COMM200 Communications 200	
LAWS111 Business Law .....	3
HUMA024 Humanities .....	3
Semester 3	Credits
BMGT201 Principles of Management .....	3
Pre-req: BMGT101 Human Resource Management	
ECON001 Microeconomics .....	3
MKTG415 Starting a New Business .....	4
Business Elective #1 .....	4
Business Elective #2 .....	4
GNEED General Education Elective #1 .....	3
Semester 4	Credits
BMGT301 Organizational Management .....	3
Pre-req: BMGT201 Principles of Management	
MOPS200 Manufacturing Operations .....	4
Pre-req: BMAT110 Essentials of Business Mathematics	
ISYS224 Personal Computing Applications .....	3
Pre-req: ISYS103 Information Systems Concepts	
GNEED General Education Elective #2 .....	3
Business Elective #3 .....	4
Business Elective #4 .....	4

# Chemical Careers

(School of Manufacturing Technology and Design)

Internet: <http://www.humberc.on.ca/>

In a society which demands a cleaner environment and quality products, technicians and technologists are becoming even more recognized for their day-to-day analytical work in that ever-expanding industry.

Much of the work is laboratory product analysis, followed by either written or oral presentation of the findings.

Labs are generally modern, well-equipped and air conditioned. The majority of positions are 9 to 5 jobs, but some require shift work due to a 24-hour day production schedule.

To be successful in these fields you must possess the ability to be precise, have good manual co-ordination and dexterity and strong communication skills, both written and verbal.

In this growing field there are many opportunities for advancement; either direct advancement in the laboratory or, with a shift of emphasis, into technical sales and service or into management.

In addition to a sense of accomplishment, reasonable salary expectations and good working conditions with the prospect of advancement, graduates of these programs can look forward to continued learning in the field, good job security and the knowledge that they are an important part of the scientific field, helping to improve all of our lives.

Opportunities in this field will always be very good. With increasing emphasis on pollution control, product quality and other areas calling for laboratory technicians and technologists, new positions are constantly developing.

Many jobs are in industries related to petrochemicals, paints and coatings, foods, beverages, pharmaceuticals and the environment. Consulting laboratories and government agencies are also important employers. A graduate may work as a technician or technologist, or eventually at the supervisory level in areas such as chemical or microbiological quality assurance/quality control, research and development, technical sales/service, chemical processing and safety.

# Chemical Engineering Technology

(School of Manufacturing Technology and Design)

Application Program Code 03431

North Campus

Internet: <http://www.humberc.on.ca/>

Six semesters, beginning in September and February

All Chemistry students are initially enrolled in the Chemical Laboratory Technician diploma program. They graduate as Chemical Laboratory Technicians after successful completion of two years of study. Qualified students may continue into the third year and graduate as a Chemical Engineering Technologist.

As a graduate technologist, you will acquire more advanced theoretical and practical knowledge of industrial processes and equipment. You will develop higher level problem solving skills which will enable you to work more independently and will enhance your opportunities for promotion to supervisory functions.

## ADMISSION REQUIREMENTS

- successful completion of Humber's Chemical Laboratory Technician program, or equivalent

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

As a graduate Technologist you may be employed by the same organizations which hire our Technicians. During an initial training period you may be doing similar tasks. Demand for Technologists is generally stronger and you may find a wider range of employment opportunities and an increased potential for career progression.

## CURRICULUM

Semester \*1, 2, 3 and 4 are the same as the Chemical Laboratory Technician curriculum.

Semester 5 (24 hours/week)		Credits
CHEM501 Analytical Chemistry 2 .....		4
Pre-req: CHEM402 Lab Instrumentation, CHEM403 Lab Instrumentation Applications		
CHEM502 Analytical Chemistry 2 Lab .....		4
Co-req: CHEM501 Analytical Chemistry 2		
CHEM507 Microbial Genetics .....		4
Pre-req: CHEM305 Methods of Microbiology		
CHEM510 Biochemistry .....		4
Pre-req: CHEM303 Analytical Chemistry 1, CHEM304 Analytical Chemistry 1 Lab, CHEM401 Physical Chemistry		
CHEM512 Fluid Mechanics and Heat Transfer .....		4
Pre-req: CHEM401 Physical Chemistry		
CHEM513 Industrial Instrumentation .....		4
Semester 6 (22 hours/week)		Credits
CALC102 Calculus .....		3
Pre-req: TMAT109 Mathematics 1		
CHEM601 Industrial Organic Chemistry .....		4
Pre-req: CHEM301 Organic Chemistry 2, CHEM302 Organic Chemistry 2 Lab		
CHEM602 Industrial Organic Chemistry Lab .....		4
Co-req: CHEM601 Industrial Organic Chemistry		
CHEM605 Chemical Separation Processes .....		4
Pre-req: CHEM401 Physical Chemistry		
CHEM608 Industrial Microbiology .....		4
Pre-req: CHEM402 Food and Pharmaceutical Microbiology		
CHEM615 Industrial Processes .....		3
Pre-req: CHEM104 Chemical Calculations		

**Please note:** Where a subject is divided into two parts (lecture and laboratory), the laboratory cannot be taken before the lecture.

# Chemical Laboratory Technician

(School of Manufacturing Technology and Design)

Application Program Code 03411

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters, beginning in September and February

All Chemistry students are initially enrolled in the Chemical Laboratory Technician diploma program. They graduate as Chemical Laboratory Technicians after successful completion of two years of study. Qualified students may continue into the third year and graduate as Chemical Engineering Technologists.

As a student of this program you will acquire the skills and knowledge to analyse materials and products, synthesize basic organic compounds and prepare solutions, assemble and operate laboratory equipment, conduct routine tests, prepare graphs and report results in a wide variety of research and testing functions.

You may be required to place deposits on manuals and other items supplied by the College. The purchase of a lab kit will be required.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MIT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- minimum of one senior science (general level)
- functional knowledge/skills of computer systems and software applications is recommended

**Note:** We strongly recommend that students consider taking chemistry and/or physics as their senior science although other sciences and technological sciences (i.e. environmental science) are acceptable.

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

You may be employed in industries such as: petroleum, food and beverages, steel, pharmaceutical, distillery and brewery, protective coatings, or environmental. Governmental agencies such as the National Research Council, Atomic Energy of Canada, Ontario Hydro, Ministry of the Environment, and others employ chemical laboratory technicians. Typical job functions include analysis of raw materials and final product, quality assurance, research and development, technical sales and service, and production or process control. As an alternative, you may continue into the third year of our Chemical Engineering Technology program provided you meet the required standard.

## CURRICULUM

Semester 1 (23 hours/week)		Credits
CAPP102	Computer Applications .....	4
CHEM101	Chemistry 1 .....	5
CHEM104	Chemical Calculations .....	4
PHYS104	Physics .....	3
TMAT109	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
Semester 2 (23 hours/week)		Credits
CHEM202	Electrical Measurement .....	3
Pre-req:	PHYS104 Physics	
CHEM203	Organic Chemistry 1 .....	3
Pre-req:	CHEM101 Chemistry 1	
CHEM204	Organic Chemistry 1 Lab .....	3
Co-req:	CHEM203 Organic Chemistry 1	
CHEM205	Chemistry 2 .....	4
Pre-req:	CHEM101 Chemistry 1 and CHEM104 Chemical Calculations	
CHEM206	Introductory Microbiology .....	4
COMM300	Communications 300 .....	3
Pre-req:	COMM200 Communications 200	
HUMA024	Humanities .....	3
Semester 3 (23 hours/week)		Credits
CHEM301	Organic Chemistry 2 .....	3
Pre-req:	CHEM203 Organic Chemistry 1 and CHEM204 Organic Chemistry 1 Lab	
CHEM302	Organic Chemistry 2 Lab .....	4
Co-req:	CHEM301 Organic Chemistry 2	
CHEM303	Analytical Chemistry 1 .....	4
Pre-req:	CHEM104 Chemical Calculations, CHEM205 Chemistry 2	
CHEM304	Analytical Chemistry 1 Lab .....	5
Co-req:	CHEM303 Analytical Chemistry 1	
CHEM305	Methods of Microbiology .....	4
Pre-req:	CHEM206 Introductory Microbiology	
GNED	General Education .....	3
Semester 4 (23 hours/week)		Credits
CHEM401	Physical Chemistry .....	4
Pre-req:	CHEM104 Chemical Calculations, CHEM205 Chemistry 2	
CHEM402	Lab Instrumentation .....	4
Pre-req:	CHEM303 Analytical Chemistry 1, CHEM304 Analytical Chemistry 1 Lab	
CHEM403	Lab Instrumentation Applications .....	4
Co-req:	CHEM402 Lab Instrumentation	
CHEM407	Food and Pharmaceutical Microbiology .....	4
Pre-req:	CHEM305 Methods of Microbiology	
TSTA106	Statistical Quality Control .....	4
Pre-req:	TMAT109 Mathematics 1	
GNED	General Education .....	3

**Please Note:** Where a subject is divided into two parts (lecture and laboratory), the laboratory cannot be taken before the lecture.

# Child and Youth Worker

(School of Social and Community Services)

Application Program Code 01041

Lakeshore Campus

Six semesters, beginning in September

This diploma program is for emotionally mature people who can easily form relationships and who are eager to grow both professionally and personally. The program prepares the student to work competently with disturbed children and adolescents (4 to 18 years old) and their families.

When a child or adolescent has psychiatric, psychological, emotional, or behavioural problems that affect them in their family, school, or community, the Child and Youth Worker works with the child or teenager and their family in settings such as Children's Aid Societies, open custody group homes for young offenders, residential and day treatment programs in Children's Mental Health Centres, special education classrooms, and psychiatric hospitals.

You will work with teachers, social workers, psychologists, or psychiatrists as part of a clinical "team". You will often be responsible for implementing the treatment or service plan developed by the team. You may work with children and adolescents singly or in groups and they may be withdrawn, depressed, violent, manipulative, seductive, have been involved with the law, have learning difficulties or family conflicts. Under external organizations, opportunities are available for Humber's Child and Youth Worker students to participate in a travel/study project in St. Vincent (West Indies) and in Project Dare, an outward bound experience. These are optional learning experiences chosen at the student's discretion. Humber College assumes no responsibility or liability for students' participation in such projects, acting only as a referral service.

Learning about West Indian culture develops skills which are helpful in working with people from other cultures. This extra area of expertise can increase the employability of our graduates in the human services field. Project Dare exposes students to a treatment approach utilized with some young offenders.

## ADMISSION REQUIREMENTS

- an O.S.S.D. (Ontario Secondary School Diploma) at or above the general level, or equivalent, or mature student status
- grade 12 English at or above the general level
- written documentation from employers of at least 80 hours of paid or volunteer experience working with normal or atypical children or adolescents in a treatment agency, co-op program, school, day-care, summer camp or group home. This must be completed and received by the College at the time of attending orientation which begins in March.
- completion of a St. John's Ambulance First Aid course. Proof of this certification will be required at the time of attending the orientation session.
- attendance at an orientation session which may include a group interview
- programs in the School of Social and Community Services may take into account, for selection purposes, secondary school grades in English and/or family studies. Additionally, preference may be given to those candidates with a greater than minimum number of volunteer hours. Candidates may be required to satisfactorily pass an English assessment test/questionnaire/interview.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL REQUIREMENTS

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program. In addition, employers who provide our field placement settings often require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placements and impede students from completing the full program and/or securing employment.

A medical certificate of health (to ensure freedom from communicable diseases) - Please Note: Applicants approved to this program are strongly urged to obtain a "hepatitis" vaccine prior to the field placement components of the program. Further details about the vaccine may be obtained by contacting the Health Services Centre.

## CAREER OPPORTUNITIES

The majority of entry-level positions involve shift work (weekends and evenings) in residential programs sometimes on a part-time or contract basis. Other positions involve work in day treatment programs, behavioural classrooms or work with families.

There has been and will continue to be a steady demand for Child and Youth Workers. Several years of direct service work after graduation is usually required before moving into more specialized or supervisory positions. For higher level administrative, management, and clinical positions, further education will often be required.

## ADDITIONAL COSTS

Travel costs to and from field placements are the student's responsibility. The optional St. Vincent work study project also entails additional costs, as does the optional Project Dare. Crisis Intervention Training is required for graduation. Training sessions will be offered to students as part of the curriculum. Students choosing not to take advantage of this training will be required to take it at their own expense. The Crisis Intervention manual costs \$15.00.

Textbooks and supplies will average \$300 per year.

## CURRICULUM

Semester 1 (21 hours/week)		Credits
CYW.100	Human Growth & Development 1	3
CYW.101	Introduction to Psychology	4
CYW.102	Therapeutic Activities Programming 1	2
CYW.103	Community Resources and Legislation	2
CYW.104	Introduction to Professional Skills	2
COMM200	Communications 200	3
HUMA024	Humanities	3
GNED	General Education	3



<b>Semester 2 (25 hours/week)</b>		<b>Credits</b>
CYW.200	Human Growth & Development 2	3
CYW.202	Therapeutic Activities Programming 2	2
CYW.204	Integrative Seminar 1	2
CYW.205	Field Work 1	12
COMM300	Communications 300	3
GNED	General Education	3

<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
CYW.300	Abnormal Psychology of Childhood & Adolescence 1	3
CYW.301	Child & Youth Work Methodology 1	3
CYW.302	Interviewing & Counselling 1	2
CYW.304	Integrative Seminar 2	2
CYW.305	Field Work 2	12
CYW.306	Assessment and Recording	2

<b>Semester 4 (27 hours/week)</b>		<b>Credits</b>
CYW.400	Abnormal Psychology of Childhood & Adolescence 2	3
CYW.401	Child & Youth Work Methodology 2	3
CYW.402	Interviewing & Counselling Skills 2	2
CYW.403	Psychology of the Family	3
CYW.404	Integrative Seminar 3	2
CYW.405	Field Work 3	12
CYW.406	The Abused Person	2

<b>Semester 5 (27 hours/week)</b>		<b>Credits</b>
CYW.500	Family Intervention	3
CYW.501	Group Dynamics 1	2
CYW.502	Treatment Philosophies 1	2
CYW.504	Integrative Seminar 4	2
CYW.505	Field Work 4	16
CYW.506	Issues in Child and Youth Work	2

<b>Semester 6 (26 hours/week)</b>		<b>Credits</b>
CYW.503	Human Sexuality	3
CYW.601	Group Dynamics 2	2
CYW.602	Treatment Philosophies 2	2
CYW.604	Integrative Seminar 5	2
CYW.605	Field Work 5	16

# Civil Engineering Technician/Technology

(School of Architecture and Construction)

Application Program Code 03361

North Campus

Four semesters, for the technician program and six semesters for the technology program beginning in September

Do you like constructing things? Are you curious to learn how buildings, bridges, and dams are built and highways are designed? Do you like technical drawing?

The field of Civil Engineering includes all of these and more. Many of the things that are necessary for modern public society are designed and built by civil engineers and you could be a part

of that process by enrolling in the Civil Engineering Technician diploma program.

The use of electronic surveying equipment for production of subdivision, highway and site plans will be taught. You will learn how to use computer-aided-drafting and design (CADD) software to draw and design buildings, bridges and highways.

You will learn how beams, trusses and columns are designed. You will learn to perform laboratory tests on soil, concrete and other materials to determine their suitability for various purposes. You will produce the technical drawings necessary for the construction of bridges, buildings and dams. You will learn how water purification and treatment plants are designed, and how to plan and survey the layout of roads and highways.

All Civil students will be initially enrolled as Civil Engineering Technician students. You will graduate as a Civil Engineering Technician after successful completion of two years of study. Qualified students may continue into the third year and may graduate in Civil Engineering Technology.

Note: Co-op Civil Engineering Technology students are required to do their first 4-month work term at the end of Semester 2.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## INTERESTS AND SKILLS

- strong technical interest in how buildings are constructed
- serious interest in using computer aided drafting
- an aptitude for mathematics
- good communications skills

## CAREER OPPORTUNITIES

The civil engineering profession is a diverse one and offers many varied opportunities for rewarding employment. As a graduate Technician, you may work in an engineering office helping to produce construction documents, or with a contracting firm helping to control the actual construction of the building. You may work with a contracting firm in quality control, quantity surveying, project inspection or job coordination; with a consulting engineering firm testing soils and foundations; or become a sales representative for a construction equipment manufacturer. You could become a building inspector, or a draftsman for a municipal water purification department.

## CURRICULUM

<b>Semester 1 (21 hours/week)</b>		<b>Credits</b>
CIVL101	Surveying 1	6
CIVL102	Civil CADD 1	3
CNST101	Computer Applications 1	2
TMAT102	Mathematics 1	4
COMM200	Communications 200	3
HUMA024	Humanities	3

Semester 2 (24 hours/week)		Credits
CIVL201	Surveying 2 .....	6
Pre-req:	CIVL101 Surveying 1 .....	
CIVL202	Civil CADD 2 .....	4
Pre-req:	CIVL102 Civil CADD 1 .....	
CIVL203	Statics .....	4
Pre-req:	TMAT102 Mathematics 1 .....	
CIVL204	Structural Steel Drafting .....	4
TMAT206	Mathematics 2 .....	4
Pre-Req:	TMAT102 Mathematics 1 .....	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200 .....	
GNEB	General Education .....	3

Semester 3 (25 hours/week)		Credits
CIVL302	Reinforced Concrete Detailing .....	3
CIVL311	Methods of Construction .....	3
CIVL312	Matrix Alg. and Stat. ....	3
Pre-req:	TMAT206 Mathematics 2 .....	
CIVL313	Material Testing .....	4
CIVL314	Surveying 3 .....	5
Pre-req:	CIVL201 Survey 2 .....	
CIVL315	Strength of Materials 1 .....	4
Pre-req:	CIVL203 Statics .....	
GNEB	General Education .....	3

Semester 4 (22 hours/week)		Credits
CIVL409	Strength of Materials 2 .....	4
Pre-req:	CIVL315 Strength of Materials 1 .....	
CIVL413	Traffic Engineering .....	3
CIVL414	Fluid Mechanics .....	4
Pre-req:	CIVL203 Statics .....	
CIVL415	Soil Mechanics .....	4
CNST451	Estimating 1 .....	4
GNEB	General Education .....	3

Semesters 1, 2, 3 and 4 are the same as the Civil Engineering Technician curriculum.

#### 4 Month Co-op Work Term (after Semester 2 and 4)

Semester 5 (22 hours/week)		Credits
CIVL508	Structural Analysis .....	5
Pre-Req:	CIVL409 Strength of Materials 2 .....	
CIVL514	Geotechnology .....	5
Pre-req:	CIVL415 Soil Mechanics .....	
CIVL515	Municipal Services .....	5
Pre-Req:	CIVL414 Fluid Mechanics .....	
CIVL609	Timber Design .....	3
CNST351	Specifications and Construction Administration 1 .....	4

Semester 6 (24 hours/week)		Credits
CIVL605	Technical Project .....	2
CIVL610	Structural Steel Design .....	4
Pre-Req:	CIVL508 Structural Analysis .....	
CIVL613	Reinforced Concrete Design .....	4
Pre-Req:	CIVL508 Structural Analysis .....	
CIVL616	Water Quality Management .....	5
Pre-req:	CIVL515 Municipal Services .....	
CIVL615	Highway Technology .....	5
Pre-req:	CIVL314 Surveying 3 .....	
CNST651	Construction Administration 2 .....	4
Pre-req:	CNST351 Specifications and Construction Administration 1 .....	

# Civil Engineering Technology – Environmental Studies

(School of Architecture and Construction)

Application Program Code 0335E

North Campus

Six semesters, beginning in September

Environmental Technologists will work with private industry and government agencies assisting in the implementation of measures that protect the environment from pollution. They may assist environmental engineers or work independently within an industrial/municipal setting. Typical duties may include collection and performing tests on water and air samples, tracking environmental "hot spots" through the use of computer information systems, or assessing the environmental impact of new technologies.

The protection of the environment is perhaps the most important aspect of today's society. In the near future, a great number of employment opportunities are foreseen. These opportunities will be varied, with many still to be determined.

On a typical day, an environmental technologist may be involved in the assessment of environmental impact studies, may assist in computer simulations, or may perform field tests on a variety of water and air samples. A good degree of independence is required, as the duties are varied and require organization. Although a portion of the environmental technologist's time will be spent in an office, some work may be done outdoors, usually involving the collection of various samples for testing in a laboratory and the monitoring of site work. Environmental technologists usually work with others in groups. A mathematical inclination is important for this career as well as a desire to understand our planet's ecology. There are no special physical requirements.

Students in this program will receive a Civil Engineering Technology Environmental Studies Diploma after three (3) years. Humber's Environmental Engineering program will concentrate on the areas of sample collection and testing as well as Environmental Law and Legislation. Humber's students get a well-rounded course of study in all areas.

Humber's program has a newly-equipped environmental laboratory, and the latest in computer equipment available.

#### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CURRICULUM**

<b>Semester 1 (21 hours/week)</b>		<b>Credits</b>
CIVL101	Surveying 1 .....	6
ENVI101	Ecology .....	3
CNST101	Computer Applications .....	2
TMAT102	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
GNED	General Education .....	3
<b>Semester 2 (24 hours/week)</b>		<b>Credits</b>
ENVI207	Chemistry 1 .....	5
ENVI206	Statistics and Data Handling .....	3
Pre-req:	CNST101 Computer Applications	
EMAN520	Energy Alternatives .....	3
CIVL102	Civil CADD 1 .....	4
TMAT206	Mathematics 2 .....	4
Pre-req:	TMAT102 Mathematics 1	
COMM300	Communications 300 .....	3
GNED	General Education .....	3
<b>Semester 3 (23 hours/week)</b>		<b>Credits</b>
ENVI304	Chemistry 2 .....	4
Pre-req:	ENVI207 Chemistry 1	
ENVI203	Environmental Sampling Techniques .....	6
ENVI301	Biology For Environmental Engineering .....	4
Pre-req:	ENVI207 Chemistry 1	
CIVL151	Introduction to GIS (Geographic Information Systems) .....	3
CIVL321	Physical Geology .....	3
GNED	General Education .....	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
CIVL415	Soil Mechanics .....	4
ENVI401	Environmental Chemistry .....	6
ENVI405	Hazardous Materials and Safety .....	3
ENVI302	Organic Chemistry .....	3
Pre-req:	ENVI207 Chemistry 1	
CIVL421	GIS (Geographic Information Systems) .....	4
GNED	General Education .....	3
<b>Semester 5 (22 hours/week)</b>		<b>Credits</b>
EMAN503	Instrumentation .....	4
ENVI603	Environmental Legislation and Assessment .....	4
ENVI502	Environmental Clean Up .....	4
ENVI506	Environmental Audit .....	3
ENVI521	Air Quality Management .....	4
ENVI507	Advanced Information Systems .....	4
<b>Semester 6 (23 hours/week)</b>		<b>Credits</b>
EMAN613	Economic Analysis .....	3
CIVL616	Water Quality Management .....	4
CIVL621	Solid Waste Management .....	4
ENVI505	Marine Studies .....	4
ENVI604	Research Project .....	2
ENVI605	Energy Management .....	4

# Computer Engineering Technology

(School of Information Technology and Accounting)

Application Program Code 03501

North Campus

Internet: it-ceng@acad.humberc.on.ca

Six semesters, beginning in September

The Computer Engineering Technology diploma program is designed to prepare you to become a programmer with hardware and software skills. This type of work requires competence in computer programming, knowledge of basic electronics and an understanding of both software and hardware of different computer systems.

The computer engineering programmer also develops the ability to understand exactly how computer software controls hardware – an understanding which can only be gained by constant exposure to both software and hardware.

The first year of the program concentrates on giving you the programming and hardware skills that you will need later on with such courses as PASCAL and C programming, IC Logic 1 and DC Circuits. Electronic mail and Internet access are used as a matter of course throughout the curriculum.

The second year concentrates on building up the necessary software skills with computer languages such as C ++, Assembler, SQL and Visual Basic as well as continuing to work with electronic circuits, different types of peripherals and such operating systems as MS-DOS and Unix. The concepts of virtual instrumentation and visual programming is introduced in the course Real Time 1.

The third year concentrates on integrating the hardware and software skills that you have learned in earlier years. You will implement a multi-user distributed database for a manufacturing environment, examine the inner workings of networks and compare and write programs in C++ for the Windows, Macintosh and X-Windows environment.

You may have to purchase electronics components kits and recommended equipment at the College.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level)
- successful placement in or exemption from Mathematics 1 which is determined by a math assessment test

**Note:** Secondary school physics as a senior science is recommended although other sciences are acceptable. Strong marks in mathematics and/or English composition/essay may also be taken as indicating future student success.

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use indi-

vidual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates of Computer Engineering get their first jobs in a variety of areas including technical programming, systems support, network administration, technical support and product maintenance, working for developers, vendors and purchasers of computer related products. In addition to getting that first job graduates report that the skills learned at Humber have served them in creating a career path that is both varied and interesting. More detailed information on this program is available in digital form. Contact the program co-ordinator for further details.

### CURRICULUM

Semester 1 (22 hours/week)		Credits
CPRO703	Introduction to Pascal .....	4
ELIC101	DC Circuits .....	4
Or		
ELIC103	DC Circuits for Computer Engineering .....	4
ELIC104	Digital Electronics for Computer Engineering .....	4
Or		
ELIC102	Logic 1 .....	4
TMAT104	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
Semester 2 (24 hours/week)		Credits
CENG201	Problem Solving with Pascal .....	4
Pre-Req:	prior programming experience in Pascal	
Or		
*CENG303	Introduction to C Programming	
Pre-Req:	CPRO703 Programming in Pascal, CENG101 Introduction to Pascal (as offered before 1995)	
CENG204	Computer Foundations for Computer Engineering	
Co-Req:	CENG303 Introduction to C Programming recommended	
<b>Note:</b> Students may take a scheduled exemption test for this course and pick up other credits as permitted by the School of Information Technology.		
CENG203	Digital and Interface Circuits .....	4
Pre-Req:	ELIC101 DC Circuits, or ELIC103 DC Circuits for Computer Engineering, TMAT104 Mathematics 1	
PHYS105	Physics .....	4
TMAT203	Mathematics 2 .....	4
Pre-Req:	TMAT104 Math 1	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNE	General Education .....	3
Semester 3 (23 hours/week)		Credits
CENG302	Systems Analysis .....	4
Pre-Req:	COMM200 Communications 200, any programming course	
*CENG303	Introduction to C Programming .....	4
Pre-Req:	CENG201 Problem Solving with Pascal	
CENG306	Digital and Interface Circuits .....	4
Pre-Req:	CENG203 Switching and Interfacing Circuits, ELIC102 Logic 1	
CENG307	PC Assembly Language .....	4
Pre-Req:	CENG203 Switching and Interfacing Circuits, CENG201 Problem Solving with Pascal	
ELIC402	Telecommunication Systems .....	4
Pre-req:	CENG203 Switching and Interfacing Circuits	
GNE	General Education .....	3

UNDERGRADUATE PROGRAMS 1996/97

Semester 4 (23 hours/week)		Credits
CALC103	Introductory Calculus (Electronics) .....	3
Pre-Req:	TMAT203 Mathematics 2	
CENG403	Real Time Systems 1 .....	4
Pre-Req:	CENG307 PC Assembly Language, CENG306 Digital and Interfacing Circuits	
CENG404	Software Project .....	4
Pre-Req:	CENG303 Introduction to C Programming, CENG302 Systems Analysis	
CENG407	Programming Techniques In C++ .....	4
Pre-Req:	CENG303 Introduction to C Programming	
CENG408	PC Operating Systems .....	4
Pre-Req:	CENG307 PC Assembly Language, CENG306 Digital and Interfacing Circuits	
CENG409	Computer Peripherals .....	4
Pre-Req:	CENG307 PC Assembly Language, CENG306 Digital and Interfacing Circuits, ELIC402 Telecommunication Systems	

Semester 5 (23 hours/week)		Credits
CALC201	Applied Calculus .....	3
Pre-Req:	CALC103 Introduction to Calculus	
CENG501	Computers in Manufacturing .....	4
Pre-Req:	CENG306 Digital and Interfacing Circuits, CENG303 Intro. To C Programming	
CENG503	Algorithms and Data Structures .....	4
Pre-Req:	CENG407 Programming Techniques in C	
CENG504	Programming Languages .....	4
Pre-Req:	CENG407 Programming Techniques in C	
CENG508	The Unix Operating Systems .....	4
Pre-Req:	CENG303 Intro. To C Programming, CENG408 PC Operating Systems	
ELIC603	Data Communication Systems .....	4
Pre-Req:	ELIC402 Telecommunication Systems	

Semester 6 (23 hours/week)		Credits
CENG608	Graphic User Interface Programming .....	4
Pre-Req:	CENG503 Algorithms and Data Structures	
CENG607	Networking Technology .....	3
Pre-Req:	CENG508 Unix Operating Systems, ELIC603 Data Communications	
CENG603	VAX/VMS Systems .....	4
Pre-Req:	CENG508 Unix Operating Systems	
CENG604	Comp. Systems Project .....	4
Pre-Req:	CENG503 Algorithms and Data Structures, CENG501 Computers in Manufacturing, CENG508 Unix Operating Systems	
CENG605	Real Time Systems 2 .....	4
Pre-Req:	CENG403 Real Time 1, CENG508 Unix Operating Systems, CENG409 Computer Peripherals	
CENG606	Computer Systems Architecture .....	4
Pre-Req:	CENG408 PC Operating Systems, CENG303 Introduction to C Programming	

**Note:** Course equivalents determined by application to the program co-ordinator. A published list of course equivalents and options to be made available from the program co-ordinator.

Due to the long lead time required for this calendar the courses offered in 1996-1997 will not completely correspond to the above list.

\*Students who successfully complete CPRO703 will study C in the 2nd semester, may take Introductory Calculus in the 3rd semester and Programming Languages either in 3rd or 5th semester. A new course, CENG410 Application Program Interfaces will be available in 4th or 6th semester. For details contact the program co-ordinator/registrars office.

# Computer Information Systems

(School of Information Technology and Accounting)

Application Program Code 02341

North Campus

Internet: it-cis@acad.humberc.on.ca

Six semesters (co-op format is six semesters, plus two work terms), beginning in September and January

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
  - grade 12 English
  - grade 12 mathematics (Math MTT-4G is recommended)
  - applicants may be required to attend an assessment interview
- Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Graduates of this program will be able to enter the demanding and highly dynamic field of information systems in a wide range of modern business environments. They will be able to progress in such careers as: programming, systems analysis and design, computer operations or help desk management. In addition to programming and systems analysis skills they will have an understanding of the business environment, basic data telecommunications and other computer related skills which, with added experience may lead them into information system management.

## Regular Option

To meet the increased technical demands, growth and widespread use of computers in business and the corresponding need for skilled graduates in this profession, Humber College is offering a three-year Computer Information Systems Diploma Program.

The program includes a variety of programming languages, databases, and operating systems to ensure that graduates are comfortable in many of the most modern computing environments. Each year of the program offers progressively more advanced level courses.

## Co-op Format

Six semesters, plus two work terms

In this diploma program students who maintain a 70% average may qualify for the co-op format which begins at the end of semester 4. It offers a co-op work term between academic semesters 4 and 5 and again between 5 and 6.

## CURRICULUM

Note: Due to the dynamic nature of computing technology and the need for graduates to be well versed in up to date programming, database and operating system software, the curriculum for this program is continually modified to reflect current trends. Students should consult the current program outline, published each September, for the exact curriculum.

Semester 1		Credits
ISYS100	Introduction to Information Systems .....	4
ISYS1J6	Fundamentals of Programming .....	4
ISYS117	Microcomputer Technology .....	4
ACCT113	Business Accounting 1 .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

Note: The first semester of this program is identical to that of the more technically oriented two year Computer Programmer program, to facilitate transfers between the programs.

Semester 2		Credits
ISYS248	Microcomputer Operating Systems .....	4
ISYS226	C Language .....	4
ISYS234	Spreadsheets .....	3
TMAT104	Technology Mathematics .....	4
BMGT200	Business Administration for Information Technology .....	4
COMM300	Communications 300 .....	3

Note: Upon completion of semester 1 and 2 students will choose either the regular Computer Information Systems program or the Telecommunication option.

Semester 3		Credits
BSTA310	Applied Statistics for Business Reporting .....	4
ISYS280	Advanced 'C' and C++ .....	4
ISYS210	Systems Analysis I .....	4
ISYS231	PC Database .....	4
ISYS301	I.T. Career Planning .....	1
ACCT266	Business Accounting 2 .....	4
GNED	General Education 1 .....	3

Semester 4		Credits
ISYS287	Presentation Skills and Desktop Publishing .....	3
ISYS214	Project Management .....	4
ISYS118	Cobol Programming .....	4
ISYS275	Relational Database .....	3
ISYS238	Network Design and Architecture .....	4
ISYS211	Systems Analysis II .....	4

Semester 5		Credits
ISYS207	Local Area Networks .....	4
ISYS289	Event Driven Programming .....	4
ISYS213	Systems Structure and Management .....	4
ISYS294	Multi-User Operating Systems .....	3
ISYS281	I.T. Elective 1 .....	3
GNED	General Education 2 .....	3

Semester 6		Credits
ISYS288	Workflow Tech. ....	4
ISYS296	Client Server Systems .....	4
ISYS295	Object Oriented Design and Programming .....	6
ISYS	I.T. Elective 2 .....	3
ISYS	I.T. Elective 3 .....	3
GNED	General Education 3 .....	3

## Telecommunication Option

Internet: it-cistc@acad.humberc.on.ca

This is a specialty profile of the Computer Information Systems (CIS) program. This profile is intended to give students greater knowledge of telecommunications while placing less emphasis on information systems management skills. Students can choose this option at the end of the first year.

Graduates of this profile will have sufficient exposure to telecommunication to assume telecommunications support work in addition to their information systems role. They will be well positioned to continue learning in the field of modern telecommunications technologies if they wish to move into a full time telecommunications position.

### CURRICULUM

#### Telecommunication Profile

Note: Due to the dynamic nature of computing technology and the need for graduates to be well versed in up to date programming, database and operating system software, the curriculum for this program is continually modified to reflect current trends. Students should consult the current program outline, published each September, for the exact curriculum.

Semester 3		Credits
ISYS238	Network Design and Architecture .....	4
ISYS280	Advanced 'C' and C++ .....	4
ISYS210	Systems Analysis I .....	4
ISYS231	PC Database .....	4
ISYS301	I.T. Career Planning .....	1
ACCT266	Business Accounting 2 .....	4
GNED	General Education 1 .....	3
Semester 4		Credits
ISYS207	Local Area Networks .....	4
BSTA310	Computerized Statistics .....	4
OATC200	Business Telecommunications 1 .....	3
ISYS118	Cobol Programming .....	4
ISYS275	Relational Database .....	3
ISYS211	Systems Analysis II .....	4
Semester 5		Credits
ISYS250	Digital Telephony & Services .....	3
ISYS272	Network Management .....	3
ISYS289	Event Driven Programming .....	4
ISYS213	Systems Structure and Management .....	4
ISYS294	Multi-User Operating Systems .....	3
GNED	General Education 2 .....	3
Semester 6		Credits
CENG620	Network Administration & Troubleshooting .....	7
ISYS296	Client Server Systems .....	4
ISYS295	Object Oriented Design and Programming .....	6
OATC300	Business Telecommunications 2 .....	3
GNED	General Education 3 .....	3

## Computer Programming

(School of Information Technology and Accounting)

Application Program Code 023 61

## Computer Programming Co-op

(School of Information Technology and Accounting)

Application Program Code 02301

### North Campus

Four semesters (Co-op option is four semesters in length plus two co-op work terms), beginning in September and January (with no summer break)

For four academic semesters, the students in this diploma program will undergo studies in computer programming, systems analysis and other aspects of information systems studies. The program is offered in such a way that students may complete the regular stream at the end of four academic semesters without the normal summer semester break of most other programs. Due to the demanding nature of this program a strong work ethic is required.

This program is also offered in a co-op format which allows a unique combination of academic and "on-the-job" experience. The two co-op work semesters are positioned between academic semesters two and three, and between academic semesters three and four, thus extending the length of the program to six semesters, or two full calendar years. During these work semesters successful students will be employed in the information systems/data processing field to become aware of real-life business situations which will prepare them for a career in this profession. To qualify for the co-op work terms the student must maintain an overall average of 70% or higher.

Work terms also offer the student an understanding of the various computer-related career paths. Since they are an integral part of the program, work terms will be treated as academic credits with an assignment component.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status (plus two years business, and/or university experience for the co-op option)
- transcript/resumé required with application
- grade 12 English (general level or above)
- grade 12 mathematics (Math MTT-4G is recommended)
- applicant may be required to attend at an assessment/interview

**Please Note:** The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use indi-

# Creative Photography

(School of Media Studies)

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Application Program Code 04801

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North Campus

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Four semesters, beginning in September

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Today's society is one in which photographs are a major communication tool. The two-year diploma program offers you photographic technology, creative techniques, practical skills and applied photography training.

You will study lighting, studio and darkroom techniques, theory for black and white and colour photography. The objective of the program is to train you in the many dimensions of the profession: portrait, architectural, industrial and commercial, and fashion photography.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview and information session at which time you will present a portfolio for evaluation and a completed questionnaire. (alternative available for out of province applicants)
- a portfolio of photography which should include a minimum of 10 B & W, colour photographs, and/or slides.
- some basic darkroom experience, B & W film processing and printing experience is required
- recommended courses: senior physics, or senior chemistry and grade 11 business and consumers mathematics, or grade 12 mathematics-MAT 4G1, or a more senior mathematics credit, all at the general level

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Graduates work in studios, corporations and institutions, and in industry, as freelance professionals.

## ADDITIONAL COSTS

Students are required to have a 2 1/4 camera and a 4" x 5" camera with lenses, tripod, flashmeter, and darkroom equipment. The 2 1/4 camera and 4" x 5" camera are available through a rental package for 1st and 2nd year students. Students will have to purchase additional supplies and equipment as required by the program.

vidual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

The co-op format is available only to applicants with two or more years of business experience and/or two or more years of university education. Secondary school graduates not meeting these requirements who wish admission to a co-op program in this field must apply to the three-year Computer Information Systems program, which provides a co-op format.

## CAREER OPPORTUNITIES

The program produces a graduate who enters the business community as a valuable member of an information-systems team, generally at the junior or maintenance programmer level. Opportunities for advancement in this field are excellent, particularly if additional courses are taken to maintain an edge on this exciting and changing field.

## CURRICULUM

Note: Due to the dynamic nature of computing technology and the need for graduates to be well versed in up to date programming, database and operating system software, the curriculum for this program is continually modified to reflect current trends. Students should consult the current program outline, published each September, for the exact curriculum.

### Semester 1 Credits

ISYS100	Introduction to Information Systems .....	4
ISYS116	Fundamentals of Programming .....	4
ISYS117	Microcomputer Technology .....	4
ACCT113	Business Accounting 1 .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

Note: The first semester of this program is identical to that of the more business oriented three year Computer Information Systems program, to facilitate transfers between the programs.

### Semester 2 Credits

ISYS248	Microcomputer Operating Systems .....	4
ISYS118	Cobol Programming .....	4
ISYS231	PC Database .....	4
ISYS226	C language .....	4
ISYS234	Spreadsheets .....	3
GNED	General Education 1 .....	3

### Semester 3 Credits

ISYS289	Event Driven Programming .....	4
ISYS280	Advanced "C" and C++ .....	4
ISYS210	Systems Analysis I .....	4
ISYS264	Data Communications .....	4
ISYS275	Relational Database .....	3
COMM300	Communications 300 .....	3
GNED	General Education 2 .....	3

### Semester 4 Credits

ISYS214	Project Management .....	4
ISYS211	Systems Analysis II .....	4
ISYS294	Multi-User Operating Systems .....	3
ISYS296	Client Server Systems .....	4
ISYS295	Object Oriented Design and Programming .....	6
ISYS281	I.T. Elective 1 .....	3

**CURRICULUM**

<b>Semester 1 (22 hours/week)</b>	<b>Credits</b>
FOTO101 Photo Design .....	2
FOTO102 Lighting 1 .....	3
FOTO104 Darkroom Techniques 1 .....	3
FOTO105 Photo Theory 1 .....	2
FOTO112 Large Format Technique .....	3
FOTO114 Basic Photo .....	3
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

<b>Semester 2 (22 hours/week)</b>	<b>Credits</b>
FOTO202 Lighting 2 .....	3
FOTO204 Darkroom Techniques 2 .....	3
FOTO205 Theory 2 .....	2
FOTO211 Studio .....	3
FOTO212 Computer Design .....	2
FOTO215 Portrait 1 .....	3
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
GNEB General Education .....	3

<b>Semester 3 (24 hours/week)</b>	<b>Credits</b>
FOTO302 Commercial Lighting .....	3
FOTO304 Darkroom Techniques 3 .....	3
FOTO305 Theory 3 .....	2
FOTO306 Colour Process .....	3
FOTO310 Digital Imaging 1 .....	3
FOTO311 Commercial Studio 1 .....	3
FOTO315 Portrait 2 .....	3
MKTG935 Business Management .....	2
GNEB General Education .....	3

<b>Semester 4 (23 hours/week)</b>	<b>Credits</b>
FOTO402 Professional Studies .....	3
FOTO405 Theory 4 .....	2
FOTO410 Digital Imaging 2 .....	4
FOTO413 Industrial Photography .....	3
FOTO414 Commercial Studio 2 .....	3
FOTO415 Portrait 3 .....	3
MKTG936 Business for Photography 2 .....	2
GNEB General Education .....	3

**Please Note:** Students are expected to attend guest lectures

# Culinary Management (Chef)

(School of Hospitality, Recreation and Tourism)

Application Program Code 01911

North Campus

Four semesters, beginning in September  
(Please enquire about modified scheduling)

The aim of the Culinary Management (Chef) Program is to prepare students who aspire to become managing chefs or kitchen/production managers within a variety of areas of the food service sector.

This diploma program combines theoretical and practical instruction both in the classroom and workplace in alliance with hospitality employers.

Through the combination of classroom learning, culinary labs and industry traineeships you will develop skills applicable to the technical component of culinary arts, interpersonal communications and profitable kitchen management, all of which are essential for success as a culinary manager of the future.

This program will include 3 x 8 week selected industry traineeships in participating restaurant kitchen operations, hotel kitchen operations and institutional/catering operations. These traineeships, as well as the program curriculum have been designed with guidance and direction from industry to address the current culinary standards. Successful completion of both the classroom and traineeship components are required for graduation from this program. Graduates of this program will qualify for admission to the Hotel and Restaurant Management Program with exemptions granted for some courses.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- interview with Program Co-ordinator may be required for selection purposes
- grade 12 business and consumers mathematics (general level) or grade 12 mathematics-MAT4G1 (general level) or a more senior mathematics credit and grade 12 English (general level) are highly recommended and may be taken into account for selection purposes
- applicants with previous industry and/or related educational experience are eligible to apply for prior learning assessment exemptions

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL INFORMATION

To be successful in this program, students should prepare themselves by taking the following prior to attending Humber College:



- computer/keyboarding skills are bonus skills that will be directly applicable to the program
- credit in secondary school food service courses would give you excellent preparation for these programs
- accounting: preparation in a secondary school accounting course would be beneficial. Exemption credit is available if you have credit in an O.A.C. accounting course.
- extra preparation in English courses (Grade 12 advanced or O.A.C.) will be beneficial to you when writing the English Placement test and you may earn a Communications exemption.

If you would like to know more about the flexibility and transferability available within the hospitality programs, please contact John Walker, Chair, School of Hospitality, Recreation and Tourism, Applied Arts Division, at (416) 675-3111, ext. 4550.

### INTERESTS AND SKILLS

- interested in a progressive career in the food service sector
- good attitude and team work
- human relations
- ability to work varied hours
- leadership and people
- open-minded
- analytical and resourceful
- food presentation and styling
- all cuisines and cooking techniques
- creative cooking

### CAREER OPPORTUNITIES

To satisfy the industry, there is a great demand for well-trained, creative managing chefs, knowledgeable not only in the preparation of fine French, Contemporary, and Canadian Cuisines, but also proficient in product knowledge nutrition, product management, menu planning, purchasing, costing, and in the supervision of kitchen staff. Positions are available in hotels, restaurants, resorts, and related fields.

### REQUIREMENTS FOR PROFESSIONAL RECOGNITION

- Upon completion of four semesters (two academic years) of the Culinary Management (Chef) Diploma program you will have qualified for the in-college portion of the Ontario Provincial Apprenticeship program for cooks.
- Upon successful completion of the Culinary Management (Chef) Diploma Program you may receive a credit of three thousand (3,000) industry hours. This credit is applicable to the six thousand (6,000) hours, you will need to qualify to write the Certificate of Qualification examinations set by the Ontario Ministry of Manpower for certification of Journeyman Cooks.

### CURRICULUM

Semester 1	Credits
CULN811 Food Service/Sanitation/Safety .....	1
CULN812 Contemporary Culinary Skills and Techniques Level 1 .....	6
CULN813 Contemporary Baking and Pastry Arts – Theory and Practical .....	6
CULN814 Culinary Knowledge Level 1 .....	2
CULN815 Applied Restaurant Production Management .....	2
CULN816 Product Knowledge Applications .....	2
CULN817 Evolution of Food .....	1
HOSP104 Hospitality Computer Applications.....	2
COMM200 Communications 200.....	3
HUMA024 Humanities .....	3
MATH904 (If required)	

Semester 2	Credits
CULN821 Industry Traineeship #1 – Hotel Kitchen Operations .....	4
CULN823 Profit Concepts .....	3
CULN825 Contemporary Culinary Skills and Techniques Level 2 .....	4
CULN826 Culinary Knowledge Level 2 .....	2
CULN842 Nutritional Cuisine .....	3
GNED General Education .....	3

Semester 3	Credits
CULN822 Leadership and Success .....	2
CULN830 The Chef's Table .....	2
CULN831 Industry Traineeship #2 – Restaurant/Kitchen Operations ....	4
CULN832 Menu Planning and Design .....	2
CULN833 Catering and Banquet Production Management .....	2
CULN834 Catering and Banquet Cuisine Applications .....	4
GNED General Education .....	3

Semester 4	Credits
CULN841 Industry Traineeship – Production Management/ Catering Operations Management .....	4
CULN844 Systems for Control .....	2
CULN845 Patisserie Production Management .....	5
CULN847 Institutional Food Service Technology .....	2
CULN848 Cuisine Management Practical .....	2
CULN849 Graduate Seminar Series .....	1
COMM309 Communications Project for Hospitality .....	3

## Design Foundation

(School of Horticulture, Fashion Arts and Design Foundation)

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Application Program Code 09151

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North Campus

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Two semesters, beginning in September

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This one-year certificate program is designed specifically for the graduating secondary school or mature student with a very definite visual interest but who is undecided about which creative path to follow.

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 design program or even which college to choose to continue their design studies.

The functions of this program are:

1. To upgrade the portfolios of students who were not accepted into design programs at Humber College or other schools.
2. To expose the artistically-inclined student to the many visual career options available to them and to counsel them regarding such a career choice.
3. To delay the career choice decision while studying future options.
4. To provide an opportunity for adult students who would like to begin studies in visual art.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- attendance at an interview, at which time applicants must present a portfolio of their work, and participate in visual and communication assessments. The portfolio should contain at least twelve pieces of the student's own original work, in any medium. This can include drawings, paintings, illustration, design, photography and sculpture. In the case of very large or 3-dimensional work, it is better to bring coloured photographs. Due to the nature of this program, we place more importance on the aptitude and potential of the applicant than on actual samples of their work.

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

It should be noted that while this program is designed to prepare graduating students to enter a major course of study in their chosen area, it is neither a guarantee nor a pre-requisite for entry into those subsequent programs or courses.

**ADDITIONAL COSTS**

Approximately \$500 for the academic year, for materials and equipment.

**CURRICULUM**

Semester 1 (20 hours/week)	Credits
DGAS100 2-Dimensional Design .....	4
DGAS101 3-Dimensional Design .....	4
DGAS102 Life Drawing .....	3
DGAS103 Structural Drawing .....	3
DGAS104 Colour .....	3
COMM200 Communications 200 .....	3
Semester 2 (22 hours/week)	Credits
DGAS201 Interior Design .....	3
Pre-Req: DGAS100 2-Dimensional Design, DGAS101 3-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour	
DGAS202 Graphic Design .....	3
Pre-Req: DGAS100 2-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour	
DGAS203 Package Design .....	3
Pre-Req: DGAS100 2-Dimensional Design, DGAS101 3-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour	
DGAS204 Industrial Design .....	3
Pre-Req: DGAS100 2-Dimensional Design, DGAS101 3-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour	
DGAS206 History of Art and Design .....	3
Pre-Req: All first semester courses	
DGAS205 Drawing Studio .....	4
Pre-Req: DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour	
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	

# Developmental Services Worker

(School of Social and Community Services)

Application Program Code 01 101

Lakeshore Campus

Four semesters, beginning in September

The Developmental Services Worker (D.S.W.) diploma program prepares you for a very rewarding career supporting children, adolescents and adults who have developmental disabilities which may be intellectual, physical or emotional.

Your role will be to assist people to enhance the quality of their lives. You will acquire knowledge of many practical courses such as counselling, planning, sign language, behaviour, and program development.

Students entering this program require emotional maturity, good interpersonal skills and a strong desire to work in the social services. As a graduate of the D.S.W. program you may work in a social service agency functioning as advocate/case manager, coordinating housing, medical, legal, financial and employment services for individuals with developmental disabilities. You may also find employment in residential and school settings, adult day programs, job and home support.

You may function as a team member working with individuals and families and other professionals, such as psychologists, teachers, social workers, doctors and nurses to plan and deliver services and supports.

Field practice is a very important component of the program. Students complete an average of 140 hours of field practice in each of semesters 1, 2, and 3, and about 640 hours in the final semester.

An exciting variety of innovative and traditional field placement opportunities are available in and around the Greater Metropolitan Toronto area.

The program may be completed on a full time or part-time (day) basis. Part-time studies will be based on the available space.

**ADMISSION REQUIREMENTS**

- an O.S.S.D. (Ontario Secondary School Diploma) at or above the general level, or equivalent, or mature student status
- grade 12 English at or above the general level
- fifty hours (50) of secondary school co-op, volunteer or paid work experience, preferably with people with developmental disabilities. Experience in other social service areas will be considered
- two letters of reference, one attesting to your secondary school co-op, volunteer or paid work experience and the other a character reference
- valid first aid certificate
- attendance at an interview/orientation session. Applicants living a great distance from the Metropolitan Toronto area may request a telephone interview.

**Please Note:** Programs in the School of Social and Community Services may take into account, for selection purposes, secondary school grades in English and/or other related courses and general grade point averages. Additionally, preference will be given to candidates with a greater than minimum number of volunteer/work hours. Candidates may be required to pass an English assessment test/questionnaire/interview.

The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### ADDITIONAL REQUIREMENTS

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

- employers who provide our field placement settings often require a police record check for criminal offences prior to acceptance of a student for field placement. This may restrict field placements opportunities and impede students from completing the full program and/or securing employment.

#### CAREER OPPORTUNITIES

There is a wide variety of career options available to graduates of the Developmental Services Worker Program. This versatile diploma is widely recognized in the field of human services and the acquired knowledge and skills are useful in many work settings, including residential, educational, recreational, employment support and community visiting.

#### ADDITIONAL COSTS

Cost of textbooks for the four semesters will be approximately \$1000.00. Students should also budget for transportation costs to and from field placement locations.

#### CURRICULUM

Semester 1 (26 hours/week)	Credits
DSW.101 Adaptive & Maladaptive Behaviour 1 .....	3
DSW.102 Introduction to Developmental Disabilities 1 .....	3
DSW.104 Community Orientation .....	3
DSW.105 Individual Program Planning .....	2
DSW.106 Instructional Strategies .....	3
DSW.107 Field Practice 1 .....	4
DSW.108 Human Growth & Development 1 .....	3
DSW.109 The Abused Person .....	2
COMM200 Communications 200 .....	3
Semester 2 (25 hours/week)	Credits
DSW.200 Field Practice 2 .....	4
DSW.201 Human Sexuality .....	2
DSW.202 Developing Interpersonal Skills .....	2
DSW.203 Human Growth & Development 2 .....	3
DSW.204 Introduction to Developmental Disabilities 2 .....	3
DSW.205 Adaptive & Maladaptive Behaviour 2 .....	3
DSW.206 Behaviour Management .....	2
DSW.207 Basic Pharmacology 1 .....	2
DSW.208 The Multihandicapped Person 1 .....	2
DSW.209 Computers in Human Services .....	2

Semester 3 (24 hours/week)	Credits
DSW.300 Field Practice 3 .....	4
DSW.301 Basic Pharmacology 2 .....	2
DSW.302 Community Living .....	3
DSW.303 Counselling Skills .....	3
DSW.304 Sign Language & Blissymbolics .....	2
DSW.305 Educational & Recreational Practices .....	2
DSW.306 The Multihandicapped Person 2 .....	2
HUMA024 Humanities .....	3
COMM300 Communications 300 .....	3

Semester 4 (25 hours/week)	Credits
DSW.400 Community Living Practicum .....	5
DSW.401 Developmental Education Practicum .....	5
DSW.402 Multihandicapped Practicum .....	5
DSW.403 Health Care Practicum .....	5
DSW.404 Employment Support Practicum .....	5

## Early Childhood Education

(School of Health Sciences)

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Application Program Code 07911

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North Campus

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Four semesters, beginning in September and February

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The Early Childhood Education diploma program provides students with the knowledge and techniques/skills necessary for working with the preschool child. Emphasis is placed on total child development and the guidance of the child toward becoming self-reliant and emotionally stable. By learning how to provide a warm, nurturing yet stimulating environment, graduates should be able to foster mental health, growth and development in each child. Communication skills and interpersonal relationships between children, parents and adults in general are an essential focus in this program.

We are currently witnessing major change in services for children with special needs. Infant services and regular day care programs are beginning to accept that all children, to an extent, have special needs. Exposure to all children is a focus for this program.

During the first two semesters, students will have field placements with children in day care centres and nursery schools. In the third and fourth semesters, field placement will be either a specialized setting for preschool children, a junior or senior kindergarten and/or integrated day care for children with special needs.

This program has use of three (3) integrated lab/demonstration facilities. In this way, the student is able to practise the theory learned in the classroom setting. The lab facilities include an activity centre, a day care with a kindergarten program, and a child development centre. Children range in age from birth to 7 years. This wide range of learning opportunity is unique to the community college system.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- written proof of experience with preschool children in a structured setting (day care, nursery school, parent co-op). Age range should be birth to 6 years. Experience does not include babysitting. The 40 hours minimum must be completed at the time of application to the program and must be recent in nature.
- pre-admission testing, and attendance at an orientation session (after Proof of Experience Form has been received by the College)

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**ADDITIONAL REQUIRED INFORMATION**

The college reserves the right to deny admission to this program based on an unpardoned Criminal Reference Check that would bear relevance to the academic or placement requirements of the program. Students must also have the ability to meet the applicable outcomes within the training standards for this program. Thus, fitness to complete the practicum components that would bear relevance to the academic or placement requirements of the program may impede successful admission into the program. The additional requirements include:

- immunization record. No limitations that would prevent effective supervision of children.
- a basic standardized first aid certificate and a cardiopulmonary resuscitation course (Pediatric Health Care, Pediatric Emergency or Basic CPR).

These requirements should be completed prior to commencement of classes. Documentation must be submitted.

In addition, employers who provide our field placement settings may require a Criminal Reference Check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placement for students. Due to the contact that Early Childhood Education students have with children who are under the care of Humber College, we reserve the right to request a Criminal Reference Check on all approved students who will be working with these children.

It is important that potential students understand that the above requirements may impede them from successful admission, completing their full program, and/or securing employment. Students doing a practicum may be required to meet the same physical assessment and immunization requirements as those for the staff employed by the agency where the practicum is taking place.

Humber reserves the right, in its sole discretion, to refuse student access to children placed in its care.

**INTERESTS AND SKILLS**

- an understanding of the realities of working with children
- awareness of own identity and strengths
- able to organize time and meet deadlines
- outside interests and activities
- personal flexibility, emotional maturity and stability
- good communication skills

**CAREER OPPORTUNITIES**

After graduation, students who complete two years of practical training at a recognized day nursery qualify to apply for certification by the Association for Early Childhood Education.

Graduates work in day nurseries, day care centres, school boards, nursery schools, community housing facilities, hospitals and some treatment centres for young children with special needs. The Early Childhood Education program is gaining increased recognition in a variety of agencies and institutions.

With the growth of day care in the province, graduates have started as classroom teachers have been able to become supervisors or owners of their own centres.

The minimum age requirement for employment in this field according to the Day Nurseries Act R.S.O. 1980, C. 111 Ontario Regulations 760/83 is eighteen (18) years of age.

**EXPECTED WORKLOAD**

The workload is very heavy and you can expect a minimum of twenty (20) assignments/tests per semester. The overall field work hours are approximately eight hundred. To succeed in the program, students must be able to speak/write English fluently.

**ADDITIONAL COSTS**

- Textbooks \$600/2 years
- Expendable supplies \$250/year

**CURRICULUM**

**Important notice to all Early Childhood Education Students:** In order to progress to the next semester, you must successfully complete all the courses for the semester in which you are registered.

**Semester 1 (22 hours/week)**

Credits

ECE.101	Teaching the Young Child 1	.....	3
ECE.102	Creative Activities Workshop 1	.....	3
ECE.103	Field Practice 1	.....	3
ECED101	The Child with Special Needs 1	.....	3
ECE.104	Psychology of Infancy & Early Childhood 1	.....	3
COMM200	Communications 200	.....	3

**Semester 2 (23 hours/week)**

Credits

ECE.201	Teaching the Young Child 2	.....	3
ECE.202	Creative Activities Workshop 2	.....	3
ECE.203	Field Practice 2	.....	3
ECE.205	Observing and Recording Children's Behaviour	.....	3
ECE.207	Psychology of Infancy & Early Childhood 2	.....	3
COMM300	Communications 300	.....	3
Pre-Req:	COMM200 Communications 200	.....	
HUMA024	Humanities	.....	3

**Semester 3 (22 hours/week)**

Credits

ECE.311	Psychology of Later Childhood & Adolescence	.....	3
ECE.303	Field Practice 3	.....	3
ECED207	The Child with Special Needs 2	.....	3
ECE.307	Individual Program Planning	.....	3
ECE.312	Curriculum Planning For Infants, Toddlers, Kindergarten and After-School	.....	3
GNER	General Education	.....	3

**Semester 4 (23 hours/week)**

Credits

ECE.409	Administrative Procedures (E.C.E.)	.....	3
ECE.403	Field Practice 4	.....	3
ECE.413	Focus On Families	.....	3
ECE.414	Adapting Curriculum For Early Childhood Education	.....	3
GNER	General Education	.....	3

# Electrical Engineering Technician/Technology – Control Systems

(School of Manufacturing Technology  
and Design)

Application Program Code 30111

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters for the Technician program, and six semesters for the Technology program, beginning in September

All students are initially enrolled in the Electrical Engineering Technician – Control Systems Diploma Program. Qualified students may continue into the third year and graduate in the Electrical Engineering Technology – Control Systems Diploma Program.

This program provides a systems approach to the control of Electrical Equipment and Industrial Process Instrumentation in Automated Manufacturing and Processing Industries. Modern industrial equipment integrates both the Electrical and Instrumentation areas and offers challenging opportunities to those who have specialized training. Students will gain technical knowledge and skills in control systems, application design, equipment selection, installations, commissioning and testing, maintenance and sales, with the use of state-of-the-art equipment and computers.

You will have to purchase an electronics components kit and digital multimeter at the College.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level or above)
- successful placement in or exemption from Mathematics 1 which is determined by a math assessment test

**Note:** We strongly recommend that students consider taking physics as their senior science although other sciences and technological sciences are acceptable.

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

A graduate of this program can expect to find employment in the manufacturing, process control and servicing fields. As a Technician/Technologist you will use your training in servicing, maintaining, design or sales of Automated Industrial Electrical Control and Process Instrumentation systems and equipment.

## CURRICULUM

Semester 1 (23 hours/week)		Credits
CPRO702	Introduction to Computing .....	4
ELIC101	DC Circuits .....	4
ELIC102	Logic 1 .....	4
PHYS105	Physics .....	4
TMAT104	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
Semester 2 (22 hours/week)		Credits
ELEC204	Measuring Instruments .....	4
ELIC203	CAD for Electronics .....	3
Pre-Req:	ELIC101 DC Circuits .....	
ELIC207	AC Circuits .....	4
Pre-Req:	TMAT104 Mathematics 1, ELIC101 DC Circuits .....	
ELIC208	Electronic Circuits 1 .....	4
Pre-Req:	TMAT104 Mathematics 1, ELIC101 DC Circuits .....	
TMAT203	Mathematics 2 .....	4
Pre-Req:	TMAT104 Mathematics 1 .....	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200 .....	
Semester 3 (24 hours/week)		Credits
ELEC309	Electronic Sensors and Instruments .....	4
Pre-Req:	ELEC204 Measuring Instruments .....	
ELEC311	Canadian Electrical Code .....	2
ELEC312	DC Equipment and Control .....	4
Pre-req:	ELIC101 DC Circuits, TMAT203 Mathematics 2 .....	
ELEC313	Graphics and Simulation for Control Systems .....	4
Pre-Req:	ELIC207 AC Circuits, ELIC208 Electronic Circuits 1 .....	
ELEC314	Introduction to Programmable Logic Controllers .....	4
Pre-req:	ELIC102 Logic 1 .....	
HUMA024	Humanities .....	3
GNEED	General Education .....	3
Semester 4 (25 hours/week)		Credits
CALC103	Introductory Calculus (Electronics) .....	3
Pre-Req:	TMAT203 Mathematics 2 .....	
ELEC305	AC Equipment 1 .....	4
Pre-Req:	ELEC312 DC Equipment and Control .....	
	ELIC207 AC Circuits .....	
ELEC308	Introduction to Automatic Control .....	4
Pre-Req:	ELEC309 Electronic Sensors and Instruments .....	
ELEC407	Polyphase Circuits .....	4
Pre-Req:	ELEC312 DC Equipment and Control, ELIC207 AC Circuits .....	
ELEC502	Advanced Programmable Logic Controllers .....	3
Pre-Req:	ELEC314 Introduction to PLC's .....	
ELEC506	Industrial Electronics .....	4
Pre-Req:	ELIC208 Electronic Circuits 1, ELIC102 Logic 1, ELIC207 AC Circuits .....	
GNEED	General Education .....	3

Semester 5 (23 hours/week)		Credits
CALC201	Applied Calculus .....	3
Pre-Req:	CALC 103 Introductory Calculus	
ELEC403	AC Equipment 2 .....	3
Pre-Req:	ELEC305 AC Equipment 1	
ELEC408	Computer Process Controls .....	3
Pre-Req:	ELEC308 Introduction to Automatic Controls	
ELEC503	Control Design .....	3
Pre-Req:	ELIC203 Elec. CAD, ELEC308 Introduction to Automatic Controls, ELEC305 AC Equipment 1	
ELEC507	Power Electronics .....	4
Pre-Req:	ELEC506 Industrial Electronics	
ELEC508	Applied Graphics and Control .....	3
Pre-Req:	ELEC313 Graphics and Simulation for Control Systems	
MKTG415	Starting a New Business .....	4

Semester 6 (21 hours/week)		Credits
ELEC404	Control Systems .....	4
Pre-Req:	ELEC308 Introduction to Automatic Controls, CALC201 Applied Calculus, ELEC403 AC Equipment 2	
ELEC405	Power Systems .....	4
Pre-Req:	ELEC407 Polyphase Circuits	
ELEC607	Control Applications Using PLC's .....	4
Pre-Req:	ELEC502 Advanced PLC, ELEC308 Introduction to Automatic Controls, ELEC508 Applied Graphics and Control	
ELEC606	Technical Project .....	2
Pre-Req:	ELEC503 Control Design, ELEC508 Applied Graphics and Control	
MKTG305	Professional Selling 1 .....	4
TSTA103	Applied Statistics .....	3
Pre-Req:	TMAT203 Mathematics 2	

# Electro-mechanical Engineering Technician

(School of Manufacturing Technology and Design)

Application Program Code 03251

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters, beginning in September

This diploma program will prepare you as an Electro-mechanical Engineering Technician who will be involved with machines having complex, hydraulic, pneumatic, electrical, computer, PLC and electronic controls. The skills you learn will enable you to install and test this type of equipment, advise on its maintenance, and provide solutions to technical problems related to control systems in general. You will also learn about modern manufacturing environment and management.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit

- one senior science (general level)  
**Note:** We strongly recommend that students consider taking physics as their senior science although other sciences and technological sciences are acceptable.
  - functional knowledge/skills of computer systems and software applications is recommended
- Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Electro-mechanical Technicians find employment in different branches of industry that use modern, automated, as well as more traditional manufacturing methods. Your training and knowledge will enable you to work in component testing programs, system installation, technical services, technical sales and in plant maintenance programs.

### CURRICULUM

Semester 1 (20 hours/week)		Credits
MECH101	Technical Drawing .....	4
MECH103	Electro-mechanical Controls 1 .....	3
MECH106	Workshop Practices .....	3
MECH204	Computer Applications .....	3
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
Semester 2 (23 hours/week)		Credits
EMEC302	Industrial Hydraulics .....	5
MECH201	Statics .....	4
MECH202	Material Sciences .....	4
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
HUMA024	Humanities .....	3
Semester 3 (24 hours/week)		Credits
ELIC102	Logic 1 .....	4
EMEC401	Industrial Pneumatics .....	4
MECH301	Dynamics .....	4
MECH302	Electro-mechanical Controls 2 .....	4
MECH304	Manufacturing Processes .....	4
MECH311	Mechanical Power Transmission .....	4
Semester 4 (21 hours/week)		Credits
EMEC402	Microprocessor Controls .....	3
MANF603	P.L.C. Applications .....	4
MECH203	CAD (Autocad) 101 .....	4
MECH305	Robotics 1 .....	4
GNE0	General Education .....	3
GNE0	General Education .....	3

# Electro-mechanical Engineering Technology

(School of Manufacturing Technology and Design)

Application Program Code 03251

North Campus

Internet: <http://www.humberc.on.ca/>

Six semesters, beginning in September

Upon successful completion of the four semesters of the Electro-mechanical Engineering Technician Diploma program you will be eligible to continue for two additional semesters to complete the Electro-mechanical Engineering Technologist diploma program. During the fifth and sixth semesters you will have rounded out your knowledge by studying complex systems involving automation, microcomputers, robotics, CAD/CAM and their applications to industry.

## ADMISSION REQUIREMENTS

- successful completion of Humber's Electro-mechanical Engineering Technician program, or equivalent

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

As an Electro-mechanical Engineering Technologist, you will be involved in the design of automation systems and their control functions, in sales, in maintenance, or in consulting. The actual opportunities are as varied as the number of industries who would use your skills.

You may enjoy challenges in the sales of major fluid power systems; assisting in the design and operation of computer controlled manufacturing systems; or supervision in various departments of manufacturing or service companies, using high technology robotics and CAD/CAM (Computer Aided Design/Computer Aided Manufacturing) Systems.

## CURRICULUM

Semesters 1, 2, 3 and 4 are the same as Electro-mechanical Engineering Technician on the previous page.

Semester 5 (22 hours/week)	Credits
CALC103 Introductory Calculus (Electronics) .....	3
CHEM513 Industrial Instrumentation .....	4
EMEC504 Machine Design 1 .....	4
EMEC505 Robotics 2 .....	4
EMEC507 Motion Control .....	4
MECH501 Advanced Computer Applications .....	3

Semester 6 (23 hours/week)	Credits
EMEC602 Electro-mechanical Controls 3 .....	4
EMEC603 Machine Design 2 .....	4
EMEC606 Microcomputer Based Automation .....	4
MANF201 Numerical Control 1 .....	4
MANF602 Advanced Manufacturing Systems .....	4
MECH604 Engineering Report .....	3

# Electronics Engineering Technician

(School of Information Technology and Accounting)

Application Program Code 03531

North Campus

Four semesters, beginning in September and January

The Electronics Engineering Technician/Technology program at Humber College prepares you for a challenging career in the information age. A solid foundation in electronics is the key to success if your ultimate goal is to become a technical expert in data communications, robotics, microprocessors, computer applications, control systems, fiber optics, or the emerging information highway.

The technician and technology programs at Humber College are integrated by means of the 'through-way' concept. This approach allows you to move directly into the third year of the technology program after completing the first two years of the 'through-way' program. Whether you are a recent secondary school graduate, a mature student, or a person with work experience wishing to build a career in electronics, Humber gives you a chance to become a technician or technologist in optimum time.

In the first two years of the program you will learn the principles and practical aspects of electronics including 'hands-on' experience in analog and digital systems, computer programming and interfacing, data communications, basic programmable logic controllers, industrial electronics, and troubleshooting techniques. Upon successful completion of the first two-year curriculum you are entitled to receive an Electronics Engineering Technician diploma. At this point you may choose to seek employment or continue your studies towards the Technologist diploma.

In this program you are required to purchase an electronics components kit and a digital multimeter.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level)
- successful placement in or exemption from Mathematics 1 which is determined by a math assessment test

Note: We strongly recommend that students consider taking physics as their senior science although other sciences and technological sciences are acceptable.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

As an Electronics Engineering Technician you may find employment in a variety of industrial, engineering, and scientific organizations. You may become involved in equipment and component manufacturing, research and testing, equipment maintenance and repair, and electronic sales.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
CPRO702	Introduction to Computing .....	4
ELIC101	DC Circuits .....	4
ELIC102	Logic 1 .....	4
PHYS105	Physics .....	4
TMAT104	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
<b>Semester 2 (22 hours/week)</b>		<b>Credits</b>
ELIC202	Logic 2 .....	4
Pre-Req:	ELIC102 Logic 1, ELIC101 DC Circuits	
ELIC203	CAD for Electronics .....	3
Pre-Req:	ELIC101 DC Circuits	
ELIC207	AC Circuits .....	4
Pre-Req:	ELIC101 DC Circuits, TMAT104 Mathematics 1	
ELIC208	Electronic Circuits 1 .....	4
Pre-Req:	ELIC101 DC Circuits, TMAT104 Mathematics 1	
TMAT203	Mathematics 2 .....	4
Pre-Req:	TMAT104 Mathematics 1	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
ELIC304	HF Circuits .....	4
Pre-Req:	ELIC208 Electronic Circuits 1, ELIC207 AC Circuits, TMAT203 Mathematics 2	
ELIC305	Microcomputer Systems 1 .....	4
Pre-Req:	ELIC102 Logic 1	
ELIC306	Electronic Production .....	2
Pre-Req:	ELIC203 Electronic CAD	
ELIC307	Electronic Circuits 2 .....	4
Pre-Req:	ELIC208 Electronic Circuits 1, TMAT203 Mathematics 2	
ELIC402	Telecommunication Systems .....	4
Pre-Req:	ELIC207 AC Circuits, ELIC202 Logic 2	
HUMA024	Humanities .....	3
GNEED	General Education .....	3
<b>Semester 4 (25 hours/week)</b>		<b>Credits</b>
CALC103	Introductory Calculus (Electronics) .....	3
Pre-Req:	TMAT203 Mathematics 2	
ELEC409	Introduction to P.L.C. ....	3
Pre-Req:	ELIC102 Logic 1	
ELIC303	Motors and Controls .....	4
Pre-Req:	PHYS105 Physics, ELIC207 AC Circuits, ELIC208 Electronic Circuits 1, TMAT203 Mathematics 2	

ELIC403	Microcomputer Systems 2 .....	4
Pre-Req:	ELIC305 Micro 1	
ELIC405	Troubleshooting .....	4
Pre-Req:	ELIC305 Micro 1, ELIC307 Electronic Circuits 2, ELIC207 AC Circuits	
ELIC406	Electronic Circuits 3 .....	4
Pre-Req:	ELIC307 Electronic Circuits 2	
GNEED	General Education .....	3

# Electronics Engineering Technology

(Regular or Co-op Option)  
(School of Information Technology and Accounting)

Application Program Code 03531  
North Campus  
Six semesters, beginning in September and January

The first four semesters are the same as for the Electronics Engineering Technician diploma program. In the fifth and sixth semesters you will concentrate on acquiring more in-depth knowledge and practice in analog and digital communications, the use of fiber optics, microprocessor-based development, control systems analysis and applications, microwave and high frequency design, and advanced circuit analysis and design. Fullfilment of the requirements of the third year program of studies will earn you an Electronics Engineering Technologist diploma. On the job market a Technologist diploma is normally preferred by companies engaged in the design, manufacturing, testing, and marketing of high technology and value-added products.

The diploma program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards must be met by candidates to qualify for all co-op work terms.

Please Note: Co-op fees apply to all co-op semesters.

**ADMISSION REQUIREMENTS**

- successful completion of Humber's Electronics Engineering Technician program or equivalent

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

As a graduate of the Electronic Engineering Technology program you may work in industries as varied as telecommunications, control equipment, computer systems, and industrial electronics systems.

As a technologist you can use your greater theoretical training in high technology areas such as fibre optics, microprocessor application and development, and electronic design techniques. You may also use your skills troubleshooting prototype equipment prior to manufacture.



**CURRICULUM**

Semesters 1, 2, 3 and 4 are the same as the Electronics Engineering Technician curriculum.

<b>Semester 5 (24 hours/week)</b>		<b>Credits</b>
CALC201	Applied Calculus .....	3
Pre-Req:	CALC103 Introductory Calculus	
ELIC502	Opto Electronics .....	3
Pre-Req:	PHYS105 Physics, CALC103 Calculus	
ELIC504	Microcomputer Systems 3 .....	4
Pre-Req:	ELIC403 Micro 2	
ELIC505	Techniques of Design .....	3
Pre-Req:	ELIC406 Electronic Circuits 3, ELIC405 Troubleshooting	
ELIC507	Electronic Circuits 4 .....	4
Pre-Req:	ELIC406 Electronic Circuits 3, CALC103 Introductory Calculus	
ELIC603	Data Communications .....	4
Pre-Req:	ELIC402 Telecommunication Systems, ELIC403 Micro 2	
ELIC604	Applied Electromagnetics .....	3
Pre-Req:	PHYS105 Physics, ELIC402 Telecommunication Systems, ELIC304 HF Circuits, CALC103 Introductory Calculus	

<b>Semester 6 (20 hours/week)</b>		<b>Credits</b>
ELIC508	Display Systems .....	4
Pre-Req:	ELIC405 Troubleshooting, ELIC406 Electronic Circuits 3	
ELIC602	Control Systems .....	4
Pre-Req:	CALC201 Applied Calculus, ELIC403 Microcomputer Systems 2	
ELIC605	Microwave Technique .....	3
Pre-Req:	PHYS105 Physics, ELIC402 Telecommunication Systems	
ELIC606	Technical Projects .....	2
Pre-Req:	ELIC505 Techniques of Design	
ELIC607	Electronic Circuits 5 .....	4
Pre-Req:	ELIC304 HF Circuits, CALC201 Applied Calculus, ELIC507 Electronic Circuits 4	
TSTA104	Applied Statistics .....	3
Pre-Req:	TMAT203 Mathematics 2	

## Entry Level Cook

(School of Hospitality, Recreation and Tourism)

Application Program Code 01921

North Campus

Two semesters, beginning in September

In this two-semester program we will prepare you for the basic culinary demands of the industry. Emphasis is on training in the practical and theoretical aspects of food production within industry guidelines.

The aim of the entry-level program is to prepare you for the minimum expectations of the industry, or to help you to make a choice between the variety of programs offered, such as Culinary Management (Chef), Cuisine Apprentice program, or Hotel Management.

The concept of first semester "core programming" will ensure that all students in the Culinary Programs will have the same basic training in the theory and practical aspects of the Culinary arts.

This procedure will give the students the opportunity to explore the field before they make a choice as to which program to follow.

After the first semester you will be able to choose between the two year Culinary Management (Chef) Diploma program, the one year Certificate program, or the Cuisine Apprentice Program (providing you meet the requirements as set out by the Ministry of Education and Training).

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- interview with Program Co-ordinator may be required for selection purposes
- grade 12 business and consumers mathematics (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit and grade 12 English (general level) are highly recommended and may be taken into account for selection purposes
- applicants with previous industry and/or related educational experience are eligible to apply for prior learning assessment exemptions

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL INFORMATION

If you would like to know more about the flexibility and transferability available within the hospitality programs, please contact John Walker, Chair, School of Hospitality, Recreation and Tourism, Applied Arts Division, at (416) 675-3111, ext. 4550.

**CURRICULUM**

<b>Semester 1</b>	<b>Credits</b>
CULN106 Hospitality Calculations/Nutrition .....	2
CULN811 Food Service/Sanitation/Safety .....	1
CULN812 Contemporary Culinary Skills and Techniques Level 1 .....	6
CULN813 Contemporary Baking and Pastry Arts .....	6
CULN814 Culinary Knowledge Level 1 .....	2
CULN815 Applied Restaurant Production Management .....	2
CULN816 Product Knowledge Applications .....	2
CULN817 Evolution of Food .....	1

<b>Semester 2</b>	<b>Credits</b>
CULN407 Culinary Skills Internship (Humber Room) .....	6
CULN823 Profit Concepts .....	3
CULN825 Contemporary Skills and Techniques Level 2 .....	4
CULN826 Culinary Knowledge Level 2 .....	2
CULN842 Nutritional Cuisine .....	3

# Environmental Systems Engineering Technology – Energy Management

(School of Architecture and Construction)

Application Program Code 03271

North Campus

Six semesters, beginning in September

This diploma program will provide its graduates with a broad and intensive knowledge of the design, operation and installation of energy systems for residential, commercial and industrial complexes.

A graduate will be capable of applying engineering principles and conventions to achieve optimum energy efficiency through a process of evaluation, monitoring, control, assessment and corrective action.

## ADMISSION REQUIREMENTS

- successful completion of Humber's Air Conditioning and Refrigeration Technician program, or equivalent

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

A graduate of this program can expect a wide variety of employment opportunities in the residential, commercial and industrial sectors as well as in government departments at the federal, provincial and municipal levels. Graduates will be in demand by heating, ventilating and air conditioning equipment manufacturers, consulting engineers, architects, manufacturing industries, process industries, wholesalers, mechanical contractors and building owners (e.g. governments, school boards, hospitals, banks, chain stores and property management companies).

## CURRICULUM

Semesters 1, 2, 3 and 4 are the same as Air Conditioning and Refrigeration Engineering Technician.

Semester 5 (23 hours/week)	Credits
EMAN502 Energy Management 2 .....	5
Pre-req: HVAC405 Energy Management 1	
EMAN503 Instrumentation .....	4
EMAN504 Alternative Energies .....	4
EMAN513 Advanced Building Systems .....	6
EMAN515 Fluid Mechanics and Heat Transfer .....	4

## Semester 6 (23 hours/week)

CNST451 Estimating 1 .....	4
EMAN601 Energy Management 3 .....	4
Pre-req: EMAN502 Energy Management 2	
EMAN602 Illumination Engineering .....	4
EMAN613 Engineering Economic Analysis .....	3
EMAN614 Technical Report .....	4
EMAN615 Energy Management Control .....	4
EMAN616 Commercial Equipment Design .....	3

# Fashion Arts

(School of Horticulture, Fashion Arts  
and Design Foundation)

Application Program Code 10011

North Campus

Four semesters, beginning in September

Profiles offered in second year:

- Fashion Management
- Cosmetic Management
- Promotions and Special Events Management

Fashion Arts students are prepared for exciting and progressive careers in fashion, cosmetics or promotions. They are involved in a host of management roles from promotions and marketing to make-up artistry, photo styling, modelling and fashion show production. Some ultimately go on to open businesses of their own.

Ideal candidates should possess a keen interest in fashion or cosmetics, have an outgoing personality as well as good communications skills.

## THE PROGRAM

The Fashion Arts diploma program at Humber familiarizes and trains students in all aspects of the industry, and develops those skills which they will need for successful careers. The first year of the program is the same for everyone. Exposure and involvement in fashion and cosmetics enables students to better understand industry demands. It is possible for some students to substitute credit courses of equal value to Cosmetic Application with the approval of the Co-ordinator. Courses such as Marketing, Fashion Industry, Cosmetic and Beauty Health Theory, Fashion Promotions and Fashion Industry Orientation provide an excellent base to proceed into second year where students may specialize in Fashion, Cosmetics or Promotions and Special Events Management.

In the second year, employment placement is required for graduation.

Field trips include excursions to fashion shows, cosmetic outlets, photography studios, the wholesale garment industry, and fashion centres within Metropolitan Toronto.

During the two years many guest lecturers from the fashion industry offer seminars to students.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- math and communication courses are recommended
- resume outlining:
  1. any part-time or full-time work – especially in fashion or cosmetics
  2. special interests and voluntary work
- 250-word essay outlining career objectives
- attendance at an orientation assessment at which time the following elements will be evaluated:
  - work experience
  - related skills
  - personal accomplishments
  - communication skills
  - motivation

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Graduates of this program will find many jobs where they can apply their specialized knowledge of fashion, cosmetics or promotions. Opportunities include wholesale sales, make-up artistry, catalogue styling, cosmetic sales or product management, fashion consulting or even business ownership.

## SALARY AND SUCCESS

Starting salaries vary with employment opportunities.

With hard work and dedication, fashion graduates may advance to upper level management or business ownership.

Opportunities are unlimited for those who strive to succeed.

## CURRICULUM

### Year 1

Semester 1 (23 hours/week)	Credits
FASH100 Cosmetic, Beauty and Health Theory 1 .....	3
FASH101 Cosmetic Applications 1 .....	3
FASH103 The Fashion Industry .....	3
FASH104 Fashion Co-ordination .....	3
FASH105 Fashion and Cosmetic Industry Orientation 1 .....	3
FASH108 Personal Presentation 1 .....	2
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

Semester 2 (21 hours/week)	Credits
FASH200 Cosmetic Beauty and Health Theory 2 .....	3
FASH201 Cosmetic Applications 2 .....	3
FASH204 Fashion and Beauty Promotion .....	2
FASH205 Fashion and Cosmetic Industry Orientation 2 .....	2
FASH206 Marketing 1 .....	2
FASH207 Computer 1 .....	2
FASH208 Personal Presentation 2 .....	2
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
GNE D General Education .....	3

**Please note:** Each profile within the Fashion Arts Program has compulsory courses required for graduation. Please see the Program Coordinator for information regarding these compulsory courses.

**There are three options for the second year, they are:**

### Year 2 *Cosmetic Management 1*

Semester 3 (23 hours/week)	Credits
COSM321 Cosmetic Management 1 .....	3
COSM322 Marketing Research .....	2
COSM323 Employment Placement 1 .....	3
COSM324 Consumer and Wholesale Sales Management .....	1
COSM325 Cosmetic Practice 1 .....	3
COSM326 Make-up For Theatre .....	3
COSM327 Esthetic Practices and Production .....	3
COSM328 Cosmetic Chemistry and Production .....	2
GNE D General Education .....	3

### *Cosmetic Management 2*

Semester 4 (23 hours/week)	Credits
COSM421 Cosmetic Management 2 .....	3
COSM422 Entrepreneurship .....	2
COSM423 Employment Placement 2 .....	3
COSM424 Cosmetic Styling and Hair .....	2
COSM425 Cosmetic Practice 2 .....	3
COSM426 Special Effects for Film .....	3
COSM427 Industry Practices .....	2
COSM428 Advertising and Packaging .....	2
GNE D General Education .....	3

### Year 2 *Fashion Management 1*

Semester 3 (23 hours/week)	Credits
FASH321 Fashion Management .....	3
FASH322 Marketing Research 2 .....	2
FASH323 Employment Placement 1 .....	3
FASH324 Wholesale Management .....	2
FASH325 Fashion Show Production .....	2
FASH326 Advanced Promotion and Styling .....	2
FASH327 Forecasting 1 .....	3
FASH328 Fashion Merchandising 1 .....	3
GNE D General Education .....	3

### *Fashion Management 2*

Semester 4 (23 hours/week)	Credits
FASH329 Apparel Production .....	3
FASH421 Fashion Management 2 .....	2
FASH422 Entrepreneurship .....	2
FASH423 Employment Placement 2 .....	3
FASH424 Fashion Buying .....	3
FASH425 Industry Practice .....	2
FASH426 Advanced Promotion and Styling 2 .....	2
FASH408 Fashion Merchandising 2 .....	3
GNE D General Education .....	3

**Year 2 Promotions and Special Events Management**

Semester 3 (23 hours/week)	Credits
MODL321 Promotions, Special Events and Agency Management .....	2
MODL322 Marketing Research .....	2
MODL323 Employment Placement 1 .....	3
MODL324 Runway and Choreography .....	3
MODL326 Multimedia Productions 1 .....	3
MODL327 Advertising Techniques, Public Relations 1 .....	3
MODL328 Showroom Management .....	2
MODL329 Fashion Show Management .....	2
GNEC General Education .....	3

**Promotions and Special Events Management**

Semester 4 (23 hours/week)	Credits
MODL422 Entrepreneurship .....	3
MODL423 Employment Placement 2 .....	3
MODL424 Portfolio Production (Styling) .....	3
MODL425 Fashion Show Production 2 .....	2
MODL426 Multimedia Productions 2 .....	2
MODL427 Advertising, Techniques and Public Relations 2 .....	3
MODL428 Mall Marketing and Promotions .....	2
MODL429 Exhibit and Convention Planning .....	2
GNEC General Education .....	3

# Film and Television Production

(School of Media Studies)

Application Program Code 04831

North Campus

Six semesters, beginning in September

This skills-oriented diploma program is designed to provide the knowledge and expertise required to undertake many of the technical functions of the two popular media of film and television. Professional production facilities are available for students to apply their artistic and technical abilities to the preparation of film and video-tape for use in cinema and broadcasting. Classroom lectures and hands-on practical experience equip students to become camera operators, switchers, writers, editors, lighting technicians, sound technicians, and production managers. During the third year, students devote most of their time to video, film and multimedia productions. Student productions have won acclaim in competitions and at festivals.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an information session (an alternative may be arranged for out-of-town students)
- evaluation of letters of recommendation, questionnaires and resume
- successful completion of an English assessment

- in cases of oversubscription, preference may be given to applicants with credits in English writing or English media courses.
- Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

The fields of film and television are highly competitive, and entry level positions into the industry are usually junior. Graduates work in the public and private sectors of television, cable systems, film production houses, animation companies, or, with experience, as freelance producers to the industry-at-large.

**ADDITIONAL COSTS**

\$1,400 the first year, \$1,200 the second and \$1,200 in the third.

**EQUIPMENT COSTS**

35mm camera – approximately \$350.00

Light Meter – approximately \$100.00

**CURRICULUM**

Semester 1	Credits
FMTV100 Script Writing 1 .....	2
FMTV105 Intro. to TV Production .....	3
FMTV106 Light and Image 1 .....	3
FMTV107 Frame by Frame 1 .....	2
FMTV108 Technology and Change 1 .....	2
FMTV109 Electronic Publishing .....	2
FMTV110 Sound Theory and Practice 1 .....	2
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

Semester 2	Credits
FMTV201 Script Writing 2 .....	2
FMTV204 T.V. Studio Production .....	3
FMTV206 Light and Image 2 .....	3
FMTV207 Frame by Frame 2 .....	2
FMTV208 Technology and Change 2 .....	2
FMTV209 Digital Imaging .....	2
FMTV210 Sound Theory and Practice 2 .....	2
COMM300 Communications 300 .....	3
GNEC General Education .....	3

Semester 3	Credits
FMTV300 Production Management 1 .....	2
FMTV301 Film/TV Direction 1 .....	2
FMTV303 Traditional and Computer Animation 1 .....	2
FMTV304 16mm Cinematography 1 .....	2
FMTV305 Script Writing 3 .....	2
FMTV306 16mm Post Production Techniques 1 .....	2
FMTV307 Film Workshop 1 .....	2
FMTV308 Colour T.V. Production 1 .....	3
FMTV310 EFP Television Workshop 1 .....	2
FMTV311 Sound Recording Workshop 1 .....	2
GNEC General Education .....	3

Semester 4	Credits
FMTV400 Colour T.V. Production 2 .....	4
FMTV401 EFP Television Workshop 2 .....	2
FMTV402 Production Management 2 .....	2
FMTV403 Film/TV Direction 2 .....	2
FMTV405 16mm Post Production Techniques 2 .....	2
F TMA06 Traditional and Computer Animation 2 .....	2
F TMA07 16MM Cinematography 2 .....	2
FMTV408 Script Writing 4 .....	2
FMTV409 Film Workshop 2 .....	2
FMTV411 Sound Recording Workshop 2 .....	2
FMTV412 Location and Storyboard Skills .....	3

Semester 5	Credits
FMTV501 Production Co-ordination .....	4
FMTV502 Video Production Workshop 1 .....	6
F TMA03 Production Management 3* .....	2
FMTV504 Film and T.V. Camera 1* .....	2
FMTV505 Directing 3* .....	2
FMTV506 Sound Recording and Mixing 1* .....	2
F MA07 Post Production 3* .....	2
F TMA08 Animation 3* .....	2
F MA09 Script Writing 5* .....	2
F MA10 Small Business Management 1 .....	2
F MA11 Computer Multimedia .....	2
GNED General Education .....	3

Semester 6	Credits
FMTV602 Video Production Workshop 2 .....	6
FMTV606 Sound Recording and Mixing 2 .....	2
FMTV607 Post Production 4 .....	2
FMTV6 1 Post Production Techniques .....	2
F MTVA1 Animation 4 .....	2
F MTVA1 Small Business Management 2 .....	2
FMTV615 Film/TV Field Work .....	6

\* Indicates Elective subjects. Third year students will select a MINIMUM of 2 electives from the 7 subjects listed in semesters 5 and 6. In addition, an additional 4 hours of individual learning per elective is expected. Students may select additional courses with the approval of the Program Co-ordinator. Each of the elective courses have additional practical projects to be completed both individually and in conjunction with third year thesis requirements. All Elective courses are not necessarily offered in Semesters 5 and 6.

# Food and Beverage Service

(School of Hospitality, Recreation and Tourism)

Application Program Code 01771

North Campus

Two semesters, beginning in September and January

This certificate program is a blend of Service and Culinary courses designed to prepare the student for front line employment in Canada's dynamic restaurant industry. Through intensive hands-on training, the student will acquire the practical skills for an entry level position in both preparation and service of food and beverage. This program has an 8-week Hospitality Alliance industry training experience in the food and beverage area.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL INFORMATION

If you would like to know more about the flexibility and transferability available within the hospitality programs, please contact John Walker, Chair, School of Hospitality, Recreation and Tourism, Applied Arts Division, at (416) 675-3111, ext. 4550.

## INTERESTS AND SKILLS

The Hospitality industry defines these as essential for employment in this industry:

- effective communication skills
- a strong desire to satisfy the customer
- an appreciation of quality and professionalism
- a readiness to participate as a member of a team

## ADDITIONAL COSTS

Uniforms are required for use in the kitchen labs and also for service in the Humber Room restaurant lab. Tools are required for use during each semester, textbooks, etc.

Textbooks (per semester)	\$250.00
*Kitchen Uniform	\$110.00
*Humber Room Uniform	\$ 95.00
*Kitchen tools	\$ 85.00
Total	\$540.00

\*One time cost

These are approximate costs.

## CURRICULUM

Semester 1		Credits
CULN112	Food Production Management (Theory and Practical)	7
HOSP101	Hospitality Sanitation and Safety	2
HOSP104	Hospitality Computers	2
HOSP118	Understanding the Business	2
HOSP119	Hospitality Success Skills (Humber Room)	1
HOTL107	Bar Skills	2
HOTL120	Introduction to Food and Beverage Service Applications	2
COMM100	Communications 100	3
Semester 2		Credits
HOSP100	Hospitality Alliance Food and Beverage Traineeship	4
HOTL125	Restaurant Operations	4
HOTL212	Catering and Convention Management	4

## Funeral Service Education

(School of Health Sciences)

Application Program Code 07321

North Campus

Four semesters, beginning in September

In this diploma program you will encounter every aspect, both practical and theoretical, of funeral service. As part of the School of Health Sciences, the program stresses the important therapeutic function which the funeral service has for the living. Behavioural science courses are designed to help you meet the needs of those who are to be served in funeral service. A business management course has been included so that you will gain a more acute understanding of the inherent problems that exist in the operation of any business. You will accumulate the necessary practical experience through use of the Humber College facilities and cooperating funeral homes.

If you are considering this program, you should have a strong desire to be helpful to people and the basic compassion and tolerance to carry out this desire with people of all socio-cultural backgrounds. You should also have the potential for excellent communications skills.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- personal questionnaire
- observation or work experience in a funeral home (minimum of 40 hours)
- questionnaire for funeral director who supervised observation or work experience
- attendance at an information-sharing and assessment session
- pre-admission test for senior level Biology, Chemistry, writing skills, English vocabulary and comprehension and Math
- copy of valid St. John's Standard First Aid Certificate (or equivalent). Note: Emergency First Aid Certificate is not acceptable.

- copy of valid Class G Driver's Licence (Previous licence suspension may restrict employment)  
Please Note: Observation or work experience may be done prior to application (but must be completed) within 3 weeks of receipt of the questionnaire.

Applicants will be called for pre-admission assessment only after both questionnaires and copies of the First Aid Certificate and Driver's Licence are returned.

Assessment will be at specified times only.

The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL INFORMATION REQUIRED

The college reserves the right to deny admission to this program based on an unparoled criminal record that would bear relevance to the academic or placement requirements of the program.

- applicants approved to this program are strongly urged to obtain a hepatitis "B" vaccine prior to the field placement components of the program. See your personal physician or the Humber Health Services Centre.

### ADDITIONAL COSTS

Funeral Service Education program textbooks and supplies will be approximately \$450.00.

### CAREER OPPORTUNITIES

Graduation from the program entitles the student to try the Ontario examinations for a licensed funeral director. This licence qualifies the graduate to practise in Ontario. Graduates of the program could also obtain jobs in funeral service in other provinces. However, they would have to be prepared to write examinations in those provinces to obtain licensure there. In addition, some graduates find employment in funeral service supply and/or cemetery organizations.

## CURRICULUM

Semester 1 (24 hours/week)		Credits
BIOS101	Human Anatomy and Physiology, Intro.	4
FSER101	Embalming Lab 1	3
FSER102	Embalming Theory 1	4
LANG101	Writing Skills for Health Sciences	3
BIOS102	Microbiology	1
HLTH103	Moral and Ethical Issues in Health	2
FSER103	Orientation to Funeral Service 1	4
HUMAD24	Humanities	3
Semester 2 (25 hours/week)		Credits
FSER201	Embalming Lab 2	3
Pre-Req:	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.	
FSER202	Embalming Theory 2	4
Pre-Req:	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.	

FSER203	Orientation to Funeral Service 2	4
Pre-Req:	FSER103 Orientation to Funeral Service 1	
BIOS201	Pathology	3
Pre-Req:	BIOS101 Human Anatomy and Physiology, Intro.	
PSYC104	Psychology of Grief	4
Pre-Req:	FSER103 Orientation to Funeral Service 1	
FSER205	Restorative Art	3
Pre-Req:	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1	
MKTG930	Small Business Management	4

**Important notice for all Funeral Service Education students:** In order to progress into Semester 3, you must successfully complete Semesters one (1) and two (2).

<b>Semester 3</b>	<b>Credits</b>
FSER301 Theoretical Applications 1 (Correspondence Course)	4

<b>Semester 4</b>	<b>Credits</b>
FSER401 Theoretical Applications 2 (Correspondence Course)	4
Pre-Req:	FSER301 Theoretical Applications 1 (Correspondence Course)

<b>Semester – Spring Session</b>	<b>Credits</b>
FSER501 Theoretical Applications 3 (On Campus)	3
Pre-Req:	FSER401 Theoretical Applications 2 (Correspondence Course)

# General Arts and Science

(Liberal Arts and Sciences Division)

## GENERAL ARTS AND SCIENCE PROFILES (G.A.S.)

Students in the General Arts and Science program at the North Campus will register in one of the following program profiles: Pre-University, College, Pre-Health, Pre-Technology or English For Academic Purposes (ESL). At the Lakeshore Campus, the College profile, Pre-University profile and the Pre-Music profile are available.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- college level scores on communication and/or mathematics proficiency tests (applicants may be required to take these computerized placement tests as part of the admission process)
- interview and/or audition may be required

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to a post-secondary program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of computerized assessment tests may also be used as the sole selection criteria in some programs.

Applicants may be counselled into an appropriate profile based on proficiency test results.

Students who do not achieve college level scores on the Humber College communication's proficiency tests (Computerized Placement Tests) will be required to take a series of developmental courses to improve their skills in reading and writing.

A certificate is awarded to students who successfully complete 2 semesters in any profile.

A diploma is awarded to students who successfully complete 4 semesters of Pre-University or the College profile. With some limitation, credits earned in any profile may be applied to any G.A.S. Diploma.

It should be noted that while the above-mentioned profiles have been designed to prepare students to enter a major course of study in their chosen area, it is neither a guarantee nor a prerequisite for entry into those subsequent courses at Humber or elsewhere.

## PROGRAM DESCRIPTION

The General Arts and Science program is designed to help students:

- develop skills and knowledge they require for entrance to, and successful performance in, other college programs or post college studies
- complete the Communications and General Education requirements common to all college programs
- make academic and career decisions by providing a comprehensive counselling and advising service

## CURRICULUM

- a variety of English and Social Science courses designed to help you improve your reading, writing, and thinking skills
- basic mathematics
- career planning
- developmental courses: All G.A.S. students write tests to determine their current abilities in reading, writing, and mathematics. The developmental courses are designed for those students whose skill levels must improve before they can go on into regular college courses.

Please note that no more than six of those courses specifically designated as Developmental courses may be credited toward the G.A.S. Diploma or Certificate.

## PROGRAM LENGTH

The length of time you spend in the program will depend on how long it takes for you to develop the skills you need to move to another college program. For most students this will take two semesters but some might require only one semester while others might require three.

## APPLICATION PROCEDURES

Once your application has been received you will be invited to write the placement tests. After you have completed the placement tests you will have an interview with one of our advisors who will explain the results of the tests to you and describe the courses that you will take.

**Please note:** Direct application to the Pre-Music program is not available.

## English For Academic Purposes (ESL)

(Liberal Arts and Sciences Division)

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Application Program Code 09251

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North Campus

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One or two semesters, beginning in September, January and May

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The purpose of this program is to improve your English skills and develop academic language and communications skills for entry into other college or university programs. This is a full-time, intensive program offered 5 days a week for one or two semesters depending on your entry English level skills, and includes: effective speaking and listening/notetaking; advanced grammar and academic writing; vocabulary development, academic reading and research skills; computer applications (1st. semester); Canadian issues, mathematics, or one introductory course in a program related area (2nd. semester); and academic advisement and cultural orientation.

Applicants requiring student visas through Canadian Immigration should plan for a minimum of six months lead time before the commencement of classes.

### ADMISSION REQUIREMENTS

This program is intended for those students who meet the normal admission requirements for academic programs as outlined below, but who require an intensive period of full-time English language study prior to other college or university studies.

- those with Tests of English as a Foreign Language (TOEFL) between 420 and 550 or equivalent will be accepted into this program.
- all applicants must provide the Ontario Secondary School Graduation Diploma (OSSD) which is the diploma awarded after at least twelve years of primary and secondary school study, or its equivalent.

The following international certificates are also acceptable for admission:

- Hong Kong Certificate of Education with 'Credit' standing in six academic subjects or 'pass' standing in six academic subjects.
- Chinese University of Hong Kong Entrance Examination with a 'pass' in six academic subjects.
- General Certificate of Education (GCE) six O level academic subjects with grades of A, B, C or 1,2, 3 in the British education system
- Grade 12 graduation in the American education system

## The College Profile (Liberal Arts and Sciences Division)

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Application Program Code 09181

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North and Lakeshore Campuses

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Beginning in September and January

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The College profile is designed for students who are not certain which career program they would like to enter and would like a semester or two to explore the programs available at Humber College. This profile includes a substantial career and academic advising component as well as Communications and General Education courses which will count as credits in any other Humber program.

## The Pre-Health Profile (Liberal Arts and Sciences Division)

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Application Program Code 09131

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North Campus

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Beginning in September

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This profile is designed to help students prepare for admission to a variety of Health Science programs including Nursing, Practical Nurse, Ambulance and Emergency Care, Pharmacy Assistant and Funeral Services. In this profile students take courses such as general science, biology, chemistry, and mathematics. In addition this program includes a substantial career and academic advising component. Students will also take courses in Communications and General Education which will count as academic credits in Health Science programs.

Applicants to other Health Sciences programs who are academically ineligible for their program of choice may be referred to the General Arts and Science (Pre-Health) program in order to prepare them for subsequent application

## The Pre-Music Profile (Liberal Arts and Sciences Division)

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Lakeshore Campus

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Beginning in September

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This profile is not available for direct application. Applicants must apply to the Music program initially. Applicants may be referred to the Pre-Music Profile after an audition.

This profile is designed to help students prepare for admission to the Music program. Music studies include courses in ear training, reading, theory as well as your major instrument. Students will also take academic courses in Communications and General Education which will count as academic credits in the Music program.



## The Pre-Technology Profile (Liberal Arts and Sciences Division)

Application Program Code 09211

North Campus

Two academic semesters, beginning in September

The Technology Profile of General Arts and Science (GAS) certificate program is designed to help students prepare for admission to technical programs. The program is especially directed to:

- students with grade 12 diplomas who are lacking the necessary English, mathematics or science courses in their educational background
- mature students who want to join a technical program but do not have the required background.
- students who need help making decisions about their future.
- students who want to find out what kinds of technology programs are available to them and suitable for them.

### LENGTH OF PROGRAM

This is a two semester program. However, if students progress rapidly they may be eligible to transfer into a technology program after one semester.

### APPLICATION PROCEDURE

You may apply for this program through the Registrar's Office at Humber College. When you complete the application form, please specify your program of application as Pre-Technology or GAS (Technology Profile).

## The Pre-University Profile (Liberal Arts and Sciences Division)

Application Program Code 09191

North and Lakeshore Campuses

Beginning in September and January

This program concentrates on the development of skills and knowledge which helps students prepare to gain admission to Liberal Arts programs at the university level. Many of the courses that students take in the Pre-University profile are designed to give an academic experience which approximates that of first year university.

The admission requirements vary from university to university and each applicant is considered on an individual basis. We, therefore, cannot cover all possibilities in this profile. York University generally grants admission to General Arts students who have achieved a 75% average or better in eight academic courses in the Advanced profile. Students with a 75% average in more than eight courses in the Advanced profile may be eligible for advanced standing at York University.

## Health Care Aide

(School of Health Sciences)

Application Program Code 07341

North Campus

Sixteen weeks, beginning in September and February

The Health Care Aide Certificate Program is designed to give students the opportunity to develop those skills required to personally care for primarily an elder population.

Upon completion of the program, the graduate will be able to provide care and support to promote the comfort and safety of residents both in institutional and community settings, as well as assist with the implementation of restorative/activation activities. He/she will also be able to observe and report changes in a client's physical and emotional condition; assist with the maintenance of records; communicate effectively and work as a member of a team.

The curriculum is designed to prepare students to practise in any health care setting that provides supervision by a Registered Nurse (RN) or a Practical Nurse.

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- OR
- Ontario Secondary School Diploma (O.S.S.D.) or mature student status
- pre-admission testing for reading comprehension
- students will be required to complete an Emergency First Aid/ C.P.R.-Heartsaver Certificate course in order to be eligible for graduation. This course may be taken prior to starting the program or concurrently with the program.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL REQUIREMENTS

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

### CURRICULUM

16 week Semester (26 hours/week)		Credits
HLCA101	Health Care Aide Theory .....	2
HLCA111	Psychosocial Aspects of Aging and Related Concepts of Rehabilitation .....	3
BIOS108	The Human Body .....	2
HLCA112	Basic Care - HCA Lab .....	2
HLCA113	Clinical Field Experience .....	18
LANG018	Language Skills for Health Care Aides .....	3

# Hospitality, Recreation and Tourism Studies – Sectoral Diploma

Pending Ministry Approval

(School of Hospitality, Recreation and Tourism)

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Application Program Code 10251

North Campus

Beginning in September

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Recreation, tourism and hospitality is a growth sector in the economy. The industry offers many exciting career opportunities. More than a million Canadians were employed in the tourism industry in 1994. That number is expected to grow by 375,000 people by the year 2,001.

As we move into the next decade, employment opportunities in recreation, tourism, and hospitality will become much more integrated, thus requiring a 'multi skilled' graduate who has a broad based understanding, and a genuine interest in service excellence.

This new diploma program will provide the graduate with the skills needed to meet the new realities and succeed in an exciting and growing industry. In the final stage of the program, students choose a graduate profile in one of the following areas:

- Hospitality Management
- Recreation/Leisure Management
- Travel/Tourism Management

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 business and consumers mathematics or grade 12 mathematics-MAT 4G1 or a more senior mathematics credit and English, both at the general level, are recommended and may be taken into account for selection purposes
- assessment interview

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

For further information contact John Walker, Chair, School of Hospitality, Recreation and Tourism at (416) 675-3111, ext. 4550 (For direct TouchTone dialing call (416) 798-1034), or FAX (416) 675-9730.

# Hotel and Restaurant Management

(School of Hospitality, Recreation and Tourism)

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Application Program Code 01551

North Campus

Four semesters, beginning in September, January and May

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The Hotel and Restaurant Management Program has been designed to prepare you for supervisory positions, positions from which you can grow within hotels, resorts, foodservice operations (including catering), clubs, and other sectors of the industry.

The Hotel and Restaurant Management diploma program combines theoretical and practical instruction in both the classroom and the workplace (through an Alliance with hospitality employers). Through the combination of classroom learning and placements with Alliance employers, you will develop the technical, interpersonal and business skills identified by the hospitality industry as essential.

Your program will include three, eight-week industry training placements: Food and Beverage Service; Front Desk/Housekeeping; and Conventions/Catering. These training placements, as well as the entire program curriculum, have been designed to address industry-defined standards: the skills and knowledge defined by the industry as essential for competent performance.

Successful completion of both the classroom and the training placements components are required for graduation from this program.

Graduates of this program will qualify for admission to the Hotel and Restaurant Administration program.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 business and consumers mathematics or grade 12 mathematics-MAT 4G1 or a more senior mathematics credit and English, both at the general level, are recommended and may be taken into account for selection purposes
- assessment interview

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL INFORMATION

To be successful in this program, students should prepare themselves by taking the following prior to attending Humber College:

- computer/keyboarding skills are bonus skills that will be directly applicable to the program
- credit in secondary school food service courses would give you excellent preparation for these programs

- accounting: preparation in a secondary school accounting course would be beneficial. Exemption credit is available if you have credit in an O.A.C. accounting course.
- extra preparation in English courses (Grade 12 advanced or O.A.C.) will be beneficial to you when writing the English Placement test and you may earn a Communications exemption.

If you would like to know more about the flexibility and transferability available within the hospitality programs, please contact John Walker, Chair, School of Hospitality, Recreation and Tourism, Applied Arts Division, at (416) 675-3111, ext. 4550.

### INTERESTS AND SKILLS

The hospitality industry defines these as essential for employment in this industry:

- effective communication skills
- a strong desire to satisfy the customer
- an appreciation of 'quality' and 'professionalism'
- personal organization (decision-making, time management)
- a readiness to participate as a member of a team.

These, combined with technical and business skills, will determine your future in the hospitality industry.

### CAREER OPPORTUNITIES

Your three industry training placements will be twenty-four weeks of the sixty-four week Hotel and Restaurant Management Program. These placements will enable you to understand the realities of the industry and to make an informed career choice before graduation.

During these training placements, employers will be evaluating your performance against industry expectations, and will be assessing their interest in hiring you upon graduation. Employers participating in the Alliance with Humber College include major hotels, restaurants, catering operations, clubs and resorts in the Toronto and surrounding areas.

### ADDITIONAL COSTS

Uniforms are required for use in the kitchen labs and also for service in the Humber Room restaurant lab. Tools required for use during each semester, text books, etc.

Text books (per semester)	\$250.00
Kitchen uniform*	\$110.00
Humber Room Uniform*	\$95.00
Kitchen tools*	\$85.00
Total	\$540.00

\*One time cost

These are approximate costs.

### CURRICULUM

Semester 1	Credits
CULN112 Food Production Management Operation .....	6
HOSP101 Hospitality Sanitation and Safety .....	2
HOSP104 Hospitality Computers .....	2
HOSP118 Understanding the Business .....	2
HOSP119 Hospitality Success Skills .....	1
HOTL107 Bar Service .....	2
HOTL120 Introduction to Food and Beverage Application .....	2
HOTL234 Intro. to Financial Planning for Hospitality .....	3
COMM200 Communications 200 .....	3
MATH904 Math Upgrading (if required)	

### Semester 2

	Credits
HOSP100 Hospitality Alliance Food and Beverage Traineeship .....	4
HOTL117 Housekeeping Operations .....	2
HOTL119 Front Office Operations .....	3
HOTL135 Planning For Profit .....	3
HOTL235 Financial Planning for Hospitality .....	3
HUMA024 Humanities .....	3

### Semester 3

	Credits
HOSP200 Hospitality Alliance Front Office and Housekeeping Traineeship .....	4
HOTL212 Catering and Convention Management .....	4
HOTL214 Effective Leadership and Management .....	3
HOTL245 Financial Management for Hospitality .....	3
HOTL236 Professional Development Skills .....	2
GNED General Education .....	3

### Semester 4

	Credits
HOSP300 Hospitality Alliance Graduate Traineeships .....	4
HOTL207 Human Resources Management .....	3
HOTL209 Management Simulation .....	2
HOTL213 Sales and Marketing for Hospitality .....	3
COMM309 Communications Project for Hospitality .....	3
GNED General Education .....	3

## Industrial Design

(School of Manufacturing Technology and Design)

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Application Program Code 04741

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North Campus

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Internet: <http://www.humberc.on.ca/>

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Six semesters, beginning in September

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Industrial Design has become an increasingly popular career choice for creative people who are comfortable with technology. Industrial designers give the form and enhance the function for tomorrow's products.

If you have an interest in helping develop new and attractive consumer products, sports equipment, automotive accessories, or technical/industrial products or displays and exhibits this program may be of interest to you.

Practicing industrial designers are able to develop new and innovative solutions through a familiarity with aesthetics, market-trend materials and manufacturing technology.

In this program, you will develop an ability to communicate your ideas attractively through (Design Presentations). Form study (through Modelmaking 1 and 2) will help you learn the skills needed for making pleasing surfaces on any product. The industrial design program will give you professional skills in computer graphics and computer aided design over four semesters. (Computer Aided Design 1, 2, 3 and Computer Graphics).

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview at which time you must present a portfolio made up of 12 samples. Include sketches, photographs of your hobbies, craft work, art work, school projects, etc. You may be asked to draw and/or write a few adhoc pages about your interests at the interview. Assessment will be based on the applicant's interests, aptitude and potential in the field of Industrial Design.
- functional knowledge/skills of computer systems and software applications is recommended

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### PROGRAM ARTICULATION AGREEMENT

There is a Program Articulation Agreement between Carleton University School of Industrial Design and the Humber College Industrial Design Program.

Students who graduate from the Humber College Industrial Design Program may apply for advanced standing to second or subsequent year of the Bachelor of Industrial Design Program at Carleton University. For complete details, please consult with the Program Co-ordinator.

### INTERESTS AND SKILLS

- ability to transform ideas into practical applications
- strong interest in the arts and in how things work in relation to people
- willingness to work hard, pride in accomplishment and independent mind with a high level of commitment

### CAREER OPPORTUNITIES

Design has become important in today's business world. Our graduates find positions at many levels of design depending on their abilities. Most work as designers of consumer products or commercial products, others as support staff for the research/design process. They are also involved in product support (show-room design, model making), product promotion (coordination of brochures and photography), product research (market/consumer reactions), technical work (production planning, quality control, drafting and computer-aided design).

A few years after you graduate, you will probably work as a product designer for a manufacturer or in a consulting design office. You may design products such as home appliances, sporting goods, hardware, electronic equipment or furniture. You may also be employed in 3-dimensional computer design. Increasingly graduates form their own consultancies. Most are very successful and subsequently hire graduates from the program.

### EXPECTED WORKLOAD

Quality results have become the standard of this program. Many of these projects have been used to demonstrate the ability and quality of students within the program, both to peers and to potential employers. In order to achieve this level of quality you must be prepared to spend, working on your own time, as many hours as you spend in class.

### ADDITIONAL COSTS

You can plan on \$500-\$800 per semester for books and supplies. A \$100 deposit on tools will be refunded when you return all the tools in good condition.

Industrial Design relates to other design programs in that all of them develop an inquisitive mind and excellent creative visual skills. The product designer is usually more concerned with the practical aspects of social need, technology, and giving form to new products.

### CURRICULUM

Semester 1 (22 hours/week)		Credits
INDU100	Industrial Design 1	4
INDU101	Technical Communications 1	3
INDU102	Design Presentations 1 (Draw Fund)	4
INDU103	Elements of Design	3
INDU104	Modelmaking 1	3
INDU105	History of Art	2
COMM200	Communications 200	3
Semester 2 (23 hours/week)		Credits
INDU200	Industrial Design 2	4
Pre-Req:	INDU100 Industrial Design 1 INDU101 Technical Communications 1 INDU102 Design Presentations 1 INDU103 Elements of Design INDU104 Modelmaking 1	
INDU201	Technical Communications 2	3
Pre-Req:	INDU102 Technical Communications 1	
INDU202	Design Presentations 2	3
Pre-Req:	INDU102 Design Presentations 1 INDU103 Elements of Design	
INDU203	Design Applications	3
INDU204	Art History 2	2
INDU205	Modelmaking 2	2
Pre-Req:	INDU104 Modelmaking 1	
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
HUMA024	Humanities	3
Semester 3 (21 hours/week)		Credits
INDU300	Industrial Design 3	5
Pre-Req:	INDU200 Industrial Design 2 INDU201 Technical Communications 2 INDU202 Design Presentations 2 INDU205 Modelmaking 2	
INDU301	Design Presentations 3	3
Pre-Req:	INDU202 Design Presentations 2	
INDU302	Material and Processes 1	4
INDU304	Design Graphics	3
INDU305	History of Industrial Design	3
INDU307	Computer Graphics	2
INDU309	Computer Aided Design 1	2

Semester 4 (24 hours/week)		Credits
INDU400	Industrial Design 4 .....	6
Pre-Req:	INDU300 Industrial Design 3	
	INDU301 Design Presentations 3	
	INDU302 Materials and Processes 1	
	INDU303 Design Futures	
	INDU304 Design Graphics	
	INDU305 History of Industrial Design	
INDU401	Design Presentations 4 .....	4
Pre-Req:	INDU301 Design Presentations 3	
	INDU304 Design Graphics	
INDU402	Material and Processes 2 .....	4
INDU404	Systems Development 1 .....	3
Pre-Req:	INDU300 Industrial Design 3	
	INDU303 Design Futures	
INDU409	Computer Aided Design 2 .....	2
INDU504	Ergonomics .....	2
GNED	General Education .....	3

Semester 5 (21 hours/week)		Credits
INDU500	Industrial Design 5 .....	6
Pre-Req:	INDU400 Industrial Design 4	
	INDU402 Materials and Processes 2	
	INDU504 Ergonomics	
	INDU507 Computers and Design 2	
INDU501	Materials and Processes 3 .....	3
Pre-Req:	INDU302 Materials and Processes 1	
	INDU402 Materials and Processes 2	
INDU502	Systems Development 2 .....	3
Pre-Req:	INDU404 Systems Development 1	
INDU508	Thesis 1 .....	4
Pre-Req:	INDU400 Industrial Design 4	
	INDU401 Design Presentations 4	
	INDU402 Materials and Processes 2	
	INDU404 Systems Development 2	
	INDU504 Ergonomics	
	INDU507 Computers and Design 2	
INDU509	Computer Aided Design 3 .....	2
Pre-Req:	INDU507 Computers and Design 2	
GNED	General Education .....	3

Semester 6 (21 hours/week)		Credits
INDU600	Industrial Design 6 .....	6
Pre-Req:	INDU500 Industrial Design 5	
	INDU501 Materials and Processes 3	
	INDU502 Systems Development 2	
	INDU506 Computers and Design 3	
INDU604	Thesis 2 .....	6
Pre-Req:	INDU500 Industrial Design 5	
	INDU501 Materials and Processes 3	
	INDU502 Systems Development 2	
	INDU508 Thesis 1	
INDU602	Portfolio .....	3
Pre-Req:	INDU500 Industrial Design 5	
	INDU508 Thesis 1	
	INDU401 Design Presentations 4	
INDU603	Design Management .....	3
GNED	General Education .....	3

**Note:** Generally speaking students will not be advanced to a higher level semester until successfully completing all the courses of the previous semester. It should be noted that students must complete all courses in order to graduate.

# Interior Design

(School of Architecture and Construction)

Application Program Code 04731

North Campus

Six semesters, beginning in September

Creativity, organization, drawing skills, interest in designing living and work spaces are the attributes of the Interior Designer.

Humber's diploma program provides the graduate with the knowledge and skills to analyse and solve design problems with emphasis on the aspects of commercial interior design. Skills learned include space planning, construction technology, colour theory, drafting and C.A.D., lighting, presentation techniques, art history and materials to ensure that the graduates of Interior Design can become effective members of a professional design team. Our interior design program has an exceptionally high reputation in Canada and our graduates compete very successfully in the job market. In the sixth semester students are given opportunities to gain practical experience working in interior design offices.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
  - attendance at an interview at which time you must present a portfolio and undergo a studio skills test. The studio test will consist of still life drawing and a short essay. The portfolio could be comprised of freehand black and white drawings, coloured work, drafting, planning, sculpture, photography, and work related to Interior Design.
  - approved applicants may be recommended to upgrade drawing or drafting skills before the commencement of 1st semester
  - recommend secondary school studies in drawing and drafting
- Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as a selection criteria.

## CAREER OPPORTUNITIES

Graduates find employment in interior design firms, office planning, divisions of major department stores, government agencies, architectural offices, with developers and furniture manufacturers. In addition, opportunities exist for freelancing.

## ADDITIONAL COSTS

Approximately \$1500.00 per academic year for equipment/books.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
I NTR00	Interior Design 1 .....	5
INTR101	Drafting and Detailing 1 .....	4
INTR103	Freehand Drawing 1 .....	2
INTR104	Design Theory 1 .....	2
I NTR05	Colour Theory .....	2
INTR106	Interior Basics .....	2
COMM200	Communications 200 .....	3
GNEC	General Education .....	3
<b>Semester 2 (26 hours/week)</b>		<b>Credits</b>
I NTR200	Interior Design 2 .....	8
Pre-Req:	INTR100 Interior Design 1, I NTR104 Design Theory 1, I NTR05 Colour Theory, I NTR06 Interior Basics, INTR101 Drafting and Detailing 1	
INTR201	Drafting and Detailing 2 .....	5
Pre-Req:	I NTR01 Drafting and Detailing 1	
I NTR203	Freehand Drawing 2 .....	2
Pre-Req:	I NTR03 Freehand Drawing 1	
I NTR205	Perspective and Rendering 1 .....	3
Pre-Req:	INTR101 Drafting and Detailing 1	
I NTR206	Materials 1 .....	2
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNEC	General Education .....	3
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
INTR300	Interior Design 3 .....	8
Pre-Req:	I NTR200 Interior Design 2, I NTR201 Drafting and Detailing 2	
I NTR301	Drafting and Detailing 3 .....	3
Pre-Req:	I NTR201 Drafting and Detailing 2	
I NTR302	Art History 3 .....	2
I NTR303	Graphics .....	2
I NTR304	Lighting (Bi-weekly) .....	1
I NTR305	Perspective and Rendering 2 .....	3
Pre-Req:	I NTR205 Perspective and Rendering 1	
I NTR306	Materials 2 .....	2
Pre-Req:	I NTR206 Materials 1	
HUMA024	Humanities .....	3
<b>Semester 4 (25 hours/week)</b>		<b>Credits</b>
INTR400	Interior Design 4 .....	8
Pre-Req:	I NTR300 Interior Design 3, I NTR301 Drafting and Detailing 3	
I NTR401	Drafting and Detailing 4 .....	2
Pre-Req:	I NTR301 Drafting and Detailing 3	
I NTR402	Art History 4 .....	2
Pre-Req:	INTR302 Art History 3	
I NTR404	Lighting 2 (Bi-weekly) .....	1
Pre-Req:	INTR304 Lighting 2	
I NTR405	Perspective and Rendering 3 .....	3
Pre-Req:	INTR305 Perspective and Rendering 2	
I NTR406	Materials 3 .....	2
Pre-Req:	I NTR306 Materials 2	
I NTR407	Computer Aided Design 1 .....	3
INTR204	Textiles .....	1
GNEC	General Education .....	3

**Semester 5 (21 hours/week)**

		<b>Credits</b>
I NTR500	Interior Design 5 .....	2
Pre-Req:	INTR400 Interior Design 4, I NTR401 Drafting and Detailing 4	
I NTR501	Drafting and Detailing 5 .....	3
Pre-Req:	INTR401 Drafting and Detailing 4	
INTR502	Mechanical Systems .....	2
I NTR504	Design Theory 2 .....	2
Pre-Req:	I NTR04 Design Theory 1, INTR106 Interior Basics	
I NTR505	Perspective and Rendering 4 .....	2
Pre-Req:	INTR405 Perspective and Rendering 3	
INTR507	Computer Aided Design 2 .....	2
Pre-Req:	INTR407 Computer Aided Design 1	
I NTR408	Professional Practice .....	2

**Semester 6 (17 hours/week)\***

		<b>Credits</b>
I NTR600	Interior Design 6 .....	8
Pre-Req:	I NTR500 Interior Design 5, INTR501 Drafting and Detailing 5	
INTR601	Drafting and Detailing 6 .....	3
Pre-Req:	I NTR501 Drafting and Detailing 5	
I NTR608	Facilities Management .....	2
Pre-Req:	INTR500 Interior Design 5	
I NTR605	Perspective and Rendering 5 .....	2
Pre-Req:	I NTR505 Perspective and Rendering 4	
I NTR607	Computer Aided Design 3 .....	2
Pre-Req:	I NTR503 Computer Aided Design 2	

\*I includes 3-week internship of in-office practice.

## Journalism – Print and Broadcast

(School of Media Studies)

Application Program Code 04751

North Campus

Six semesters, beginning in September

Most people's lives are affected by the news media: newspapers, magazines, television, and radio. The public has come to expect responsible, ethical reporting and high standards among those who practice journalism.

Humber's Journalism diploma program provides training in professional skills and instills a commitment to the concept of a free press, a cornerstone in a democratic society. The day has passed when an aspiring journalist without the appropriate education can easily find work in the news media. To meet this need, Humber's program offers a series of courses to develop writing and editing techniques and styles in all media. It is augmented with a selection of academic courses aimed at providing a broad, general education.

In the third year of the program, students specialize in one of two pathways: print (newspaper and magazine) or broadcasting (radio and television).

Third-year students also acquire first-hand experience as they intern with area media, including daily and community newspapers, magazines, radio and television.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- reading/writing assessment
- attendance at an assessment interview

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Humber's Journalism graduates are working as news reporters, editors and writers in newsrooms across Canada. They're employed by major dailies, community and specialty publications, CBC, CTV, TSN, radio stations and broadcast production companies.

## CURRICULUM

Semester 1 (23 hours/week)		Credits
ECON101	Economics for Journalism .....	3
FOTO114	Basic Photography .....	3
JRNL100	Fundamentals of Reporting .....	6
JRNL101	Media and Society .....	2
POLS100	Political Science for Journalism .....	3
PSYC001	Psychology - An Introduction .....	3
COMM201	Communications 201 .....	3
GNED	General Education .....	3
Semester 2 (26 hours/week)		Credits
FOTO214	News Photography .....	2
Pre-Req:	FOTO114 Basic Photography	
JRNL201	Radio News 1 .....	2
JRNL202	T.V. News 1 .....	3
JRNL205	Newspaper Reporting 1/Copy Editing Workshop .....	6
Pre-Req:	JRNL100 Fundamentals of Reporting	
JRNL206	Interviewing Skills .....	3
JRNL208	Contemporary Word Events .....	2
COMM301	Communications 301 .....	3
Pre-Req:	COMM201 Communications 201	
HUMA024	Humanities .....	3
Semester 3 (25 hours/week)		Credits
JRNL300	Newspaper Layout and Design .....	2
JRNL301	Beat Reporting .....	2
Pre-Req:	JRNL203 Newspaper Reporting 1	
JRNL302	Magazine Writing 1 .....	2
Pre-Req:	JRNL101 Media and Society	
JRNL304	T.V. News 2 .....	3
Pre-Req:	JRNL202 T.V. News 1	
JRNL305	Radio News and Voice Training .....	2
Pre-req:	JRNL201 Radio News 1	
JRNL306	Newspaper Reporting 2 .....	3
Pre-Req:	JRNL203 Newspaper Reporting 1	
SOC1102	Sociology for Journalism .....	3
GNED	General Education .....	3

Semester 4 (22 hours/week)		Credits
JRNL400	Magazine Editing and Production .....	3
Pre-req:	JRNL302 Magazine Writing 1	
JRNL401	Critique 1 .....	1
JRNL402	Radio News 3 .....	2
Pre-Req:	Radio News 2 and Voice Training	
JRNL403	TV News 3 .....	3
Pre-Req:	JRNL304 T.V. News 2	
JRNL404	Newspaper Reporting 3 .....	3
Pre-Req:	JRNL306 Newspaper Reporting 2	
JRNL407	Opinion Writing .....	2
JRNL412	Desktop Publishing for Journalism .....	2
GNED	General Education .....	3

### Broadcast Pathway

Semester 5 (17 hours/week)		Credits
JRNL509	Broadcast Internship .....	6
JRNL511	Media Law .....	2
JRNL512	Radio Production for Journalism .....	2
JRNL515	Advanced Radio News .....	3
Or		
JRNL514	Advanced TV News .....	4
*JRNL405	Videography .....	3
JRNL601	Careers in Journalism .....	1

Semester 6 (17 hours/week)		Credits
*JRNL405	Videography .....	3
JRNL507	Newsroom Management .....	2
JRNL605	Broadcast Internship 2 .....	6
JRNL512	Radio Production for Journalism .....	2
JRNL515	Advanced Radio News .....	3
Or		
JRNL514	Advanced TV News .....	4
*Effective Fall 95'		

**Please Note:** Students who study Advanced TV News and Videography in the Fall semester will study Advanced Radio News and Radio Production in the Winter semester and vice-versa.

### Print Journalism

Semester 5 (19 hours/week)		Credits
JRNL502	Critique 2 .....	1
JRNL504	Print Internship 1 .....	6
JRNL511	Media Law .....	2
JRNL516	Advanced Newspaper .....	8
Or		
JRNL517	Advanced Magazine .....	5
JRNL518	Digital Imaging .....	1
JRNL601	Careers in Journalism .....	1

Semester 6 (13 hours/week)		Credits
JRNL503	Print Management .....	2
JRNL516	Advanced Newspaper .....	8
Or		
JRNL517	Advanced Magazine .....	5
JRNL602	Print Internship 2 .....	6
<b>Please Note:</b> Students who study Advanced Newspaper in the Fall semester will study Advanced Magazine in the Winter semester and vice-versa.		

# Landscape Technician/ Technologist

(School of Horticulture, Fashion Arts  
and Design Foundation)

Application Program Code 01521

North Campus

Four semesters for technician training, plus two more for technologist training, beginning in September

This program provides students with a thorough knowledge of landscape design and development, site construction, general horticulture and related technologies, as well as grounds maintenance. In-class studies during the academic year, combined with approved industry experience give students the opportunity to become competent in a wide range of landscape and horticultural skills.

Students successfully completing the first year will select a major area of study in their second year in either Landscape Horticulture or Urban Forestry/Arboriculture.

The third year of the program focuses on further training in design, and project/business management practices, relative to industry needs.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level), and grade 12 math (general level) are strongly recommended
- attendance at an interview and/or information session where applicants may be required to successfully complete a communications and mathematics assessment and a questionnaire to determine their interests and knowledge of careers available in the landscape industry
- applicants are encouraged to obtain related work experience prior to the commencement of the program. This may be accomplished by working for a municipality, landscaping company, nursery or garden centre in your community.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL INFORMATION

All students entering (or currently enrolled in) this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in this program increase the risk of a tetanus infection, if appropriate preventative measures are not taken.

## CAREER OPPORTUNITIES

Opportunities for graduates exist in all areas of the horticulture industry, including landscape contractors, nurseries, garden centres, municipalities, golf courses and technical sales. A combination of the Humber diploma and related experience has enabled many graduates to successfully establish their own companies or obtain senior supervisory positions within the industry.

## ADDITIONAL COSTS

Students are required to purchase their own textbooks and supply their own construction safety boots, hard hat, safety glasses, gloves, etc. Students should budget approximately \$500.00 per academic year for field trips, conferences, textbooks and supplies.

## CURRICULUM

Semester 1 (22 hours/week)		Credits
LAND100	Landscape Drawing .....	3
LAND103	Applied Botany .....	3
LAND105	Landscape Surveying and Job Layout .....	4
LAND106	Horticultural Skills .....	2
LAND108	Applied Soils .....	2
LAND109	Plant Materials 1 .....	3
SCIE101	Computer and Society/Landscape .....	2
COMM200	Communications 200 .....	3

Semester 2 (22 hours/week)		Credits
LAND200	Landscape Materials and Techniques .....	3
LAND205	Landscape Lecture Series .....	2
LAND206	Co-op Placement 1 (Spring/Summer) .....	4
LAND209	Pests, Diseases and Plant Protection .....	4
LAND210	Plant Materials 2 .....	3
LAND314	Landscape Equipment Maintenance .....	2
COMM300	Communications 300 .....	3
HLTH104	CPR Basic Life Support .....	1
HLTH107	First Aid .....	1
HUMA024	Humanities .....	3

\* Note: Not included in instructional hours/week; each student is required to complete a minimum of a three month industry placement with an approved employer between the second and third semesters. Completion of a Field Placement Logbook is mandatory.

## Arboriculture Major

Semester 3 (23 hours/week)		Credits
LAND306	Arboriculture 1 .....	3
LAND308	Pests of Woody Plants .....	3
LAND315	Arboriculture Field Instruction 1 .....	8
TREE300	Tree Identification 1 .....	2
TREE306	Arboriculture Science .....	2
TREE307	Chain Saw Maintenance .....	2
GNED	General Education .....	3



**Landscape Horticulture Major**

<b>Semester 3 (25 hours/week)</b>		<b>Credits</b>
LAND301	Landscape Design 1 .....	3
LAND304	Landscape Field Instruction 1 .....	4
LAND306	Arboriculture 1 .....	3
LAND316	Turf Management .....	2
LAND317	Site Construction 1 .....	3
LAND318	Plant Production .....	4
LAND319	Plant Materials 3 .....	3
GNED	General Education .....	3

**Arboriculture Major**

<b>Semester 4 (18 hours/week)</b>		<b>Credits</b>
LAND405	Arboriculture 2 .....	3
LAND417	Arboriculture Field Instruction 2 .....	8
LAND422	Woody Plant Assessment .....	2
TREE408	Tree identification 2 .....	2
GNED	General Education .....	3

**Landscape Horticulture Major**

<b>Semester 4 (21 hours/week)</b>		<b>Credits</b>
LAND400	Site Construction 2 .....	3
LAND405	Arboriculture 2 .....	3
LAND410	Landscape Field Instruction 2 .....	4
LAND418	Nurseries and Garden Centres .....	2
LAND420	Landscape Design 2 .....	3
LAND421	Plant Materials 4 .....	3
GNED	General Education .....	3

<b>Semester 5 (17 hours/week)</b>		<b>Credits</b>
LAND309	Irrigation Systems .....	2
LAND500	Project Design and Presentation .....	4
LAND506	Co-op Placement 2 .....	4*
LAND507	Field Evaluation .....	4
LAND508	Safety Legislation, Procedures and Practices .....	2
LAND509	Plant Utilization 1 .....	3
LAND510	Landscape Estimating 1 .....	2

\* **Note:** Not included in instructional hours/week; students are expected to complete a minimum of a five month industry placement with an approved employer, between the 4th and 5th semesters. Completion of a Field Placement Logbook is mandatory.

<b>Semester 6 (25 hours/week)</b>		<b>Credits</b>
LAND609	Plant Utilization 2 .....	3
LAND610	Landscape Estimating 2 .....	2
LAND611	Landscape Details and Working Drawings .....	3
LAND612	CAD (Computer Aided Design) in the Landscape Industry ...	4
LAND613	Municipal Parks .....	2
HRMS105	Supervision and Management .....	4
MKTG910	Small Business Management for Landscape .....	4
GNED	General Education .....	3

# Law and Security Administration

(School of Social and Community Services)

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Application Program Code 01241

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Lakeshore Campus

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Four semesters, beginning in September

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This two year program is designed to prepare you for a front-line career in the criminal justice system. Courses include public and private policing, security, customs, immigration, corrections, forensics, computer applications, and applied psychology. In addition, you will study the Canadian legal system, trial procedures, and criminal and deviant behaviour. This program emphasizes the humanistic and preventative side of law enforcement and security administration.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English at or above the general level
- attendance at an orientation session at which time career opportunities, employment facts, and the philosophy of the program will be explained
- completion of a questionnaire and English testing during the orientation session (the results may be used for selection purposes)

Upon acceptance into this program, students will be required to complete on their own accord a basic standardized first-aid certificate (St. John Ambulance First-aid Certificate is recommended) and a cardiopulmonary resuscitation course (Basic CPR is recommended). These courses should be completed prior to the commencement of classes, and must be completed prior to field placement.

**Please Note:** Some law enforcement agencies require minimum height, weight, age, and vision standards. Further, mental and physical health, and good moral character and habits may be required. Employers who provide field placement opportunities for students may require students to undergo a police record check for criminal offences, and mandatory bonding is a requirement for some sectors of the law and security field. It is important for potential students to understand that the requirements noted above are beyond the control of Humber College and may prevent students from completing the full program, including the field placement portion, and/or securing employment. Applicants are advised to check the requirements for specific positions in which they are interested before enrolling in this program.

The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL REQUIREMENTS

The College reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

## CAREER OPPORTUNITIES

There are a wide variety of career options available to graduates of the LASA program. Examples include police officer, private security officer or investigator, customs officer, immigration officer, correctional officer, and loss prevention or plant protection officer. A variety of civilian positions in the criminal justice system, such as police dispatcher, police station duty operator, and court security officer, may also be of interest to LASA graduates. Previous graduates have been recruited by the RCMP, Metropolitan Toronto Police, Peel Regional Police, Canada Customs, Immigration Canada, Ministry of Correctional Services, and a host of private security firms including, Burns, Intercon, and Wackenhut of Canada. As noted earlier, some of these positions may be subject to height, weight, age, vision, character, criminal record, bonding and citizenship requirements.

## CURRICULUM

Semester 1 (21 hours/week)	Credits
LASA102 Philosophy of Law Enforcement .....	4
LASA110 Crime and Deviance .....	4
LASA111 Law and Society .....	4
LASA114 Information Management in Law Enforcement .....	2
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3
Semester 2 (22 hours/week)	Credits
LASA210 Private Policing in Society .....	4
Pre-Req: LASA102 Philosophy of Law Enforcement	
LASA214 Criminal Law .....	4
Pre-Req: LASA111 Law and Society	
LASA217 Customs Practices .....	4
Pre-Req: LASA102 Philosophy of Law Enforcement	
LASA316 Perspectives on Social Justice .....	3
Pre-Req: LASA110 Crime and Deviance	
PSYC001 Psychology .....	3
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
Semester 3 (21 hours/week)	Credits
LASA213 Forensics .....	4
Pre-Req: LASA110 Crime and Deviance	
LASA308 Investigative Techniques .....	4
Pre-Req: LASA114 Information Management in Law Enforcement	
LASA314 Perspectives on Immigration .....	4
Pre-Req: LASA102 Philosophy of Law Enforcement	
LASA413 Public Policing in Society .....	4
Pre-Req: LASA102 Philosophy of Law Enforcement	
LASA418 Theories/Methods of Corrections .....	3
Pre-Req: LASA102 Philosophy of Law Enforcement	
GNE D General Education .....	3
Semester 4 (20 hours/week)	Credits
LASA301 Field Practice .....	4
Pre-Req: All first year courses	
LASA313 Youth and Justice .....	4
Pre-Req: LASA110 Crime and Deviance	
LASA315 Human Relations in Law Enforcement .....	3
Pre-Req: LASA102 Philosophy of Law Enforcement	

LASA407 Psychology in Law Enforcement .....	4
Pre-Req: LASA102 Philosophy of Law Enforcement	
LASA416 Criminal Justice Systems .....	3
Pre-Req: LASA214 Criminal Law	
GNE D General Education .....	3

A minimum of 80 hours of Field Practice is required for all students. Students bear the responsibility for securing appropriate field placement in the Law and Security Administration Program. However, in order to expedite field placement for the large number of students enrolled in this program, initial assistance is provided for eligible students wishing to apply for placement with specific organizations. The college reserves the right to modify, change the sequence or otherwise alter these courses.

## Legal Assistant (School of Business)

Application Program Code 02031

North Campus

Four semesters, beginning in September

The graduate of this program will have been trained for an entry level position in an organization requiring knowledge of the legal subjects covered by the program's curriculum. In addition, the curriculum will focus on a generic set of skills aimed at both increasing and promoting the employability of our students as identified by our advisory committee and field placement employers.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level or above)  
Please Note: In the case of oversubscription, preference will be given to students who have strong English skills, both written and verbal.
- grade 12 mathematics (general level or above) (this is a recommended course)  
Please Note: In the case of oversubscription, preference will be given to students who have grade 12 mathematics or the equivalent.
- successful completion of a computerized reading, comprehension and writing assessment
- it is recommended that all applicants to the program have keyboarding experience.

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Graduates are usually employed by organizations such as law firms, government departments and agencies, crown corporations, insurance companies, financial institutions and development companies. Certain aspects of employment are performed under the guidance and supervision of lawyers while some graduates have become independent para-legals after first being employed for a period of time and gaining on-the-job experience.

## CURRICULUM

**Please Note:** The curriculum as stated hereunder is presently under review and may be changed. The College disclaims any liability for loss that may be occasioned to any student or graduate as a result of the review and consequent change in curriculum.

### Semester 1

	Credits
LAWS111 Business Law .....	3
LAWS104 Criminal Law Procedures .....	4
BMGT201 Principles of Management .....	3
OAGN152 Keyboarding and WP Applications .....	3
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

### Semester 2

	Credits
LAWS201 Commercial Law .....	4
Pre-req: LAWS111 Business Law	
LAWS103 Civil Procedures .....	4
ACCT105 Law Office Accounting .....	4
LAWS204 Real Estate 1 .....	4
Pre-req: LAWS111 Business Law	
COMM300 Communications 300 .....	3
Pre-req: COMM200 Communications 200	
GNED General Education Elective #1 .....	3

### Semester 3

	Credits
BMGT015 Job Search .....	1
LAWS203 Title Searching .....	4
Pre-req: LAWS111 Business Law	
ISYS240 Law Office Computer Applications .....	3
LAWS205 Family Law .....	4
Pre-req: LAWS111 Business Law	
*LAWS206 General Insurance Law .....	4
Pre-req: LAWS111 Business Law	
LAWS307 Office Procedures and Research .....	4
Pre-req: LAWS111 Business Law	
GNED General Education Elective #2 .....	3

### Semester 4

	Credits
LAWS304 Real Estate 2 .....	4
Pre-req: LAWS204 Real Estate 1	
LAWS305 Wills and Intestate Succession .....	4
Pre-req: LAWS111 Business Law	
LAWS308 Advocating Individual and Community Rights .....	4
Pre-req: LAWS111 Business Law, LAWS103 Civil Procedure	
GNED General Education Elective #3 .....	3
LAWS401 Field Practice: 1 day per week in a practical work setting, off-campus .....	4
Pre-req: All Semester 1, 2, and 3 subjects, plus a minimum speed of 40 words per minute on a word processor is required	

\*In lieu of LAWS206 General Insurance Law a student whom the college deems eligible may take LAWS309 Landlord and Tenant Law. For details of eligibility please see the co-ordinator of the Legal Assistant program.

# Marketing

(School of Business)

Application Program Code 02411

North Campus

Four semesters, beginning in September and February

The aim of this two year diploma program is to introduce students to the broad scope of marketing in today's markets. Emphasis is placed on the analysis of product decisions, distribution, promotion, and pricing strategies and their practical administration.

The program offers several specialization options through the choice of marketing electives. Initially, semesters one and two familiarize students with business and marketing basics. Semester three provides an indepth view of marketing, while semester four offers a choice of marketing electives geared to individual interests.

The program also integrates a number of critical employability skills into the courses. This allows students to develop skills such as team work, problem solving, decision making and creativity.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

This program generally leads to retail and wholesale sales and general administrative marketing positions. Other entry level jobs may include customer service, distribution or management trainee.

## CURRICULUM

### General Marketing Option

\* Six courses will be scheduled in each semester by the School of Business.

### Semester 1 and 2

	Credits
BMGT100 Introduction to Business .....	3
MKTG100 Marketing 1 .....	3
BMAT110 Essentials of Business Mathematics .....	4
ISYS102 Introduction to Personal Computing .....	3
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3
LAWS111 Business Law .....	3
ACCT106 Accounting Fundamentals 1 .....	4
ISYS103 Information Systems Concepts .....	3
Pre-req: ISYS102 Introduction to P.C.	

BMGT101 Human Resource Management .....	3
Pre-req: BMGT100 Introduction to Business	
COMM300 Communications 300 .....	3
Pre-req: COMM200 Communications 200	
MKTG200 Marketing 2 (Program Specific Course) .....	4
Pre-req: MKTG100 Marketing 1	

**Note:** Upon completion of semesters 1 and 2, students may elect to continue with the second year of the Marketing program. Alternatively they may transfer to the second year of the Business Administration, and Business Management programs *with the addition of the program specific course for that program.*

Semester 3	Credits
MKTG300 Advertising 1 .....	4
Pre-req: MKTG100 Marketing 1	
MKTG305 Consultative Selling 1 .....	4
Pre-req: MKTG100 Marketing 1	
MKTG310 Marketing Research 1 .....	4
Pre-req: MKTG200 Marketing 2	
BMGT201 Principles of Management .....	3
Pre-req: BMGT101 Human Resource Management, COMM200 Communications 200	
ECON001 Microeconomics .....	3
MKTG205 Retailing 1 .....	4
Pre-req: MKTG100 Marketing 1	

Semester 4	Credits
MKTG400 Marketing Administration .....	4
Pre-req: MKTG310 Marketing Research BMAT110 Essentials of Business Mathematics ACCT106 Accounting Fundamentals 1	
BMGT301 Organizational Management .....	3
Pre-req: BMGT201 Principles of Management 3 Marketing Electives (see below) .....	12
GNED General Education #1 .....	3
GNED General Education #2 .....	3

### Marketing Elective courses

Semester 4	Credits
MKTG316 Logistics .....	4
Pre-req: MKTG100 Marketing 1	
MKTG410 Sales Promotion/Direct Marketing .....	4
Pre-req: MKTG200 Marketing 2	
MKTG415 Starting a New Business .....	4
Pre-req: MKTG200 Marketing 2	
MKTG416 Small Business Management .....	4
Pre-req: MKTG415 Starting a New Business	
MKTG420 Advertising 2 .....	4
Pre-req: MKTG300 Advertising 1	
MKTG435 Consultative Selling 2 .....	4
Pre-req: MKTG305 Consultative Selling 1	
MKTG455 Sales Management .....	4
Pre-req: MKTG305 Consultative Selling 1	
MKTG460 Retailing 2 .....	4
Pre-req: MKTG205 Retailing 1	
MKTG470 International Marketing .....	4
Pre-req: MKTG200 Marketing 2	
MKTG475 Industrial Marketing .....	4
Pre-req: MKTG200 Marketing 2	

# Mechanical Engineering

## (School of Manufacturing Technology and Design)

When we talk about technological advancements, we think of changes in terms of the ways they will affect our everyday lives. Specifically, changes in automation will ultimately result in improved working conditions, through the introduction of robots and computers specializing in design, planning and production.

Artificial intelligence and computer-aided geometric design will guide us in the design of automobiles, agricultural and industrial machinery. Computers will manage production, energy and the environment, and will also make other robots and other computers.

The Mechanical Technology Department will train you on industrial equipment for planning, programming and operating. You will work in our Computer Integrated Manufacturing facility, with its automatically guided vehicle, robots and computer controlled machinery. You will study a flexible manufacturing system, one of the first in any North American college. You will use the latest computer-aided design and manufacturing (CAD-CAM) software.

In its organization, the department of Mechanical Technology reflects industry.

To enable the students to further explore their interests, all the Mechanical programs share a fully common first semester of foundation mechanical courses, and an almost identical second semester. This allows you to register in the Mechanical Technology program of your choice, knowing that you can transfer with no academic penalty in a different Mechanical program for your second semester. Our academic advisors will help you make the right decision before or after you apply, or any time during the first semester at Humber.

As you progress through the programs, you will gradually acquire theoretical and practical knowledge in one of three major areas described below.

The design field covers product design, and tool and die design, reflected by the following programs:

- Mechanical Engineering Technician – Design Drafting, and
  - Mechanical Engineering Technician – Tool and Die Design.
- These are both two-year programs, with an available third year for a Mechanical Engineering Technology diploma.

The manufacturing field is addressed by the following programs:

- Mechanical Engineering Technician – Numerical Control, a two-year program, with an available third year (a Mechanical Engineering Technology diploma), and the
- Plastics Engineering Technician, a new two-year diploma program, initiated by the Plastics Industry.

Electro-mechanical automation is reflected by the following programs:

- Electro-mechanical Engineering Technician program, a two-year diploma program, with a third year option as an Electro-mechanical Engineering Technologist.

All the Mechanical Engineering Technology programs are organized on the through-way model. The technician diploma is obtained following completion of the required credits for the first four semesters. The technologist diploma is obtained on completion of credits for semesters five and six, following the technician diploma and does not require a different stream of courses.

# Mechanical Engineering Technician/Technology – Design Drafting

(School of Manufacturing Technology  
and Design)

Application Program Code 03211

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters, beginning in September

As a graduate of the Mechanical Engineering Technician – Design Drafting program, you will be prepared to apply design principles and practices to a variety of engineering and design problems.

This four semester diploma program encompasses the theory and skills to make engineering drawings using the latest in computer aided drafting (CAD) equipment in addition to traditional drafting methods. You will gain a thorough knowledge of materials and mechanical solutions for the design and manufacture of mechanical parts and assemblies.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level)
- functional knowledge/skills of computer systems and software applications is recommended

Note: We strongly recommend that students consider taking physics as their senior science although other sciences and technological sciences are acceptable.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Graduates may expect to find employment in drafting and design, computer aided design drafting, estimating, and in technical sales.

## CURRICULUM

Semester 1 (20 hours/week)		Credits
MECH101	Technical Drawing .....	4
MECH103	Electro-mechanical Controls 1 .....	3
MECH106	Workshop Practice .....	3
MECH204	Computer Applications .....	3
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3

Semester 2 (23 hours/week)		Credits
MDES201	Mechanical Design Drafting 1 .....	4
MECH201	Statics .....	4
MECH202	Material Science .....	4
MECH203	CAD (AUTOCAD) 101 .....	4
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3

Semester 3 (23 hours/week)		Credits
IENG403	Production and Inventory Control .....	4
MDES301	Mechanical Design Drafting 2 .....	4
MECH301	Dynamics .....	4
MECH304	Manufacturing Processes .....	4
MECH311	Mechanical Power Transmission .....	4
HUMA024	Humanities .....	3

Semester 4 (22 hours/week)		Credits
EMEC302	Industrial Hydraulics .....	5
MDES401	Mechanical Design Drafting 3 .....	7
MECH401	Strength of Materials .....	4
GNEC	General Education .....	3
GNEC	General Education .....	3

Graduates of this Mechanical Engineering Technician – Design Drafting program may proceed to a Mechanical Engineering Technology Program taking the courses specified below.

Semester 5 (24 hours/week)		Credits
CALC103	Introductory Calculus (Electronics) .....	3
ELIC102	Logic 1 .....	4
EMEC401	Industrial Pneumatics .....	4
EMEC504	Machine Design 1 .....	4
EMEC506	Fluid Power Circuits .....	5
MECH408	CADKEY – Introduction .....	4

Semester 6 (23 hours/week)		Credits
EMEC603	Machine Design 2 .....	4
IENG502	Engineering Economic Analysis .....	4
MANF402	Manufacturing Process Planning 1 .....	4
MANF603	P.L.C. Applications .....	4
MECH604	Engineering Report .....	3
MECH409	Advanced CADKEY .....	4

# Mechanical Engineering Technician/Technology – Numerical Control

(School of Manufacturing Technology and Design)

Application Program Code 03221

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters, beginning in September

Computer Numerical Control (CNC) is the most modern way of controlling production machinery. In this diploma program you will learn to write and process programs from part drawings to punched tape, or DNC (direct numerical control) to guide the CNC equipment. You will learn to select the proper tooling and fixturing required for machining various parts. You will learn to prepare manual and computer assisted programs on the latest CAD/CAM systems for the most advanced computer numerical control machinery, including five axis machining centres, but you will also learn hands-on how to operate these machines for program debugging and parts machining. This program will also introduce you to modern manufacturing environment and management.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level)
- functional knowledge/skills of computer systems and software applications is recommended

**Note:** We strongly recommend that students consider taking physics as their senior science although other sciences and technological sciences are acceptable.

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Technologically-modern companies are looking for qualified CNC operators and programmers. These industries include aircraft and aerospace, automotive, agricultural machinery, plastics, rubber manufacturing, instrumentation, and service industries. Machine-tool sales and servicing, and CNC programming services are additional areas.

Computer Numerical Control programmers translate dimensions from drawings to numerical control machines; prepare tooling and fixturing information for the shops.

As a supervisor you would set up the machine, check the part programs for accuracy and make recommendations to improve productivity. As a sales representative you would assist the sales department with technical know-how, train operators and programmers for customers, and prepare sample programs for demonstration.

## CURRICULUM

Semester 1 (20 hours/week)		Credits
MECH101	Technical Drawing	4
MECH103	Electro-mechanical Controls 1	3
MECH106	Workshop Practice	3
MECH204	Computer Applications	3
TMAT105	Mathematics 1	4
COMM200	Communications 200	3

Semester 2 (22 hours/week)		Credits
MANF201	Numerical Control 1	4
MECH203	CAD (Autocad) 101	4
TDES201	Tool and Fixture Design	4
TMAT204	Mathematics 2	4
COMM300	Communications 300	3
HUMA024	Humanities	3

Semester 3 (25 hours/week)		Credits
IENG403	Production and Inventory Control	4
MANF301	Numerical Control 2	4
MECH202	Material Science	4
MECH304	Manufacturing Processes	4
TSTA104	Statistics	3
GNEC	General Education	3
GNEC	General Education	3

Semester 4 (23 hours/week)		Credits
IENG404	Quality Control	4
MANF401	Numerical Control 3	4
MANF402	Manufacturing Process Planning 1	4
MANF403	Computer Aided Manufacturing 1	4
MECH305	Robotics 1	4
MECH604	Engineering Report	3

Graduates of this Mechanical Engineering Technician – Numerical Control program may proceed to a Mechanical Engineering Technology program taking the courses specified below.

Semester 5 (22 hours/week)		Credits
CALC103	Introductory Calculus (Electronics)	3
ELIC102	Logic 1	4
EMEC505	Robotics 2	4
MECH302	Electro-mechanical Controls 2	4
MECH408	CADKEY – Introduction	4
MECH501	Advanced Computer Applications	3

Semester 6 (23 hours/week)		Credits
EMEC402	Microprocessor Control	3
EMEC606	Microcomputer Based Automation	4
IENG502	Engineering Economic Analysis	4
MANF603	Programmable Logic Control Applications	4
MECH405	Manufacturing Cost Estimating	4
MECH409	Advanced CADKEY	4

# Mechanical Engineering Technician/Technology - Tool and Die

(School of Manufacturing Technology and Design)

Application Program Code 03231

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters, beginning in September

Mechanical Engineering Technicians - Tool and Die study the relationships between production methods and tooling. They draw and design tools, fixtures, and dies using conventional drafting techniques and Computer Aided Design (CAD) equipment. Other areas of study include estimating manufacturing costs, Computer Numerical Control (CNC) programming, manufacturing management, and process planning.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level)
- functional knowledge/skills of computer systems and software applications is recommended

Note: We strongly recommend that students consider taking physics as their senior science although other sciences and technological sciences are acceptable.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

As a tool and die technician there are numerous areas of employment in manufacturing industries including automotive and aeronautical and consulting engineering firms, and the tool design offices of specialized tooling companies. Entry jobs are at a junior level but after a few years of experience, graduates become fixture designers, die designers, mould designers and cost estimators or process analysts. Die designers are responsible for the layout and detailing of dies. Cost estimators prepare and detail the manufacturing cost requirements for new or modified parts. Process analysts are involved in developing the tooling and operational sequence for continuous line manufacturing. This type of manufacturing includes the production of automotive products, consumers' products, military equipment, aircraft, and aerospace products.

## CURRICULUM

Semester 1 (20 hours/week)	Credits
MECH101 Technical Drawing .....	4
MECH103 Electro-mechanical Controls 1 .....	3
MECH106 Workshop Practice .....	3
MECH204 Computer Applications .....	3
TMA1105 Mathematics 1 .....	4
COMM200 Communications 200 .....	3
Semester 2 (23 hours/week)	Credits
MECH201 Statics .....	4
MECH202 Material Science .....	4
MECH203 CAD (Autocad) 101 .....	4
TDES201 Tool and Fixture Design .....	4
TMAT204 Mathematics 2 .....	4
COMM300 Communications 300 .....	3
Semester 3 (21 hours/week)	Credits
MANF201 Numerical Control 1 .....	4
MECH304 Manufacturing Processes .....	4
TDES301 Die Design 1 .....	4
TSTA104 Statistics .....	3
HUMA024 Humanities .....	3
GNED General Education .....	3
Semester 4 (24 hours/week)	Credits
EMEC302 Industrial Hydraulics .....	5
MANF402 Manufacturing Process Planning .....	4
MECH401 Strength of Materials .....	4
MECH405 Manufacturing Cost Estimating .....	4
TDES401 Die Design 2 .....	4
GNED General Education .....	3
Graduates of this Mechanical Engineering Technician - Tool and Die Design program may proceed to a Mechanical Engineering Technology Program taking the courses specified below.	
Semester 5 (22 hours/week)	Credit
CALC 103 Introductory Calculus (Electronics) .....	3
EMEC401 Industrial Pneumatics .....	4
EMEC504 Machine Design 1 .....	4
MANF301 Numerical Control 2 .....	4
MECH408 CADKEY - Introduction .....	4
MECH501 Advanced Computer Applications .....	3
Semester 6 (23 hours/week)	Credit
IENG404 Quality Control (SPC) .....	4
IENG502 Engineering Economic Analysis .....	4
MANF603 P.L.C. Applications .....	4
MECH305 Robotics 1 .....	4
MECH604 Engineering Report .....	3
MECH409 Advanced CADKEY .....	4

# Microcomputer Management Diploma

(School of Business – Lakeshore)

Application Program Code 02221

Lakeshore Campus

Four consecutive semesters, beginning in September and May

In this fast-track, four semester diploma program students will develop a wide range of microcomputer business application programs. Graduates will have a detailed knowledge of basic computer applications such as word processing and spreadsheets, as well as higher level applications including desktop publishing, automated accounting, business programming, data base management, and local area network systems. Further, graduates will be able to design and develop integrated office applications, and provide advice related to evaluation and selection of microcomputer systems.

## COMPUTER FACILITIES

At Lakeshore Campus, our hardware facilities and software packages are constantly being updated to meet or exceed industry standards, and our faculty have been selected for their unique combination of microcomputing industry experience and teaching skills.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English required at or above the general level
- grade 12 mathematics required at or above the general level

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Our graduates work for large and small business organizations, government offices, schools, and a wide variety of small businesses. Employers who have hired our graduates include Ontario Hydro, Canadian Imperial Bank of Commerce, Canada Employment & Immigration, University of Toronto and Digital Equipment of Canada. Specific jobs available to our graduates include customer support representative, programming and software support specialist, and marketing representative. Graduates working in accounting offices may be involved in payroll applications, general ledger, invoice applications, mailing lists scheduling and desktop publishing.

Sponsorships for this program may be available through Canada Employment Centres. For further information, contact your local Canada Employment Centre.

## CURRICULUM

### Semester 1

		Credits
ISYS114	DOS Applications .....	3
ISYS132	Math for Computer Applications .....	3
ISYS142	Computer Hardware .....	3
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

### Semester 2

		Credits
ISYS283	Computerized Accounting 1 .....	3
ISYS284	Programming 1 .....	3
ISYS285	Business Presentations .....	3
ISYS286	Integrated Applications .....	3
COMM300	Communications 300 .....	3
GNED	General Education .....	3

### Semester 3

		Credits
ISYS292	Networks .....	3
ISYS293	Field Placement Prep .....	3
ISYS313	Programming 2 .....	3
ISYS314	Desktop Publishing .....	3
ISYS332	Computerized Accounting 2 .....	3
GNED	General Education .....	3

### Semester 4

		Credits
ISYS294	Training Methods .....	3
ISYS312	Integrated Assignments .....	3
ISYS342	LAN Administration .....	3
ISYS343	Entrepreneurship .....	3
ISYS352	Field Placement .....	3
GNED	General Education .....	3



# Music

(School of Performing Arts)

## Bass

Application Program Code 01371

## Woodwind

Application Program Code 01370

## Guitar

Application Program Code 01373

## Keyboard

Application Program Code 01374

## Percussion

Application Program Code 01375

## Trombone

Application Program Code 01376

## Trumpet

Application Program Code 01377

## Vocal

Application Program Code 01379

Lakeshore Campus

Six semesters, beginning in September

Unique in Canada, our Music diploma program has risen to international acclaim. Its renown stems from a dedication to teaching jazz and commercial music, its ensembles, Faculty and Alumni.

While all students take the same courses in the first year, you may then choose from three major areas: writing, performing or a combination of both. During these three years at Humber, you will participate in ensembles and be encouraged to compose original music and arrange existing repertoire for performance. Students may elect to major in one of the following areas: bass, drums/percussion, guitar, keyboard, trumpet, trombone, saxophone, voice and woodwind.

To keep students abreast of current advances in music technology, Humber offers instruction in synthesis, midi and computer-assisted score production.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- an audition on one major instrument (bass, brass, guitar, keyboard, percussion, vocal, saxophone, clarinet, flute)

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

- Graduates find work in the areas of performing, teaching, arranging, composing and copying.

### CURRICULUM

Semester 1 (23 hours/week)		Credits
MUSC101	Basic Improvisation 1 (Vocal)	2
MUSC102	Basic Improvisation 1 (Instrument)	2
MUSC103	Ear Training	2
MUSC104	Functional Keyboard 1	2
MMIW100	Major Instrument Workshop	2
MUSC107	Theory 1	4
MUSC109	Jazz History 1	2
MUSC110	Intro. Ear Training 1*	2
MUSC111	Intro. Theory 1*	4
	Ensembles**	2
	Major Instrument 1	4
COMM200	Communications 200	3
Semester 2 (23 hours/week)		Credits
MUSC201	Basic Improvisation 2 (Vocal)	2
MUSC202	Basic Improvisation 2 (Instrument)	2
MUSC203	Ear Training	2
MUSC204	Functional Keyboard 2	2
MMIW200	Major Instrument Workshop 2	2
MUSC207	Theory 2	4
MUSC209	Jazz History 2	2
MUSC210	Intro. Ear Training 2*	2
MUSC211	Intro. Theory 2*	4
	Ensembles**	2
	Major Instrument 2	4
COMM300	Communications 300	3
Semester 3 (25 hours/week)		Credits
MUSC301	Acting 3 (Vocalists)	2
MUSC303	Ear Training 3	2
MUSC306	Theory 3	2
	Ensembles**	2
	Major Instrument 3	4
	Music Electives***	4
HUMA024	Humanities	3
Semester 4 (25 hours/week)		Credits
MUSC401	Acting 4 (Vocalists)	2
MUSC403	Ear Training 4	2
MUSC406	Theory 4	2
	Ensembles**	2
	Major Instrument 4	4
	Music Electives***	4
GNED	General Education	3

<b>Semester 5 (23 hours/week)</b>		<b>Credits</b>
	Ensembles**	
	Major Instrument 5 .....	4
	Music Electives***	
GNED	General Education .....	3

<b>Semester 6 (23 hours/week)</b>		<b>Credits</b>
	Ensembles**	
	Major Instrument 6 .....	4
	Music Electives***	
GNED	General Education .....	3

\* Placement Test will determine level for Ear Training and Theory, prior to Semester 1. Students entering Intro. Ear Training and Intro. Theory will have to complete Semester 2 of these courses before taking Basic Improvisation 1 and 2.

\*\* Ensembles will be assigned by the faculty.

\*\*\* Music Electives will be chosen by the students in consultation with the faculty.

Credits to Graduate: 142 credits from required courses, ensembles and music electives are needed for graduation.

### Music Elective Courses

<b>Writing Electives</b>		<b>Credits</b>
MELC309	Arranging 3 .....	4
MELC409	Arranging 4 .....	4
MELC310	Composition 3 .....	4
MELC410	Composition 4 .....	4
MELC319	Lead Sheet/Arranging 3 .....	2
MELC419	Lead Sheet/Arranging 4 .....	2
MELC509	Arranging 5 .....	4
MELC609	Arranging 6 .....	4
MELC523	Advanced Jazz Composition and Performance Practice 5 .....	2
MELC623	Advanced Jazz Composition and Performance Practice 6 .....	2

Please Note: Students taking writing electives are encouraged to take Functional Keyboard classes (see General courses below) beyond the required levels 1 and 2.

<b>Performance Electives</b>		<b>Credits</b>
MELC321	Intermediate Improvisation 3 .....	2
MELC421	Intermediate Improvisation 4 .....	2
MELC521	Advanced Improvisation 5 .....	2
MELC621	Advanced Improvisation 6 .....	2
	Percussion Minor .....	2
MELC313	Repertoire Development 3 .....	2
MELC413	Repertoire Development 4 ..*	2
MELC513	Repertoire Development 5 .....	2
MELC613	Repertoire Development 6 .....	2
MELC332	Instrumental Solo Performance 3 .....	4
MELC432	Instrumental Solo Performance 4 .....	4
MELC512	Solo Performance 5 (Vocal and Instrumental) .....	4
MELC612	Solo Performance 6 (Vocal and Instrumental) .....	4
MELC314	Vocal Minor 1 .....	2
MELC414	Vocal Minor 2 .....	2
	Major Instrument Performance 5 .....	4
	Major Instrument Performance 6 .....	4
MELC522	Jazz Repertoire Development 5 .....	2
MELC622	Jazz Repertoire Development 6 .....	2
MELC337	Accompaniment 3 .....	2
MELC437	Accompaniment 4 .....	2

MELC333	Vocal Solo Performance 3 .....	4
MELC433	Vocal Solo Performance 4 .....	4
MELC339	Repertoire Development (Percussion) 3 .....	2
MELC439	Repertoire Development (Percussion) 4 .....	2
MELC316	Woodwind Minor 3 .....	2
MELC416	Woodwind Minor 4 .....	2
MELC334	Advanced Guitar Workshop 3 .....	2
MELC434	Advanced Guitar Workshop 4 .....	2

<b>General Music Electives</b>		<b>Credits</b>
MELC307	Functional Keyboard 3 .....	2
MELC407	Functional Keyboard 4 .....	2
MELC315	Percussion Minor 3 .....	2
MELC415	Percussion Minor 4 .....	2
MELC303	Survey of Film Music .....	2
MELC304	Survey of Broadway Musicals .....	2
MELC507	Functional Keyboard 5 .....	2
MELC607	Functional Keyboard 6 .....	2
MELC514	Synthesis 5 .....	2
MELC614	Synthesis 6 .....	2
MELC338	Music Business Skills 3 .....	2
MELC438	Music Business Skills 4 .....	2
MELC336	MIDI 3 .....	2
MELC436	MIDI 4 .....	2

## Nursing

(School of Health Sciences)

Application Program Code 07021

North Campus

Six semesters, beginning in September and February

The Nursing program prepares the student to assist clients and families to stay well, adapt to conditions of illness and cope with the dying process. Through specific courses in the humanities, students acquire knowledge about the individual, the family and community, examining the influences on behaviour through lifestyle, growth and development. Throughout the program, professional, moral, legal and ethical issues encountered in nursing are discussed. Clinical practice is provided in a variety of settings to enable the student to increase knowledge application skill and confidence in nursing judgement and decision making. Upon successful completion of the program the student is eligible to write the Provincial Nurse Registration Examination with the College of Nurses of Ontario. Graduates wishing to be registered will be asked by the College of Nurses to sign a declaration of their status regarding:

- Citizenship/Permanent Residence/Immigration
- any convictions of a criminal offense under the Narcotic Control Act or the Food and Drug Act
- being a subject of proceedings with respect to professional misconduct, incompetence or incapacity in Ontario in another health profession or in another jurisdiction in nursing or in another health profession
- any mental or physical disorder which makes it desirable in the public interest that the person not practise nursing

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- two different senior level sciences at the general level (chemistry, physics or biology)
- pre-admission testing (Reading Comprehension, Math, Physical and Biological Sciences) Fee \$35.00

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of pre-admission tests and/or mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL REQUIREMENTS FOR NURSING PRACTICE

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

- personal health review by a physician (Ontario Hospital Act requires that all people working in hospitals be free of all communicable diseases)

Please Note: Applicants approved to this program are strongly urged to obtain a "hepatitis" vaccine prior to the field placement components of the program. Further details about the vaccine may be obtained by contacting the Health Services Centre. It is compulsory for students to undergo a Two Step Mantoux Test prior to going into the clinical area. This may be conducted at the North Campus by the Health Services Centre.

- Basic Cardiac Life Support Certificate (CPR-BCLS)
- First Aid Certificate

In-coming Registered Practical Nurses should show proof of current registration with the College of Nurses of Ontario in order to challenge for exemptions in some of the first year courses.

## INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve and good reading and writing skills, independent physical mobility and manual dexterity are essential.

## CAREER OPPORTUNITIES

Graduates will be eligible to write the Provincial Nurse Registration Examination. Positions exist with acute and chronic-care hospitals, community health agencies, homes for the elderly, industry, doctors' offices, and walk-in clinics.

## ADDITIONAL COSTS

The cost of textbooks varies each semester. Most program texts are purchased the first year of the program and approximate costs are therefore distributed accordingly.

Year 1 - \$900      Year 2 - \$200      Year 3 - \$100

The cost of uniforms including shoes and stockings is approximately \$180 in the first and third years of the program. The cost of additional supplies ie. pens, paper, parking, etc. is approximately \$100 per semester.

## CLINICAL PLACEMENT

Although clinical placements are located mainly in the cities of Etobicoke and York, students will be required to access agencies in other areas of Metropolitan Toronto. Placements include acute care, long-term care, rehabilitation, psychiatric and community facilities.

## PROFILE OF A GOOD STUDENT

A successful student will be a high energy person with a genuine interest in nursing as a career, coupled with realistic personal expectations.

Also, students should have an ability to interact with people of various ages, values and attitudes which influence individual identity and behaviour in a culturally diverse society thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

## CURRICULUM

**Important notice to all Nursing students:** All courses in each year of the program must be successfully completed in order to progress into the subsequent year.

<b>Semester 1 (24 hours/week)</b>		<b>Credits</b>
NURS110	Nursing 1 .....	4
NURS101	Nursing Practice 1 .....	5
NURS102	Health Assessment .....	2
BIOS101	Human Anatomy and Physiology 1 .....	4
PSYC001	Psychology - An Introduction .....	3
LANG101	Writing Skills for Health Sciences .....	3
SOCI002	Introduction to Sociology .....	3

<b>Semester 2 (24 hours/week)</b>		<b>Credits</b>
NURS220	Nursing 2 .....	3
NURS201	Nursing Practice 2 .....	12
NURS207	Nursing Pharmacotherapeutics 1 .....	2
BIOS211	Anatomy & Physiology 2 .....	4
PSYC002	Psychology - Developmental .....	3

## Spring Semester (96 hours)

NURS221	Nursing Practice Consolidation 1 .....	6
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<b>Semester 3/4 (24 hours/week)</b>		<b>Credits</b>
NURS307	Nursing Pharmacotherapeutics 2 .....	2
NURS308	Nursing Practice 3 (Med. Sug.) .....	7
NURS312	Nursing Pathotherapeutics 1 .....	2
NURS330	Nursing 3 .....	3
	Elective .....	3

One of the following:

NURS304	Nursing Practice 3A (Mental Health) .....	7
NURS305	Nursing Practice 3B (Rehab) .....	7
NURS306	Nursing Practice 3C (Community) .....	7
NURS309	Nursing Practice 3D (Maternal/Child) .....	7

<b>Semester 3/4 (24 hours/week)</b>		<b>Credits</b>
NURS408	Professional Issues in Nursing .....	1
NURS409	Ethical Issues in Nursing .....	1
NURS412	Nursing Pathotherapeutics 2 .....	3
NURS440	Nursing 4 .....	5

Two of the following:

NURS304	Nursing Practice 3A .....	7
NURS305	Nursing Practice 3B .....	7
NURS306	Nursing Practice 3C .....	7
NURS309	Nursing Practice 3D .....	7

Spring Semester (64 hours)		Credits
NURS441	Nursing Practice Consolidation 2 .....	4
Semester 5 (23 hours/week)		Credits
NURS501	Nursing Practice 5 (Med.Surg.) .....	7
NURS502	Leadership in Nursing .....	4
NURS504	Health Information Systems .....	2
NURS550	Nursing 5 .....	3
One of the following:		
NURS304	Nursing Practice 3A .....	7
NURS305	Nursing Practice 3B .....	7
NURS306	Nursing Practice 3C .....	7
NURS309	Nursing Practice 3D .....	7
Semester 6 (41 hours/week)		Credits
NURS611	Pre-Graduate Nursing Practice .....	38
NURS660	Nursing 6 .....	3

# Occupational Therapy Assistant Program

(School of Health Sciences)

Application Program Code 07461

North Campus

Two sixteen week semesters, plus 8 weeks field practice, beginning September

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- senior biology or an equivalent Life Sciences course at the general level
- attendance at a program information session
- pre-admission testing for writing skills and comprehension, and biology.
- pre-admission questionnaire identifying your goals, and your knowledge of the field of Rehabilitation (Occupational Therapy and/or Physiotherapy)
- preference will be given to individuals who have practical experience in rehabilitation
- current Basic C.P.R. and Standard First Aid Certificates

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

This is an oversubscribed program. In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average, to use individual course grades, or to use related experience to determine which applicants will be offered interviews, and offers of admission.

## ADDITIONAL REQUIRED INFORMATION

The college reserves the right to deny admission to this program based on an unparoled criminal record that would bear relevance to the academic or placement requirements of the program.

## ADDITIONAL COSTS

The cost of textbooks is approximately \$500.00. Students are required to purchase uniforms for field placement (approx. \$150.00) which will consist of slacks/skirt, shirt/blouse, a name tag and black shoes.

## INTERESTS AND SKILLS

People who are interested in a career as an Occupational Therapy Assistant should be in good physical, mental, and social health. They should enjoy meeting people and enjoy the challenge of creative problem-solving. Other desirable personal qualities are patience, persistence, empathy and a genuine interest in promoting the well-being and independence of others.

## CAREER OPPORTUNITIES

Occupational Assistants work in rehabilitation departments in a variety of settings such as acute care, long term care, and community agencies. The assistant works in partnership with the Occupational Therapist in carrying out the treatment plan established by the professional.

## CURRICULUM

Semester 1 (23 hours/week)		Credits
BIOS116	Anatomy and Physiology .....	4
OPTA101	Orientation to Rehabilitation .....	2
OPTA104	Normal Functional Movement .....	4
OPTA105	The Health Care System .....	2
OPTA106	Practical Orientation to Rehabilitation .....	3
LANG101	Writing Skills .....	3
PSYC002	Psychology - Developmental .....	3

Semester 2 (22 hours/week)		Credits
OPTA201	Disabling Conditions .....	4
OPTA202	Communication Disorders .....	2
OPTA203	Ethical Issues .....	1
OAGN153	Computer Applications in Health Care .....	1

## Occupational Therapy Assistant Program Specific Courses

OCTA201	Therapeutic Skills for OTA 1 .....	3
OCTA202	Therapeutic Skills for OTA 2 .....	3
OCTA203	Psychiatric Disorders .....	2
OCTA204	OTA Practical Experiences .....	6

## Semester 3 (8 weeks 35 hours/week)

OCTA301, OCTA302 OTA Field Experience

# Office Administration Programs

(School of Business)

## North Campus

The Office Administration programs provide comprehensive training in the specialized skills, procedures and knowledge required to pursue careers as executive, legal and medical secretaries, administrative assistants, and word processing specialists. Students may select from three specialized programs. Each program is designed to provide the student with extensive practical experience in classrooms and labs equipped with microcomputer work stations and software for business and specialized applications, and through work placements with potential employers in each specialty area.

### ADMISSION REQUIREMENTS

See individual program requirements.

**Please Note:** The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

# Office Administration - Executive

(School of Business)

Application Program Code 02091

## North Campus

Four semesters, beginning in September

This diploma program provides training in the secretarial and administrative responsibilities of an executive secretary or administrative assistant. Humber's program is unique in that it provides three semesters of training specifically focused on the Executive specialty.

Students will learn to handle a variety of responsibilities including:

- preparing correspondence, reports and documents from taped and personal notes using a microcomputer with word processing and related business software;
- handling telephone calls and scheduling appointments;
- coordinating meetings, conferences and travel itineraries;
- acting as liaison with clients and senior executives;
- establishing, organizing and managing business records;
- maintaining financial and statistical data; and

- anticipating, planning and carrying out routine functions of the executive in his/her absence.

Practical experience will be enhanced through work placements in corporate and government offices.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)
- recommend keyboarding proficiency using the touch method at 25 nwpm
- applicants with secondary school secretarial credits or with related work experience may apply for exemption from some courses

**Please Note:** The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates are offered widely varied employment opportunities as secretaries, word processing operators and administrative assistants supporting managers and professionals in private and public corporations, and in government departments. Excellent career advancement potential exists for the experienced graduate including positions as executive secretary, administrative or executive assistant reporting to senior management; as coordinator of office administration services and personnel; and as trainer in office technology and procedures.

### CURRICULUM

Semester 1	Credits
OAGN100 Introduction to Business and Careers .....	4
OAGN101 Introduction to Office Systems .....	4
OAGN105 Office Procedures and Listening Skills .....	4
OAGN106 Document Formatting .....	4
LANG103 Grammar and Editing .....	4
HUMA024 Humanities .....	3

Semester 2	Credits
OAEW200 Executive Secretarial Procedures 1 .....	8
Pre-req: OAGN101 Introduction to Office Systems	
OAGN105 Office Procedures and Listening Skills	
OAGN106 Document Formatting	
OAGN200 Transcribing Taped Dictation .....	4
Pre-req: OAGN101 Introduction to Office Systems	
OAGN105 Office Procedures and Listening Skills	
OAGN106 Document Formatting	
LANG103 Grammar and Editing	
ACCT104 Elements of Accounting .....	4
LANG203 Writing Skills - Office Administration .....	3
Pre-req: LANG103 Grammar and Editing	
GNED General Education #1 .....	3

Semester 3		Credits
OAEW300	Executive Secretarial Procedures 2	6
Pre-req:	OAGN200 Executive Secretarial Procedures 1	
OAEW301	Executive Machine Transcription	4
Pre-req:	OAGN200 Transcribing Taped Dictation	
OAGN300	Notetaking	4
Pre-req:	OAEW200 Executive Secretarial Procedures 1 LANG103 Grammar and Editing,	
OAGN301	Software Applications 1	3
Pre-req:	OAEW200 Executive Secretarial Procedures 1	
LANG303	Business Writing Skills – Office Administration	3
Pre-req:	LANG203 Writing Skills – Office Administration	
GNED	General Education #2	3
Semester 4		Credits
OAEW400	Executive Secretarial Simulations	10
Pre-req:	OAEW300 Executive Secretarial Procedures 2 OAEW301 Executive Machine Transcription OAGN300 Notetaking	
OAEW402	Notetaking for Business Meetings	2
Pre-req:	OAEW300 Executive Secretarial Procedures 2 OAGN300 Notetaking	
OAGN400	Office Administration and Management	4
OAGN402	Software Applications 2	3
Pre-req:	OAGN301 Software Applications 1 OAEW300 Executive Secretarial Procedures 2	
GNED	General Education #3	3

## Office Administration – Law Firm Profile

(School of Business)

Application Program Code 0214L

North Campus

Two semesters, beginning in September and January

This 32-week certificate program will provide individuals who have previous business experience or post secondary education with an opportunity to acquire relevant practical skills, attitudes and behaviours to perform secretarial and administrative duties in corporate, real estate and litigation areas of legal practice.

The graduate will be able to handle a variety of responsibilities, including the following:

- preparing legal documents, correspondence and accounts from precedents, taped and personal dictation on a microcomputer with word processing and related business software
- establishing and maintaining client files and records, and lawyers' time records
- exercising judgment in assessing priorities, making decisions and managing time
- receiving clients and legal practitioners
- anticipating, planning and carrying out routine functions
- serving, filing and registering legal documents and instruments.

On-site training is provided at one of several of Toronto's most prominent law firms in field placement for block periods totaling 10 weeks.

### ADMISSION REQUIREMENTS

- two years of business experience or post secondary education, or a combination thereof
  - Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
  - grade 12 English (general level or above)
  - grade 12 mathematics (general level or above) recommended
  - college level scores on communications proficiency tests of sentence skills and reading comprehension
  - successful completion of keyboarding proficiency test using the touch method at 30 net wpm
  - attendance at personal interview
- Please Note:** The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

A high demand continues to exist for competent legal administrative staff to work in law firms, legal departments of private industry and government, court offices, and university faculties of law.

### CURRICULUM

Semester 1		Credits
OALG100	Simulated Legal Office Practice	10
OALG101	Personal Notetaking	4
OALG105	Legal Software Applications 1	3
OALG104	Supervisory Management	4
LANG120	Proofreading and Editing	4
Semester 2		Credits
OALG201	Integrated Legal Office Practice	10
Pre-req:	OALG100 Simulated Legal Office Practice OALG101 Personal Notetaking	
OALG202	Dockets and Records	4
Pre-req:	OALG100 Simulated Legal Office Practice OALG105 Legal Software Applications 1	
OALG207	Legal Software Applications 2	3
Pre-req:	OALG100 Simulated Legal Office Practice OALG102 Legal Software Applications 1	
OALG204	Personal Presentation Skills	4
Pre-req:	LANG120 Proofreading and Editing OALG101 Personal Notetaking	
OALG206	Introduction to Legal and Business Issues	4
Pre-req:	LANG120 Proofreading and Editing OALG101 Personal Notetaking	

# Office Administration - Legal

(School of Business)

Application Program Code 02071

North Campus

Four semesters, beginning in September

This diploma program provides training in the secretarial and administrative responsibilities of a legal secretary. Humber's program is unique in that it provides three semesters of specialized training in legal procedures covering the main areas of practice: corporate, real estate and civil litigation. The graduate will be able to handle a variety of responsibilities including:

- preparing legal documents, correspondence and accounts from precedents, taped and personal dictation on a microcomputer with word processing and related business software;
- establishing and maintaining client files and records, and lawyers' time records;
- scheduling appointments and meetings;
- receiving clients and legal practitioners;
- handling travel arrangements;
- exercising judgment in assessing priorities, making decisions and managing time;
- anticipating, planning and carrying out routine functions; and
- serving, filing and registering legal documents and instruments.

Practical experience will be enhanced through work placements in legal offices.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- recommend keyboarding proficiency using the touch method at 25 net wpm
- grade 12 mathematics (general level or above)
- applicants with secondary school secretarial credits or with related work experience may apply for exemption from some courses

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

There is a high demand for graduates to work in law firms, legal departments of private industry and government, court offices and university faculties of law.

Graduates are generally hired for junior legal secretarial positions. With practical experience, it is possible to advance to senior positions with administrative and/or supervisory duties. With additional legal training, an experienced senior legal secretary may attain a position as law clerk, conducting legal research and drafting documents.

## CURRICULUM

Semester 1	Credits
OAGN100 Introduction to Business and Careers .....	4
OAGN101 Introduction to Office Systems .....	4
OAGN105 Office Procedures and Listening Skills .....	4
OAGN106 Document Formatting .....	4
LANG103 Grammar and Editing .....	4
HUMA024 Humanities .....	3
Semester 2	Credits
OALG200 Legal Secretarial Procedures - Introduction .....	8
Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting	
OAGN200 Transcribing Taped Dictation .....	4
Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting LANG103 Grammar and Editing	
LAWS111 Business Law .....	3
LANG203 Writing Skills - Office Administration .....	3
Pre-req: LANG103 Grammar and Editing	
GNED General Education .....	3
Semester 3	Credits
OALG300 Legal Secretarial Procedures-Corporate and Real Estate ....	10
Pre-req: OALG200 Legal Secretarial Procedures-Introduction OAGN200 Transcribing Taped Dictation	
OAGN300 Notetaking .....	4
Pre-req: OALG200 Legal Secretarial Procedures - Introduction LANG103 Grammar and Editing,	
OAGN301 Software Applications 1 .....	3
Pre-req: OALG200 Legal Secretarial Procedures - Introduction	
LANG303 Business Writing Skills - Office Administration .....	3
Pre-req: LANG203 Writing Skills - Office Administration	
GNED General Education .....	3
Semester 4	Credits
OALG400 Legal Secretarial Procedures-Litigation .....	10
Pre-req: OALG300 Legal Secretarial Procedures- Corporate and Real Estate OAGN300 Notetaking	
OALG401 Legal Dockets and Records .....	3
Pre-req: OALG300 Legal Secretarial Procedures- Corporate and Real Estate	
OAGN400 Office Administration and Management .....	4
OAGN402 Software Applications 2 .....	3
Pre-req: OAGN301 Software Applications 1 OALG300 Legal Secretarial Procedures- Corporate and Real Estate	
GNED General Education .....	3

# Office Administration – Medical

(School of Business)

Application Program Code 02081

North Campus

Four semesters, beginning in September

This diploma program provides training in the secretarial and administrative responsibilities of a medical secretary. Humber's program is unique in that it provides three semesters of specialized training focused specifically on the field of medicine.

Students will learn to handle a variety of responsibilities including:

- scheduling appointments;
- receiving and preparing patients for physical examination;
- establishing and maintaining patient medical records;
- preparing correspondence and clinical records from taped dictation using a microcomputer with word processing and specialized medical software;
- coordinating laboratory, radiology, consultation and hospital services;
- processing health insurance claims;
- maintaining financial records; and
- purchasing office and clinical supplies and equipment.

In Semester 4, practical experience will be enhanced through a work placement in a medical facility one day per week.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)
- recommend keyboarding proficiency using the touch method at 25 nwpm
- applicants with secondary school secretarial credits or with related work experience may apply for exemption from some courses

**Please Note:** The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

A variety of health-care facilities, government departments and agencies, pharmaceutical firms, university faculties of medicine and insurance companies offer excellent employment prospects. Graduates are hired as medical secretaries to physicians and paramedical personnel in the above-mentioned areas of medicine, and as admitting and ward clerks, medical transcriptionists and department secretaries in hospitals. As experience is acquired, advancement to senior positions involving administrative and/or supervisory responsibility is possible. Positions include medical secretary/administrative assistant to senior medi-

cal personnel, chiefs of hospital departments or heads of university faculties of medicine; supervisor of medical secretaries or transcriptionists; and clinic office manager.

## CURRICULUM

### Semester 1

	Credits
OAGN100 Introduction to Business and Careers .....	4
OAGN101 Introduction to Office Systems .....	4
OAGN105 Office Procedures and Listening Skills .....	4
OAGN106 Document Formatting .....	4
LANG103 Grammar and Editing .....	4
HUMA024 Humanities .....	3

### Semester 2

	Credits
OAMD200 Medical Secretarial Procedures 1 .....	4
Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting	
OAMD202 Medical Terminology – Introductory .....	4
Pre-req: LANG103 Grammar and Editing	
OAGN200 Transcribing Taped Dictation .....	4
Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting LANG103 Grammar and Editing	
ACCT104 Elements of Accounting .....	4
LANG203 Writing Skills – Office Administration .....	3
Pre-req: LANG103 Grammar and Editing	
GNE0 General Education .....	3

### Semester 3

	Credits
OAMD303 Medical Secretarial Procedures 2 .....	6
Pre-req: OAMD200 Medical Secretarial Procedures 1 OAMD202 Medical Terminology	
OAMD304 Medical Terminology and Machine Transcription 1 .....	6
Pre-req: OAMD200 Medical Secretarial Procedures 1 OAMD202 Medical Terminology – Introductory OAGN200 Transcribing Taped Dictation	
OAGN301 Software Applications 1 .....	3
Pre-req: OAMD200 Medical Secretarial Procedures 1	
LANG303 Business Writing Skills – Office Administration .....	3
Pre-req: LANG203 Writing Skills – Office Administration	
HLTH104 CPR (Basic Life Support) .....	1
HLTH107 First Aid and Accident Prevention .....	1
GNE0 General Education .....	3

### Semester 4

	Credits
OAMD400 Medical Administrative Procedures .....	6
Pre-req: OAMD303 Medical Secretarial Procedures 2	
OAMD401 Medical Terminology and Machine Transcription 2 .....	6
Pre-req: OAMD304 Medical Terminology and Machine Transcription 1, OAMD303 Medical Secretarial Procedures 2	
OAMD403 Medical Field Placement .....	2
Pre-req: OAMD303 Medical Secretarial Procedures 2 OAMD304 Medical Terminology and Machine Transcription 1	
OAGN402 Software Applications 2 .....	3
Pre-req: OAGN301 Software Applications 1 OAMD303 Medical Secretarial Procedures 2	
GNE0 General Education .....	3



# Package and Graphic Design

(School of Media Studies)

Application Program Code 04711

North Campus

Six semesters, beginning in September

One of the most common items to be found in a consumer society is the package. Humber's unique Package Design diploma program is dedicated to the training of young men and women in the design, manufacturing and marketing of packaging in its many forms.

You will be involved in computer design, graphic design, three-dimensional design, the relationship of design objectives to technological and marketing requirements, materials and their limitations, and the economics of the packaging industry. The program emphasizes the psychology of colour and design, product protection, government regulations affecting the package, printing and reproduction processes, and the impact of consumerism on the design process. During the fifth semester, students are given the opportunity to specialize. In the sixth semester students are placed in cooperative work situations in design studios, packaging plants, packaging printers, research facilities involved with package design, and packaging sales.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an orientation/assessment interview at which time you must present a portfolio indicating:
  1. an ability to draw
  2. a sense of design
  3. good craftsmanship
- the portfolio should include 10-12 finished original pieces (craft or design), and sketch books

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

Package designers find positions in design studios and in the packaging industry. You could specialize in structural design for corrugated and paper board plants or you could work for design studios in packaging design. You could produce camera-ready artwork for printing houses or photo engravers. Some graduates have gone into sales, research or marketing for large packaging houses and advertising agencies. A more recent area is the computer graphic design and desktop computer design.

## EXPECTED WORKLOAD

You can expect to work hard and long hours to attain the level of quality required in the industry.

## ADDITIONAL COSTS

You can plan to spend from \$300-\$500 per semester for art supplies and equipment.

## CURRICULUM

Semester 1 (26 hours/week)		Credits
PACK100	Packaging Graphics 1 .....	3
Pre-Req:	Full-time students will attend a total program interview	
PACK101	Packaging Design 1 .....	3
PACK102	Packaging Typography 1 .....	3
PACK107	Entrepreneurship In The Arts .....	2
PACK104	Packaging Studio Methods 1 .....	3
PACK105	Drawing 1 .....	3
PACK106	Basic Computers 1 .....	3
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
Semester 2 (24 hours/week)		Credits
PACK200	Packaging Graphics 2 .....	3
Pre-Req:	PACK101 Packaging Design 1, PACK100 Packaging Graphics 1	
PACK201	Packaging Typography 2 .....	3
Pre-Req:	PACK102 Packaging Typography 1	
PACK202	Packaging Technology 2 .....	2
PACK203	Packaging Studio Methods 2 .....	3
Pre-Req:	PACK201 Packaging Typography 2	
PACK207	Basic Computers 2 .....	2
PACK205	Technical Illustration 1 .....	3
PACK206	Perceptions and Colour .....	3
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNE024	General Education .....	3
Semester 3 (27 hours/week)		Credits
PACK301	Materials and Testing 1 .....	2
Pre-Req:	PACK200 Packaging Graphics 2, PACK202 Packaging Technology 2	
PACK302	3-Dimensional Design 1 .....	8
Pre-Req:	PACK203 Packaging Studio Methods 2	
PACK303	Printing Processes 1 .....	3
Pre-Req:	PACK203 Packaging Studio Methods 2	
PACK304	Packaging Machinery 1 .....	2
Pre-Req:	Packaging Research	
PACK305	Government Regulations 1 .....	3
Pre-Req:	PACK200 Packaging Graphics 2, PACK203 Packaging Studio Methods 2	
PACK306	Marketing Design Objectives 2 .....	3
Pre-Req:	PACK103 Marketing Design Objective 1	
PACK307	Desktop Design 1 .....	3
GNE024	General Education .....	3
Semester 4 (23 hours/week)		Credits
PACK401	Materials and Testing 2 .....	3
Pre-Req:	PACK301 Materials and Testing 1	
PACK402	3-Dimensional Design 2 .....	7
Pre-Req:	PACK302 3-Dimensional Design 1	
PACK403	Printing Processes 2 .....	2
Pre-Req:	PACK303 Printing Processes 1	
PACK404	Packaging Machinery 2 .....	2
Pre-Req:	PACK304 Packaging Machinery 1	
PACK405	Resource Management .....	3
PACK409	Desktop Design 2 .....	3
GNE024	General Education .....	3

Semester 5 (22 hours/week)		Credits
PACK500	Packaging CAD .....	2
PACK501	Packaging For The Future .....	3
Pre-Req:	PACK302 3-Dimensional Design 1	
PACK504	Computer Graphics 1 .....	3
PACK503	Package Design Option A .....	14
Pre-Req:	PACK402 3-Dimensional Design 2	

Semester 6 (20 hours/week)		Credits
PACK600	Co-op Program (Field Work) .....	14
PACK601	Packaging Research 6 .....	6

## Personal Support Training Program

Pending Ministry Approval  
(currently Health Care Aide)

(School of Health Sciences)

### Personal Attendant

Application Program Code: 0760A

North Campus

Eight Weeks, beginning in September

After completing the Personal Attendant course requirements students can choose to graduate with a Personal Attendant certificate.

### Personal Support Worker

Application Program Code: 0760W

North Campus

Thirty-two Weeks, beginning in September

The Personal Support Training Program is designed to give students the opportunity to develop those skills required to provide personal support services to consumers and their families, clients and residents in the community, at home, and in long-term care facilities and institutions. Services provided by the graduate include assistance in daily living activities, personal care and hygiene, restorative/activation activities and home management activities.

The Personal Support Training Program has two exit points. First, Personal Attendant graduates typically support adults with physical disabilities who request and direct services to assist these consumers in everyday activities. Second, going beyond the basic training as a Personal Attendant, Personal Support Worker graduates assist clients and residents of any age who require support to carry out their everyday activities. Typically, Personal Support Workers provide more intensive and advanced services to clients/residents who need more specialized care and assistance.

While persons trained as Personal Attendants or Personal Support Workers are expected to use judgement in varying degrees respectively in responding to the needs of persons within the boundaries of their role, they are not expected to diagnose, assess or to respond to acute or unexpected situations (beyond any emergency assistance which might be required). These responsibilities are left to the persons whose role is to organize and monitor the services provided.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (OSSD: 30 credits) at the general level or equivalent
- Or
- mature student status
- And
- pre-admission testing for communications placement and general sciences competencies

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

Humber College reserves the right, in its sole discretion, to refuse student access to people placed in its care.

### ADDITIONAL REQUIREMENTS

The college reserves the right to deny admission to this program based on an unpardoned Criminal Reference Check. Students must also have the ability to meet the applicable outcomes within the Training Standards for this program. Thus, fitness to complete the practicum components that would bear relevance to the academic or placement requirements of the program may impede successful admission into the program. The additional requirements include:

- immunization record
- Criminal Reference Check
- students will be required to complete Emergency First Aid and Cardiopulmonary Resuscitation (CPR) certificate courses in order to be eligible for graduation; these courses may be taken prior to starting the program or concurrent with the program
- Hepatitis vaccine (highly recommended but not required to date by program but may be required by clinical placement facilities)
- students doing a practicum may be required to meet the same physical assessment and immunization requirements as those for the staff employed by the agency where the practicum is taking place

### INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. The ability to communicate, problem-solve and demonstrate positive interpersonal skills is an asset.

### CAREER OPPORTUNITIES

Graduates are eligible to seek employment opportunities that were formerly associated to Health Care Aides, Homemakers or Home Support Workers, Home Helpers and Personal Attendants. It is important to note the two exit points as stated previously will determine which level of career the worker can attain.

**ADDITIONAL COSTS**

Students need to consider expenses in addition to tuition fees. These expenses include textbooks and appropriate attire in clinical field practicums.

**CLINICAL EXPERIENCE**

Practicums include long-term care facilities and institutions, homes in the community and agencies providing services to the community in the greater Metropolitan Toronto area. Students must anticipate travel time by either car or public transit to and from clinical field practicums.

**PERSONAL ATTENDANT CURRICULUM**

Semester 1	Credits
PA/PSW101 Introduction: Foundations for PA/PSW .....	5
PA/PSW103 Basic Care Lab 1 .....	1
PA104 Consumer Training .....	5

**PERSONAL SUPPORT WORKER CURRICULUM**

Semester 1	Credits
PA/PSW101 Introduction: Foundations for PA/PSW .....	5
PSW102 Supportive Care .....	4
PA/PSW103 Basic Care Lab 1 .....	1
PSW104 Clinical Practice - Agencies .....	9
LANG101 Language Skills for PSW's .....	4

Semester 2	Credits
PSW201 Homemaking and Hygiene .....	3
PSW202 Psycho-Social Skills .....	3
PSW203 Basic Care Lab 2 .....	1
PSW204 Clinical Practice - Community .....	9
PSW205 Medications .....	1
PSYC001 Psychology: An Introduction .....	3
SOCI102 Sociology: An Introduction .....	3

Note: In both semesters, there will be an Integrative Seminar with students to prepare, orient and resolve ongoing problems in the Clinical Practice. Students will meet one hour/week over 16 weeks.

1 credit equals 16 hours.

# Pharmacy Assistant

(School of Health Sciences)

Application Program Code 07331

North Campus

Two sixteen week semesters; plus 7 weeks work experience, beginning in September.

This program (18 courses) is also available part-time evenings and some Saturdays. The part-time program would take approximately 4 years to complete depending on how many courses are taken each semester.

The School of Health Sciences has developed this certificate program in cooperation with the Ontario College of Pharmacists, to train technical personnel to assist registered pharmacists in both community and hospital practice in the province of Ontario.

In addition to practical training using commercial computer systems, skills in communication and interpersonal relations will be developed. On-the-job experience in both community and hospital pharmacies will be arranged after successful completion of the pre-requisite course work.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 11 or 12 business and consumers mathematics (general level) or grade 11 or 12 mathematics at the general level or a more senior level mathematics credit
- senior Chemistry (general level) and one other senior science (general level) (Biology or Physics)
- attendance at an information-sharing and assessment session
- pre-admission test for senior level Biology, Chemistry, writing skills, English vocabulary and comprehension and Math

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**ADDITIONAL REQUIREMENTS**

The college reserves the right to deny admission to this program based on an unparoled criminal record that would bear relevance to the academic or placement requirements of the program.

**ADDITIONAL COSTS**

Textbooks and supplies (including a lab coat) will be approximately \$500.00.

**INTERESTS AND SKILLS**

- strong sense of responsibility
- initiative within the limits of the job
- ability to work quickly without sacrificing accuracy and neatness
- clear and effective communication with customers, patients and colleagues
- relates well with peers, and patients

## CAREER OPPORTUNITIES

Qualified pharmacy assistants work in community and hospital pharmacies or clinics. Duties may involve dispensing, inventory control, records maintenance, typing, some cash register work and operation of computer terminals. With some experience, job opportunities expand to pharmaceutical representatives and possibly research laboratories and industry.

## RE-ADMISSION

Re-admission of previously unsuccessful students into the Pharmacy Assistant program will be co-ordinated through the Registrar's Office and the program area. Full consideration will be given to previous performance and current eligibility requirements.

## CURRICULUM

Semester 1 (20 hours/week)	Credits
BIOS 103 Introductory Human Physiology .....	4
OAGN 152 Keyboarding and Word Processing Applications .....	3
PHAR 102 Community Pharmacy Prescriptions .....	3
PHAR 103 Orientation to Pharmacy .....	4
PHAR 104 Pharmaceutical Calculations 1 .....	2
PHAR 105 Pharmacy Science 1 (Theory) .....	2
PHAR 106 Pharmacy Science 1 (Lab) .....	2
Semester 2 (21 hours/week)	Credits
BIOS 102 Microbiology .....	1
LANG 101 Writing Skills for Health Sciences .....	3
MKTG 916 Customer Service .....	2
PHAR 201 Pharmacy Science 2 .....	4
Pre-Req: PHAR 101 Pharmacy Science 1, BIOS 103 Introductory Human Physiology	2
PHAR 202 Aseptic Techniques .....	2
Pre-Req: PHAR 204 Pharmaceutical Calculations 2, BIOS 102 Microbiology	1
PHAR 204 Pharmaceutical Calculations 2 .....	1
Pre-Req: PHAR 104 Pharmaceutical Calculations 1	2
PHAR 205 Hospital Pharmacy Procedures .....	2
Pre-Req: PHAR 103 Orientation to Pharmacy	2
PHAR 207 Hospital Pharmacy Dispensing .....	2
Pre-Req: PHAR 102 Community Pharmacy Prescriptions, PHAR 104 Pharmaceutical Calculations 1	2
PHAR 208 Interpersonal Skills for Pharmacy Personnel .....	2
PHAR 209 Computer Prescription Records .....	2
Pre-Req: PHAR 103 Orientation to Pharmacy, PHAR 102 Community Pharmacy Prescriptions	3
Semester Spring (6 weeks or 35 hours/week)	Credits
PHAR 203 Community Pharmacy Work Experience .....	3
Pre-Req: PHAR 208 Interpersonal Skills for Pharmacy Personnel, PHAR 209 Computer Prescription Records	3
PHAR 206 Hospital Pharmacy Work Experience .....	3
Pre-Req: PHAR 207 Hospital Pharmacy Dispensing, PHAR 205 Hospital Pharmacy Procedures, PHAR 202 Aseptic Techniques PHAR 208 Interpersonal Skills for Pharmacy Personnel	

# Physiotherapy Assistant Program

(School of Health Sciences)

Application Program Code 07451

North Campus

Two sixteen week semesters, plus 8 weeks field practice, beginning in September

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- senior biology or an equivalent Life Sciences course at the general level
- attendance at a program information session
- pre-admission testing for writing skills and comprehension, and biology.
- pre-admission questionnaire identifying your goals, and your knowledge of the field of Rehabilitation (Occupational Therapy and/or Physiotherapy)
- preference will be given to individuals who have practical experience in rehabilitation
- current Basic C.P.R. and Standard First Aid Certificates

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

This is an oversubscribed program. In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average, to use individual course grades, or to use related experience to determine which applicants will be offered interviews, and offers of admission.

## ADDITIONAL REQUIRED INFORMATION

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

## ADDITIONAL COSTS

The cost of textbooks is approximately \$500.00. Students are required to purchase uniforms for field placement (approx. \$150.00) which will consist of slacks/skirt, shirt/blouse, a name tag and black shoes.

## INTERESTS AND SKILLS

People who are interested in a career as a Physiotherapy Assistant should be in good physical, mental, and social health. They should enjoy meeting people and enjoy the challenge of creative problem-solving. Other desirable personal qualities are patience, persistence, empathy and a genuine interest in promoting the well-being and independence of others.

## CAREER OPPORTUNITIES

Physiotherapy Assistants work in rehabilitation departments in a variety of settings such as acute care, long term care, and community agencies. The assistant works in partnership with the Physiotherapist in carrying out the treatment plan established by the professional.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
BIOS116	Anatomy and Physiology .....	4
OPTA101	Orientation to Rehabilitation .....	2
OPTA104	Normal Functional Movement .....	4
OPTA105	The Health Care System .....	2
OPTA106	Practical Orientation to Rehabilitation .....	3
LANG101	Writing Skills .....	3
PSYC002	Psychology - Developmental .....	3
<b>Semester 2 (22 hours/week)</b>		<b>Credits</b>
OPTA201	Disabling Conditions .....	4
OPTA202	Communication Disorders .....	2
OPTA203	Ethical Issues .....	1
OAGN153	Computer Applications in Health Care .....	1
<b>Physiotherapy Assistant Program Specific Courses</b>		
PHTA201	Therapeutic Skills for PTA 1 .....	4
PHTA202	Therapeutic Skills for PTA 2 .....	4
PHTA203	PTA Practical Experiences .....	6
<b>Semester 3 (8 weeks 35 hours/week)</b>		
PHTA301, PHTA302 PTA Field Experience		

# Plastics Engineering Technician

(School of Manufacturing Technology and Design)

Application Program Code 30301

North Campus

Internet: <http://www.humberc.on.ca/>

Four semesters, beginning in September

The job vacancy rate in the plastics industry is considerably higher than in the rest of the economy. A career in plastics engineering technology will introduce you to one of the fastest growing fields in the manufacturing sector with 65% of the Canadian plastics industry located in Ontario. The program is designed to provide practical and theoretical training in processes such as injection moulding, blow moulding, pipe and profile extrusion and blown film extrusion.

Plastics has gained prominence in recent times because of the many advantages they have over other materials: they are energy efficient, easy to process, lightweight, and non-corrosive, intrinsically safe and easy to recycle. Canada has over 3,000 firms in the plastics industry, employing 120,000 people an increase of 133% over the past 15 years. Plastics are greatly needed in all walks of life but are especially demanded by the packaging and automotive industries.

The industry needs a skilled and versatile workforce able to adapt to a variety of settings: production, set-up, quality control, testing, troubleshooting and design. Plastics engineering technicians will work to assist process engineers in problem-solving

and hands-on activities on the work floor at various manufacturing and processing stages.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level) senior physics or senior chemistry (general level) is strongly recommended; technological science (1 credit) at the general level is acceptable
- functional knowledge/skills of computer systems and software applications is recommended

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

Graduates from this program are able to find employment in different branches of the industry that use modern, automated, as well as more traditional manufacturing methods. There is a steady demand for qualified, skilled people in the field.

Opportunities for advancement in this area are very good for those with demonstrated abilities and experience. People with the right qualifications can advance into positions as senior operators, process engineers, or manufacturing technologists and into the finance, marketing or purchasing areas.

**CURRICULUM (PROPOSED)**

<b>Semester 1 (20 hours/week)</b>		<b>Credits</b>
MECH101	Technical Drawing .....	4
MECH103	Electro-mechanical Controls 1 .....	3
MECH106	Workshop Practices .....	3
MECH204	Computer Applications .....	3
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
<b>Semester 2 (25 hours/week)</b>		<b>Credits</b>
EMEC202	Industrial Hydraulics .....	5
PLAS201	Chemistry for Plastics Technology .....	6
PLAS202	Plastics Processing Technology 1 .....	3
MECH203	CAD (Autocad) 101 .....	4
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3
<b>Semester 3 (22 hours/week)</b>		<b>Credits</b>
EMEC401	Industrial Pneumatics .....	4
PLAS301	Polymer Plastics .....	5
HUMA024	Humanities .....	3
PLAS401	Plastics Processing Technology 2 .....	3
ELIC 102	Logic 1 .....	4
GNED	General Education .....	3

Semester 4 (23 hours/week)		Credits
PLAS402	Microprocessor Controls and PLC Applications	4
PLAS403	Mould and Die Design	3
PLAS404	Quality Control (SPC)	4
PLAS405	Product Design/Plastic	2
PLAS411	Plastics Processing Technology 3	3
MECH305	Robotics 1	4
GNED	General Education	3

## Practical Nursing

(School of Health Sciences)

Application Program Code 07051

North Campus

Three semesters, beginning in September

The role of the Practical Nurse is to be an integral part of the nursing team, working mainly at the bedside with patients in long-term and acute-care settings; however, there are opportunities for the Practical Nurse to take a leadership role in nursing homes. Our program shares common first and second semesters with the Diploma Nursing students, preparing you in the basic skills of nursing practice. Emphasis throughout this certificate is placed on increasing competence in the theory and practice of nursing. Clinical experience is obtained in both long-term and acute care settings. Supporting courses in the biological and human sciences are also taken.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- pre-admission testing (Reading Comprehension, Math, Physical and Biological Sciences) Fee: \$35.00

Please Note: This certificate program is also offered on a part-time basis, contact the co-ordinator of the Practical Nursing program for admission procedure.

The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL REQUIREMENTS FOR NURSING PRACTICE

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

- personal health record – Please Note: Applicants approved to this program are strongly urged to obtain a "hepatitis" vaccine prior to the field placement components of the program. Further details about the vaccine may be obtained by contacting the Health Services Centre. It is compulsory for students to undergo a Two Step Mantoux Test prior to going into the

clinical area. This may be conducted at the North Campus by the Health Services Centre.

- Basic Cardiac Life-Support Certificate (CPR)
- First Aid Certificate

### INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve, good reading and writing skills are an asset.

### CAREER OPPORTUNITIES

Graduates are eligible to write the Practical Nurse Registration Examination through the College of Nurses of Ontario. Employment opportunities include acute and chronic-care hospitals, nursing homes, some community health agencies and doctor's offices.

### ADDITIONAL COSTS

The following expenses are in addition to tuition fees. The cost of textbooks is approximately \$850. Students are required to purchase nursing uniforms, shoes and stockings.

### CLINICAL EXPERIENCE

Clinical settings are in acute and chronic-care hospitals in the cities of Etobicoke, York, North York, Toronto and surrounding areas.

### PROFILE OF A GOOD STUDENT

A successful student will show a genuine interest in nursing as a career, coupled with realistic personal expectations.

Students should have an ability to interact with people of all ages thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

## CURRICULUM

Semester 1 (24 hours/week)		Credits
NURS110	Nursing 1	4
NURS101	Nursing Practice 1	5
NURS102	Health Assessment	2
BIOS101	Human Anatomy and Physiology, Intro	4
SOC1002	Introductory Sociology	3
PSYC001	Psychology – Introductory	3
LANG101	Writing Skills for Health Sciences	3

Semester 2 (23 hours/week)		Credits
BIOS211	Anatomy and Physiology – Part 2	4
NURS201	Nursing Practice 2	12
NURS216	Theory of Medication Administration	2
NURS220	Nursing 2	3
PSYC002	Developmental Psychology	3

Semester 3 (23 hours/week)		Credits
NURS212	Legal and Professional Issues in Nursing	1
NURS214	Ethical Issues in Health Care	1
NURS314	Nursing 3	3
NURS315	Nursing Practice 3	8

### 40 hours/week for 8 weeks

NURS221	Nursing Practice Consolidation	6
NURS311	Pre-Graduate Experience	16

# Public Relations Diploma

(School of Media Studies)

Application Program Code 04761

North Campus

Six semesters, beginning in September (3 Year Diploma)

Today's society demands accountability and responsible behaviour from both public and private groups. Obtaining good-will through responsible action and ensuring the timely and accurate dissemination of information about an organization's operation is the core of modern public relations. Humber's diploma program will prepare you for the demanding job of a professional public relations practitioner. In addition to learning the theory underlying modern public relations practices, you will learn the skills required by a successful practitioner.

In your sixth semester you will continue your education for four months in an assigned public relations environment, off-campus. Your future employer will be looking for these qualities: the ability to write clearly and concisely, enthusiasm, perseverance, organizational skills and the ability to understand and express other people's points of view.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview/orientation session
- successful placement in Communications 205 which is determined by a reading/writing assessment taken at the time of your interview
- keyboarding skills (approximately 30 words per minute)

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL COSTS

Textbooks, event related expenses, and field trips, will cost approximately \$250.00 per semester.

## CAREER OPPORTUNITIES

Graduates from the Public Relations diploma program have a wide variety of employment options to choose from, including: corporate, not-for-profit, government, health care, fundraising, product promotion and public relations agencies.

## CURRICULUM

Semester 1 (20 hours/week)		Credits
PRD.101	Effective Speech 1 .....	2
PRD.103	PR Writing and Lab 1 .....	4
PRD.104	Communications Theory .....	2
PRD.106	Current Events in Public Relations .....	1
PRD.300	Layout for Print .....	2
COMM205	Communications for Public Relations .....	3
HUMA024	Humanities .....	3
GNED	General Education .....	3
Semester 2 (21 hours/week)		Credits
PRD.208	Intro. to Public Affairs .....	2
PRD.105	Proposal Development 1 .....	2
PRD.202	PR Writing and Lab 2 .....	4
PRD.204	Media Relations 1 (News Vehicles) .....	2
PRD.205	Introduction to the Macintosh Computer .....	1
PRD.206	Layout for Audio Visual Communications .....	2
PRD.301	Advertising .....	3
PRD.405	P.R. Research .....	2
COMM305	Communications 305 .....	3
Semester 3 (21 hours/week)		Credits
PRD.304	PR Writing and Lab 3 .....	6
PRD.306	Fundraising .....	4
PRD.309	Supplier Management and Business Practices .....	1
PRD.310	Media Relations 2 (PR components) .....	2
PRD.312	The PR Agency .....	1
PRD.407	Desktop Publishing 1 .....	2
PRD.417	Computer Applications for PR .....	2
GNED	General Education .....	3
Semester 4 (22 hours/week)		Credits
PRD.201	Effective Speech 2 .....	2
PRD.308	Internal Communications .....	2
PRD.311	Proposal Development 2 .....	2
PRD.410	PR Writing and Lab 4 .....	6
PRD.411	PR in Non-Profit and Government Organizations .....	3
PRD.412	Persuasion and Promotion .....	1
PRD.415	Entrepreneurship and Small Business .....	3
GNED	General Education .....	3
Semester 5 (20 hours/week)		Credits
PRD.503	PR in the Corporation .....	3
PRD.506	PR in the Workplace .....	2
PRD.507	Desktop Publishing 2 .....	2
PRD.508	PR Writing and Lab 5 .....	8
PRD.509	Legal Issues .....	1
PRD.510	Public Affairs .....	2
PRD.404	Seminar .....	2
Semester 6 (2 hours/week)		Credits
PRD.600	Field Placement .....	2
PRD.601	Field Placement (January through April) .....	4*

\* **Note:** Not included in instructional hours/week. Students must be current and passing in all courses to go on Field Placement.

# Recreation Leadership

(School of Hospitality, Recreation and Tourism)

Application Program Code 01421

North Campus

Four semesters, beginning in September

This four-semester diploma program is designed to train professional personnel in the areas of leadership, organization, administration, supervision, and evaluation of a variety of recreation programs and facilities serving all ages. The curriculum will combine academic and professionally-related courses, skill laboratories, residential seminars, field practice, and conference and workshop involvement into a significant learning experience. To satisfy the field practice requirements, direct experience in specific recreation agencies or departments is emphasized in the last three semesters.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student level
- grade 12 English (general level)
- grade 12 mathematics (general level), or a more senior mathematics credit is strongly recommended and may be used for selection purposes
- a questionnaire to determine the applicant's recreation experience, leadership and knowledge of careers available in the recreation field must be completed
- related employment reference letters are recommended

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL INTERESTS AND SKILLS

To prepare for entry into the Recreation Leadership Program, applicants are strongly encouraged to develop the following minimal 'skill sets':

- introductory computer studies
- communication skills both verbally and written
- interpersonal skills through interactive, co-operative team work
- first aid/CPR training is desirable

## CAREER OPPORTUNITIES

Graduates of this program will find opportunities in a variety of recreation agencies including: the municipal government, therapeutic institutions, conservation authorities and outdoor education centres, not for profit agencies, correctional institutes, private organizations, and commercial establishments.

After a few years, the practitioner will be equipped to function at a management level where more administrative tasks are performed. Most positions involve flexible schedules, often requiring some evening and weekend work.

In each year there are additional travel and residential experiences which are important to the learning process and raise the profile of our students with future employers. These additional

activities are subsidized by the College with a minimal fee of \$200 per year to cover travel and living expenses charged to each participating student. Alternative comprehensive projects are assigned to those students who may be unable to attend.

## CURRICULUM

Semester 1 (22 hours/week)		Credits
PSYC105	Psychology (Recreation Leadership)	3
RECL101	Leisure Programming 1	4
RECL103	Introduction to Recreation and Leisure Services	4
RECL105	Leadership and Group Dynamics	3
RECL107	Risk Management	3
COMM200	Communications 200	3
HUMA024	Humanities	3
Semester 2 (26 hours/week)		Credits
RECL200	Field Practice 1	7
RECL201	Leisure Programming 2	3
RECL202	Recreation Facilities Design and Operation	4
RECL205	Intro. to Management Skills	3
RECL206	Computer Technology in Recreation	3
COMM300	Communications 300	3
GNED	General Education	3
Semester 3 (23 hours/week)		Credits
RECL300	Field Practice 2	7
RECL301	Outdoor Recreation	3
RECL302	Recreation Human Resource Management	4
RECL303	Recreation Finance	4
RECL305	History and Philosophy of Leisure	3
RECL306	Leisure Services Delivery	2
Semester 4 (24 hours/week)		Credits
RECL400	Field Practice 3	7
RECL401	Recreation Administration	4
RECL304	Sociology (Recreation Leadership)	3
RECL405	Wellness	3
RECL406	Marketing and Research in Recreation	4
RECL413	Therapeutic Recreation	3

# Retail Floristry

## (Floral Design and Marketing)

(School of Horticulture, Fashion Arts and Design Foundation)

Application Program Code 01981

North Campus

Three consecutive semesters September through August (this is a condensed, accelerated diploma program)

The Retail Floristry diploma program offers a program of study combining College based instruction with an approved industry placement. Studies in the principles and practice of floral design focus on form, technique, composition, colour and



construction. Complementary course work includes plant identification, care and handling; communications and marketing. The College's excellent facilities provide the natural setting for cultivating an individual's abilities in this dynamic, expanding industry.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level), and grade 12 math (general level) are recommended
- although not required, applicants are encouraged to obtain related work experience prior to the commencement of the program. This may be accomplished by working part-time in retail florist outlets in your community.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL INFORMATION

All students entering (or currently enrolled in) this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in these programs increase the risk of a tetanus infection, if appropriate preventative measures are not taken.

### CAREER OPPORTUNITIES

There is a high demand for qualified personnel nation-wide. Full and part-time positions exist in retail flower shops, garden centres, and allied trades. Opportunities for advancement are unlimited. Training and experience will open doors to the artistic, sales and management aspects of the profession.

### ADDITIONAL COSTS

In this program the major textbooks and equipment are purchased at the beginning and are used throughout the year. Material costs for assignments and projects will be incurred throughout the course of the program. Students can expect to spend approximately \$700 for their tool kit, textbooks, equipment and related materials.

## CURRICULUM

Semester 1 (24 hours/week)	Credits
FLRS105 Design Fundamentals 1 .....	2
FLRS106 Design Lab 1 .....	6
FLRS107 Professional Sales 1 .....	2
FLRS108 Retail Flower Shop Operations 1 .....	4
FLRS110 Work Placement 1 .....	4*
FLRS110 Work Placement 1 .....	1
FLRS114 Work Placement Tutorial 1 .....	2
FLRS115 Plant I.D. 1 .....	2
FLRS117 Plant Science .....	2
SYS102 Introduction to Personal Computers .....	3
COMM200 Communications 200 .....	3

### Semester 2 (24 hours/week)

	Credits
FLRS205 Design Fundamentals 2 .....	2
FLRS206 Design Lab 2 .....	6
FLRS207 Professional Sales 2 .....	2
FLRS208 Retail Flower Shop Operations 2 .....	2
FLRS210 Work Placement 2 .....	4*
FLRS214 Work Placement Tutorial 2 .....	1
FLRS215 Plant I.D. 2 .....	2
FLRS216 Plant Propagation and Maintenance .....	2
FLRS217 Design History 1 .....	1
COMM300 Communications 300 .....	3
HUMA024 Humanities .....	3

### Semester 3 (19 hours/week)

	Credits
FLRS305 Design Fundamentals 3 .....	2
FLRS306 Design Lab 3 .....	6
FLRS310 Work Placement 3 .....	4*
FLRS314 Work Placement Tutorial 3 .....	1
FLRS315 Plant I.D. 3 .....	2
FLRS316 Landscaping .....	2
FLRS318 Marketing for Retail Florists .....	2
FLRS320 Design History 2 .....	1
GNER General Education .....	3

Total credits required for Graduation: 79

\* Not included in classroom hours/week.

## Retail Management (Co-operative Education) (School of Business)

Application Program Code 02401

### North Campus

Four consecutive semesters, beginning in September, January and May

Retailing as a business career, is fast-moving, competitive, and at all times challenging. No other area of marketing activity offers such variety and opportunity. Whether starting your own retail business or working for an established retailer as management or a retail specialist, this program provides the skills required to succeed in today's competitive retail industry.

The Retail Management program is designed to combine the latest retail theory with practical hands-on application in paid retail co-op placements. During the in-college portion students take a core program which provides them with the knowledge and skills necessary to start and operate a retail business.

Successful completion of the core courses may lead to an Entrepreneurial Certificate producing a business plan for starting your own business. Students will also choose from a selection of specialty courses geared to the retail career of their choice. A Retail Specialist Certificate is awarded to those students who excel in the study of specialized areas of retail. A commodity specialty course offers retail knowledge in the following areas:

- Fashion/Home Furnishings
- Food/Grocery

- Sporting Goods/Athletic Wear
- Photography/Computers/Home Entertainment
- Toys/Children's Wear
- Another area of your choice

**CO-OPERATIVE EDUCATION**

Co-operative education students are expected to assist in developing their own co-operative education employment and will receive instruction and assistance to do so. The Co-operative Education office cannot guarantee co-op employment although every attempt will be made to assist students in the job search process.

The Co-operative Education office has the responsibility for directing students to employment opportunities in relation to the labour market economy. Given these opportunities, the student is the one who is responsible for procuring a work assignment.

**CO-OP ELIGIBILITY**

Students must at mid-semester preceding the co-op period:

- attain a 60% in at least 2 out of 3 of the current semester's mandatory retail management courses
- attain a 60% in Employability Skills Development course RMGT143
- maintain a full-time credit load
- secure an approved co-op placement

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (general level or above)
- orientation interview

Please Note: The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

Retail Management graduates are in high demand. Employment opportunities are widely varied and include the following areas:

- Buying
- Advertising
- Display
- Merchandise Management
- Store Management
- New Business Ventures

**ADDITIONAL COSTS**

- optional trip to New York
- travel expenses for optional international co-op opportunities which are available from time to time.

**CURRICULUM**

Semester 1 is a 16 week academic semester in college. Semesters 2, 3 and 4 are composed of an in-college theoretical portion (8 weeks) and 8 weeks of co-op placement (8 weeks) where course material is applied to practical situations.

**Semester 1 (16 weeks) Credits**

RMGT122	Business Computer Skills	2
RMGT124	Marketing Environment	4
RMGT125	Retail Customer Service and Selling Strategies	4
COMM200	Communications 200	3
RMGT143	Employability Skills Development	2
RMGT142	Retail Venture Concepts	4

**Semester 2 Credits**

RMGT221	Financial Planning	3
RMGT222	Retailing and the Legal Environment	3
ACCT223	Retail Management Accounting	2
COMM300	Communications 300	3
	Retail Specialty #1	4
	Retail Specialty #2	4

**Co-op Education 1 (8 weeks) Credits**

RMGT200		4
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**Semester 3 Credits**

RMGT322	Retail Store Design	4
RMGT323	Retail Advertising and Marketing Communications	3
RMGT324	Dynamics of Retail Merchandising: Strategy, Tactics and Applications	3
HUMA024	Humanities	3
	Retail Specialty #3	4
	Retail Specialty #4	4

**Co-op Education 2 (8 weeks) Credits**

RMGT300		4
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**Semester 4 Credits**

RMGT421	Financial Analysis	4
RMGT422	Human Resource Management	3
RMGT423	Business Management Skills	3
GNED	General Education Elective	3
	Retail Specialty #5	4
	Retail Specialty #6	4

**Co-op Education 3 (8 weeks) Credits**

RMGT400		4
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**Retail Specialties**

RMGT141	Commodity Specialist	4
RMGT144	Fashion Portfolio	4
RMGT241	Visual Merchandising and Display	4
RMGT242	Retail Promotion Techniques	4
RMGT243	Buying Strategies	4
RMGT244	Human Resource Techniques	4
RMGT341	Logistics and Retail Technology	3
RMGT342	Retail Loss Prevention	4
RMGT343	International Retailing	4
RMGT344	New Format Retailing	4

**Please Note:** Not all specialties will be offered in every semester.

# Safety Engineering Technology

(School of Manufacturing Technology and Design)

Application Program Code 03631

North Campus

Internet: <http://www.humberc.on.ca/>

for semesters beginning in September

The field of occupational hygiene/health and safety is probably one of the most dynamic, ever-changing career areas in Ontario and elsewhere. The goal of the Humber program and people in the field is the protection of the worker from injury by accident or exposure to toxic materials such as asbestos. Changes in legislation make the demand never-ending. As a non-traditional field for women it is without equal. Graduates can work in virtually any sector - mining, construction, manufacturing, health care, service petroleum and governments - where health and safety is applicable.

Students learn by working with people, doing analyses, sampling investigations, and training using many current techniques. These activities are used to justify the implementation of programs that support business' internal safety responsibility approach.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level)
- functional knowledge/skills of computer systems and software applications is recommended

Note: We strongly recommend that students consider taking physics or chemistry as their senior science although other sciences and technological sciences are acceptable.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CAREER OPPORTUNITIES

As a graduate of Safety Engineering Technology you will find a challenging and rewarding career in various industries such as mining, forest products, petro-chemical, construction and manufacturing. Opportunities also exist within government agencies, society associations and labour organizations. Possible positions include safety coordinator, loss control analyst and accident investigator.

Safety coordinators are actively involved with health and safety programs with workers on and off the job. This position requires current knowledge of health and safety techniques and legislation and the ability to apply this knowledge to the everyday work situation.

Loss control analysts are instrumental in reducing costs by improving health and safety conditions in the workplace. Thus worker well-being and maximized profitability are a direct benefit of reduced health and safety problems. This ultimately benefits the worker and the consumer since the products produced are of better durability, quality, reduced hazard, and lower prices.

Accident Investigators are able to use technical experience and knowledge to investigate causes of accidents and injuries before and after the fact. Recommendations are then made and then acted upon that help to prevent similar events in the future.

As a general rule in this field, you could well be doing all of the above functions within one specific business.

## CURRICULUM

### Semester 1 (21 hours/week) Credits

MECH103	Electro-mechanical Controls 1 .....	3
MECH204	Computer Applications .....	3
SFTY102	Risk Management .....	4
SFTY201	Fire Protection .....	4
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3

### Semester 2 (24 hours/week) Credits

MECH201	Statics .....	4
MECH205	Technical Drawing CAD .....	4
SFTY202	Occupational Health (Physical Agents) .....	6
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3
HUMA024	Humanities .....	3

### Semester 3 (25 hours/week) Credits

MECH301	Dynamics .....	4
MECH304	Manufacturing Processes .....	4
SFTY301	Occupational Health (Chemical Agents) .....	6
SFTY303	Hygiene Chemistry 1 .....	4
SFTY305	Plant Layout (CAD) .....	4
CALC101	Introductory Calculus (Mechanical) .....	3

### Semester 4 (23 hours/week) Credits

AVIS900	A. V. Techniques .....	4
SFTY405	Environmental Protection .....	4
MECH401	Strength of Materials .....	4
SFTY403	Hygiene Chemistry 2 .....	4
SFTY404	Safety Administration 1 .....	4
GNED	General Education .....	3

### Semester 5 (22 hours/week) Credits

SFTY506	Exhaust Ventilation .....	4
IENG501	Ergonomics .....	4
SFTY501	Production and Public Safety .....	4
SFTY504	Safety Administration 2 .....	4
SFTY505	Occupational Health (Life Style) .....	3
TSTA104	Statistics .....	3

Semester 6 (22 hours/week)		Credits
HRMS205	Labour Relations .....	4
IENG502	Engineering Economic Analysis .....	4
SFTY606	Organizational Management .....	4
MECH604	Engineering Report .....	3
SFTY605	Workplace Safety .....	4
GNED	General Education .....	3

## Ski Resort Operations and Management

(School of Hospitality, Recreation and Tourism)

Application Program Code 01741

North Campus

Four semesters, beginning in September

In this diploma program students will learn the skills they can use immediately in a range of situations. They will also become familiar with the various international tools needed to get the job done. The combination of business and technical content will prepare the graduate to function in an alpine or a cross-country area. Because the ski industry is still developing, the program content is highly flexible to keep abreast of current developments. This flexibility has the advantage of giving the student a very personalized academic plan. Most of the fourth semester training in this program will entail directed on-the-job experience.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 business and consumers mathematics (general level), or grade 12 mathematics-MAT 4G1 (general level), or a more senior mathematics credit and grade 12 English (general level) are recommended

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

In the first semester, students should be prepared to spend several late night hours making snow. This training will take place the first week of December (weather permitting) at Glen Eden Ski Area in Milton.

### ADDITIONAL INTERESTS AND SKILLS

Students interested in applying should consider preparation in high school in areas of computers, business math, accounting and leadership. Other areas of interest should include team work, problem solving, service excellence and the ski industry and its diversity.

In the second semester there are additional travel and residential experiences which are important to the learning process. These additional activities will provide the students with an opportunity to interact with personnel and management of several ski resorts and experience the diversity of a larger ski resort. Students are responsible for approximately \$350 to cover the expenses associated with such trips. Alternative comprehensive projects are assigned to those students who may be unable to attend.

### CAREER OPPORTUNITIES

For mature students, this program will usually bring them a step higher than the position they held before the course. For those who had no experience, the entry jobs will probably be snowmaker, rental shop attendant, lift operator or ski instructor. Opportunities exist across Canada and relocation may be required.

In time, graduates reach the supervisory level up to middle management positions at larger resorts. In smaller resorts, they become area managers. Other jobs exist in ski shops or ski schools, in the merchandising of snow-making and grooming machinery, and in the distribution of ski equipment to retailers.

### CURRICULUM

Semester 1 (24 hours/week)		Credits
SKI.100	Rental Shop Operation .....	2
SKI.102	Snowmaking .....	2
HOTL235	Financial Planning .....	4
HOTL135	Planning For Profit .....	4
HOSP104	Hospitality Computer Applications .....	2
RECL302	Human Resource Management .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
Semester 2 (22 hours/week)		Credits
RECL205	Intro. to Management Skills .....	3
SKI.181	Ski Area Layout and Design .....	3
SKI.182	Resort Marketing .....	4
SKI.183	Ski Resort Legislation .....	2
SKI.184	Financial Management .....	4
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNED	General Education .....	3
Semester 3 (24 hours/week)		Credits
SKI.201	Lift Operation and Maintenance .....	4
SKI.202	Snowmaking and Hillgrooming .....	4
SKI.213	Ski School Operation and Marketing .....	3
SKI.214	Risk Management and Ski Patrol .....	2
SKI.215	Ski Area Field Research .....	2
SKI.218	Ski Area Electrical Systems .....	3
SKI.281	Slope Layout and Design .....	3
GNED	General Education .....	3
Semester 4		Credits
SKI.206	Field Placement .....	14
SKI.207	Area Operations Review .....	4

**Note:** Semester courses are interchangeable from year to year

# Social Service Worker

(School of Social and Community Services)

Application Program Code 01221

Lakeshore Campus

Four semesters, beginning in September

The diploma program prepares you to assist individuals who are experiencing social problems from an individual as well as a systemic perspective. The program focuses on the promotion of individual, community and social rights of peoples who are disenfranchised and disadvantaged on the basis of their disabilities, gender, race, class, etc.

You will learn about human behaviour and development and how circumstances can alter or stop satisfactory growth. In addition, you will examine structural issues that might pose barriers to accessing appropriate assistance in reaching equitable outcomes. You will acquire helping skills to assist individuals and communities in obtaining resources they need through effective problem solving and social action.

You will be required to do field work in a social service organization for two days a week (semester two, three, four) that provides an opportunity to practice skills and methods of helping through counselling, group work, or community outreach. Students may be involved in work with a variety of age groups (except children), with persons with disabilities, with situations of financial need, emotional or mental health problems, or in the field of correctional services.

You will be encouraged to develop self-confidence, assertiveness and a sensitivity about issues pertaining to gender, class, race, ethnicity, disability and sexual orientation. You will also improve your spoken and written communications skills.

Since the likelihood of your working with persons who have had very traumatic life experiences are high, it is important that you, yourself, have come to terms with any personal crisis that you might have experienced.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D) at or above the general level or equivalent or mature student status
- grade 12 English (general level)
- a minimum of 50 hours of documented volunteer experience in a recognized human service organization and a letter of reference from someone within the profession (Secondary School Co-op programs will be considered in lieu of volunteer experience if it is done in a social/human service setting.)
- attendance at an orientation session which will include completion of a questionnaire and English testing

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## ADDITIONAL REQUIREMENTS

Employers who provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict field placement opportunities for students with a criminal record.

The college reserves the right to deny admission to this program based on an unpardoned criminal record that would bear relevance to the academic or placement requirements of the program.

## INTERESTS AND SKILLS

- Capacity to develop self-awareness, maturity and initiative.
- Demonstrate a respect for individual and group differences.
- Demonstrate strength under stress and ability to meet deadlines.
- Good communication skills, both written and oral.
- Ability to work both independently and interdependently.
- Ability to deal with situations in a positive way.

## CAREER OPPORTUNITIES

Graduates have found jobs in provincial and municipal social services, correctional services, community work, services to the aged, mental health programs, residential settings, ethnic and immigrant aid organizations, self-help organizations, and case management programs.

## ADDITIONAL COSTS

Students should budget at least \$300.00 per semester for supplies and are responsible for transportation costs to their field placement (in Metro Toronto).

## CURRICULUM

Semester 1 (20 hours/week)	Credits
SSW.101 Urban Sociology .....	3
SSW.102 Human Growth & Behaviour .....	3
SSW.103 Orientation to Human Services .....	3
SSW.104 Information and Referral Skills .....	3
SSW.105 Interpersonal Skills .....	3
SSW.106 Field Practice Orientation .....	2
COMM200 Communications 200 .....	3

Semester 2 (26 hours/week)	Credits
SSW.201 Political Process .....	3
SSW.202 Interviewing Skills 1 .....	3
SSW.203 Field Practice 1 .....	7
SSW.204 Family Dynamics .....	3
SSW.205 Integrative Seminar 1 .....	1
SSW.400 Cross Cultural Skills .....	3
COMM300 Communications 300 .....	3
GNED General Education .....	3

Semester 3 (23 hours/week)	Credits
SSW.200 Group Work Skills .....	3
SSW.301 Special Needs Populations .....	3
SSW.302 Field Practice 2 .....	7
SSW.303 Integrative Seminar 2 .....	1
SSW.304 Current Social Policy Issues .....	3
SSW.306 Interviewing Skills 2 .....	3
SSW.421 Community Development .....	3

Semester 4 (23 hours/week)		Credits
SSW.300	Agency Administration & Fundraising .....	3
SSW.401	Legislation in Human Services .....	3
SSW.402	Field Practice 3 .....	7
SSW.403	Integrative Seminar 3 .....	1
SSW.404	Introduction to Life Skills .....	3
SSW.407	Case Management .....	3
GNED	General Education .....	3

## Sports Equipment Specialist

(School of Hospitality, Recreation and Tourism)

Application Program Code 01961

North Campus

Two semesters, beginning in September  
- Certificate Program

With advances in technology, sports equipment has become extremely complex and sophisticated. Sports equipment is big business! This program will train students to work with manufacturers, distributors and retailers in the installation, maintenance, repair and sale of sporting goods equipment. 50% of each course is classroom academic learning, while 50% is "hands-on" practical in the lab. The specialty sport areas in the program include racquets, footwear, bicycles, alpine and cross-country skis and general sports equipment repair. In the second semester students are strongly encouraged to participate in a field trip to a Sports Equipment Manufacturers Show. The purpose of this trip is to raise the profile of our students with future employers and to see the new equipment coming on the market. The cost to each student to cover travel and living expenses is \$200.00.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- preference will be given to students with experience in the sporting goods industry
- a questionnaire is required
- an interview may be required

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL INTERESTS AND SKILLS

- keen interest in sports
- experience in the sporting goods industry
- ability to work creatively with your hands

### ADDITIONAL COSTS

Students will be required to buy an apron and safety goggles for use in the lab; as well students must cover the weekly transportation costs to and from their field placement.

### CAREER OPPORTUNITIES

The nature of the work varies from repairing and installing equipment, to selling equipment to match customer needs, to managing a rental or repair outlet.

Professionals in this field may be required to work a varied time schedule. Some involvement occurs in the evening and on weekends when people are taking full advantage of using their sports equipment, and may require professional advice and assistance.

Career opportunities exist in manufacturing, retailing, wholesaling of equipment and private shop ownership.

Graduates of the one-year program can expect to earn a starting salary of \$20,000.

### CURRICULUM

Semester 1 (23 hours/week)		Credits
SPRT101	Bicycle Mechanics and Skills 1 .....	3
SPRT102	Ski Equipment and Maintenance 1 .....	3
SPRT202	Ski Equipment and Maintenance 2 .....	6
SPRT106	Field Placement .....	3
SPRT107	Sports Equipment Sales .....	2
SPRT204	Athletic Footwear Design and Function .....	2
LANG123	Writing Skills .....	3
HUMA024	Humanities .....	3

Semester 2 (23 hours/week)		Credits
SPRT104	Racquet Sports Equipment .....	4
SPRT201	Bicycle Mechanics and Skills 2 .....	3
SPRT205	Liability, Safety and Responsibility .....	2
SPRT206	Field Placement .....	3
SPRT207	Sociology .....	3
SPRT208	General Equipment Repair .....	3
SPRT209	Sports Shop Operations and Management .....	2
LANG123	Writing Skills 2 .....	3

## Systems Analyst

(School of Information Technology and Accounting)

Application Program Code 02961

North Campus

Internet: [it-sysa@acad.humberc.on.ca](mailto:it-sysa@acad.humberc.on.ca)

Sixty-four weeks, beginning in September  
(with no summer break)

This diploma program will only be offered upon sufficient interest.

The successful mature candidate will be a person with several years experience or one who has completed or partially completed a university program. Because of the nature of the profes-

sion, individuals with strong logic capabilities, as well as good communication and interpersonal skills would have the greatest likelihood of success. Also, since the program is of an intense nature, those with a good academic record, and good study and working habits would be the most likely to meet the academic demands of the program. Those with a working background in computer programming may qualify for advanced standing.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level or above)
- grade 12 mathematics (Math MTT-4G is recommended)
- applicants may be required to attend an assessment interview

**Please Note:** The College reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CURRICULUM**

Note: Due to the dynamic nature of computing technology and the need for graduates to be well versed in up to date programming, database and operating system software, the curriculum for this program is continually modified to reflect current trends. Students should consult the current program outline, published each September, for the exact curriculum.

Semester 1	Credits
ISYS100 Introduction to Information Systems .....	4
ISYS116 Fundamentals of Programming .....	4
ISYS117 Microcomputer Technology .....	4
ACCT113 Business Accounting 1 .....	4
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

Note: The first semester of this program is identical to that of the more business oriented three year Computer Information Systems program, to facilitate transfers between the programs.

Semester 2	Credits
ISYS248 Microcomputer Operating Systems .....	4
ISYS118 Cobol Programming .....	4
ISYS231 PC Database .....	4
ISYS210 Systems Analysis I .....	4
ISYS234 Spreadsheets .....	3
GNED General Education 1 .....	3

Semester 3	Credits
ISYS289 Event Driven Programming .....	4
ISYS211 Systems Analysis II .....	4
ISYS264 Data Communications .....	4
ISYS275 Relational Database .....	3
COMM300 Communications 300 .....	3
GNED General Education 2 .....	3

Semester 4	Credits
ISYS214 Project Management .....	4
ISYS294 Multi-User Operating Systems .....	3
ISYS296 Client Server Systems .....	4
ISYS290 Advanced Systems Analysis and Design .....	4
ISYS213 System Structure and Management .....	4
ISYS217 System Audit Control & Security .....	3

**Theatre Arts**

(School of Performing Arts)

**Performance**

Application Program Code 04881

**Technical Production**

Application Program Code 04891

Lakeshore Campus

**Performance:** Six semesters, beginning in September

**Technical Production:** Four semesters, beginning in September

Humber's Theatre Arts diploma programs offers two distinct paths - one toward acting (Performance), and the other toward production (Technical).

**PERFORMANCE PROGRAM**

The three-year curriculum for Performance students includes Acting Techniques, Physical Theatre, Movement, Voice, Text Analysis, Film and TV Performance, Audition Techniques, Stage Combat, and Drama Studies. Students learn by doing, through class productions and Mainstage Productions with performances on and off campus.

Additional performance and production opportunities are provided in association with the Film and Television and the Radio Broadcasting programs.

**TECHNICAL PRODUCTION PROGRAM**

This two-year program entails working in such areas as stage management, carpentry, drafting, lighting, properties, and sound. Much of the student's time is also spent in apprenticeship as part of the Department's mainstage and workshop productions and with Toronto's foremost professional theatres.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview/assessment session
- candidates for the performance program must prepare a piece and audition before a group of faculty members

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of

mature student assessments may also be used as the sole selection criteria in some programs.

**INTERESTS AND SKILLS**

- self-discipline, concentration and maturity
- ability to work as part of a team

**CAREER OPPORTUNITIES**

Graduation is an important step toward success in professional theatre. In recent years, graduates of Theatre Humber have found employment as performers, production assistants, stage managers, and technicians on a full-time, part-time or freelance basis.

Our faculty, all working professionals, provide an invaluable link between Theatre Humber and the profession.

**EXPECTED WORKLOAD**

Both options are demanding on time and energy and require a firm commitment to a work pattern similar to that found in professional theatre. Much of the course work extends far beyond the normal classroom timetable.

**CURRICULUM**

*Performance program (3 years)*

<b>Semester 1 (27 hours/week)</b>		<b>Credits</b>
THTP100	Production Practices 1 .....	2
THTP101	Movement 1 .....	3
THTP102	Voice 1 .....	5
THTP104	Acting Techniques 1 .....	7
THTP107	Introduction to Theatre .....	2
THTP110	Physical Theatre 1 .....	2
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
<b>Semester 2 (27 hours/week)</b>		<b>Credits</b>
THTP200	Movement 2 .....	3
THTP201	Voice 2 .....	6
THTP203	Acting Techniques 2 .....	7
THTP205	Production Practices 2 .....	2
THTP210	Physical Theatre 2 .....	3
COMM300	Communications 300 .....	3
GNEC	General Education .....	3
<b>Semester 3 (28 hours/week)</b>		<b>Credits</b>
THTP300	Voice 3 .....	6
THTP302	Television Performance 1 .....	2
THTP303	Movement 3 .....	4
THTP304	Acting Techniques 3 .....	7
THTP310	Physical Theatre 3 .....	2
THTP306	Theatre History 1 .....	2
THTP307	Fencing and Stage Combat .....	2
GNEC	General Education .....	3
<b>Semester 4 (26 hours/week)</b>		<b>Credits</b>
THTP400	Voice 4 .....	5
THTP402	Television Performance 2 .....	2
THTP403	Movement 4 .....	3
THTP404	Acting Techniques 4 .....	7
THTP406	Fencing/Combat 2 .....	2
THTP408	Theatre History 2 .....	2
THTP410	Physical Theatre 4 .....	2
GNEC	General Education .....	3

**Semester 5 (18 hours/week)**

THTP501	Voice 5 .....	Credits
THTP502	Professional Orientation 1 .....	
THTP503	Movement 5 .....	
THTP505	Acting Techniques 5 .....	
THTP506	Production 1 .....	

**Semester 6 (18 hours/week\*)**

THTP600	Production 2 .....	Credits
THTP601	Voice 6 .....	
THTP602	Professional Orientation 2 .....	
THTP603	Movement 6 .....	
THTP605	Acting Techniques 6 .....	

\* 6 credits are devoted to rehearsals and plays for each of THTP505 and THTP600. Teaching hours are not allocated.

*Technical Production Program (2 years)*

**Semester 1 (23 hours/week)**

THTT100	Lighting Technology 1 .....	Credits
THTT102	Stagecraft 1 .....	
THTT104	Stage Management 1 .....	
THTT109	Production Applications 1 .....	
THTT110	Introduction to Theatre .....	
THTT111	First Aid .....	
THTT112	Computers 1 .....	
THTT113	Safe Working Practices .....	
COMM200	Communications 200 .....	
HUMA024	Humanities .....	

**Semester 2 (24 hours/week)**

THTT103	Sound 1 .....	Credits
THTT108	Props 1 .....	
THTT201	Lighting Technology 2 .....	
THTT202	Stage Management 2 .....	
THTT207	Production Applications 2 .....	
THTT211	Rigging 1 .....	
THTT212	Computers 2 .....	
COMM300	Communications 300 .....	
GNEC	General Education .....	

**Semester 3 (21 hours/week)**

THTT101	Drafting .....	Credits
THTT205	Stagecraft 2 .....	
THTT302	Scenic Painting 1 .....	
THTT305	Production Applications 3 .....	
THTT310	Rigging 2 .....	
THTT315	Lighting Design 1 .....	
THTT412	Special Effects .....	
GNEC	General Education .....	

**Semester 4 (26 hours/week)**

THTT210	Visual Communication .....	Credits
THTT308	Props 2 .....	
THTT309	Sound 2 .....	
THTT401	Lighting Design 2 .....	
THTT409	Apprenticeship .....	
THTT410	Production Applications 4 .....	
THTT411	Scenic Painting 2 .....	
GNEC	General Education .....	

\* Apprenticeship hours will be completed as individually arranged throughout the program. Upon successful completion the credits will be assigned in the fourth semester.



# Travel and Tourism

(School of Hospitality, Recreation and Tourism)

Application Program Code 01431

North and Lakeshore Campuses

Four semesters, beginning in September, January and May

In this diploma program, you will learn to work effectively in positions that require very good communication skills, sales techniques, organization, and experience in office procedures and business practices. You will become thoroughly familiar with many manuals used in the travel industry, ticketing, automated airline reservations systems, travel destinations, and a wide range of current travel products. Accuracy and attention to details will constantly be stressed. This program is not intended to qualify our graduates for careers as flight attendants.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level), or grade 12 mathematics-MAT 4G1 (general level), or a more senior mathematics credit is highly recommended and may be taken into account for selection purposes.

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## INTERESTS AND SKILLS

- geography
- computer applications
- working with people
- travel
- customer service

## CAREER OPPORTUNITIES

The program qualifies graduates for careers as travel agents, tour operators, reservation agents, and sales representatives. Many graduates now hold responsible travel management positions within the travel industry.

## EXPECTED WORKLOAD AND EXPENSES

Some courses require considerable self-directed learning. During the second year, students are assigned to appropriate working locations for field practice. You should plan for some local travel expenses. Depending on the availability of accommodations, students may wish to take the opportunity to go on an orientation trip to a major tourist destination.

## ADDITIONAL COSTS

Textbooks and study materials for the first year will cost approximately \$300.00.

## CURRICULUM

Semester 1 (23 hours/week)		Credits
OAGN150	Electronic Keyboarding/Wordprocessing	2
MATH914	Math for Travel and Tourism	2
TRAV100	Introduction to Tourism	2
TRAV102	Domestic Tariff and Ticketing 1	3
TRAV103	Airline Guides	2
TRAV104	Travel Techniques "A2" (Travel Reference Manuals)	3
TRAV105	Destination Geography	2
HUMA024	Humanities	3
COMM200	Communications 200	3

Semester 2 (21 hours/week)		Credits
TRAV201	Domestic Tariff and Ticketing 2	3
Pre-Req:	TRAV102 Domestic Tariff and Ticketing 1	
TRAV202	Travel Office Procedures	3
TRAV203	Computer Applications 1	3
Pre-Req:	TRAV105 Destination Geography OAGN150 Electronic Keyboarding	
TRAV204	Inclusive Tour Charters	3
Pre-Req:	MATH914 Math for Travel and Tourism	
TRAV210	Tourism-Americas/Caribbean	3
Pre-Req:	COMM200 Communications 200 and TRAV100 Introduction to Tourism	
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
GNEB	General Education	3

Semester 3 (23 hours/week)		Credits
TRAV300	Tourism-Europe/Africa	3
TRAV301	Tariff and Ticketing, International	2
Pre-Req:	TRAV201 Domestic Tariff and Ticketing 2	
TRAV302	Field Practice 1 (3 or 4 week placement)	3
Pre-Req:	All 1st and 2nd semester classes	
TRAV303	Product Update 1	2
TRAV304	Computer Applications 2	3
Pre-req:	TRAV203 Computer Applications 1	
TRAV305	Travel Techniques B1 Rail Transportation	2
TRAV306	Travel Techniques B2 Cruise/Coach/Insurance	3
TRAV307	Travel Sales/Group Travel	3
GNEB	General Education	3

Semester 4 (20 hours/week)		Credits
TRAV200	Tourism-Pacific/Asia	3
TRAV401	Tariff and Ticketing International Adv.	3
Pre-Req:	TRAV301 Tariff and Ticketing, International	
TRAV402	Computer Application 3	2
Pre-req:	TRAV304 Computer Applications 2	
TRAV403	Field Practice 2 (3 or 4 week placement)	4
TRAV404	Product Update 2	2
TRAV405	Tech. 'C' Handicapped Trav./Law	2
TRAV406	Business Management - Travel and Tourism	3
GNEB	General Education (1)	3

# Urban Arboriculture

## (Tree Care)

(School of Horticulture, Fashion Arts  
and Design Foundation)

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Application Program Code 01991

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North Campus

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Two semesters in duration, beginning in September

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This is one of the few certificate programs in the country specifically designed for Urban Tree Workers (Arborists). It originated in response to industry demands for increased numbers of well-trained, knowledgeable employees, specializing in tree care.

On completion of this program, students will have a thorough working knowledge of all aspects of urban tree care.

Particular emphasis will be on:

- teaching most up-to-date information and practices used in the industry
- teamwork and safety
- development of competency in tree climbing, pruning, rigging and aerial rescue

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level), and grade 12 math (general level) are strongly recommended
- applicants are encouraged to obtain related work experience prior to the commencement of the program. This may be accomplished by working for a municipality, landscaping company, or tree care contractor in your community.
- attendance at an information/assessment session during which applicants will be required to complete a communications and mathematics assessment, and complete a short questionnaire

Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

The College reserves the right to use an applicant's grade point average, individual course grades and/or relevant prior experience to determine which candidates will be accepted into the program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL INFORMATION

All students entering this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in this program increase the risk of a tetanus infection, if appropriate preventative measures are not taken.

### CAREER OPPORTUNITIES

Knowledge and 'hands on' experience provided by this program will prepare graduates for employment with municipal, provincial and federal governments, public utilities, tree care contractors and other private sector employers.

The demand for well-trained reliable tree workers, (particularly tree climbers, at the entry level) is increasing, and prospects for future advancement are very good.

### ADDITIONAL COSTS

Textbooks, study materials, personal safety apparel and small tools required for this program will cost approximately \$900.00 for the year. Students will also be responsible for arranging their own transportation to and from off-campus work sites within the greater Metropolitan Toronto area.

### FOR FURTHER INFORMATION

Please contact the Program Co-ordinator, Ian Bruce at (416) 675-3111, ext. 4731 (For direct TouchTone dialing call (416) 798-1034).

### CURRICULUM

Semester 1 (23 hours/week)		Credits
LAND306	Arboriculture 1 .....	3
LAND308	Pests of Woody Plants .....	3
LAND315	Arboriculture Field Instruction 1 .....	8
TREE300	Tree Identification 1 .....	2
TREE306	Arboriculture Science .....	2
TREE307	Chain Saw Maintenance .....	2
COMM200	Communications 200 .....	3
Semester 2 (20 hours/week)		Credits
LAND405	Arboriculture 2 .....	3
LAND417	Arboriculture Field Instruction 2 .....	8
LAND422	Woody Plant Assessment .....	2
TREE408	Tree Identification 2 .....	2
HLTH104	C.P.R. Basic Life Support .....	1
HLTH107	First Aid .....	1
COMM300	Communications 300 .....	3

# Wood Products Processing Technician

Pending Ministry Approval

(School of Architecture and Construction)

Application Program Code 30561

North Campus

Four semesters, beginning in September and January

This program of study is intended to provide the student with the necessary practical applications and technical knowledge involved in the manufacturing of furniture, architectural millwork, cabinets and related wood products:

The curriculum of the Wood Products Processing Technician program is designed so that the students will learn the setup and operation of production woodworking machinery and related equipment. Included in this program are various operations relating to breakout of lumber and panel components, laminating plastics and wood, veneering, handtool and portable power tool operation, machining, sanding, assembly and finishing. Students will also be able to develop a knowledge of materials such as plastics, composite board products and hardware.

Along with the practical work on the individual projects, students will be introduced to the manufacturing processes involved with the kitchen cabinet and architectural millwork industry.

This program offers students an introduction to business and management skills in relationship to the operation of a furniture/ woodworking manufacturing facility.

Humber's Wood Products Processing Technician program offers the student an opportunity to work with the latest technology relating to CNC woodworking machinery and CAD/CAM software.

## CAREER OPPORTUNITIES

Graduates from the Wood Products Processing Technician program have a wide variety of employment options to choose from, positions in production, product engineering, production control, quality control, related purchasing, supervisory, sales and service, and computer related areas.

Some graduates may decide to start their own business upon completion of this program.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
  - grade 12 English (general level)
  - grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- Please Note: The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of pre-admission tests and/or mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

### Semester 1

WPPT101	Drafting, Layout and Blueprint Reading 1
WPPT102	Wood Machining Techniques 1
WPPT103	Production Technology 1
WPPT104	Materials Technology 1
WPPT105	Furniture Production 1
WPPT106	Finishing Production 1
WPPT107	Business/Mathematics 1
WPPT108	Computer Literacy

### Semester 2

WPPT201	Drafting, Layout and Blueprint Reading 2
WPPT202	Wood Machining Techniques 2
WPPT203	Production Technology 2
WPPT204	Materials Technology 2
WPPT205	Furniture Production 2
WPPT206	Finishing Production 2
WPPT207	Business/Mathematics 2
WPPT208	CAD/CAM 1

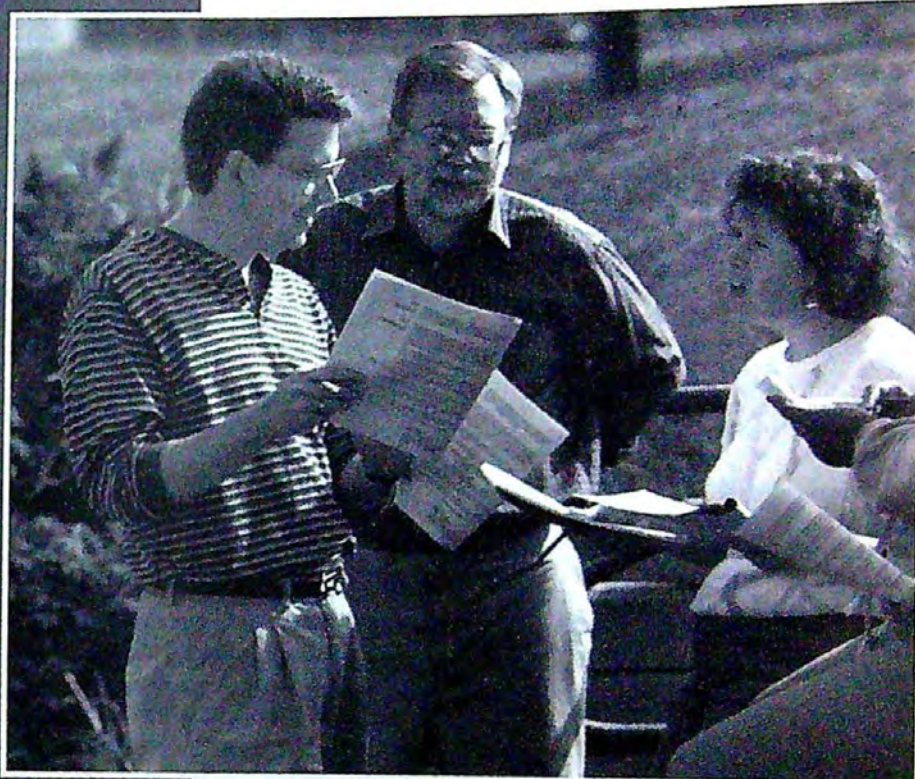
### Semester 3

WPPT301	Drafting, Layout and Blueprint Reading 3
WPPT302	Wood Machining Techniques 3
WPPT303	Furniture Production 3
WPPT304	Plastics and Metal Technology 1
WPPT305	Product Design and Construction 1
WPPT306	Communication 1
WPPT307	Architectural Millwork 1
WPPT308	CAD/CAM 2

### Semester 4

WPPT401	Drafting, Layout and Blueprint 4
WPPT402	Wood Machining Techniques 4
WPPT403	Furniture Production 4
WPPT404	Plastics and Metal Technology 2
WPPT405	Furniture Design and Computer Applications
WPPT406	Environmental Technology
WPPT407	CAD/CAM 3
WPPT408	Communications 2

## Graduate Programs



The programs in this section have been designed to meet specific requirements in a variety of employment areas.

Students enrolling in these programs will be given the opportunity to enhance their acquired theoretical backgrounds and learn advanced skills directed toward their employment goals.

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## Activation Techniques in Gerontology

### (Post Graduate Certificate)

(School of Health Sciences)

This is a post graduate certificate program specifically designed for those who wish to enhance their skills in working in a physical, social, rehabilitative context with the aged. It combines theory and practical technique aimed at enhancing independence and quality of life for aged persons in both community and institutional settings.

For further information, please contact, Linda Hill, Program Advisor, School of Health Sciences, (416) 675-3111, ext. 4062.

## Advertising-Media Sales

### (Post Graduate Diploma)

(School of Media Studies)

Application Program Code 04611

North Campus

Two semesters plus six week internship, beginning in September

Earn a diploma in Advertising-Media Sales in one year by qualifying for advanced standing based on your previous education and/or experience.

#### ADMISSION REQUIREMENTS

- a University Degree or College Diploma; or
- mature student status (19 years of age or older) with related education and/or experience in the advertising field;
- attendance at an interview/orientation session where applicants will be required to successfully complete:
  - a) a reading/comprehension and sentence skills assessment
  - b) a mathematics (arithmetic) skills assessment
- functional knowledge/skills of computer systems and software applications (e.g. DOS, word processing and spreadsheets)

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### CAREER OPPORTUNITIES

Graduates of the program will be qualified to seek employment as sales representatives for radio and TV stations, newspapers, magazines or in the media department of advertising agencies and major advertisers.

**CURRICULUM**

<b>Semester 1 (24 hours/week)</b>	<b>Credits</b>
MEAD605 Fundamental of Media Sales .....	12
MEAD606 Professional Selling 1 (Media-FT) .....	6
MKTG951 Marketing for Media Sales .....	6

<b>Semester 2 (26 hours/week)</b>	<b>Credits</b>
MEAD701 Computer Applications in Media Sales .....	3
MEAD705 Seminar Series for Media Sales .....	3
MEAD706 Professional Selling 2 (Media-FT) .....	6
MEAD708 Media Sales/Planning and Buying .....	9
MEAD709 Advertising and the Workplace (FT) .....	3
MEAD711 Consumer Promotions (FT) .....	2
MEAD800 Internship for Media Sales (FT) .....	4*

\* Note: Not included in instructional hours/week; each student is required to successfully complete a six-week internship with an approved employer during the May and June following successful completion of all other required courses in the program.

## Allied and Community Health

### (Part-Time Post Graduate Certificate/Diploma)

#### (School of Health Sciences)

Humber offers a variety of programs which provide the opportunity for adults to develop specialized skills.

The Allied and Community Health Department in the School of Health Sciences offers two post-secondary certificate programs in a part-time format.

- Pharmacy Assistant program
- Occupational Therapy Assistant/Physiotherapy Assistant Program

The Post Graduate Diploma program which is of interest to practicing professionals is:

- Life Threatening Illness, Dying and Bereavement (Multidisciplinary)

The Post-Certificate Program/Courses are:

- Ambulance Management Program.
- Orientation to Pharmaceutical Industries.

Other courses offered are:

- Emergency Skills (First Aid, CPR, Wilderness Emergency Care)
- Crisis Intervention (on request from an agency)
- Ambulance Dispatch Orientation
- Community Pharmacy Assistant (Self-Study) Training Program (Correspondence Program - for persons presently employed in a retail pharmacy).

Program brochures are available outlining the curriculum for each area of study. If you wish to obtain a copy, please call (416) 798-1034.

## Arts Administration (Post Graduate Certificate Part-time)

### (School of Performing Arts)

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 with 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 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 Post Graduate 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, Working With Volunteers, Dynamic Communications, and Grantsmanship and Government Relations.

All courses are developed with the input of arts professionals who continually work with us to ensure student success and program relevancy.

Classes will be held at a downtown location. Please call (416) 675-3111, ext. 4558 for assistance.

## Broadcasting Radio (Post Graduate Certificate)

### (School of Media Studies)

Application Program Code 04551

North Campus

Two semesters, beginning in January

A one-year Broadcasting Radio Certificate Program is offered by Humber College. More information may be obtained by calling Joe Andrews, Co-ordinator of the Broadcasting Radio Program at (416) 675-3111, ext. 4366.

#### ADMISSION REQUIREMENTS

- a University Degree, Community College Diploma, or mature student status with related experience in the radio broadcasting industry
- attendance at an interview/orientation assessment session where applicants will be required to complete:
  - 1) a questionnaire

- 2) a vocabulary/comprehension assessment  
 3) voice and reading test, all of which will be taken into consideration for selection purposes

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

Semester 1 (25 hours/week)		Credits
LANG017	Effective Speaking .....	2
RBD.104	Introduction to Radio .....	4
RBC.103	Basic Writing - Radio .....	4
RBC.111	Broadcast Equipment .....	4
RBC.109	Basic Announcing .....	4
RBD.209	Sales Development .....	2
RBD.214	News Development .....	2
RBD.318	On-air Performance .....	3
Semester 2 (23 hours/week)		Credits
RBC.211	Station Operation (Major) .....	9
RBD.419	Radio Programming .....	2
RBD.312	Career Preparation for Radio .....	2
RBD.415	Radio Seminar .....	2
RBD.416	Radio Lab .....	6
RBD.418	On-air Performance 2 .....	2
<b>An 8-week internship follows the Semester 2 program</b>		
RBD.508	Internship .....	6

(Students must be current and passing in all courses to go on Internship.)

## Computer Programming - Advanced

(Post Graduate Diploma)

Pending Ministry Approval

(School of Information Technology  
and Accounting)

Application Program Code 20271

North Campus

Three semester program beginning in September (48 weeks with no summer break)

This program is designed for the experienced computer programmer or systems analyst who wishes to upgrade her or his technical skills to meet the changing needs of the software industry. Students in this program will learn and apply knowledge of microcomputers, relational databases and programming languages such as C/C++ in the UNIX, Windows, DOS and OS2 environments as well as local area networks.

## ADMISSION REQUIREMENTS

- 5 years workplace programming experience or a Computer Science/Data Processing degree/diploma plus 2 years workplace programming experience
- applicants may be required to attend an assessment/interview
- certified transcript and resumé required with application

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

### Semester 1 Courses Include:

Operating Systems Environments, Introduction to C, Introduction to Object Oriented Design with Smalltalk, Visual Database Development, Software Engineering Design, Computer Applications

### Semester 2 Courses Include:

Operating Systems Scripting Languages, Programming Languages, Client Server Programming, Novell Network/Technology of Local Area Networks, Embedded Application Support, Programming Techniques in C++

### Semester 3 Courses Include:

Graphic User Interfaces in C++, Prospecting the Information Highway, Unix Architecture, Software Project, Application Program Interfaces, Downsizing Management

## Early Childhood Education - Advanced Studies in Special Needs

(Post Graduate Certificate)

(School of Health Sciences)

Application Program Code 07901

North Campus

Two semesters, beginning in September

This is a unique one-year post diploma certificate program. This program is designed to provide opportunities for graduates of Early Childhood Education to pursue specialized training in working with children with special needs and their families. Graduates earn qualifications to work as a resource teacher under the Day Nurseries Act.

## ADMISSION REQUIREMENTS

- official transcript demonstrating diploma in Early Childhood Education or equivalent with a minimum grade average of 70%

- reference from a special needs field/work or volunteer agency citing suitability to be a resource teacher of children with special needs
- attendance at an orientation session

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### ADDITIONAL REQUIREMENTS

The college reserves the right to deny admission to this program based on an unpardoned Criminal Reference Check that would bear relevance to the academic or placement requirements of the program.

Students must also have the ability to meet the applicable outcomes within the Training Standards for this program. Thus, fitness to complete the practicum components that would bear relevance to the academic or placement requirements of the program may impede successful admission into the program. The additional requirements include:

- immunization record. No limitations that would prevent effective supervision of children.
- a basic standardized first aid certificate and a cardiopulmonary resuscitation course (Pediatric Health Care, Pediatric Emergency or Basic CPR)

These requirements should be completed prior to commencement of classes. Documentation must be submitted.

In addition, employers who provide our field placement settings may require a Criminal Reference Check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placement for students. Due to contact the students have with children who are under the care of Humber College, we reserve the right to request a Criminal Reference Check on all approved students who will be working with these children.

It is important that potential students understand that the above requirements may impede them from successful admission, completing their full program, and/or receiving employment. Students doing a practicum may be required to meet the same physical assessment and immunization requirements as those for the staff employed by the agency where the practicum is taking place.

Humber reserves the right, in its sole discretion to refuse student access to children placed in its care.

#### INTERESTS AND SKILLS

- an understanding of the realities of working with children who have special needs and their families
- awareness of own identity and strengths
- ability to organize time and meet deadlines
- personal flexibility, emotional maturity and stability
- good communication skills (both writing and speaking)
- good interpersonal relationship skills

#### EXPECTED WORKLOAD

The workload is very heavy and students can expect a minimum twenty (20) assignments/tests per semester. Assignment requirements include independent research abilities as well as intense group activities and presentations. To succeed in this program, students must be able to write and speak English fluently and in public. The overall field hours are approximately five hundred.

#### ADDITIONAL COSTS

Textbooks: \$300.00  
Expendable Supplies: \$250.00

#### CURRICULUM

Semester 1 (22 hours/week)		Credits
ECAS101	Issues in Normalization and Integration .....	2
ECAS102	Individual Program Plans .....	3
ECAS106	Working With Families .....	3
ECAS104	Children With Special Needs 3 .....	2
ECAS105	Developmental Activities 1 .....	3
ECAS103	Field Practice 1 .....	9
Semester 2 (22 hours/week)		Credits
ECAS201	Advocacy and Community Resources .....	2
ECAS202	Program Planning and Administration .....	3
ECAS206	Integrative Seminar .....	2
ECAS204	Children With Special Needs 4 .....	3
ECAS205	Developmental Activities 2 .....	3
ECAS203	Field Practice 2 .....	9

## Facility Planning

### (Post Graduate Certificate)

Pending Ministry Approval

(School of Architecture and Construction)

Application Program Code 30551

North Campus

Two semesters, beginning in January and September

This one-year, two semester post graduate certificate program was created to meet student and industry needs, – as change in the workplace of business has generated a new growth industry referred to as Facility Management. This course of study establishes a basic understanding of building structure, systems and operations, Ontario Building Code regulations and standard construction procedures. Computer skills will be developed in the AutoCAD and Archibus/FM programs. The student will develop facility planning skills in assessing needs, preparing documentation and information pertinent for construction purposes.

#### ADMISSION REQUIREMENTS

- applicants must have completed a Diploma or Degree in a related discipline, or equivalent technical work experience in architecture, interior design or construction technology
- a selection interview will be required

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.



## EMPLOYMENT OPPORTUNITIES

Facility planners have many job responsibilities, depending upon the company's size and management structure. They may be responsible for the total facilities work environment, from the chairs the workers sit on, to the air they breathe. They may participate in the long range facilities planning with responsibilities including refining procedures, planning for a new corporate headquarters, establishing standards, and making 'repair versus replace' decisions.

Upon completion of the program, the student will be able to work as an assistant for the professional facility manager.

## CURRICULUM

Semester 1		Credits
FAC 101	Facility Planning .....	6
FAC 102	Basic Computer Drafting .....	8
FAC 103	Building Services .....	4
FAC 104	Management Organization .....	4
FAC 105	Ontario Building Code .....	2
FAC 106	Career Planning .....	2
FAC 107	Basic Math/Facility Audit .....	4

Semester 2		Credits
FAC 201	Facility Planning .....	5
FAC 202	Computer Facility Management .....	10
FAC 203	Building Services .....	3
FAC 204	Specifications .....	5
FAC 205	Ontario Building Code .....	3
FAC 206	Job Search .....	2
FAC 207	Facilities Audit Management .....	2

### Work Placement

FAC 301 Work Placement

The students shall be assisted in securing placement within the workplace environment to gain practical application in an industry setting.

The work placement will be divided into two sessions of two weeks each (for a total of four weeks) and will form part of the training and learning objectives.

# Financial and Information Management

(Post Graduate Certificate)

Pending Ministry Approval

(School of Information Technology and Accounting)

Application Program Code 20281

North Campus

One year, beginning in September 1996

This one year program is being developed to provide learners with the practical and theoretical knowledge and skills needed in an increasing number of Canadian businesses. These skill requirements are becoming broader particularly in the financial/accounting and information technology areas. This specialized program is available to university and college graduates or to applicants with a minimum of five years equivalent experience.

This program will provide an opportunity for graduates to develop the knowledge and skills necessary in order to make an immediate contribution in the workplace. Emphasis is placed on workplace skills and technical financial/accounting and computer/network courses that will allow a graduate to operate effectively in a small or medium size business environment. It is highly recommended that students in this program have access to a current personal computer as considerable emphasis will be placed on the acquisition of these skills. The program is designed to span a period of 12 months and include a three month field placement assignment.

### ADMISSION REQUIREMENTS

- an under-graduate University Degree or College Diploma or a minimum of five years of related experience
- and a background of basic accounting (equivalent to Humber College's course ACCT211 Introduction to Accounting 2). There will be an opportunity for students without this accounting background to take these pre-requisite courses in advance of enrolling in this program. Candidates should have a working knowledge of spreadsheet and wordprocessing applications.

If you are seeking a professional accounting designation, specific courses in this program will qualify for second and third level exemptions with the Certified General Accountants Association.

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## Gerontology – Multidiscipline (Post Graduate Certificate)

(School of Health Sciences)

This post graduate certificate program is offered on a part-time basis and 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 be comprised of a substantial base of theoretical knowledge as well as field experience in both a community and institutional setting.

For further information, please contact, Linda Hill, Program Advisor, Health Sciences Division, (416) 675-3111, ext. 4062.

## Graphic Arts – Electronic Publishing (Post Graduate Certificate)

(School of Media Studies)

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Application Program Code 10061

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North Campus

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Two consecutive semesters, September through April

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This one year, two semester advanced computer certificate program was developed in order to meet industry demands for graphic designers with sophisticated computer, design and pre-press skills. The program offers intensive, 'hands-on' Mac lab instruction by graphics arts professionals working at an advanced level with sophisticated software packages. Design, illustration, typography, page layout, digital imaging and pre-press skills are emphasized. The program also includes entrepreneurial skill development since many graphics professionals are self-employed.

### ADMISSION REQUIREMENTS

- applicants must be graduates of a two or three year college graphic design program or hold a fine arts degree with a graphics major and demonstrated Macintosh computer experience using Adobe Illustrator, Adobe Photoshop and QuarkXpress. Satisfactory portfolio presentation may be required for admission. Mature applicants with equivalent training/experience supplemented by a professional portfolio including computer experience are encouraged to apply.
- in the case of oversubscription to a program, the college reserves the right to use grade point average, individual course grades, portfolio assessment or interview assessments to determine which candidates will be offered interviews and admission

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants

will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates will be well positioned to seek positions as graphic artists, layout designers, or junior art directors with design companies, advertising agencies and publishing companies.

### CURRICULUM

Semester 1 (20 hours/week)		Credits
EPUB501	Design and Pre-Press 1 .....	4
EPUB502	Typography 1 .....	4
EPUB503	Page Layout .....	4
EPUB504	Illustration .....	4
EPUB505	Entrepreneurship in Arts .....	4
Semester 2 (23 hours/week)		Credits
EPUB601	Design and Pre-Press 2 .....	4
EPUB602	Typography 2 .....	4
EPUB603	Imaging 1 .....	4
EPUB604	Imaging 2 .....	4
EPUB605	Field Placement .....	4

## Human Resources Management (Post Graduate Certificate)

(School of Business)

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Application Program Code 02541

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North Campus

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Two semesters, beginning in September

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This professional certificate program is designed for university and college graduates. Applicants with equivalent work experience will also be considered.

It is intended for those seeking employment in Human Resource Management or for individuals already in the field who wish to update and expand their skills in order to pursue a career in Human Resource Management and secure professional accreditation.

Humber's Human Resource Management Program has an intensive curriculum within its one-year duration. The emphasis in this program is on the development of skills required in the management of human resources within organizations.

At the end of this program, students who successfully complete the twelve courses and the field practice requirements qualify for a certificate in Human Resource Management from Humber College. In addition, the courses may be accredited by the Human Resources Professional Association of Ontario towards a Certificate in Human Resources Management (CHRM), the academic component of the professional designation (C.H.R.P.).

**ADMISSION REQUIREMENTS**

• College Diploma, or University Degree, or mature students with equivalent work experience. Wordprocessing and spreadsheet computer skills are required. Applicant selection will be based upon an interview/information session or written questionnaire

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CURRICULUM**

<b>Semester 1 (22 hours/week)</b>		<b>Credits</b>
HRPD728	Human Resource Research – HRIS .....	4
HRPD712	Labour Economics .....	4
HRPD721	Human Resource Management .....	3
HRPD724	Elements of Salary Compensation .....	4
HRPD730	Recruitment, Selection and Equity .....	4
HRPD736	Organizational Behaviour .....	4
HRPD600	HRPD Seminar 1 .....	0
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
ACCT201	H.R.M. Finance and Accounting .....	4
HRPD708	Labour Relations .....	4
HRPD713	Training and Development .....	4
HRPD725	Pensions and Benefits Plans .....	4
HRPD737	Occupational Health and Safety .....	4
HRPD738	Employment Law .....	4
HRPD601	HRPD Seminar 2 .....	0
<b>Field Practice (Four Weeks – May/June)</b>		<b>Credits</b>
HRPD750	Field Practice .....	4

# International Marketing

## – Asia Pacific Profile (Post Graduate Certificate)

(School of Business)

Application Program Code 0219A

North Campus

One year Post Graduate Certificate at the advanced level, beginning in September

This is the only business program in Ontario requiring study of Japanese or Mandarin languages and cultures.

A one-year full-time program has been developed to provide entry into the field of International Marketing. The accelerated format of lectures, projects and case studies focuses upon the Pacific Rim.

On achievement of the Certificate, those students who meet a series of employer established criteria, determined by interview

and/or assessment, may apply for field internships which will normally be with Canadian or multi-national organizations in Asia. The College cannot guarantee that all students will be placed.

**ADMISSION REQUIREMENTS**

• University Degree, or College Diploma, or mature student with 5 years related work experience. Applicant selection will be made following an interview/assessment session

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CURRICULUM**

<b>Semester 1</b>		<b>Credits</b>
INPD600	International Marketing 1 .....	4
INPD605	International Trade .....	3
INPD610	Asian Pacific Studies 1 .....	4
ISPD241	Personal Computing .....	3
<b>Second Language Component</b>		
LAN.606	Mandarin 1 .....	4
	Or	
LAN.608	Japanese 1 .....	4
<b>Semester 2</b>		<b>Credits</b>
INPD650	International Marketing 2 .....	4
Pre-req:	INPD600 International Marketing 1	
INPD655	International Distribution .....	3
Pre-req:	INPD600 International Marketing 1	
INPD660	Professional Selling – International .....	4
Pre-req:	INPD600 International Marketing 1	
INPD665	Asian Pacific Studies 2 .....	4
Pre-req:	INPD610 Asia Pacific Studies 1	
INPD670	International Banking and Finance .....	2
Pre-req:	INPD600 International Marketing 1	
<b>Second Language Component</b>		
LAN.607	Mandarin 2 .....	4
Pre-req:	LAN.606 Mandarin 1	
	Or	
LAN.609	Japanese 2 .....	4
Pre-req:	LAN.608 Japanese 1	
<b>Optional Co-operative Experience</b>		
INPD700	.....	4

# International Marketing

## – European Profile

### (Post Graduate Certificate)

(School of Business)

Application Program Code 0219E

North Campus

One year Post Graduate Certificate at the advanced level, beginning in September

A one-year full-time program has been developed to provide entry into the field of international marketing. The accelerated format of lectures, projects and case studies focuses upon the European Common Market.

The curriculum provides a balance between the study of European language and culture and a range of international business subjects.

#### ADMISSION REQUIREMENTS

- University Degree, or College Diploma, or mature student with 5 years related work experience. Applicant selection will be made following an interview/assessment session

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### CURRICULUM

Semester 1	Credits
INPD600 International Marketing 1 .....	4
INPD605 International Trade .....	3
INPD620 European Studies 1 .....	4
ISPD241 Personal Computing .....	3

#### Second Language Component

LAN.600 Spanish 1 .....	4
Or	
LAN.602 German 1 .....	4
Or	
LAN.604 Portuguese 1 .....	4

Semester 2	Credits
INPD650 International Marketing 2 .....	4
Pre-req: INPD600 International Marketing 1	
INPD655 International Distribution .....	3
Pre-req: INPD600 International Marketing 1	
INPD660 Professional Selling – International .....	4
Pre-req: INPD600 International Marketing 1	
INPD621 European Studies 2 .....	3
Pre-req: INPD620 European Studies 1	
INPD670 International Banking and Finance .....	2
Pre-req: INPD600 International Marketing 1	

#### Second Language Component

LAN.601 Spanish 2 .....	4
Pre-req: LAN.600 Spanish 1	
Or	
LAN.603 German 2 .....	4
Pre-req: LAN.602 German 1	
Or	
LAN.605 Portuguese 2 .....	4
Pre-req: LAN.604 Portuguese 1	

# International Marketing

## – Latin American Profile

### (Post Graduate Certificate)

(School of Business)

Application Program Code 0219L

North Campus

One year Post Graduate Certificate at the advanced level, beginning in September

A one-year full-time program has been developed to provide entry into the field of international marketing. The accelerated format of lectures, projects and case studies focuses upon Latin America.

The curriculum provides a balance between the study of Latin American culture and language and a range of international business subjects.

#### ADMISSION REQUIREMENTS

- University Degree, or College Diploma, or mature student with 5 years related work experience. Applicant selection will be made following an interview/assessment session.

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### CURRICULUM

Semester 1	Credits
INPD600 International Marketing 1 .....	4
INPD605 International Trade .....	3
INPD615 Latin American Studies 1 .....	4
ISPD241 Personal Computing – Marketing .....	3

#### Second Language Component

LAN.600 Spanish 1 .....	4
Or	
LAN.604 Portuguese 1 .....	4

Semester 2		Credits
INPD650	International Marketing 2	4
Pre-req:	INPD600 International Marketing 1	4
INPD655	International Distribution	3
Pre-req:	INPD600 International Marketing 1	3
INPD660	Professional Selling - International	4
Pre-req:	INPD600 International Marketing 1	4
INPD670	International Banking and Finance	2
Pre-req:	INPD600 International Marketing 1	2
INPD675	Latin American Studies 2	4
Pre-req:	INPD615 Latin American Studies 1	4

**Second Language Component**

LAN 601	Spanish 2	4
Pre-req:	LAN.600 Spanish 1	4
	Or	
LAN 605	Portuguese 2	4
Pre-req:	LAN.604 Portuguese 1	4

It is planned to establish two-month residential programs in Mexico, designed to reinforce ability in Conversational Spanish and familiarity with Latin American views of international trade. On achievement of the Certificate, students may apply for entry to these optional programs.

# Journalism for Mature Students

(Post Graduate Diploma)

(School of Media Studies)

Application Program Code 04901

North Campus

Four semesters, beginning in September

This diploma program will allow students to specialize in newspaper, magazine or broadcast journalism and obtain first class experience through a valuable internship program, after completing two semesters of classroom work.

**ADMISSION REQUIREMENTS**

- a University Degree, Community College Diploma, or partial post-secondary education and solid journalism experience from an accredited news operation
- attendance at an assessment interview. Successful applicants are given advanced standing and enter at a level equivalent to the second year of the three-year Journalism Diploma Program.

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

**Semester 1 and 2 - Advanced Standing**

Semester 3 (20 hours/week)		Credits
JRNL101	Media and Society	2
JRNL201	Radio News 1	2
JRNL202	T.V. News 1	3
JRNL205	Newspaper Reporting 1	6
FOTO114	Basic Black and White Photography	3
JRNL300	Newspaper Layout and Design	2
JRNL310	Introduction to Magazines	2

Semester 4 (22 hours/week)		Credits
JRNL411	Magazine Production	3
Pre-Req:	JRNL101 Media and Society	
JRNL309	T.V. News 2	3
Pre-Req:	JRNL202 T.V. News 1	
JRNL307	Newspaper Reporting 2	4
Pre-Req:	JRNL203 Newspaper Reporting 1	
JRNL401	Critique 1	1
JRNL407	Opinion Writing	2
JRNL408	Radio News and Voice Training	3
FOTO214	News Photography	2
Pre-Req:	FOTO110 Basic Black and White Photography	
JRNL412	Desktop Publishing for Journalism	2

**Semester 5 and 6 (same as regular profile)**

# Justice Studies - Advanced Certificate

(Post Graduate Certificate)

Pending Ministry Approval

(School of Social and Community Services)

Application Program Code: 10261

Lakeshore Campus

Two semesters, beginning in September and January

This program will provide an opportunity for college and university graduates to pursue further education in the area of Criminal Justice Administration. Graduates would be qualified to seek a career as a police officer, security supervisor, private investigator or criminal justice technologist. The program will combine traditional and independent study modes of delivery with a strong field placement component.

**ADMISSION REQUIREMENTS**

Applicants must have a University degree or a College diploma from the Human Service field. Individuals with an equivalent combination of education and experience in Criminal Justice Administration would also be considered for this program.

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point

average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

Semester 1 (20 hours)	Credits
JUST101 Building Community .....	3
JUST102 Applied Ethics .....	3
JUST103 Trends in Law Enforcement .....	3
JUST104 Administration Law .....	3
JUST105 Field Practice 1 .....	4
JUST106 Independent Study .....	4
Semester 2 (20 hours)	Credits
JUST201 Street Outreach .....	3
JUST202 Management Studies .....	3
JUST203 Community Based Policing .....	3
JUST204 Advanced Private Policing .....	3
JUST205 Field Placement 2 .....	4
JUST206 Independent Study .....	4

# Local Area Network Design and Administration

## (Post Graduate Certificate)

(School of Information Technology and Accounting)

Application Program Code 30531

North Campus

Internet: it-cnet@acad.humberc.on.ca

Two semesters, beginning in September

This one year post graduate certificate program is designed to prepare you to become a network technician/manager with skills in systems planning, hardware and software management. Coming in to this program you should already have a set of computer related skills either in hardware, software or both. You should be comfortable with computer jargon and using a computer system, but also be willing to learn a lot more.

Students will find themselves involved in software and hardware installation, electronic mail and electronic workgroup management, system security and resource management, the automation of common activities on the network, network load and scheduling. Students will build small independent networks using different operating systems such as DOS/Windows (various versions), Macos, UNIX (various flavours) and OS/2 and link them together. They will also examine the use of IBM's MVS and Digital Equipment's VMS operating systems as part of a network. Students will use and study midrange cost network operating

systems such as Novell's Netware, UNIX, Banyan Vines and as well as low cost and high performance network options. Diagnosing and resolving hardware and software conflicts using the appropriate tools will be emphasized. Not only will students learn about networks but the networks themselves will be used as a learning tool including the use of electronic mail for discussion groups, and access to the Internet. On completing the program students should be able to recommend and evaluate cost-effective network solutions.

This program is different than some other network education programs in that it covers more than any one vendor's product line and shows them how to make these products work together. It is these internetworking skills that will distinguish the graduates of the program.

The graduate should be able, with some extra study, to pass vendor specific tests such as Novell's CNE and obtain certification in these products.

## CAREER OPPORTUNITIES

A common need in any business, industry or government is to build and maintain a network of computers as well as connections to networks outside the business enterprise. The graduate will work as a network administrator or as a technical support specialist with different kinds of computers including industrial controls, PCs, Macs, Workstations, Minis and Mainframes. The critical size of a single company to employ a networking specialist is 40-50 workstations though students may find work in smaller firms such as software and hardware vendors that support other companies' computer needs.

In the 1990's the workplace is undergoing an information revolution based on computer technology. Networks are the basis of change within the majority of organizations. A career in Network Management and LAN technology will put you at the centre of this change leading to future opportunities and career growth.

## ADMISSION REQUIREMENTS

- 2-year College Diploma or equivalent
- 2 College level courses in programming or equivalent
- working familiarity with at least one computer operating system
- working familiarity with at least one end-user application
- interview with the program co-ordinator

Some familiarity and degree of comfort with handling electronic hardware is desirable. The course ELIC101 DC Circuits offered in the Electronics Department is recommended for this purpose or an I.L.P. (individualized learning program) course is also available in the Digital Certificate Lab at the college.

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, offers of admission, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

Semester 1 (22 hours/week)	Credits
CNET701 Personal Computer Internals .....	4
CNET702 Network Hardware and Lower Protocol .....	5
CNET703 Operating System Environments .....	4
CNET704 Introduction to Netware .....	4
CNET705 Telephone Systems .....	2
CNET706 Management Skills .....	3

**Semester 2 (23 hours/week)****Credits**

A 60% average or better in the 1st semester is required for continuing in the 2nd semester.

CNET801	Case Studies in Networking .....	3
CNET802	Client Server Database Administration .....	4
CNET803	Network Programming .....	4
CNET804	Bridges and Routers .....	4
CNET805	Advanced Netware .....	4
CNET806	Internetworking with Unix .....	4

Note: This program is offered to both regular fee paying students and to students sponsored for retraining by Canada Manpower.

Students from other related programs such as Computer Engineering and Information Systems seeking to enrol in individual courses must obtain the permission of the program co-ordinator.

## Marketing Management

### - Canadian Securities Profile

#### (Post Graduate Certificate)

(School of Business)

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Application Program Code 02245

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North Campus

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One year Post Graduate Certificate Program, beginning in September

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The investment industry is a challenging, and fast paced environment. Professionals working in the field must determine the best ways to obtain financing, and to identify the optimum investment opportunities for investors. This program is designed for non-business University graduates and College diploma graduates. It is intended for those seeking employment ultimately in marketing and to update and expand their skills in order to pursue a career in investment and securities.

#### ADMISSION REQUIREMENTS

- an under-graduate University degree, or
- College Diploma, or
- a minimum of five years related experience

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### CAREER OPPORTUNITIES

Career opportunities in the Canadian Securities field vary from large institutional firms to regional offices and smaller operations. Large trading houses, banks and trust companies are prime employers. Careers exist in trading departments of securities firms, sales departments, research departments, corporate and government finance departments.

## CURRICULUM

### Semester 1

### Credits

MKPD703	Fundamentals of Marketing .....	6
MKPD741	Canadian Securities 1 .....	4
ISPD241	Personal Computing .....	3
MKPD740	Financial Planning 1 .....	4
MKPD702	Marketing Leadership .....	4
MKPD705	Marketing Seminar 1 .....	2

### Semester 2

### Credits

MKPD743	Canadian Securities 2 .....	4
ISPD242	Personal Computing 2 .....	2
MKPD742	Financial Planning 2 .....	4
MKPD709	Professional Selling - Marketing Management .....	3
MKPD711	Marketing Management .....	4
MKPD712	Marketing Seminar 2 .....	2

## Marketing Management

### - General Profile

#### (Post Graduate Certificate)

(School of Business)

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Application Program Code 02241

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North Campus

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One year Post Graduate Certificate Program, beginning in September

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This one year full-time certificate program is designed to develop technical, conceptual and workplace skills geared to the needs of marketing employers. This specialized program is available to university and college graduates of non-business courses, however applicants with a minimum of five years equivalent experience will be considered.

This program will provide an opportunity for students to develop the knowledge and skills necessary to make an effective contribution in the workplace. Emphasis is placed on workplace skills such as communications, inter-personal skills, customer service, problem-solving and teamwork, in addition to technical marketing subjects, such as advertising, sales promotion, the selling of ideas and products, and the development of marketing strategy.

The students will learn by doing: setting goals and objectives, time management, decision-making, and handling pressure during group projects, cases, discussions and practical assignments.

The student will strengthen her/his computer skills, and ideally will have access to a personal computer at home.

#### ADMISSION REQUIREMENTS

- an under-graduate University degree, or
- College Diploma, or
- a minimum of five years related experience

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which

applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## CURRICULUM

Semester 1	Credits
ISPD241 Personal Computing – Marketing 1 .....	4
MKPD702 Marketing Leadership .....	4
MKPD703 Fundamentals of Marketing .....	6
MKPD705 Marketing Seminar 1 .....	2
MKPD709 Professional Selling – Marketing Management .....	4
MKPD715 International Trade .....	3
Semester 2	Credits
ISPD242 Personal Computing – Marketing 2 .....	2
MKPD706 Research for Marketing Management .....	4
MKPD707 Distribution – Marketing Management .....	3
MKPD708 Advertising, Sales Promotion and Public Relations .....	4
MKPD711 Marketing Management .....	4
MKPD712 Marketing Seminar 2 .....	2

# Marketing Management

## – Information Systems Profile (Post Graduate Certificate)

(School of Business)

Application Program Code 0224N

North Campus

One Year Post Graduate Certificate Program, beginning in September

This program is designed for University graduates and College diploma graduates.

It is intended for those seeking employment ultimately in marketing and for those who are seeking to update and expand their skills with particular emphasis in the information systems field.

The explosion of the computer into almost every facet of modern life has created an unprecedented demand for Information Systems marketing representatives.

Students entering Humber's unique Marketing Management – Information Systems Profile are taking their first step towards an exciting, stimulating career in a dynamic industry.

The goal of Humber's program is to equip graduates with the expertise that will enable them to pursue confidently, a career in a field that can provide a lifetime of satisfaction and challenge.

### ADMISSION REQUIREMENTS

- an under-graduate University degree, or
- College diploma, or
- a minimum of five years related experience and
- basic computer and literacy, i.e., knowledge of disk operating systems, with basic understanding skills in word processing spreadsheet and data base software

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates of the program will work in the multitude of manufacturing, distributing, reselling and retail firms associated with the computer industry. They will be employed as:

- computer hardware/software sales and marketing representatives
- customer relations and service representatives
- sales support assistants
- account executives
- marketing co-ordinators

## CURRICULUM

Semester 1	Credits
MKPD703 Fundamentals of Marketing Management .....	6
ISPD110 Spreadsheet Applications .....	3
ISPD112 Data Base Applications .....	3
MKPD709 Professional Selling – Marketing Management .....	4
MKPD702 Marketing Leadership .....	4
MKPD705 Marketing Seminar 1 .....	2
Semester 2	Credits
ISPD111 P.C. Operating Systems and Networks .....	3
ISPD202 Computer Product Positioning .....	3
MKPD715 International Trade .....	3
MKPD708 Advertising, Sales Promotion and Public Relations .....	4
MKPD711 Marketing Management .....	4
MKPD712 Marketing Seminar 2 .....	2

# Marketing Management

## – Telecommunications Planning Profile

### (Post Graduate Certificate)

(School of Business)

Application Program Code 0224E

North Campus

One year Post Graduate Certificate program, beginning in September

This program is designed for University graduates and College diploma graduates.

It is intended for those seeking employment ultimately in sales and marketing of telecommunications equipment and services for telephone companies, carriers, network providers or resellers. It will also appeal to those students seeking to upgrade and



expand their skills to pursue a career in marketing, with particular emphasis on telecommunications.

Telecommunications provides the highways for the global movement of data, voice, image and video and is the enabling process for business, industry and commerce sectors ranging from banking to national resources.

Upon successful completion of this program, graduates will be equipped with the expertise and abilities to confidently pursue a career in Canada's most dynamic industry.

### ADMISSION REQUIREMENTS

- an undergraduate University degree in engineering, computer science or liberal arts or science, or
- college diploma, or
- a minimum of five years related experience, and
- basic computer literacy

In addition, a personal interview with a program faculty member is required.

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CURRICULUM

#### Semester 1 Credits

MKPD703	Fundamentals of Marketing Management .....	6
MKPD705	Marketing Seminar 1 .....	2
MKPD702	Marketing Operations .....	3
MKPD760	Telecommunications Concepts 1 (Basic Telephony) .....	3
MKPD761	Globalization of Telecommunications .....	3
ISPD241	Personal Computing 1 .....	3

#### Semester 2 Credits

MKPD709	Professional Selling – Marketing Management .....	3
MKPD711	Marketing Management .....	3
Pre-Req:	MKPD703 Fundamentals of Marketing Management	
MKPD712	Marketing Seminar 2 .....	2
Pre-Req:	MKPD705 Marketing Seminar 1	
MKPD762	Telecommunications Concepts 2 (Networks) .....	3
Pre-Req:	MKPD760 Telecommunications Concepts 1 (Basic Telephony)	
MKPD763	Regulatory Aspects of Telecommunications .....	3
Pre-Req:	MKPD760 Telecommunications Concepts 1 (Basic Telephony)	
ISPD242	Personal Computing 2 .....	2
Pre-Req:	ISPD241 Personal Computing 1	

# Media Copywriting (Post Graduate Certificate)

(School of Media Studies)

Application Program Code 10021

North Campus

One year, three consecutive semesters, beginning in September

This program is designed for individuals who want to develop and focus their writing skills towards a career in the advertising field. Graduates from this program will possess the specialized skills necessary to develop concepts and write creative advertising and promotion copy for all print and broadcast media.

### ADMISSION REQUIREMENTS

- a University Degree or College Diploma; or
- mature student status (19 years of age or over) with an appropriate combination of education and/or relevant life experience(s);
- attendance at an interview/orientation session at which an applicant will be required to successfully complete:
  - a) a reading/comprehension and sentence skills assessment, and
  - b) a conceptual thinking assessment test

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates will be qualified to pursue positions as copywriters in advertising and promotion agencies; in the advertising/promotion departments of corporations, retail companies and the municipal, provincial or federal governments; or as independent freelance copywriters with their own accounts.

### CURRICULUM

#### Semester 1 (23 hours/week) Credits

COPY101	Introduction to Advertising .....	3
COPY102	Creative Strategies .....	2
COPY103	Creative Writing 1 .....	6
COPY104	Current Affairs and Advertising Trends .....	2
COPY105	Understanding the Media .....	2
COPY106	Elements of Advertising .....	3
COPY107	Advertising Seminar Series .....	2
COPY108	Computer Applications 1 .....	3

#### Semester 2 (24 hours/week) Credits

COPY201	Introduction to Print 1 .....	5
COPY202	Campaign Strategies 1 .....	4
COPY203	Introduction to TV/AV/Video .....	4
COPY204	Introduction to Promotion .....	3
COPY205	Introduction to Radio .....	2
COPY206	Presentation Skills 1 .....	3
COPY208	Computer Applications 2 .....	3

**Semester 3 (22 hours/week for first eight weeks)**

	Credits
COPY302 Campaign Strategies 2 .....	4
COPY303 Creative Writing 2 .....	4
COPY304 Promotion and PR .....	2
COPY306 Presentation Skills 2 .....	1
COPY309 Field Placement .....	4*

\* **Note:** Students participate in a full-time field placement at an approved advertising agency during the last eight weeks of Semester 3. All other course work is completed in the first eight weeks of this semester.

Students must have successfully completed (or be passing) all required program courses before being considered for placement.

## Public Relations Certificate (Post Graduate Certificate) (School of Media Studies)

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Application Program Code 04561

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North Campus

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Two semesters, beginning in September or January

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A one-year Public Relations Certificate program is offered for mature students. After successfully completing two semesters of classroom work students experience a valuable assigned internship in the industry. This takes place in the eight weeks following successful completion of all other courses.

### ADMISSION REQUIREMENTS

- a University Degree, or 3-year Community College Diploma (applicants with partial post-secondary education, or related work experience may apply for advanced standing in the Public Relations Diploma Program)
- attendance at an interview/orientation session where you will be required to successfully complete a communications assessment and reading comprehension test
- keyboarding skills (approx. 30 words per minute)

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates from the Public Relations Certificate Program have a wide variety of employment options to choose from, including: corporate, not-for-profit, government, health care, fundraising, product promotion, and public relations agencies.

### ADDITIONAL COSTS

Textbooks, event-related costs and field trips will cost approximately \$250.00 per semester.

## CURRICULUM

<b>Semester 1 (25 hours/week)</b>		Credits
PRC.102 Effective Speech .....		2
PRC.107 PR Writing and Lab 1 .....		4
PRC.109 PR in Non-Profit and Government Organizations .....		3
PRC.110 Communications Theory .....		2
PRC.111 Proposal Development 1 .....		2
PRC.112 Layout and Production (Print/AV) .....		2
PRC.113 Introduction to the Macintosh Computer .....		1
PRC.114 Media Relations 1 (News Vehicles) .....		2
PRC.116 The PR Agency .....		1
PRC.117 Supplier Management and Business Practices .....		1
PRC.118 Persuasion and Promotion .....		1
PRC.120 Computer Applications for PR .....		2
PRC.200 Public Relations Research .....		2

<b>Semester 2 (24 hours/week)</b>		Credits
PRC.202 Seminar .....		2
PRC.206 PR in the Corporation .....		2
PRC.207 PR Writing and Lab 2 .....		4
PRC.210 Fundraising .....		4
PRC.211 Desktop Publishing .....		2
PRC.212 Proposal Development 2 .....		2
PRC.213 Internal Communications .....		2
PRC.214 Media Relations 2 (PR components) .....		2
PRC.215 PR in the Workplace .....		1
PRC.216 Entrepreneurship and Small Business .....		3
PRC.300 Field Placement .....		4*

\* **Note:** Students must be current and passing in all courses to go on Field Placement.

## Recreation Leadership (Post Graduate Diploma) (School of Hospitality, Recreation and Tourism)

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Application Program Code 10081

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North Campus

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Two semesters, beginning in September

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Earn a Recreation Leadership Diploma in one year by qualifying for advance standing based on your previous education and experience. The program begins in September and includes both classroom work and field placement.

### ADMISSION REQUIREMENTS

- A University degree, and an interview

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

Students with a degree in Recreation should not apply as this program would be a duplication in studies.

## CAREER OPPORTUNITIES

Graduates of the Fast Track Recreation Leadership program have a wide variety of employment options including: commercial, voluntary, municipal, and private agencies in the recreation field.

## ADDITIONAL COSTS

Students will be required to pay the cost of transportation to and from their field placement.

## CURRICULUM

Semester 1		Credits
RECL701	Recreation and Leisure Programming 1 .....	4
RECL702	Marketing in Recreation Part 1 .....	4
RECL703	Human Resource Management .....	4
RECL704	Leadership and Group Dynamics .....	3
RECL705	Computer Applications to Recreation .....	3
RECL710	Field Practicum 1 .....	7
Semester 2		Credits
RECL721	Recreation and Leisure Programming 2 .....	4
RECL722	Marketing in Recreation Part 2 .....	4
RECL723	Risk Management .....	3
RECL724	Financial Planning .....	4
RECL725	Current Issues in Recreation .....	3
RECL720	Field Practicum 2 .....	7

## Registered Nursing (Post Graduate Diploma)

(School of Health Sciences)

### North Campus

Humber College offers a selection of carefully designed post graduate programs and courses for Registered Nurses.

- Childbirth Educators Program
- Coronary Care Nursing
- Emergency Nursing
- Mental Health Nursing
- Neonatal Intensive Care Program
- Nephrology Nursing
- Neuroscience Nursing
- Occupational Health Nursing
- Obstetric Certificate Program
- Operating Room Nursing
- Respiratory Nursing

### ADDITIONAL COURSES FOR NURSES:

- Care of the Post Anaesthetic Patient
- Basic and Advanced IV Therapy
- Patient Assessment
- RN Examination Review
- Advanced/Care of the Surgical Patient
- Community Mental Health Nursing
- Children Are Unique A Pediatric Course
- Community Nursing for the R.N.

For further information on these post-diploma Nursing programs and courses, please contact Health Sciences, North Campus, (416) 675-3111, ext. 4062, or (416) 798-1034. We publish a detailed brochure outlining the continuing education program and course opportunities. It includes the schedule for a full year and the course descriptions. For your copy, please call the above phone number, or write Chair, Continuing Education, Health Sciences, Humber College, North Campus, 205 Humber College Blvd., Etobicoke, Ontario, M9W 5L7.

## Registered Practical Nursing (Post Graduate Certificate)

(School of Health Sciences)

Humber College offers additional courses for Registered Practical Nursing which are designed to expand their competencies. These post-certificate courses are offered to supplement the knowledge previously obtained at the basic level.

- Asepsis for the RPN
- Assessment Skills for RPN's
- ECG Recording for the RPN
- Phlebotomy for the RPN
- Medications course for the RPN
- Refresher Medication for RPN
- RPN Exam Review
- RPN and the Surgical Client
- RPN Mental Health Nursing Program
- RPN Operating Room Nursing Program
- Community Nursing for the RPN

For further information or a brochure, please contact (416) 675-3111, ext. 4062, or (416) 798-1034.

## Ski Area Operations

(Post Graduate Certificate)

(School of Hospitality, Recreation and Tourism)

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Application Program Code 01781

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North Campus

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Two semesters, beginning in September

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This certificate program is offered every other year (1993, 1995...). It focuses on ski-related courses which are broken down into three areas:

- outside operations including ski school, snowmaking, hill-grooming and lifts
- inside operations such as rental shops, restaurants and cafeterias
- summer operations including equipment, slopes and trails maintenance, marketing, and promotion

After these in-class courses a one semester field placement will then provide you with the opportunity to practice and develop new skills within a job setting.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- 2000 hours of on-the-job experience in one of the facets of the ski industry
- letter of recommendation from employer
- personal assessment interview or Hotel and Restaurant Management Diploma or equivalent or Recreation Leadership Diploma

**Please Note:** The college reserves the right to establish a minimum literacy skill level as a pre-requisite to any consideration for admission to this program.

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CURRICULUM

Semester 1	Credits
SKI.201 Lift Operation and Maintenance .....	4
SKI.202 Snowmaking and Hillgrooming .....	4
SKI.213 Ski School Operation and Marketing .....	3
SKI.214 Risk Management and Ski Patrol .....	2
SKI.215 Ski Area Field Research .....	2
SKI.218 Ski Area Electrical Systems .....	3
SKI.281 Slope Layout and Design .....	3
Semester 2	Credits
SKI.206 Field Placement* .....	14
SKI.207 Area Operations Review* .....	4

**Please note:** This program is offered every odd numbered year

## Teachers of English As A Second Language (T.E.S.L.)

(Post Graduate Certificate)

(Liberal Arts and Sciences Division)

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Application Program Code 05841

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North Campus

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One semester, beginning in September and January

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This is a post graduate, one semester certificate program designed for experienced and novice teachers seeking qualifications in TESL/TEFL or other specialized training services. The program consists of five integrated components: The Adult Learner, Linguistics, Methodology, Pedagogical Grammar and the Practicum – exposing candidates to a wide range of theoretical issues and providing them with extensive opportunities for ESL class observation and practice teaching.

The program is designed from an adult education perspective.

### ADMISSION REQUIREMENTS

The requirement for consideration for admission to the TESL program is a completed degree or diploma and 250 hours of documented teaching experience in adult ESL classes. If the teaching experience was obtained outside Metropolitan Toronto, the documentation must include a reference letter from a coordinator, supervisor, etc.

- Teaching experience refers to actual classroom teaching or volunteer work in a formal classroom setting. Private tutoring will not be accepted as ESL teaching experience except if done under the auspices of an acknowledged educational institution.

Preference will be given to candidates with a degree or diploma in one of the following fields: Linguistics, English, Modern Languages, Education, Psychology, Journalism, Anthropology, Sociology or Social Work, but candidates with a degree or diploma in any other field will be considered if they have fulfilled the required 250 hours of documented adult ESL work.

Candidates deemed eligible will be required to satisfactorily pass an English assessment test and finally will be subject to a selection interview to determine suitability for the program.

(Please note that due to the integrated nature of this short, intensive certificate program, advance standing and/or exemption credit cannot be granted.)

**Please Note:** In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates of this certificate program can work for community colleges, adult courses offered by boards of education as well as by community centres or private language institutions in Ontario/other provinces or abroad.

**EXPECTED WORKLOAD**

The workload for the course is very heavy. In addition to regular background reading, candidates can expect a minimum of 10 assignments/tests plus preparation for micro-teaching sessions, workshops and practice teaching.

# Telecommunications Management (International)

(Post Graduate Certificate)

(School of Information Technology and Accounting)

Application Program Code 20111

North Campus

Internet: it-tmi@acad.humberc.on.ca

One year Post Graduate Certificate program, beginning in September

Recognizing the growing need for trained professionals in telecommunications, and the increased demand for familiarity in the international aspects of this field Humber College offers a one year program in Telecommunications Management (International).

The program recognizes the evolution of telecommunications from direct person to person connection towards digital services and computer networks. Students examine both telephone communication services and computer based communication. Topics range from transmission media, mobile communications to phone based information systems, voice messaging, e-mail, call management, computer networks using Unix and the Novell Network Operating System (Tm) and multi-location workgroup management using such tools as Lotus Notes (Tm), bulletin board systems and system security issues.

**ADMISSION REQUIREMENTS**

- successful completion of a degree in such areas as Engineering, Computer Science, Business, and Liberal Arts or Science or a College diploma
- a personal interview with a program faculty member is required
- applicants without credit for a course in basic data communications and telecommunications in their previous program of studies would be required to complete Humber College's course ISYS238 Network Design and Analysis (or equivalent) prior to the start of the program

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

**CAREER OPPORTUNITIES**

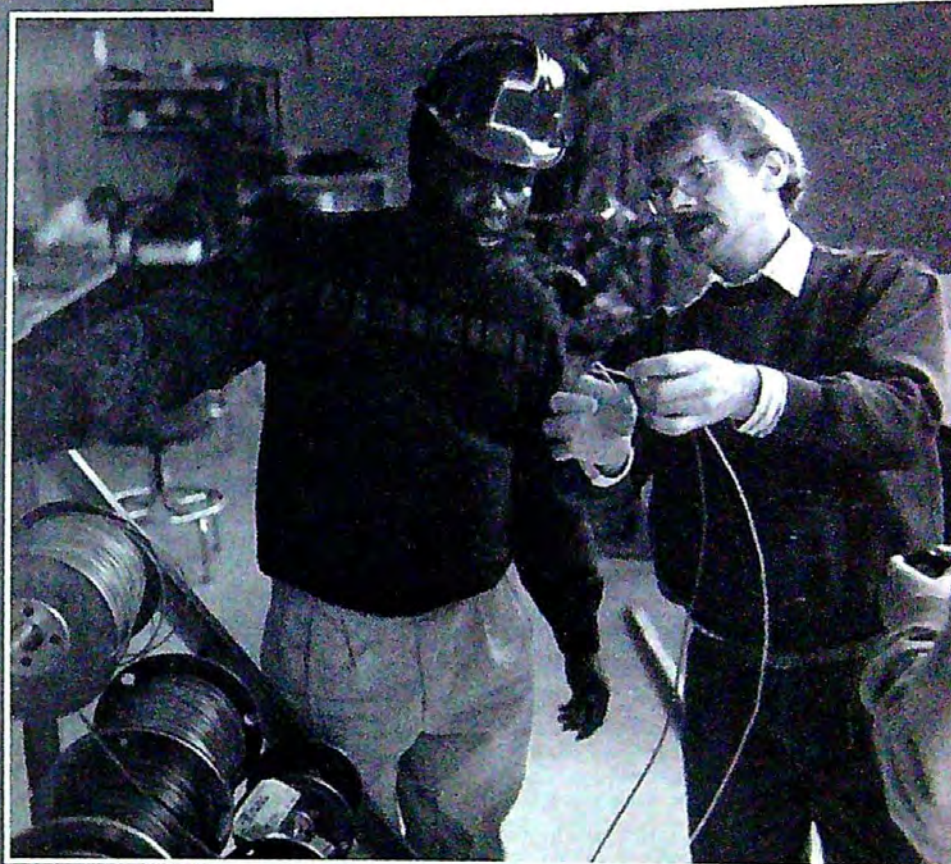
Upon successful completion of the program graduates would be qualified to enter a career as a telecommunications analyst or as a sales and marketing representative. Potential markets for such graduates would include the government, large private users of international telecommunications services, international record carriers, and equipment manufacturers with a presence in foreign markets.

**CURRICULUM**

Semester 1 (23 hours)		Credits
ISYS250	Digital Telephony .....	3
ISYS257	International Telecommunications .....	3
ISYS270	Telecommunications Switching Systems .....	3
ISYS701	Transmission Technologies .....	4
ISYS702	Media: Hot and Cool .....	3
ISYS703	Protocols and Services .....	3
INPD605	International Trade .....	4
Semester 2 (21 Hours)		Credits
ISYS249	Telecommunications Strategic Planning .....	4
ISYS255	Mobile Communications .....	3
ISYS273	Regulatory Considerations .....	3
ISYS277	Enterprise Networks .....	3
CNET704	Introduction to Netware .....	4
INPD600	International Marketing .....	4

**Please Note:** Due to the long lead time required for this calendar the courses offered in 1996-97 will not completely correspond to the above list. For details contact the program co-ordinator/registrar's office.

**Apprentice-  
ship,  
Pre-College  
and Technical  
Certificate  
Programs**



# Guide to Apprenticeship, Pre-College and Technical Certificate Programs

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## Apprenticeship Programs

Apprenticeship offers you an opportunity to learn a highly skilled trade in a variety of occupations through practical job experience and in-school training. Registration for these programs takes place through your local Apprenticeship Branch Office of the Ministry of Education and Training.

### ADMISSION REQUIREMENTS

- minimum 16 years of age
- grade 10 (Ontario)
- applicant must be literate in English
- employed in your chosen field

### HUMBER COLLEGE OFFERS THE FOLLOWING APPRENTICESHIP PROGRAMS:

- |                           |                               |
|---------------------------|-------------------------------|
| • Boilermaker             | • Industrial Woodworker       |
| • Painting and Decorating | • Arborist Apprenticeship     |
| • Electrician             | • Horticulture Apprenticeship |
| • Plumber                 | • Cook (Cuisine) Apprentice   |

For further information, please contact your local Apprenticeship Branch Office or call (416) 326-5800.

## Arborist Apprenticeship

(School of Horticulture, Fashion Arts  
and Design Foundation)

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### North Campus

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20-week in-school session. Basic – 12-weeks beginning in January, Advanced – 8-weeks beginning in January

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### ADMISSION REQUIREMENTS

- grade 10 (Ontario) at or above general level
- applicant must be working in the field of arboriculture
- minimum 16 years of age
- applicant must be literate in English

**Note:** Registration is through the applicant's local office of the Ontario Training and Adjustment Board (OTAB). Arborist regulations are 48/93, Trade Code 444A.

### ADDITIONAL INFORMATION

Instruction focuses on planting, maintenance, and removal of trees in the urban landscape. The program emphasis is on safety, teamwork, and development of sound, up-to-date job skills and workplace practices. Lectures and labs are balanced with a practical field work component.

Before participating in this program, it is important that apprentices fully appreciate the following:

1. Field practice sessions proceed two days per week despite low temperatures and other inclement winter weather conditions.
2. Approximately 70% of time spent in the field work sessions involves tree climbing to heights of 40 feet or more.
3. Attendance at all classes is mandatory and students must be dressed appropriately for the scheduled activity and prevailing weather conditions. Unauthorized absences may result in a reduction of U.I. benefits.

4. The majority of field practice sessions are held off-campus and require students to find their own transportation, at their own expense, to job-sites ranging from 1/2 to 3/4 of an hour from the College. These travel expenses are not reimbursed by the College or OTAB.
5. On a scheduled rotating basis, students will be responsible for supervision of field practice sessions and for transportation of tools and equipment to job sites.

Arborist apprentices will be required to purchase and come to their second day of classes with the following personal protective equipment; C.S.A. approved Class B hardhat, work-rated safety boots, safety goggles or glasses, hearing protection, chain saw gloves and chain saw pants.

Arrangements for parking and lockers will be made during the orientation session on the first day.

All students entering the Arborist Apprenticeship Program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The nature of the work may increase the risk of a tetanus infection if appropriate preventative measures are not taken.

Virtually all costs are covered by CEIC, and the apprentice in college receives unemployment benefits and may be eligible for additional support.

### CAREER OPPORTUNITIES

The majority of career opportunities exist within the utility, municipal or commercial tree care sectors. Entry level positions usually require strong climbing skills. The diversity of advancement opportunities is exciting and is largely a function of the skills and strengths of the employee and the specific needs of the employer.

### CURRICULUM

#### Basic Session

(30 hours/week)	Credits
ACAP101 Safe Workplace Practices 1 .....	4
ACAP102 Forestry Tools and Equipment 1 .....	4
ACAP103 Arboriculture Practices 1 .....	12
ACAP104 Arboriculture Science 1 .....	3
ACAP105 Plant Health Care 1 .....	3
ACAP106 Business Skills 1 .....	4

#### Advanced Session

(30 hours/week)	Credits
ACAP302 Forestry Tools and Equipment 2 .....	3
ACAP303 Arboriculture Practices 2 .....	15
ACAP304 Arboriculture Science 2 .....	4
ACAP305 Plant Health Care 2 .....	4
ACAP306 Business Skills 2 .....	4

# Cook (Cuisine) Apprentice

(School of Hospitality, Recreation and Tourism)

### North Campus

Fifteen hours per week (2 days) for 30 weeks, beginning in September

### BASIC AND ADVANCED PROGRAM

In the apprenticeship certificate program the student attends an in-class session two days a week at Humber College while continuing to work for his/her employer the remainder of the week. This arrangement provides immediate benefits to both the student and the employer since the student is able to apply newly acquired skills and knowledge to his/her job each week.

The curriculum has been designed to be flexible and innovative without deviating from the requirements set by the Provincial Committee.

### HOW TO REGISTER

Employers can register interested employees through the local Apprenticeship Office of the Ministry of Education and Training.

A completed application form must be submitted along with proof of education transcripts and the registration fee to an Industrial Training Consultant. Applicants may also be required to submit documented evidence of previous experience in the field.

Once the applicant has met the above requirements and has been accepted, he/she will be asked to undertake a contract of apprenticeship with the Ministry of Education and Training. When the above process has been completed an applicant will then be scheduled to attend the program at Humber College.

### ADMISSION REQUIREMENTS

To be eligible for the program the applicant must be at least 16 years of age, have a grade 10 education or equivalent, be literate in English, and be currently employed in a commercial or institutional kitchen for a period of eight weeks prior to the commencement of the program. A scheduled meeting with program co-ordinator prior and after application to the Ministry of Education and Training office is strongly recommended.

### ADDITIONAL INFORMATION

If you would like to know more about the flexibility and transferability available within the hospitality programs, please contact John Walker, Chair, School of Hospitality, Recreation and Tourism, Applied Arts Division, at (416) 675-3111, ext. 4550.

### ADDITIONAL COSTS

Textbooks and consumables will be supplied by Humber College. Students will be expected to provide their own uniforms, knives, and practical manuals.



**CURRICULUM**

<i>Basic</i>		<b>Credits</b>
CULN100	Practical Baking .....	4
CULN101	Food Production Practical .....	4
CULN103	Food Production Theory .....	2
CULN106	Hospitality Calculations/Nutrition .....	2
CULN301	Larder Practical .....	4
CULN302	Larder Butchery Theory .....	2
CULN303	Hotel Butchery .....	2
CULN811	Sanitation Safety and Equipment .....	1
CULN850	Hospitality Communications Level 1 .....	1
CULN851	Kitchen Management .....	2
<i>Advanced</i>		<b>Credits</b>
CULN191	Cuisine Theory .....	2
CULN192	Cuisine Practical .....	4
CULN200	Pastry 1 .....	4
CULN202	Food and Labour Costing Concepts .....	2
CULN301	Advanced A La Carte Cuisine .....	5
CULN401	Advanced Gardemanger Practical .....	2
CULN403	Food and Labour Cost Controls .....	2
CULN406	Gardemanger Theory .....	1
CULN852	Hospitality Communications Level 2 .....	1
CULN853	Hospitality Calculations Advanced .....	1

# Horticulture Apprenticeship

(School of Horticulture, Fashion Arts  
and Design Foundation)

## North Campus

20-week in-school session

Basic 8-week session, beginning in October or January

Advanced 12-week session, beginning in January

This intensive program stresses practical skills through applied study in the College Greenhouse, Construction Laboratory and Humber Arboretum. The in-college component of the program is scheduled to coincide with the typical slowdown in the industry from November through March. All trainees take the Basic Session. In the Advanced Session trainees specialize in either Nursery/Greenhouse Worker (Branch 1) or Landscaper/Greenskeeper (Branch 2).

### ADMISSION REQUIREMENTS

- grade 10 (Ontario) at or above general level
- applicant must be working in the horticulture industry (landscape maintenance/construction, greenhouse/nursery/garden centres, parks departments, golf courses)
- minimum 16 years of age
- applicant must be literate in English

Note: Applicants are required to register through their local office of the Ontario Training and Adjustment Board (OTAB).

A modified version of the basic session is offered from time to time, for those who are unemployed and wish to enter this field. Please contact the College for further details.

### ADDITIONAL INFORMATION

All students entering (or currently enrolled in) this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in this program increases the risk of a tetanus infection, if appropriate preventative measures are not taken.

### CAREER OPPORTUNITIES

Skilled workers in areas listed above. Opportunity exists to advance to positions with more responsibility.

## CURRICULUM

### Basic Session

<b>(30 hours/week)</b>		<b>Credits</b>
HCAP111	Applied Botany .....	2
HCAP113	Plant Materials (ID) 1 .....	4
HCAP114	Soils and Fertilizers .....	2
HCAP117	Pest Control .....	4
HCAP118	Turfgrass Installation 1 .....	2
HCAP121	Landscape Construction 1 .....	4
HCAP123	Landscape Equipment Maintenance .....	2
HCAP124	Workplace Practices .....	1
HCAP125	Plant Handling Techniques 1 .....	3
HCAP152	Trade Calculations .....	4
HCAP160	Communications .....	2

### Advanced Session

#### Branch 1 (Nursery/Greenhouse Worker)

<b>(30 hours/week)</b>		<b>Credits</b>
HCAP312	Plant Materials (ID) 2 .....	4
HCAP314	Garden Centres .....	2
HCAP315	Landscape Design .....	3
HCAP316	Horticulture Industry .....	2
HCAP320	Nursery Principles .....	4
HCAP321	Plant Handling Techniques 2 .....	3
HCAP325	Greenhouse Operations .....	5
HCAP326	Plant Propagation and Production .....	6
HCAP330	First Aid .....	1

#### Branch 2 (Landscaper/Greenskeeper)

<b>(30 hours/week)</b>		<b>Credits</b>
HCAP312	Plant Materials (ID) 2 .....	4
HCAP315	Landscape Design .....	3
HCAP316	Horticulture Industry .....	2
HCAP318	Irrigation .....	2
HCAP321	Plant Handling Techniques 2 .....	3
HCAP324	Landscape Construction 2 .....	7
HCAP327	Turfgrass Installation 2 .....	2
HCAP328	Turf Management .....	2
HCAP329	Quantity Surveying and Site Planning .....	2
HCAP353	Landscape Grading .....	2
HCAP330	First Aid .....	1

Virtually all costs are covered by CEIC, and the apprentice in College receives unemployment benefits and may be eligible for additional support. Trainees will need work clothes, safety boots, gloves, a CSA approved hard hat and secateurs.

## Pre-College Programs

### Futures (Youth Programs)

#### (Liberal Arts and Sciences Division)

Subsidized and under contract with the Ontario Ministry of Education, Humber College provides job preparation and work experience training for young unemployed adults (15-24 years of age). For information call (416) 253-6761.

### Preparatory Training

#### (Liberal Arts and Sciences Division)

**Academic Prep**, an individualized program offered at the College which allows the students to refresh or improve their academic skills in preparation for college entry, skills training or employment. The program is customized to each student's needs and offers courses in English, Mathematics, Biology, Physics, Chemistry and Computer Literacy. The English courses range from basic literacy to a grade twelve equivalency while mathematics includes topics in arithmetic, algebra, trigonometry, geometry and business math. The program is offered at the Keelesdale Campus and you can attend on a part-time evening or full-time basis.

**Ontario Basic Skills** is designed for adults, 25 years of age or older, who are Ontario residents, legally eligible to work, and not eligible for Canada Employment and Immigration, Workers' Compensation or Vocational Rehabilitation assistance. The program orients you to the school environment, provides self-assessment, career planning and support tools. It also provides an overview of the College and its facilities, looks at the areas in which you require development, and will start you on your own academic training plan. Training is available in the areas of English, Mathematics, Biology, Physics, Chemistry and Computer Literacy. This program is offered at the Keelesdale Campus.

### Labour Market Language Training (LMLT)

#### (Liberal Arts and Sciences Division)

- low intermediate to advanced English language training program with a job search component sponsored by Canada Employment and Immigration.
- LMLT1, LMLT2 and LMLT3; each level is 12 weeks
- scheduled intakes throughout the year

#### ADMISSION REQUIREMENTS:

To determine eligibility, make an appointment at your local CEC office.

English As A Second Language Department, Keelesdale Campus (416) 763-5141.

## Career Development

### (Liberal Arts and Sciences Division)

There are several daytime career development programs available for persons in receipt of Unemployment Insurance Benefits or social assistance recipients, at our Lakeshore Campus. The programs are sponsored by Human Resources Development Canada and participants must be referred by a counsellor at a Canada Employment Centre. At least two intakes of each program will be offered during 1996/97.

Interested participants should contact a counsellor at their nearest Canada Employment Centre to determine eligibility and suitability or call the Humber College Career Development Department at (416) 675-3111, ext. 3330, for further information.

#### PROGRAMS AVAILABLE:

##### 1. JOB FINDING CLUBS

This is a 3-week club for individuals with clear, realistic employment goals who want assistance to update and to enhance their job search skills and strategies. Participants practice new techniques and continue active job search while in the club.

##### 2. ACCESS FOR SUCCESS (FORMERLY T.H.A.T.)

This full-time program is designed for persons with a physical, sensory, or learning disability who are having trouble securing and/or maintaining employment. Participants will have the opportunity to develop the necessary behaviours, attitudes and work habits needed to establish and to maintain a satisfying career, through courses on interpersonal, employment transition and personal management skills. Career development, and part-time academic upgrading are included.

##### 3. REACHABILITIES

This continuous intake career development and academic upgrading program for persons with disabilities is designed specifically for students with physical, hearing, or visual disabilities or who are blind. Eligible clients must be receiving General Welfare Assistance or Family Benefits. They must be willing to commit to and able to attend a full-time program and be able to communicate fluently in English. The program will help students to determine what their academic level currently is, clarify career and educational goals, determine which accommodations and technical devices will be required to assist in academic studies. The program provides training in personal effectiveness, critical thinking skills and career management, as well as academic upgrading.

This program is offered at the Lakeshore Campus. For further information contact your Case Worker, Employment Liaison Worker or call Avalon Neale, (416) 675-3111, ext. 3202.

## Declaration of Waiver

The information in this calendar is accurate as of August 1, 1995. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1995, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

# Technical Certificate Programs

There are a number of certificate programs available to those persons interested in learning hands-on skills at the trade level. Many of these use the **Individualized Learning Program (I.L.P.)** format of learning.

This format allows students to enter these programs at any time of the year. Progress in these programs is self-paced, determined by the individual student's learning capacity.

While each program has a target time for completion by the average student, the actual time you take to complete will depend on the pace which you set for yourself.

You start when you are able.

You attend full or part-time.

You progress at a pace suited to your ability to learn.

You write tests when you are ready.

You do not have to re-study what you already know. When you prove you can do the job, you are given credit for that part of the program.

You can select the level or part of the program which you wish to accomplish.

For further information contact: The Office of the Registrar at Humber College.

The staff will put you in touch with persons with indepth knowledge of these programs. We can help you choose the program best-suited for your needs.

## Cabinet Making

(School of Architecture and Construction)

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Application Program Code 05701

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North Campus

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48 weeks, beginning every other Monday

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### LEARN AT YOUR OWN PACE

The Humber College Cabinet Making program will provide you with the necessary knowledge and skills required to construct cabinets and fine furniture using recognized trade practices.

Upon completion of the course, the successful student with the use of woodworking production equipment and hand tools will be able to: layout, calculate cut, machine, assemble and finish a cabinet or a piece of fine furniture.

During the course of the program students are expected to complete a number of designated projects that involve the use of various types of woodworking joints produced by hand tools, portable power tools and machine tools.

The aim of the program is for a student to be able to develop the knowledge and skills to manufacture and finish fine furniture and cabinetry with the aid of new technologies such as Computer Aided Drafting (CAD) and Computer Numerical Controlled (CNC) machines while still maintaining traditional practices.

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- Or
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

**Please Note:** In the case of an oversubscription to a program the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Employment opportunities for men and women include design, construction, finish, installations, repair and modifications to commercial and residential cabinets, construction, installation of fine quality interior residential and commercial building woodwork.

### CABINET MAKING COURSE OUTLINE

1. Drafting and Blueprint Reading – Basic drafting principles, assembly and detail drawings, and blueprint reading.
2. Woodworking Handtools – Safety, identification and application of measuring and layout tools, hand planes, chisels, saws, etc.
3. Woodworking Joints – Mortise and tenon, dovetail joints, dowel and splined.
4. Portable Power Tools – Safety, electric drills, jig saws, sanders, routers, laminate trimmers, plate joiners, cordless equipment and air power tools.
5. Production Woodworking Equipment – Safety, radial arm saw, tilting arbor saw (table saw), jointer, thickness planers, bandsaw, lathes, shaper, overhead router, edge banders, and sanding machines.
6. Wood Finishing – Safety, finishing materials, finishing procedures, staining, filling, and protective coatings.
7. Lumber and Composition Panel Products – Lumber its nature and properties, cutting, drying, classification of hardwood and softwood, particleboard, medium density fibre board (MDF), and veneered panels.
8. Veneer and Inlaying – Kinds, cutting matching, inlaying, laminating, and tools for veneering.
9. Bending and Laminating – Bending and laminating methods.
10. Abrasives, Adhesives, Hardware and Fasteners – Types of abrasives, types of adhesives, application of hardware and fasteners.
11. Plastic Laminates and Melamines – Composition, uses, grades, cutting, storage, jointing, and edge treatments.
12. Cabinet Construction Techniques – Frame and panel, cabinet and furniture doors, drawers, leg and post construction, table and cabinet tops, kitchen cabinet construction, built-ins, and dividers.
13. Computer Aided Drafting (CAD) – This course will allow the student to enhance their Blueprint Reading and Manufacturing skills.
14. Computer Aided Manufacturing Programs – OPTIMAX and VISIMAX are products developed by Manufacturing Software Systems Inc.  
OPTIMAX – This panel optimizer is easier to use than any other on the market because it is Windows based.

VISIMAX – This is a cabinet manufacturing software. With VISIMAX you can build anything that is made from panels and lumber, you build it your way using VISIMAX's exclusive innovation.

15. Computer Numerical Control (CNC) – Woodworking Related. Basic preparation, co-ordinate systems, codes, technology and program modes, operation and production of parts.

16. Job Search

### WOODWORKING APPRENTICESHIP PROGRAMS

Humber College also offers apprenticeship training in the trade of: Industrial Woodworking Apprentice 438A. Persons interested in apprenticeship training may obtain information and counselling from your local Apprenticeship office or call 1-800-387-5656.

## Electronics Certificate Program Digital Equipment and Systems

(School of Information Technology  
and Accounting)

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Application Program Code 05651

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North Campus

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48 weeks, beginning every Monday

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### TIMETABLE

Students can attend day or evening and either full or part time. Full time day classes start any Monday (Monday to Friday; 9:55 am to 3:20 pm). Evening classes run as numbers permit. Evenings (6–9 pm).

### TEACHING MODE

Individualized Learning Packages

The ILP nature of the program allows students to start at any time subject to space. Upon admission to the program a student is given a package of resource materials that serve as a roadmap to direct the student through the program.

Computer Managed Learning CML

The program also uses a computer to manage a student's progress in the program. CML software generates and marks tests and keeps a record of an individual's progress.

At least one teacher will be in the classroom at all times. This provides the student with the opportunity for one-to-one assistance.

There is a growing need for digital and microprocessor-based electronic systems. Most electronic systems developed in the 1990's contain digital circuits. Some examples are home computers, microcomputers, automotive electronic systems, televisions and data communication systems.

This certificate program provides training in modern techniques used to trouble-shoot and repair digital and microprocessor based electronic systems, including microcomputer 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/Technology program. For additional academic training in mathematics or English, the student should also refer to the Technician curriculum.

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes

Or

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

Please Note: In the case of an oversubscription to a program the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### CAREER OPPORTUNITIES

Graduates may expect to work for manufacturers, vendors, and users of computerized and electronic equipment as troubleshooters, maintainers, and installers.

### PROGRAM OUTLINE

DC Theory and Practice

AC Theory and Practice

Semiconductor Devices – Theory and Practice

Electronics Support Skills

Digital Circuits – Theory and Practice

Microprocessor Circuits – Theory and Practice

Personal Computer Applications

Video Circuit Fundamentals – Theory and Practice

Micro System Analysis and Troubleshooting

## Industrial Maintenance Mechanic Certification

(School of Manufacturing Technology  
and Design)

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Application Program Code 05671

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North Campus

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Internet: <http://www.humberc.on.ca/>

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48 weeks, beginning every Monday

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The IMM certificate program provides technical hands-on training using the Individualized Learning Program approach, and up-to-date techniques in the maintenance profession. This process allows the student to receive maximum benefit with the flexibility of progressing at their own rate.

The Industrial Maintenance Mechanical program is recognized by the Apprenticeship Branch as the required technical education followed by the required on-the-job training as a journeyman, to be eligible to write a Certificate of Qualification as an Industrial Millwright.

The students are trained in a hands-on practical setting. They will learn to set-up, adjust, maintain, repair, overhaul, service, and troubleshoot various types of machinery used in the service, supply, and process industries. The training utilizes various packaging machines that are used in the packaging industry.

Students may attend either day or evening classes. Day classes run from Monday to Friday, 8:00 a.m. – 12:30 p.m.. Evening classes run from Monday to Thursday, 6:00 p.m. – 9:00 p.m..

#### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes

Or

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications, mathematics and mechanical aptitude

**Please Note:** In the case of an oversubscription to a program the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### RECOMMENDED SKILLS

- students must have the ability to understand the principles of mechanics
- good manual dexterity
- enjoys working with hand tools

#### CAREER OPPORTUNITIES

Industrial Maintenance Mechanics find employment in the following industries:

Food  
Fabrication  
Pharmaceutical and Cosmetics  
Beverage Processing  
Chemical  
Petroleum

The graduate may perform tasks such as troubleshooting, electrical and mechanical problem, adjusting and fine-tuning packaging machinery and participating in many other maintenance procedures.

#### PROGRAM OUTLINE

Safety  
Measurement Instruments  
Blueprint Reading  
Handtools and Fabrication  
Bench Tools and Fitting  
Welding and Brazing  
Soldering  
Machine Shop (Drills, Mills, Lathes and Grinders)  
Power Transmissions  
Mechanical Actuators  
Conveyors  
AC/DC Electrical Controls  
Fluid Power  
PLC Controls

## Marine and Small Powered Equipment Mechanic

(School of Architecture and Construction)

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Application Program Code 05591

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North Campus

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40 weeks, beginning every Monday

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This title refers to two options of a 40 week Individualized Learning competency based certificate program. Each option uses approximately the first half of the training period as a common core.

Upon completion of the core material dealing with Engine Basics, Fuel Systems, Electrical Systems, Lubrications, Tools, Parts and Service Information, Basic Machine Shop Practices, and Welding, students can choose from two options.

1. Marine and Small Powered Equipment Mechanics
2. Marine Mechanics

#### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes

OR

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

**Please Note:** In the case of an oversubscription to a program the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

## Marine and Small Powered Equipment Mechanics

Having completed the core material or objectives as a student in this option of the program, you will learn how to service, maintain and repair small garden tractors, lawn mowers, snow blowers, chain saws, snowmobiles, trailers, and outboard motors up to approximately 60 horsepower.

#### CAREER OPPORTUNITIES

Upon completion of this program you will be able to find employment with a broad range of equipment dealers and repair shops catering to customer needs, such as – grounds and garden equipment dealers, small marine products dealers and composite product dealers who sell and service a wide range of products to ensure year round business. Those with the appropriate spirit may wish to start their own small engine business once they have gained sufficient on-the-job experience.

## Marine Mechanics

Once having completed the core objectives, those choosing the Marine Mechanics option will learn how to repair, maintain, adjust and install small, medium and large outboard motors, inboard motors and drive assemblies, inboard/outboards and the attendant electrical, hydraulic, cooling, and steering systems for these engines, as used on pleasure crafts.

### CAREER OPPORTUNITIES

Employment opportunities exist for graduates of this option in large and small marinas and boat dealers throughout Canada, the bulk of which are situated away from the large urban communities in southern and central Ontario.

Those with the desire to do so could start their own marine business or freelance mechanics service.

### RECOMMENDED SKILLS

Persons considering either options in this program should have a reasonable mechanical bent or ability and enjoy working with their hands and with hand tools. They should be in good physical condition because reaching, stooping, kneeling and lifting are part of the job. The ability to solve problems will be an asset to the student.

### SPECIAL NOTES

Students interested in taking both options may do so once the core objectives are completed. Either options may be taken during the daytime with the Small Powered Equipment option available evenings.

Full-time day students will be supplied with basic hand tools, on loan from the College.

Shop service and parts manuals will be supplied by the College, however, personal safety equipment will be the responsibility of the individual student.

## Numerical Control Machine Programmer

(School of Manufacturing Technology and Design)

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Application Program Code 05601

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North Campus

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Internet: <http://www.humberc.on.ca/>

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48 weeks, beginning every Monday

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Graduates of this 48-week certificate program are trained in the modern technological methods of computer numerical control machine tool operation, as well as in the writing and editing of manual-part programs. Practical skills learned include: machine set-up, tape preparation, cutter diameter and length compensation setting, and on-site modification of existing programs. The program uses prepared learning packages with the maximum of personal interaction between faculty and students. This allows students maximum flexibility in their rate of progress and in individual timetables.

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- Or
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

Please Note: In the case of an oversubscription to a program the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### INTERESTS AND SKILLS

A person interested in this occupation must have the ability to conceptualize the operations related to the programming and control of machine tools. The occupation requires an individual who is alert, perceptive and able to deal effectively with both tangible and intangible problems.

### CAREER OPPORTUNITIES

Progressive, technologically-modern companies are looking for well-trained operators and programmers. As these companies update their machinery, the Numerical Control Machine Programmer will be a vital member of their staff. Graduates can expect to work in industries such as production and jobbing shops, aircraft and aerospace, automotive, cabinet making, agricultural machinery production, instrumentation, and service industries.

Graduates with a higher level of hands-on skill will find employment as operators and set-up persons. Those who excel in the programming area can become Numerical Control Machine Programmers and may advance into supervisory positions. Additional training in computer programming and theory would enhance opportunities in Numerical Control (Systems) Technology.

Generally, shops run the five-day, forty-hour work week with rotating shifts. The potential candidate can expect a limited amount of physical activity, with the greater part of the job requiring mental alertness.

### PROGRAM OUTLINE

Learn Numerical Control Machine basic preparation (lubrication, set-up and start-up).

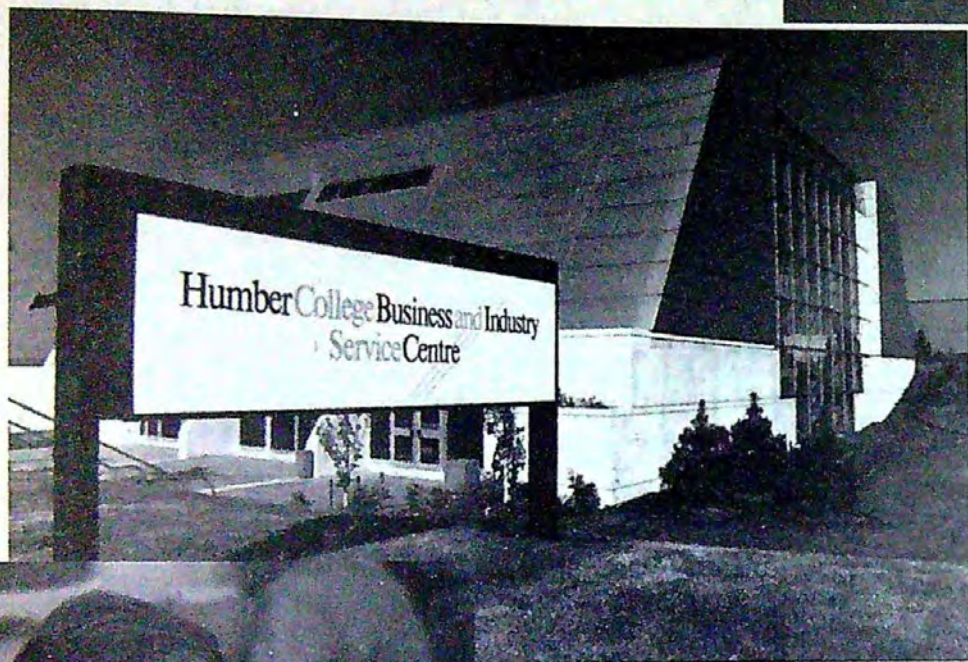
Solve course related mathematical problems.

Learn Numerical Control coordinate systems, codes, technology, and programming modes.

Learn Numerical Control Machine operation and production of parts using instructions supplied by programmer.

Dry run, debug, and troubleshoot new programs on Numerical Control Machines.

**Business  
&  
Industry  
Services**



# Business & Industry Services

Humber College Business & Industry Services, provides total training services and human resource development support for corporate and public sector organizations as well as organized labour. These services are provided on a competitive fee-for-service basis, through our one stop service gateway. Services include:

- training consulting/assessment services
- program design and development
- customized in-house training and delivery
- practical seminars and conferences, and
- training support services.

All these areas are targeted to support the customer's requirements in achieving their business performance objectives.

Philosophically, our mission can be expressed by our trademark "Continuous Learning for Constant Improvement". Whether working with individuals or corporations, we must continually improve performance through continuous learning. With the addition of Business and Industry Services, Humber College is a total learning resource for both individual and corporate development.

## TRAINING CONSULTING AND CUSTOMIZED IN-HOUSE TRAINING SERVICES

A one-stop customer sales and service point for business, industry and professional associations to obtain custom designed training and retraining services. We have worked with over 100 organizations each year and train in the areas of industrial technology, computer applications, communication, total quality management, sales and supervision, legislative implementation, service and business management.

## PRACTICAL SEMINARS AND CONFERENCES

Over 100 public programs are offered each year which provide training for close to 9,000 professionals across the country. Programs are offered in the areas of supervisory/management development, secretarial and administrative support, personnel, sales and marketing, health care and technical management and leadership development. We also provide conference management and consulting services for associations.

## TRAINING FACILITIES

We have state-of-the-art training facilities that provide an excellent business environment and service for small training seminars and workshops (12-75 people). The rates are competitive and staff are able to provide a wide range of services to ensure your meeting or training event is a success.

## ONTARIO SKILLS DEVELOPMENT OFFICE/ONTARIO SKILLS

This office assists Ontario employers to develop training plans and provide the training to meet the needs that have been identified by the employer and employees. The employer is eligible for financial assistance from the Ontario Ministry of Skills Development. For further information, please contact (416) 675-5014.

## MULTICULTURAL WORKPLACE PROGRAMS

Humber College Consultants will assist organizations with cultural, racial and linguistically diverse workforces to manage diversity and communicate more effectively. Our consultants will work with managers, supervisors and co-workers to develop and apply strategies which contribute to a more stable and productive work environment. These programs are fully customized and also include a full or partial "Train the Trainer" service.

## TRANSPORTATION TRAINING SERVICES

Transportation Training Services is devoted exclusively to the development and operation of driver education programs for several types of vehicles (i.e. Commercial Driver Training, Certified Trucking Manager, etc.). Currently, programs are being offered for motorcycles and trucks. For further information, please call our Transportation Training Centre at (416) 798-0300.

## SAILING CENTRE

Humber College's Sailing Centre is Toronto's most comprehensive sail training centre. In operation year-round, we also offer on-the-water keelboat courses throughout September, as well as many valuable classroom courses from September to December each year.

## PROGRAM SPECIALTIES

Program areas we specialize in include:

- Total Quality Management
- Workplace Adjustment Services
- Computer Development Skills.
- Leadership and Coaching
- Office Administration
- Management and Supervisory Development
- Health Promotion and Lifestyle Management
- Multi-Skilling
- Automatic Equipment Maintenance
- Total Productive Maintenance
- Human Resource Management
- Heating, Ventilation and Air Conditioning.

Information on Humber College Business & Industry Services is available by calling (416) 674-BISC.

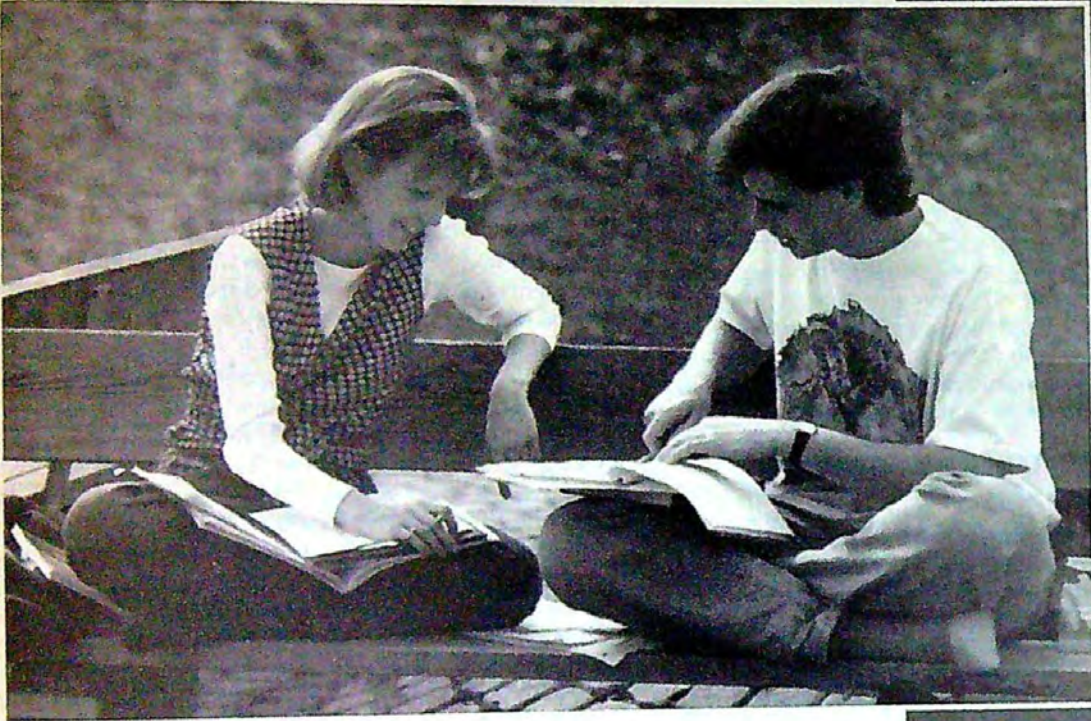
## THE CANADIAN PLASTICS TRAINING CENTRE (CPTC)

The Canadian Plastics Training Centre (CPTC) provides technical training, education and placement services to the plastics industry. Our programs focus on a balanced approach to theoretical and practical hands on training. Courses range from training in Plastic materials, quality, control systems, safety, design, process operator training in: blown film, blow moulding, injection moulding and pipe and profile extrusion to plastics engineering. Programs range from basic to advanced levels and participants vary from engineering staff, sales, marketing, administration and quality control to processing personnel.

The CPTC is committed to building a competitive workforce through partnership. A partnership whereby we provide quality service and solutions to your training and development needs. For further information, call (416) 213-0931 or FAX (416) 213-0927.



**General  
Information  
and  
Index**



# Entry Requirements to Full-Time Programs

Humber College offers a wide range of full-time diploma and certificate programs with normal completion periods varying from several months to three years.

Diplomas are awarded upon the successful completion of programs that have a duration of at least two years.

Certificates are awarded upon successful completion of programs in which the program objectives or job entry skills can be mastered in less than two years.

## ADMISSION REQUIREMENTS

### A. MINIMUM REQUIREMENTS FOR POST-SECONDARY PROGRAMS

The minimum admission requirement for eligibility into the College system is an O.S.S.D. or eligibility as a mature student or equivalent, (age 19 before the start of the Program).

Many programs have additional admission requirements. These may include specific secondary school courses, voluntary work experience, etc. As these may vary from program to program, you should refer to the specific admissions requirements sections of each program. Students who do not meet the minimum program requirements may be considered on an individual basis or may be considered for admission to alternate programs.

### B. MINIMUM REQUIREMENTS FOR ADULT TRAINING PROGRAMS

These programs are commonly referred to as Tuition Technical Certificate Programs. The tuition technical certificate program descriptions can be found in the Technical Certificate programs section of this Calendar.

- Applicants must be at least 19 years of age on the first official day of classes. (Applicants who lack this age requirement but possess an Ontario Secondary School Diploma with credits at or above the general level may apply as secondary school graduates.)
- Applicants will be required to demonstrate a functioning level of grade 10 (general level). This may be determined in an interview, through document evaluation or by pre-entry testing in communications and/or mathematics.

### C. EQUIVALENT ADMISSION REQUIREMENTS

If you attended secondary school in another province or country, you must prove that your educational standing is equivalent to the Ontario Secondary School Diploma.

The College will recognize the following equivalents insofar as the student meets College requirements in particular subjects and/or averages:

#### All Canadian provinces:

- successful completion of a grade 12 diploma except for the Province of Quebec where the equivalent is Secondary V;

#### International

#### England, West Indies, East and West Africa:

- General Certificate of Education showing passes in six academic subjects, of which one is English, at the Ordinary Level. A minimum grade representing 65% or higher (at A, B or C, or 1, 2 or 3). (Where applicants have taken CXC examinations, the acceptable grades are A and B or I or II.)

#### Hong Kong:

- Hong Kong English School Certificate (from 1965), showing passes in six academic subjects, each with a minimum 'C' Grade.

#### India and Pakistan:

- Applicants should have completed studies at a recognized institution of higher learning (i.e. studies beyond the Intermediate Examination level with high standing), preferably in the first division. Applicants holding a record of second division standings may be considered if the academic standing is above 65%.

#### Other Countries:

- Applicants from other countries are considered on an individual basis.

Applicants who hold education documents issued by schools or colleges outside Canada may arrange an evaluation of their documents into Canadian standards, for attachment to their application. Write ICAS of Canada, 111 Bond Street, Toronto, Ontario, Canada, M5B 1Y2 or telephone for an application to (416) 269-7464.

### D. MATURE STUDENTS

Applicants who do not possess the minimum admission requirements but who have reached their nineteenth birthday by the first official day of classes may apply as mature students.

The admissions department will assess the current academic strengths of mature student applicants through an interview and/or testing and may recommend direct entry into a program or academic upgrading to help better prepare a mature student for their studies. The following fee will be charged for mature student assessment testing: one subject \$20.00, two subjects \$30.00 and three subjects \$35.00.

Humber College offers a specific program of study in academic upgrading geared to our individual programs. Level IV Academic Upgrading from other colleges will be accepted for admission to post-secondary programs at Humber College.

### E. ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

Since most activities (lectures, seminars, laboratories) at Humber College are conducted in the English language, it is imperative that students be proficient in written and spoken English.

Applicants under this category may be required to satisfy the above requirements by undergoing testing at the College or submitting results of a recent TOEFL test (Test of English as a Foreign Language).

Further information may be obtained by writing to:

Test of English as a Foreign Language  
Box 899

Princeton, New Jersey, U.S.A. 03540

Humber College requires a minimum score of 550 for admission. Students may be referred to our academic upgrading program or special classes to improve their language skills before being admitted to the College program of their choice.

Those students enrolled at Humber College who are experiencing language difficulties may also be referred to special English classes as part of their program.

### F. SPECIAL NEEDS STUDENTS

Students requiring services to accommodate a learning disability or physical disability are urged to contact the Special Needs Office at Humber College upon submission of their application. Early self identification will allow the college to better

prepare itself to provide the best possible service. Applicants requiring assistance during the admissions process for interviews, auditions, testing, etc. are advised to contact the Special Needs office to request arrangements. Although every consideration will be accorded to applicants with learning and/or physical disabilities, the college cannot guarantee the opportunity of another test, audition or interview, to applicants who did not identify themselves to the Special Needs office prior to the admissions process and were subsequently unsuccessful in gaining admission.

It is the student's responsibility to notify the College of resources needed during the academic year. A physical demands analysis for all post-secondary programs is available in the office of the Registrar and may be referred to at any time.

## HOW TO APPLY

### APPLICATION PROCEDURE

The deadline date to apply for limited enrolment programs is March 1st for all post secondary programs in all colleges commencing in the Fall 1996. Applicants to programs commencing in Winter 97 or Summer 97 are accepted on a first-come-first-served basis.

Applicants to the Ontario Colleges of Applied Arts and Technology may submit one application form to the:

Ontario College Application Service  
P.O. Box 810, 370 Speedvale Avenue West  
Guelph, Ontario, N1H 6M4  
Telephone: (519) 763-4725

Ontario College Application Service (O.C.A.S.) receives, records and then forwards application information to the appropriate College(s). A \$25.00 fee is required for applications submitted for the academic year September 1995 - June 1996, the application fee for 1996/97 will be \$30.00. This fee must be received with the application form before it can be processed.

The personal information, on the OCAS application is collected and distributed by the Ontario College Application Service to the colleges you have chosen, for making decisions related to admissions. Afterwards, this information is used by the Ontario College Application Service, the colleges, the Ministries of Education and Training, and Agriculture, Food and Rural Affairs, and Statistics Canada for statistical and research purposes and for these purposes, may also be linked with student information databases maintained by the college which you eventually choose to attend in order to develop and maintain appropriate policies, programs and funding mechanisms.

The personal information on this application is collected under the authority of the Ministry of Colleges and Universities Act, R.S.O. 1990, c. M.19, s.5 and Regulation 770, R.R.O. 1990, s.8 and the Ministry of Agriculture and Food Act, R.S.O. 1980, c.270, s.5.

If you have any questions regarding the collection and use of this personal information, you can contact the Registrar.

Applicants may select up to five program choices with no more than three program choices at any one college. An applicant may accept only one offer of admission. The confirmation of acceptance must be returned directly to O.C.A.S. on the form provided. O.C.A.S. will then notify the appropriate college(s) of the applicant's decision.

Students currently enrolled in an Ontario secondary school may obtain an application form from their school's guidance office. Other applicants may obtain the application form directly from any Ontario College of Applied Arts and Technology, any Ontario secondary school or O.C.A.S.

Applicants to any preparatory training program at Humber College must apply on a separate application form, which is

available from:

Registrar's Office, Humber College  
205 Humber College Blvd.  
Etobicoke, Ontario M9W 5L7  
(416) 675-5000

Where published admission requirements are not met by the applicant, the college may inform the individual prior to May 15 in order to provide that person with the opportunity to make alternate choices.

### INTERNATIONAL STUDENTS

Applications from international students must be accompanied by certified "true" copies of their educational documents and a recent T.O.E.F.L. score (Test of English as a Foreign Language).

### SELECTION PROCEDURES

#### a) Admission Requirements

Requirements vary from program to program. Selection criteria may be based on any combination of the following:

- a review of the applicant's academic record;
- a review of any additional documentation submitted to support the application and required by the program (i.e. resume);
- the results of an interview, an audition, a test, a questionnaire;
- a review of a portfolio;
- any other criteria relevant to the program.

#### b) Selection of Applicants

Selection will be based on all criteria listed under individual program descriptions as admission requirements. This process will take place between January 1 and May 15 for those applications received on or before March 1.

#### c) Limited Enrolment Programs

These are programs where more applications are received than there are seats available. The admission requirements to these programs include specific requirements such as attendance at a selection interview, information session, the completion of a questionnaire, review of volunteer experience and/or testing. Candidates are then rank ordered and the best qualified applicants are offered seats as they become available. Therefore, applications for these programs should be received on or before March 1 for equal consideration.

Please Note: In the case of an oversubscription to a program, the Ministry of Education and Training policy applies. The college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

#### d) Notification of Admission Decisions (approval, regret and wait list status)

Applicants will be notified of admission decisions for Fall beginning May 15.

Those applicants approved for admission to a program may need to meet the following conditions on or before the first day of classes before their admission is considered final:

- completion of secondary school studies to obtain a Secondary School Diploma;  
and/or
- completion of particular courses in which applicants are currently enrolled, to meet specific program requirements;  
and/or
- completion of a college preparatory program to the equivalent level of that specified in the program requirements;

and/or

- submission of specific documentation as required by program (i.e. medical forms).

Applicants will be notified of all conditions to be met.

Applicants placed on a wait list will be advised in writing. As seats become available, applicants on the wait list will be notified. Wait lists will be maintained until September only. Those remaining on a wait list must re-apply to the program the following year and repeat all components of the admission process for that program. (i.e. interview, testing, etc.)

Applicants placed on a wait list for a program that also has a scheduled January or February intake, may be offered admission for the next session.

Applicants who are not offered admission to a program or those who are placed on a wait list may be referred to a College preparatory program and/or referred to our Counselling services to discuss career alternatives.

International students will be provided with offers of admission in reasonable time to allow for application of their necessary visas.

An offer of admission may be withdrawn if an applicant fails to confirm acceptance and/or pay fees by the stipulated deadlines.

#### e) Admission Review Process

Applicants who wish to question or who wish to have the admission decision explained in some detail, may do so by calling the Admissions Officer or Associate Registrar at the campus where they applied. It is our intention at Humber College to deal as fairly as possible with all applicants.

## RE-ADMISSION TO THE COLLEGE

Students who have been unsuccessful in recent studies in a post secondary program at Humber College, and who wish to be re-admitted must apply for re-admission using the common application form for community colleges.

The Admissions Officer will consider each application for re-admission after consultation with the academic division concerned.

Students may be requested to attend an interview with the Admissions Officer to review their status.

## EXEMPTIONS

### Applying for Exemptions

There are many students applying to Humber College who have more than the minimum requirements for the program. Some have OAC credits, some have college, university or private school education, while others have many years of experience and/or skills related to their program of study. For those students, there is an opportunity to be given credit for prior learning or education. The choices and exemption procedures are listed below:

#### 1. Basis of Exemption/Transfer Credit:

##### Secondary School OAC and Grade 13 Credits

If you are applying under this section, you must have a minimum grade of 70% in all courses, and use the Exemption Form available at the Registrar's Office. To expedite the process be sure to include all supporting documents (secondary school transcripts) and return at least one month before classes start. Your exemptions will be added to your record once your full tuition fees have been paid.

#### 2. Basis of Exemption/Transfer Credit:

##### Post-Secondary Education

You must have a minimum grade of 60% in all courses, and use the Exemption form provided in this book. To expedite the

process be sure to include all supporting transcripts and course outlines, and return at least one month before classes start. Exemptions will be added to your record once your full tuition fees have been paid.

### 3. Basis of Exemption: Prior Learning Assessment

Students may also base requests for Exemption Credit on related learning acquired through work experience, informal study or experiential learning. Prior Learning Assessment requests are made through the Registrar's Office but will be assessed by teaching staff in the course in question. Students will be required to demonstrate their achievement of the course learning outcomes. Exemption credit in individual courses is granted only for demonstrated ability to meet a "pass" standing. You may obtain a course outline from the Academic area responsible for delivering your course, and review it to determine if your knowledge and skills match the course learning outcomes.

There is a \$55.00 fee per course for this type of exemption. Please submit applications at least one month before your classes start. Exemptions will be added to your record once your full tuition fees have been paid.

### Advanced Standing

If you expect enough exemption/PLA credits to allow you to start classes in an advanced semester, apply for them now! Obtaining a suitable timetable for your first day of classes will be considerably easier if you process your exemption requests early.

Of note: Applications for both exemptions and PLA credits should be submitted to the Office of the Registrar. Decisions will be mailed to you in advance of classes.

## ADDITIONAL ADMISSION INFORMATION

Students who have been unsuccessful in programs or courses from other post-secondary educational institutions may be asked to attend an interview with the Admissions Officer. At that time, the reasons for the previous lack of success will be reviewed, and appropriate tests may be administered to ensure entrance competencies. The Admissions Officer will then make the admission decision.

## STUDYING AS A FULL-TIME STUDENT

The majority of students attend Humber College on a full-time basis. This means that they are enrolled in at least 2/3 of the courses prescribed for their given semester or at least 70% of the credit hours prescribed for their given semester. (The requirement to qualify as a full-time student for the purposes of receiving Ontario Student Assistance (OSAP) is higher than the above. Please contact the Financial Aid Officer for details.)

## STUDYING AS A PART-TIME STUDENT

If space allows a student may enrol in day courses on a part-time basis; however, approval and registration will only occur at the commencement of classes after full-time students have been accommodated.

## COOPERATIVE EDUCATION

Humber College offers several Co-op programs. These programs provide the student with an opportunity to obtain work experience related to their program of study.

The timing of work semesters (16 week semesters) varies by program, however, most occur after two (2) semesters of in-class study. Students may be required to meet specific academic criteria prior to obtaining a co-op placement.

The admission requirements to co-op programs vary. Please refer to the table of contents for the listing of available co-op programs, and to the individual program description for further details.

## SUSPENSION/CANCELLATION POLICY

Prior to a decision to suspend or phase out a program, the college will provide the students enrolled in the program with the opportunity to complete the program within the normal time period (i.e., the ministry approved program duration).

As a general principle, the college will provide the students with the opportunity to complete the program at the college in which they are enrolled. However, there may be special circumstances where it is not possible for the college to do so, or where a transfer of the students to another college would be more practicable for both the students and the college. Under such circumstances, the college assumes the responsibility to assist the students to become enrolled in the same program offered by another college located within a reasonable distance from the college.

# Fees and Financial Assistance

## FEES

The fees listed below are effective September 1, 1995 for the 1995/96 academic year. Fees for 1996/97 will be published at a later date.

### POST-SECONDARY TUITION FEES (1995/96)

a) Post-secondary programs. Canadian citizens or permanent residents: The standard tuition for a normal two semesters (32 weeks) is \$1109.00. Annual fees are due at the billing date (usually early July). For international students: The standard tuition for a normal two semesters (32 weeks) is \$9215.00.

Please Note: Some program tuition fees may be different than stated above depending on the length of the program or other factors as set by the Ministry of Education and Training (MET).

- b) Part-time day studies tuition. The standard tuition fee is \$2.65 per contact hour as governed by the Ministry of Education and Training. For continuing education learning evening studies, please consult the Humber College Continuing Education calendar.
- c) Adult training programs tuition. The standard tuition fee for adult training programs is \$31.00 per week. Please refer to individual descriptions for program duration.
- d) Non-Ministry funded programs/courses. There are several programs and courses which do not receive any government funding and are not under Ministry Fee policies. Fees for these programs are set by the College, and are published with the applicable course or program information publications. Current programs of this nature include Golf Management and Aviation and Flight Management. Call (416) 675-5000 for details in these programs.

### NON-TUITION RELATED INCIDENTAL FEE

#### Full-time Post-Secondary

These mandatory fees are collected in addition to the standard tuition fee. Through a formal procedure that includes students and college staff new fees and increases to these fees are approved by a Fee Protocol Committee and forwarded to the

College Board of Governors for final approval.

Council of Student Affairs	\$ 8.86
Reserve Fund	7.46
Athletics	39.26
Student's Association Councils	47.92
Building Fund	16.10
College Services Fee:	118.00
(Convocation, I.D. Card, Transcripts, Administrative Services, etc.)	
Total Fee Allocation	\$237.60 per year (2 terms)

#### Part-time Funded Activity

These mandatory fees are collected in addition to the standard tuition fee. Through a formal procedure that includes students and college staff new fees and increases to these fees are approved by a Fee Protocol Committee and forwarded to the College Board of Governors for final approval.

College Services Fee:	\$ .40
(Convocation, I.D. Card, Transcripts, Administrative Services, etc.)	
Parking and Related Services	.26
CE Services Fee*	.15
Total	\$ .81 per student contact hour

\*Note: CE Services Fee includes additional services for evening students including counselling, library, student newspaper, free seminars, etc.

Fees for learning materials may also apply.

#### Tuition Technical Certificate Programs

These mandatory fees are collected in addition to the standard tuition fee. Through a formal procedure that includes students and college staff new fees and increases to these fees are approved by a Fee Protocol Committee and forwarded to the College Board of Governors for final approval.

CSA/Athletics	\$ 4.00
College Services Fee:	3.70
(Convocation, I.D. Card, Transcripts, Administrative Services, etc.)	
Total	\$ 7.70 per week

Fees for learning materials may also apply.

The fees outlined above apply to the 1995/96 academic year. 1996/97 fee information was not available at the time of publication.

### OTHER FEES AND PENALTIES

The following additional fees and penalties may apply to some students. These fees are updated annually and currently include the following:

#### Co-op Fees

An additional fee of \$242.00 will be charged to all qualified students who intend to proceed to a 16-week co-op work term as part of their regular post-secondary program. The fee will be applied to each term where the work placement occurs.

#### Equipment Deposit

An equipment deposit of \$100.00 is levied for some programs and covers breakage of equipment used by students. This amount is refundable at the end of the year after clearance authorization is received from the program co-ordinator. This deposit will be identified in the information mailed to all students prior to enrolment.

#### Method of Payment

Fee payments will be accepted by cash, certified cheque, money order, bank draft, Visa, MasterCard or Interac.

Payments are to be made payable to Humber College. Please do not send cash in the mail.

**Late Payment Charge**

Students who fail to pay fees by the published deadlines are required to pay a late payment charge. Late payments are accepted only if space remains in the program.

Please Note: Late payment of fees may result in the loss of a program seat. The College is not obligated to hold seats for students who fail to pay fees by the due date.

**Tax Receipts**

Official receipts are issued for tuition fees only and are mailed in February of each year. The receipt covers the previous year's studies.

**Failure to Pay Fees**

Failure to pay fees may result in the withdrawal of an offer of admission. It is essential that students pay fees by the stipulated deadline dates.

**APPLICATION FOR REFUND**

A refund for a course or program will be issued only if a student applies in writing to the Office of Registrar on the close of business on or before the tenth school day after the start date of the course or program. The refund may only depend on the credit load that is retained by the student. (Certain courses or programs that start later and/or are condensed and/or are cost recovery in nature may have different refund policies. See the evening calendar and program literature for details.)

Please Note: \$100.00 of the tuition fee is non refundable (\$416.00 for international students).

**NON-COMPULSORY FEES AND FINES (1995/96)**

Fee Type	Fee (95/96)
Community Library Card	\$25.00
Housing Registry Fee for Landlords	\$10.00
Lockers (College and Athletics all Campuses)	\$12.00
N.S.F. Cheques	\$25.00
Replacement Cards:	
Gate Pass	\$10.00
Photo I.D.	\$10.00
Debit Card	\$10.00
Library Card	\$10.00
Mature Student Assessment Fee	\$35.00
Peer Tutoring Registration Fee	\$10.00
Late Tuition Fee (per term)	\$37.00
Split Tuition Service Fee (payable in Fall term)	\$43.00
Smoking Fine (second and subsequent offences)	\$100.00
Use of Illegal Parking Decals	\$100.00
Library Fines (\$.25 per day per book - maximum \$25.00)	\$25.00
Media Equipment Fine (\$5.00 per day no maximum)	\$5.00

**SPONSORSHIP**

Sponsorship generally means that the student's fees will be paid by the sponsor. Students may receive living allowances and/or book costs as well. Typical sponsors would be the Department of Indian and Northern Affairs, Vocational Rehabilitation Services (Ministry of Community and Social Services) and Workers Compensation Board.

Students who wish to apply for sponsorship must contact the agency involved and request that authorizations for sponsorship be submitted to the Registrar's office in writing prior to registration.

**COMMUNICATION COURSES**

All new students at Humber College are assessed in English to determine language competency. Based on the assessment re-

sults some students will be required to enrol in an additional English course to help improve their communication level. These students will then take the other communication courses in more senior semesters. Our experience has shown that the extra course significantly enhances students' abilities to achieve good results in subsequent English courses and in their program. Extra courses will require the payment of additional fees.

**MATHEMATICS ASSESSMENT**

All first semester technology and most business students are assessed in mathematics. Based on the assessment results, some students will be required to enrol in an additional mathematics course to help improve their mathematical skills. These students will then take the other required mathematics courses in more senior semesters. Our experience has shown that the extra mathematics course significantly enhances students' abilities to achieve good results in subsequent business and technology courses in their program. Extra courses will require the payment of additional fees.

**FINANCIAL ASSISTANCE****ONTARIO STUDENT ASSISTANCE PROGRAM**

The Ontario Student Assistance Program, or O.S.A.P., has a number of plans to help you meet the cost of full-time post-secondary study. The amount of funds that may be approved does not cover the full cost of coming to College. Each application is assessed on the basis of resources, real or expected, available to the student. The amount approved will vary depending upon the resources available as determined by the O.S.A.P. assessment, and allowable costs for each program.

**CANADA STUDENT LOANS PLAN**

This program provides subsidized loan assistance to students who are registered in an approved certificate or diploma program which lasts at least 12 weeks. To qualify for a Canada Student Loan, you must take at least 60 percent of a full course load as defined by Humber College.

**SCHOLARSHIPS AND BURSARIES**

Scholarships and bursaries, donated by corporations, community organizations and individuals, are also available. Scholarships are awarded according to the donor's specifications to students who achieve academic excellence. Bursaries are awarded on the basis of need but marks are taken into consideration.

For more information on financial assistance call the Financial Aid office at (416) 675-5001.

**ENTRANCE SCHOLARSHIPS**

Entrance Scholarships are available to first-time Humber students who register for full-time studies.

The value of these scholarships is \$1000 to be applied to tuition. Minimum criteria includes academic proficiency, letters of reference (from two of education, employment, community) and involvement in extra curricular activities.

Descriptions of specific Entrance Scholarships with accompanying application forms are available in the Admissions booklet which is mailed out to all approved students around mid May. Entrance Scholarships are available in limited numbers for selected programs. Deadlines may vary by program.

Entrance Scholarships will be awarded by decision of the College's Scholarship Committee. A student may not receive more than one Entrance Scholarship.

For more information on Entrance Scholarships, please call the Awards Office at (416) 675-3111, ext. 4052.

## STUDENT RESIDENCES (NORTH CAMPUS)

If your attendance at Humber College requires you to relocate, a residence facility located at the North Campus is available for full-time students during the academic year. The facility is comprised of two modern, air-conditioned buildings which can house up to 720 students. Each room is furnished with a single bed, desk and chair, window covering, clothes closet, and wall-to-wall carpeting.

Every floor has a central washroom, with showers and baths, a lounge with cable television, a communal fridge, sink and microwave oven. Depending on the location of your room, coin-operated laundry facilities are available either on each floor or on the lower level of the building.

In residence, we focus very strongly on academic achievement. We have study floors, strict quiet hours and a strong emphasis on providing academically-oriented workshops and seminars. Of course, we also feature various recreational and social activities throughout the year as well.

Each floor is staffed by one to three senior students, the Resident Assistant (RA), whose role is to assist students with problems and concerns, maintain Residence rules and policies, and liaise with Residence and other College staff and faculty. The staff also includes student Program Assistants (PA) whose role is to design, implement and evaluate educational and social programming for the year. For example, bus trips to Paramount Canada's Wonderland; movie nights; water volleyball; study skills; stress management; self defence classes; aerobics; and karaoke.

The Humber Campus Watch Program was designed to ensure the safety of students living in residence. It includes personal escort services, strategically located emergency telephones directly linked with campus security and comprehensive information sessions on personal safety awareness. In addition, the residence is staffed 24-hours a day, 7 days a week with security and other personnel. Students in residence also have access to a 'Walk Home' program established for those working at off-campus locations that are within walking distance of the College and/or residence.

During the summer months (May to August), the residence is available on a short or long-term basis to individuals and groups. Daily, weekly, monthly and summer rates are available.

For further information, please write or call:

Humber College Residence  
203 Humber College Blvd.,  
Etobicoke, Ontario M9W 6V3,  
(416) 675-3111, ext. 4868.

## OFF CAMPUS HOUSING SERVICE

If your decision to attend Humber involves a move to Toronto, the process of finding suitable accommodation can be made much easier by taking the following advice of experienced student "home hunters."

1. Be organized
2. Start your search early! July is appropriate; and
3. Use Humber's Off-Campus Housing Registry

Humber's Housing Registry, located off the lobby in the Residence, has listings for self contained flats, rooms in houses and apartments, and apartments and houses for rent. These listings are available for viewing seven (7) days a week, 24 hours a day. Our staff is friendly and knowledgeable, and can help familiarize you with your options. We can also assist you with

such things as the location of the accommodation, transportation routes, rental costs, shopping areas, and more! Let us take some of the guesswork out of finding a place to live.

Telephones are available for use during your search as well as numerous brochures with information and tips to make your stay in Toronto enjoyable.

For information, please call the Off-Campus Housing Office  
North Campus: (416) 675-6884  
Lakeshore: (416) 675-3111, ext. 3213

## ATHLETICS

While at Humber, you are welcome to take advantage of our excellent athletic facilities. We have squash courts, gymnasiums, pool, weight training rooms, saunas, jogging areas and more.

If you prefer team sports, there is a variety of varsity and intramural activities which range from basketball and volleyball to intramural ice hockey. Or, if you just want to get in shape, we have regular fitness classes during the day. Come as often as you like, but remember to bring your student card.

For more information call the North Campus Athletic Department at (416) 675-5097.

## COUNSELLING SERVICES

Counselling at Humber College offers a variety of services in a private setting with professional counsellors.

### Academic Success

- Improving Study Skills: learn how to write exams, manage your time, improve your concentration
- The Anti-Flunk Book: tips on learning and studying
- discussing academic difficulties with a counsellor
- Peer-Tutoring - a program in which trained student tutors assist you with your courses

### Personal Concerns

- explore and define your concerns, develop self-understanding, increase self-confidence, manage stress, improve interpersonal and family relations, cope with grief, deal with harassment and abuse, overcome addictions, learn new coping skills
- obtain referrals to other community and professional resources

### Career Directions

- identify and explore your career goals with a counsellor
- consider Career Assessment (testing) to help you learn more about yourself and set realistic career goals.
- consult our Career Resource Centre for information on occupations, training options, potential employers, volunteer and overseas opportunities

### Counselling Locations:

North Campus:	Room D128	(416) 675-5090
Lakeshore:	Room A120	(416) 675-3111, ext. 3331
Keeleisdale:	Room 114	(416) 763-5141, ext. 259

## CHILD CARE FACILITIES

Students with children are welcome to use either the Children's Activity Centre, which is a drop-in centre for students and staff, or one of our licensed child care centres, the Child Development Centre, or the Humber College Child Care Centre.

The Children's Activity Centre is available to care for children between the ages of sixteen (16) months and seven years on a part-time basis (up to 24 hours a week). Also, care may be available to school age children for Professional Development days and school holidays. Parents/guardians using this service must remain on the North Campus during the time that their child is receiving care.

The Child Development Centre and Humber College Child Care Centre offer full-time care for children from infancy through to six years of age. A full day Junior and Senior Kindergarten are available. These child care centres are used by students, staff and the community and provide care for all children including those with special needs. It is usually necessary to register for child care well in advance due to lengthy waiting lists at these two centres.

For more information about these services and the fees, please call: Children's Activity Centre - (416) 675-3111, Ext. 4430; Humber College Child Care Centre - (416) 675-5073; Humber Child Development Centre - (416) 675-5057.

All the above-mentioned centres are located at the North Campus.

## FOOD SERVICES

At the North Campus, five dining facilities offer a choice of light meals, salads, desserts, and appetizing entrees. You can choose Kites for charbroiler breakfasts and burgers; The Pipe, our main cafeteria for home made entrees; our new Java Jazz with freshly brewed gourmet coffee and a variety of muffins and pastries as well as our branded concepts, Mr. Sub, Pizza Pizza and Back A Yard our Caribbean concept. Food Services Department offers value and service. In addition, our newest facility, located in the residence, offers a varied menu including pizza and a 20 item salad bar. Operating hours vary but at least one outlet is open until 10:00 p.m. Monday to Thursday, 6:30 p.m. on Fridays and Java Jazz is open from 7:00 a.m. to 2:30 p.m. on Saturdays and 8:00 a.m. to 1:00 p.m. on Sundays during the academic year.

Lakeshore is expanding their menu by including Taco Bell selections, Pizza Pi, Subs 2 Go, a coffee bar and traditional cafeteria fare. Keelesdale offers hot meals, lighter fare and beverages. In addition, cold drinks and snacks are available through vending machines at each campus.

For detailed hours of operation, or if you have suggestions, please contact Food Services at (416) 675-3111, extension 4250.

Caps, a pub and deli located at the North Campus, is open to all Humber College students from Monday to Friday. Entertainment is scheduled regularly.

## STUDENTS WITH DISABILITIES

Students requiring services to accommodate a learning disability or physical disability are urged to contact Services for Students with Disabilities upon submission of their application. Early self identification will help the college in providing the best possible service.

It is the student's responsibility to notify the College of resources needed during the academic year. A physical demands analysis for all post secondary programs is available in the office of the Registrar and may be referred to at any time.

All campuses are fully accessible. Arrangements are possible for notetakers, readers and other services that may be required to support the learning process.

### Contact:

North Campus: (416) 675-3111, ext. 4151

Lakeshore: (416) 675-3111, ext. 3265

## CAMPUS STORES

Campus Stores provides one-stop shopping convenience. In addition to textbooks, the store at the North Campus features art and drafting and stationary supplies, reference and general reading material, clothing and gift items.

The store at Lakeshore, although smaller than the North Campus store, offers all course related texts and supplies, as well as

a selection of general reading material, clothing and gift items.

Our mission is to provide friendly, efficient service. If you require additional service or information, please call us at (416) 675-5066.

Campus Stores accept cash, cheques, Visa, Mastercard, American Express and debit cards.

## Regular Hours of Business

### North:

Monday - Thursday	September - May	8:30 a.m. - 7:00 p.m.
Friday	September - May	8:30 a.m. - 4:30 p.m.
Saturday	September - May	10:00 a.m. - 2:00 p.m.
Monday - Friday	June - August	8:30 a.m. - 4:30 p.m.

### Lakeshore:

Monday - Thursday	September - May	8:30 a.m. - 4:30 p.m.
Friday	September - May	8:30 a.m. - 4:30 p.m.
Monday - Friday	June - August	10:00 a.m. - 2:00 p.m.

Both stores offer extended hours during September

## CAREER SERVICES

Finding a job takes hard work and determination. Although no one can find a job for you, we can help. Throughout the year the Career Service Centre posts hundreds of summer, part-time and temporary and full-time career-oriented jobs.

The Career Service Centre staff can give you tips on job search and interview techniques and writing effective resumes and letters. The College also provides on-campus interviewing facilities for employers.

With our assistance Humber graduates have consistently had among the highest rates of employment of any College's graduates.

Each campus has a Career Service Centre. For information on job opportunities or services available call or drop by the office serving your campus.

North (416) 675-5028, A138

Lakeshore (416) 675-3111, A120

Keelesdale (416) 763-5141, A107

## TRANSPORTATION

Humber campuses can be accessed using public transportation connections, within the Metro Toronto, Mississauga, Brampton, and Vaughan areas. Contact your local public transit authority for details of possible routes:

- Toronto Transit Commission (TTC) at (416) 393-4636
- Mississauga Transit at (905) 279-5800
- Brampton Transit at (905) 453-3466
- Vaughan Transit at (905) 832-2281

Campus Stores offers for sale TTC tickets and Metro Pass, as well as Mississauga and Brampton Transit tickets. Route maps for some of the transit operations are also available, free of charge, from Campus Stores.

## PEER TUTORING

To help students who are having difficulties in some courses, the Counselling Department and the Student Association Council have set up a system of peer tutoring. Successful students are trained to provide assistance in a specific course. There is a registration fee of \$10.00 for each semester. To arrange for a tutor contact the Counselling Department:

North Campus: Room D128, (416) 675-5090

Lakeshore: Room A120, (416) 675-3111, ext. 3331

Keelesdale: Room A107, (416) 763-5141, ext. 253



## LANGUAGE AND MATHEMATICS CENTRES

The Liberal Arts and Sciences Division has established facilities at two campuses to help students who are weak in the basic English skills.

### North and Lakeshore Campuses

Both campuses have facilities to help students who are weak in the basic skills of English and Math.

The Writing Centres provide assistance to students needing extra help in English. They may drop in any time for specific help on a problem or they may come on a regular basis to work on a program we will design to meet their individual needs.

The Math Development Centres offer assistance to students whose pretests have shown their skills to be weak.

## OPEN LEARNING CENTRE

Humber is pleased to announce the opening of a new facility: the Open Learning Centre. In establishing a system for open learning, Humber recognizes the growing need to offer post-secondary educational opportunities to all members of the community and, in particular, to those learners who have been unable to access our traditionally scheduled courses. By using innovative and flexible methods in delivering curriculum, the Open Learning Centre is dedicated to meeting the needs of those learners who have been prevented from taking courses at Humber due to personal or geographical circumstances.

Courses offered through the Open Learning Centre will utilize a wide range of traditional and computer-based learning resources. While students are expected to work independently and to assume responsibility for the pace of their learning, tutors and teachers will be available for assistance and direction. Open Learning Centre staff will also be available via telephone, voicemail and e-mail.

The Open Learning Centre is located on the second floor of 'D' wing at the North Campus and is open from 9:00 am to 9:00 pm weekdays and 9:00 am to 1:00 pm on Saturday.

For further information regarding the Open Learning Centre, please call (416) 675-5049.

## LIBRARY SERVICES

Humber College Library Services support the curricula of the College by providing resources and facilities to help library users develop the knowledge and skills needed for critical thinking and research in the courses offered at all campus locations.

The libraries located at the North, Lakeshore and Keele Dale campuses contain over 120,000 books, 500 current periodical subscriptions in paper, and 700 current periodical subscriptions on CD-ROMs, as well as growing collections of CD-ROMs, cassette tapes, phonodiscs, video tapes, films, etc. The audio-visual equipment and resources in the Media Centre 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 in Braille.

The North Campus library has provision for every type of learning facility including screening rooms and group study rooms. Books and other materials may be borrowed from another campus location, if necessary.

A special bar-code affixed to the Student Identification Card permits patrons to borrow books and other materials. Material signed out on a designated library card is the responsibility of the holder of that card. All materials must be returned on the appropriate due date. Fines are strictly enforced on overdue materials.

For further details about Library Services, please call:

North Campus: (416) 675-5079

Lakeshore Campus: (416) 675-3111, ext. 3247

Keele Dale Campus: (416) 763-5141, ext. 266.

## PARKING

Parking is available at all campus locations. It is recommended that students consider public transit or car pools because the demand for parking at the North Campus continues to surpass parking capacity.

North Campus parking permits are distributed through a lottery system. Any individuals who do not receive a permit for the North Campus will automatically receive a permit for an off campus location. Free shuttle bus service is available to those who utilize this lot. Bus schedules accommodate a full range of early and late departures.

All students will receive a 'parking/locker invoice/application form' along with their fee bill statement, generally mailed in mid-June. This application should be completed only by those requiring either of these services. This invoice must be returned by the date indicated, along with the required fees. This will ensure that space will be assigned for you upon your arrival. The draw will take place in early August for Fall semester and early December for Winter semester. (If you have prepaid for parking and do not receive further information, please contact Parking Operations at (416) 675-3111, ext. 8516 or 4500.) Students unable to obtain a space at the North Campus in the first draw will automatically be entered in subsequent draws which are held after September 1st as space becomes available through attrition and scheduling. Those who do not apply by the required date will automatically receive a space at the off campus site and their name will be entered into future draws for space at the North. The lottery system is not applicable at the Lakeshore and Keele Dale campuses.

Pay parking is available at the North, Lakeshore and North off campus locations.

## PUBLIC SAFETY DEPARTMENT

The welfare and safety of students is paramount at Humber College. A full complement of security staff is available to all students, 24 hrs. a day, 7 days a week. In addition, the Humber Campus Watch Program provides a safety escort program within campus boundaries, strategically located emergency telephone access which is directly linked to campus security, as well as the dissemination of comprehensive information on personal safety awareness.

Public Safety Office - North Campus, Room E105  
(416) 675-3111, ext. 4077

Emergency Assistance - North Campus Ext. 4000  
- Lakeshore Campus Ext. 3000  
- All other campuses 0  
- Cellular/Pay Phones 675-8500

# Academic Regulations

## 1995 – 1996 ACADEMIC YEAR

The following regulations apply to all courses and programs at Humber College. Students are reminded that it is their personal responsibility to be familiar with the academic regulations. Divisions will have specific supplementary regulations that will be available at the time of registration. If students are in doubt about any aspect of these Regulations, they should consult the office of their Divisional Dean or the Office of the Registrar.

### 1. POST-SECONDARY PROGRAMS OF STUDY

A post-secondary program of study prescribes the number and types of courses, including Communications and General Education, leading to a post-secondary certificate or diploma. Upon payment of the prescribed tuition and non-tuition related fees, a duly registered student is entitled to receive instruction to the maximum number of courses as set out in the official program of studies for each semester of the program. Should a student wish to take one or more additional credits, to repeat a course taken previously, or be required to take remedial courses, additional tuition fees will be charged for each course beyond the established number of courses/credits for the prescribed semester.

#### a) English Communications Courses

Communications courses ensure that a student develops competence in writing commensurate to the professional standards expected of all Humber graduates. Students will be required to complete or receive Exemption Credit in all communications courses as required by their program of study.

#### b) Remedial Activities

Students admitted to Humber College programs require certain levels of competency in communication skills, reading skills and numeracy skills.

Students will be assessed in appropriate areas and if found deficient in any of the basic skill areas will be required to take remedial courses as deemed appropriate for their program.

Courses that are delayed due to the need for remedial work must be taken at a later point in the program. These courses may be taken in the day or the evening. However, when they cause a student to exceed the number of courses or credits normally allowed for the semester of the program, the student will be required to pay the additional fee.

#### c) General Education

Students must complete a Humanities course, a multidisciplinary introduction to General Education.

Students will then select courses from three categories:

- Arts and Literature
- Social Sciences and Humanities
- Science and Technology

Students are encouraged to take courses in at least two of these categories. Students are generally required to complete four courses in the General Education category. Certain specific programs may have other requirements. Such information will be specified in the program of study.

Returning students will be subject to the current General Education requirements.

### 2. APPRENTICE, SKILL AND PREPARATORY PROGRAMS

The College offers a wide variety of Technical Skill programs, Apprentice programs, Preparatory programs and English as a Second Language Programs. For both fee paying and sponsored students special attendance, sign-in and other policies may apply.

### 3. CONTINUING EDUCATION (CE) PROGRAMS AND COURSES

Humber College offers a wide variety of Continuing Education (CE) programs and individual courses that are outlined in the Continuing Education calendar and in individual brochures.

Upon payment of tuition fees and any additional course costs (if applicable) a qualified student is entitled to receive the instruction set out for each course in which he/she has enrolled.

Should a student wish to repeat a course for any reason, full course fees will apply.

### 4. COURSE OUTLINES AND EVALUATION

At the beginning of each program/course/unit, students will receive from each instructor a course outline containing the necessary pre-requisite courses, the objectives of the course/unit, the expectations in regard to student performance and attendance, and the evaluation to be employed.

Except for general interest courses the evaluation process will normally be progressive, that is, by a series of written and oral or other assignments throughout the duration of the course. A comprehensive final examination may be part of the evaluation in each course or program.

In cases where a course outline does not specifically offer a method of making up late assignments and/or missed tests, the failure to write tests or miss assignment deadlines may result in a mark of zero (0) for the activity.

### 5. EXAMINATION WEEK

A five day exam period is set aside at the end of each semester for final examinations or for the last tests in a progressive examination process. Unless there is a Divisional exam schedule, these tests and examinations will be conducted in the regularly scheduled class during the Examination Week. (An Examination Week may not apply to all programs.)

### 6. GRADING AND CREDIT ACCUMULATION

The Grading System for evaluating student performance is as follows:

- a) Marks will be reported in percentages unless otherwise indicated in course outlines.
- b) A pass in each course will be sixty (60) percent, unless stated otherwise in the course outline or supplementary regulations. Credits will only be earned for courses with passing grades.

Please Note: Some Continuing Education (CE) courses, Preparatory and Skill courses have special grading methods. These will be included in the course outlines or in the supplementary regulations. In addition, in some of these courses, grades will be issued to students under the auspices of Humber College but will be assigned by an external organization e.g., Ontario Real Estate Association. Also, note that many general interest courses will not be graded nor will they carry with them any academic credits.

- c) For Preparatory or Skill courses, students will receive grades only for completed units.
- d) Repeated Courses

Where a student repeats the identical course and achieves a higher grade, the previous grade will be deleted from his/her official transcript and the original lower grade will no longer be included in the Grade Point Average (GPA).

When a student repeats an approved course that is equivalent to a previously taken course (e.g. passes another approved General Education Course or takes a condensed course to up-grade a mark) that has a different course name and number than the original failed course, the student must apply to the Registrar's Office to have the original course removed from his/her official transcript. The number of repeats allowed for a course/unit is established by the Division. Please see Divisional Regulations.

#### e) Audit

Where applicable, a student may apply to audit a course. The request to audit a course must be submitted at the time of registration for that course. A student must obtain written permission to audit a course from the appropriate Chair and present the authorization to the Registrar's Office. Students who are auditing courses will not be evaluated nor will credits be earned. The regular fee applies.

#### f) Aegrotat Grades

Aegrotat Standing applies to those students whose performance, over a significant proportion of the course(s), was fully satisfactory but where, because of personal reasons, such as illness, the student was unable to complete the course. In the case of illness, the student is required to provide the Dean with a medical certificate attesting to the personal illness. Courses in which Aegrotat standing has been granted will not count toward the computation of the final Grade Point Average (GPA). Aegrotat Standing is granted by the Registrar to a student on the recommendation of the appropriate Dean.

#### g) Grade of GNE (Grade Not Earned)

When a student fails to withdraw from a course according to these Regulations they will receive either the actual grade earned in the course or if no grade has been earned he/she will receive a grade of GNE (Grade Not Entered).

#### h) Grade of Incomplete (INC)

Students who are unable to finish coursework by the end of a term due to extenuating circumstances may be granted an Incomplete grade. Additional coursework must be completed by the end of the semester following that in which the Incomplete grade was assigned. Failure to do so will result in the Incomplete grade being permanently changed to reflect the grade which was earned at the time of the Incomplete being assigned.

The Incomplete is not intended to be a permanent grade. It is only a temporary acknowledgement of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course requirements.

Please Note: An Incomplete grade for a pre-requisite course must be completed prior to being allowed to proceed to a higher level course unless otherwise approved by the Dean.

#### i) Exemption Grades

Exemption Credits in individual courses are awarded when a student is granted credit for work completed which is equivalent in content to work covered in the course/unit in question, and no other course needs to be substituted.

Students seeking Exemption Credits must provide certified transcripts, course outlines, and/or other documentation or proof to the Registrar's Office. Students will be given Exemption Credits by the Registrar, on the recommendation of the appropriate Chair. Such credit may be granted under the following conditions:

- (i) **Previous Education at Humber College**  
Students who transfer from one Humber College program to another will automatically be given credit in all courses common to both programs for graduation purposes. However, grades for courses taken prior to the current program will not be considered in the grade point averages in the new program.
- (ii) **Previous Education in Another Educational Institution**  
Students who have successfully completed certain Grade 13 or Ontario Academic Credit courses, approved Articulation courses and/or post-secondary courses may receive Exemption Credit in equivalent courses. A grade of EX (Exempt) will be recorded.
- (iii) **Assessment of Prior Learning**  
Students may also base requests for credit on work experience, informal study or experiential learning. Such Prior Learning Assessment requests are made through the Registrar's Office but will be assessed by teaching staff in the course in question. Students will be required to demonstrate their achievement of the course objectives. There is a \$60.00 fee per course for this type of assessment.  
Credit in individual courses is granted only for demonstrated ability to meet a 'pass' standing in the knowledge and skills objectives of specific courses.  
A grade of SAT (Satisfied) will be recorded for courses in which credits have been granted. Grades of SAT will not count toward the computation of the final weighted average.  
Please Note: When an Exemption is granted to a student who is registered in a Post-Secondary program the student may be permitted by the appropriate Divisional Dean to take an alternate, relevant course without additional cost. The alternate course may only be taken in the semester where the Exemption applies. The replacement course cannot be taken in a subsequent semester.

## 7. GRADE REPORTS AND OFFICIAL TRANSCRIPTS

At the end of each term or upon completion of a program of study, a student will be mailed a grade report which will outline courses/units taken and final grades achieved. This summary is not an official transcript. Official Transcripts which include all courses taken by a student are available upon written request to the Office of the Registrar.

## 8. SUPPLEMENTARY EXAMINATION

- a) Applicable policies can be obtained from the Divisional Office.
- b) Course outlines and/or Supplementary Regulations will reflect the policy of Supplemental Examinations.

## 9. FULL-TIME/PART-TIME STATUS FOR POST SECONDARY PROGRAMS

A student is considered to be a full-time student if he/she is officially enrolled in at least 66 2/3% of the courses, or if he/she is enrolled in at least 70% of the credit hours prescribed for his/her semester in his/her current program.

Please Note: The requirements for full-time status are higher for the purposes of claiming OSAP - See your Financial Aid Officer for details.

## 10. COURSE/PROGRAM FEES/REFUNDS

Tuition and non-tuition related fees for all programs are revised each year and are available in the Office of the Registrar. The fees also appear in all appropriate calendars.

### Late Fees

If a student misses a prescribed payment date and only if room remains in the course or program, a late fee will apply. In addition, if students wish to split annual fee payments an extra charge will apply.

### Refunds

A refund for a course or program will only be issued if a student applies in writing to the Office of the Registrar by the close of business on or before the tenth school day after the start date of the course. Students who have paid for advanced semesters will be eligible for a refund for that semester if they formally withdraw before the 10th day of the term. A \$100.00 withholding fee applies. (Certain courses such as Continuing Education (CE) courses, Short Program Units, etc., that start later and/or are condensed have different refund periods.) See the Continuing Education calendar or the Admit to Class Registration Form.

## 11. WITHDRAWAL FROM COURSES AND PROGRAMS

### a) Voluntary

A student may withdraw from any post-secondary course or program without academic penalty up to twenty (20) college days after the recording of the mid-semester grades. Regarding all other courses that do not have mid-terms, Continuing Education courses or condensed courses, this deadline date is by the two-third point of the course. Procedures for withdrawal from a course or a program (in whole or in part), are initiated with the Registrar's Office. During the withdrawal procedures students may be required to speak with their Chair or Dean. Also see: Refunds 11(d).

**Please Note:** Full-time status may be jeopardized if students drop too many courses. See Number 9.

### b) Compulsory

A student may be required to withdraw from a course, a program or from the College for "just cause". Included in "just cause" is consistent failure to meet the objectives of the course or program, plagiarism/cheating, inappropriate classroom/lab or other behaviour, failure to pay fees, submission of false documents or information for admission purposes, etc.

Students may also be withdrawn from Skill and Preparatory programs for consistent failure to sign in, report absences, or for poor attendance. Students may also be withdrawn from skill courses or programs if they do not meet the minimum literacy and numeracy skills required for the course or program (see Supplementary Regulations).

A student will be permanently withdrawn from the College for any serious breach of acceptable behaviour. A student will be informed if he/she is formally withdrawn from a program. Students who are withdrawn from programs under the compulsory category are not eligible for refunds.

### c) Dismissal from Class

The faculty may ask a student to leave a class session if the student's behaviour interferes with the learning process or in any way jeopardizes the safe environment of the classroom. A dismissal from a class session will be brought to the attention of the appropriate academic administrator by the faculty.

## 12. TRANSFERS

### a) Post-Secondary Programs

Any student who wishes to transfer from one Post-Secondary program to another must apply to the Registrar's Office. The normal admission requirements and order of priority apply to

admission to the new program. See 6i(ii) for regulations regarding the transfer of course credits when program transfers are approved.

Students transferring from one program to another normally require the recommendation of their current Dean or designate.

### b) Continuing Education (CE) Courses

All transfer requests must be made in person through the Continuing Education (CE) Registration Office. You may transfer from one course to another where enrolment permits. You may only transfer from a course prior to the start of the third regularly scheduled class. Two transfers per semester are permitted without charge; if you wish to transfer a third time a service fee will be charged.

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

## 13. RE-ADMISSION

A student who interrupts their studies or who has been withdrawn by the college is subject to:

- the current admission requirements for the program in question;
- the order of priority of admissions applicable to the program.

**Please Note:** In circumstances where previous college academic progress or behavioural patterns have been unacceptable a further admissions review may be required. In such a review an applicant must be able to demonstrate evidence of the ability to perform at an acceptable standard in the program in question.

## 14. PROBATIONARY STATUS - POST-SECONDARY PROGRAMS

Students who do not meet the total admission requirements or students whose general performance is "unsatisfactory" may be classified as "probationary".

Probationary Status may involve the requirement to complete specific remedial activities. If performance is "unsatisfactory" at the end of the probationary period, students may be asked to withdraw from the program or counselled to consider other ways of continuing their education. A Probationary student will be notified in writing of his/her status by the appropriate Dean or designate.

## 15. GRADUATION

It is the student's responsibility to be aware of all graduation requirements for the program from which they expect to graduate. To graduate from a program, the following conditions must be satisfied:

- Students must have taken at least twenty-five (25) percent of their credits for the program at Humber College. Any exceptions to this policy must be approved by the Academic Dean.
- Students must have successfully completed the requirements of the program in effect at the time of graduation unless alternate arrangements have been approved by the Dean, in writing. The graduation requirements will include any changes made to advanced semesters while the student is "in progress" in a program but would not include changes in semesters that have already been completed.
- Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College unless alternate arrangements have been approved by the Dean, in writing.
- Post Secondary students who achieve an 80% or better weighted average for their program will graduate with Honours.

- e) Students who successfully complete a post secondary program that is two years or longer will receive a diploma. Students who successfully complete a program of a shorter duration will receive a certificate.

## 16. CONVOCATION

- a) Post-Secondary, Skill and Preparatory students and Apprentices must apply to attend the Convocation Ceremony by completing an "Application to Graduate/Attend Convocation" form available from the Registrar's Office. The form must be completed 7 weeks prior to the date of Convocation. Additional individual program or campus graduation ceremonies for Apprentice, Skill and Preparatory programs will be announced by the appropriate Divisional Area. Post-Secondary or Post-Diploma students who do not attend Convocation will have their diplomas or certificates mailed. There is no fee for this service.
- b) A student who completes a certificate or diploma on a part-time basis must notify the Registrar's Office.

## 17. ENTRANCE SCHOLARSHIPS AND ACADEMIC AWARDS

Entrance Scholarships and Academic Awards are awarded each year. The criteria for these vary and may be obtained from the Awards Office.

## 18. PLAGIARISM AND CHEATING

Plagiarism is the act of submitting as your own, material which is in whole, or in substantial part, someone else's work. Students are expected to acknowledge the sources of ideas and expressions they use in essays, reports, assignments, etc. Failure to do so constitutes plagiarism and is punishable by academic penalty.

Cheating, by obtaining answers to exam and test questions through unauthorized means (from another student, from hidden notes, etc.) is also an academic offence and is punishable by academic penalty.

An academic penalty begins with the assignment of a grade of zero in such situations and can be extended up to and including suspension from a program/course and expulsion from the College.

## 19. APPEAL PROCEDURE

### Informal

Where a student disagrees with a grade received a prior learning assessment decision or any decision resulting from the Academic Regulations, the following informal procedure should be followed before making a formal Appeal:

- Discuss the matter with the faculty member in an attempt to resolve the disagreement.
- The student will discuss unresolved matters with the Program Coordinator.
- If the student is not satisfied at this point the student meets with the Chair/Dean to attempt to finally resolve the situation at the Divisional level.

### Formal

If the student is still not satisfied with the result of the informal appeal, a formal Appeal in writing may be initiated to the Registrar. Such documentation must be completed within six (6) weeks from the end of the course. Full details on the Appeal procedures are available in the Registrar's Office.

The outcome of the Appeal will be officially communicated to the student and all parties involved in the formal Appeal.

## 20. INDEBTEDNESS – OUTSTANDING FEES

Students with outstanding fees or other indebtedness will not be eligible to return to College or to receive any grades, transcripts, certificates or diplomas until all amounts owed to the College are paid.

Fees are controlled by the Ministry of Education and Training and therefore are subject to change pending policy directives.

These regulations are in effect for the academic year 1995-1996.

The College reserves the right to change admission and curriculum requirements as necessary.

# Programme d'échanges Ontario – Québec

Humber College of Applied Arts and Technology donne la possibilité aux étudiants inscrits à plein temps dans un programme post-secondaire de compléter une ou deux session(s) de ce programme dans un des Collèges (CEGEP) de la Province de Québec.

Le Ministère de l'Éducation et de la Formation de la Province de l'Ontario, celui de l'Enseignement supérieur et de la Recherche du Québec et la Commission permanente de coopération veulent encourager les programmes d'échanges et de coopération entre les deux provinces et financent le projet.

Les étudiants qui veulent parfaire leur connaissance et leur habileté en français, tout en obtenant des crédits, le font en participant au programme d'échanges Ontario-Québec.

Le niveau de compréhension et d'utilisation de la langue française favorisera, au point de départ, les candidats qui prendront part à cet échange.

Le montant de la bourse d'études a été établi à 2000.00\$ par personne, par session (2 sessions au maximum).

Un certain nombre d'étudiants devront envisager la possibilité de prolonger leur séjour au Collège afin de compléter à la fois l'apprentissage de la langue et satisfaire aux exigences de leur programme. Les étudiants qui auront complété avec succès les cours auxquels ils se seront inscrits au Collège québécois, seront exemptés de suivre ces mêmes cours de retour au Collège Humber.

Ce programme d'échanges d'étudiants avec le Québec, tout en permettant d'atteindre les objectifs d'apprentissage et de respecter le cheminement pédagogique propre à chaque individu, prépare à comprendre davantage les différences culturelles et sociales qui déterminent les règles et les comportements propres à chaque groupe ethnique.

Pour ceux qui sont intéressés à participer à un programme d'échanges, veuillez contacter:

The Institute of Language and Culture  
205 Humber College Boulevard  
Etobicoke, Ontario  
M9W 5L7  
Tél. (416) 675-5006  
Télécopieur: (416) 675-1483

# Calendar of Events

## EXPLANATION OF TERMS AND CONDITIONS

### 1) REFUNDS

Requests for full or partial refund for programs or courses for all semesters will be considered only if written application has been received by the Office of the Registrar or is post marked by the tenth school day after the official start date of the semester as published in this document.

For Post-Secondary programs which begin early or late, the ten day period will be calculated according to the official commencement of the program/course.

Please Note: For all refunds, for all semesters, the College withholds a non-refundable portion of the fee (\$100.00 for all regular full-time students, and \$416.00 for International students and \$15.00 for Continuing Education students – See Continuing Education calendar for specific course refund policies).

### 2) LAST DAY TO DROP A COURSE WITHOUT ACADEMIC PENALTY (SEE REFUND POLICY ABOVE)

To drop a course and have it removed from a record the student must apply to drop the course through the Registrar's Office. This action can only be taken up to twenty school days after course mid-term grades are due or after the two-thirds point of the course for courses that are less than a semester in duration. See Calendar for exact dates.

If a student has not officially dropped a course by the drop date, the course will remain on the student record.

### 3) FEE DUE DATE

You should receive a Fee Invoice in plenty of time to allow you to pay your fees by the Fee Due Date.

If you do not receive a Fee Invoice or if you are away on holidays when the invoice arrives, the Fee Due Date still applies. Late fees will be charged for each term and fees will only be accepted if a space is available in the program.

It is the responsibility of the student to pay fees by the published Fee Due Dates.

### 4) ACADEMIC CALENDAR OF EVENTS – POST-SECONDARY STUDENTS

An Academic Calendar of Events is produced for every Post-Secondary student. It is mailed to each student at the beginning of each Academic year. Additional copies are available from the Office of the Registrar.

It is the student's responsibility to be aware of all the important dates and deadlines outlined in this Calendar of Events.

Office of the Registrar  
For Academic Year 1995-96  
April, 1995

# Post-Secondary Calendar of Events 1995/96

## Fall Semester 1995

Wednesday, 5 July .....	Annual Fees due (Fall & Winter)
Week of 21 August – 25 August .....	Student Orientation/Registration
Monday, 28 August .....	Day Classes begin
Monday, 4 September .....	Labour Day – College Closed
Wednesday, 6 September .....	First day of Continuing Education Classes
Monday, 11 September .....	Last day to add a Post-Secondary course Last day for refund application for Fall Term
Monday, 9 October .....	Thanksgiving – College Closed
Friday, 20 October .....	Mid-semester grades submitted 12:00 noon
TBA .....	Awards Nights
Late-November .....	Continuing Education Registration begins (Winter '96)
Friday, 17 November .....	Last day to drop a full semester course without academic penalty. (See previous page for details and rules for short courses.)
Monday, 20 November .....	Winter pre-registration begins
Friday, 15 December .....	Last Teaching Day
Tuesday, 19 December .....	Grades submission deadline 12:00 Noon
Friday, 22 December .....	Christmas Break – College Closed 12:00 Noon

## Winter 1996 (Regular Start)

(See separate Post-Secondary Calendar of Events for February Intake Dates)

Tuesday, 2 January 1996 .....	College Re-opens Student Orientation/Registration
Monday, 8 January .....	Day classes begin – All Schools
Monday, 15 January .....	First day of Continuing Education Classes
Friday, 19 January .....	Last day to add a Post-Secondary course Last day for refund application for Winter Term
Friday, 1 March .....	Mid-semester grades submitted 12:00 noon
Monday to Friday, 4 – 8 March .....	Reading Week
Late-March .....	Continuing Education Registration begins (Spring '96)
Thursday, 4 April .....	Last day to drop a full semester course without academic penalty. (See previous page for details and rules for short courses.)
Friday, 5 April .....	Good Friday – College Closed
Friday, 3 May .....	Last Teaching Day
Tuesday, 7 May .....	Grades submission Deadline 12:00 noon
Monday, 20 May .....	Victoria Day – College Closed
Week of 10 – 14 June .....	Convocation Week

## Spring 1996 (only applicable to some programs)

Monday, 6 May	Day Classes begin
Monday, 13 May	First day of Continuing Education Classes
Friday, 17 May	Last day to add a Post-Secondary course Last day for refund application for Spring Term
Monday, 20 May	Victoria Day - College Closed
Week of 10 - 14 June	Convocation Week
Friday, 28 June	Mid-semester grades submitted 12:00 noon
Monday, 1 July	Canada Day - College Closed
Friday, 2 July	Annual Fees due (Fall 1996 and Winter 1997)
Friday, 26 July	Last day to drop a full semester course without academic penalty. (See previous page for details and rules for short courses.)
Monday, 5 August	Civic Holiday - College Closed
Friday, 23 August	Last Teaching Day
Tuesday, 27 August	Grades submission Deadline 12:00 noon
Monday, 2 September	Labour Day - College Closed

\*Note: Different dates may apply for Government sponsored and accelerated semester students. See your Program Co-ordinator.

Waiver: Dates may change at the discretion of the College.

## Frequently Called Numbers

North Campus	(416) 675-3111
Athletics	(416) 675-5097
Business & Industry Services	(416) 674-BISC
Campus Stores	(416) 675-5066
CL Registration Part-Time	
Program Information	(416) 798-1034
Counselling	(416) 675-5090
Financial Aid Office	(416) 675-5001
Housing Information - Off Campus	(416) 675-8517
Humber Arboretum	(416) 675-5009
Career Service Centre	(416) 675-5028
Registrar's Office Full-Time	
Program Information	(416) 675-5000
Residence Information	(416) 675-3111, ext. 4868
Secondary School Liaison	(416) 675-3111, ext. 4048
Student Association	(416) 675-5051
Canadian Plastics Training Centre	(416) 213-0931
Humber College Sailing Centre	(416) 252-7291
Humber Tower	(416) 675-5014
Keelestone Campus	(416) 763-5141
Lakeshore Campus	(416) 675-3111
Queensway Futures Campus	(416) 253-6761
(upgrading and training on the job program)	
Transportation Training Services	(416) 798-0300

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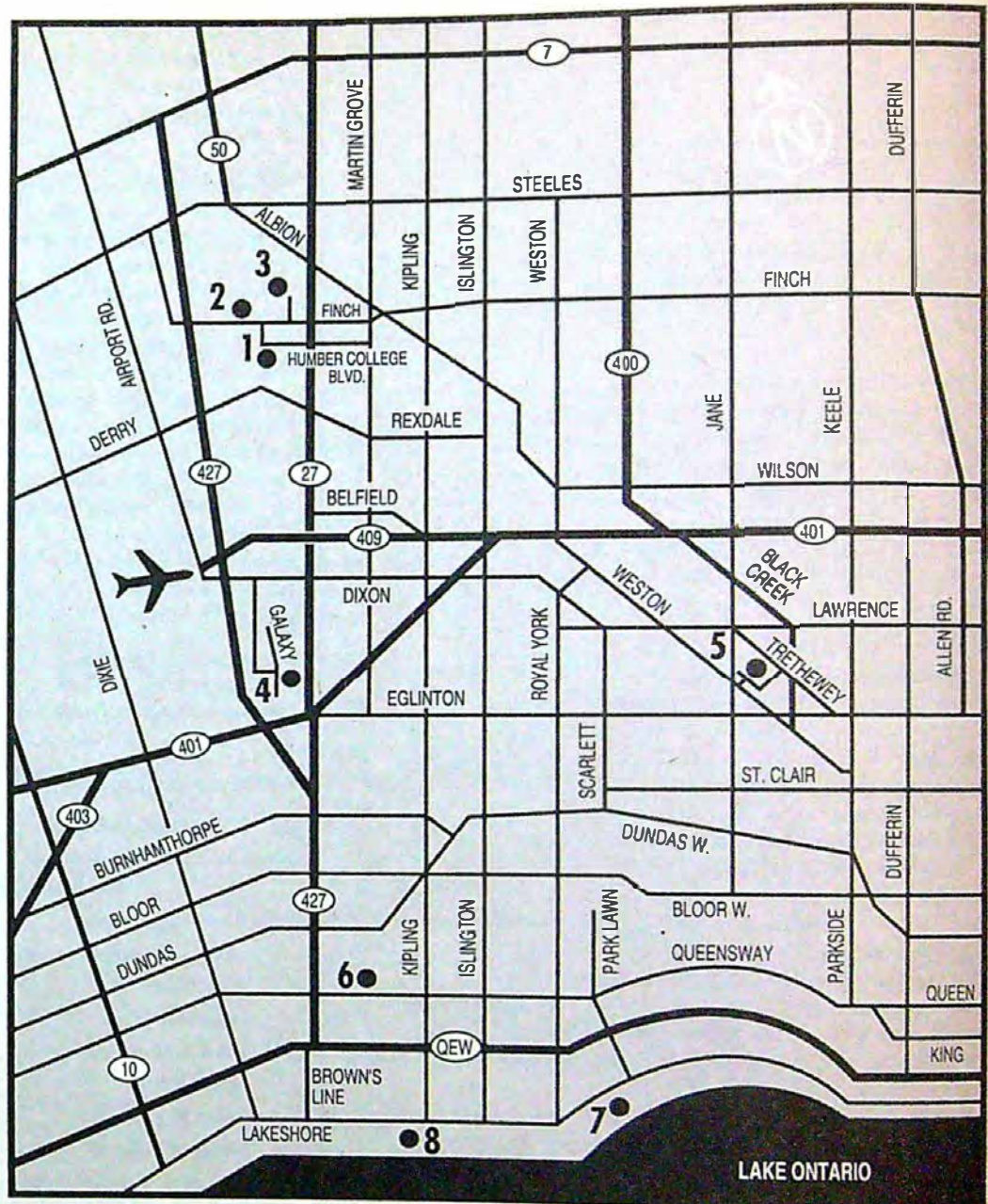
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