

THIS IS H U M B E R



P.O. Box 1900
Rexdale, Ontario
Telephone 677-6810

Humber College of Applied Arts and Technology
August 1972 Issue

FALL '72

Discover
continuing
education. More
than 240 courses
for September

See pages 13 to 25



Develop your
management skills
through training in
business and
industry

See pages 26 to 31

DO
NOT
REMOVE

If you think schools
haven't changed --
come and see us
for RANDA
upgrading

See pages 10 and 11

Plan your future now — more than 65 post-secondary career programs in applied arts,
business, creative and communication arts, health sciences and technology

See pages 3 to 10

Memo from the President

"courses for community needs"

Let me take this opportunity to extend a welcome to the thousands of new students and residents that have become part of the Humber College community.

With some 90 full-time career programs and more than 500 special part-time courses, we expect to serve as a community educational centre for more than 20,000 persons in the coming year.

More important than size or numbers is that we have developed new educational opportunities, many of them unique in Canada, which are providing people of all ages with new prospects for their future careers.

Because the courses are designed to be of direct and real benefit to the students, there is a tremendous feeling of involvement and achievement, coupled with a sense of enthusiasm that transmits itself from student to instructor, and from instructor to student.

The evening courses listed in this tabloid have been carefully prepared to meet community needs. We are always reviewing our educational curriculum and welcome involvement from every individual or group in our community.

We have an open, flexible and modern college with exciting new courses for persons of all interests and abilities. Whether you wish to upgrade basic skills or academic qualifications, take a self-improvement course or just involve yourself in leisure and recreational



activities. I am sure you will find something that interests you.

I hope that you will join us and assure you of a warm welcome.

Gordon Wragg, President

Registrar's Message

Harry P. Edmunds

At Humber the Registrar's Office is dedicated to assist you in becoming a Humber College student. Applications are processed on a first come-first served basis and we urge you to apply early in order to ensure entry into the program of your choice.

Applications are still being considered for September '72 for some of our post-secondary programs. Of particular interest are several new programs in the Health Sciences, Creative and Communications Arts, and Technology Divisions which offer new career opportunities to high school graduates.

You may have made a firm career decision prior to applying to Humber College. However, we would like to ensure that you have all the information about programs, program content and career opportunities to help you make a sound decision. Our admissions counsellors, and faculty advisors are here to assist you in this matter.

Our Secondary School Liaison Officer can arrange to visit your school or can arrange for you to visit Humber, either in groups or individually. It may also be possible to arrange

for you to sit in on classes to get the feel of College studies.

If you are unable to enter the program of your first choice because of limited enrolment, etc., we will provide personal counselling to assist you in selecting the best possible alternative course of action.

The Ontario Student Awards Program is designed to assist you if you need financial aid in order to attend College. This program is a combination of loan assistance available through the Canada Student Loan Plan and grant assistance from the Province of Ontario. This program is designed to supplement your resources and/or the resources of your parents, where in the absence of such aid, you would be unable to pursue your College education.

The Information Services staff in the Registrar's Office will be pleased to provide you with information and answers to your questions. Just call 677-6810, extensions 302-306.

Remember, we are here to assist you, our door is always open and we will be glad to see you anytime.

Humber College Open House — November 4th & 5th

Humber College is planning to hold its 6th Annual Open House on November 4th and 5th, Saturday and Sunday. Last year the College's 2 day Open House was attended by more than 14,000 Etobicoke & York community residents.

Displays, exhibits and presentations from all of the College's 9 teaching divisions will be represented.

Mike Feldman, Director of Information Services and Open House Co-ordinator, says, "It takes months of planning from students and staff throughout the College. But providing the community with this showcase of activities gives people an opportunity to develop an appreciation of our programs and for high school students to discover career opportunities."



**HUMBER COLLEGE
OF APPLIED ARTS AND
TECHNOLOGY 1972**

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This is Humber

A publication of Humber College of Applied Arts and Technology, serving the Boroughs of Etobicoke and York in West Metro Toronto, Ontario.

Prepared by: Michael R. Feldman,
Director
Joseph Amodeo,
Publications Assistant

Information Services,
Office of the Registrar
With the help of the faculty, staff and students of Humber College.

Applied and Liberal Arts Programs

Dean's Message

Fred Manson

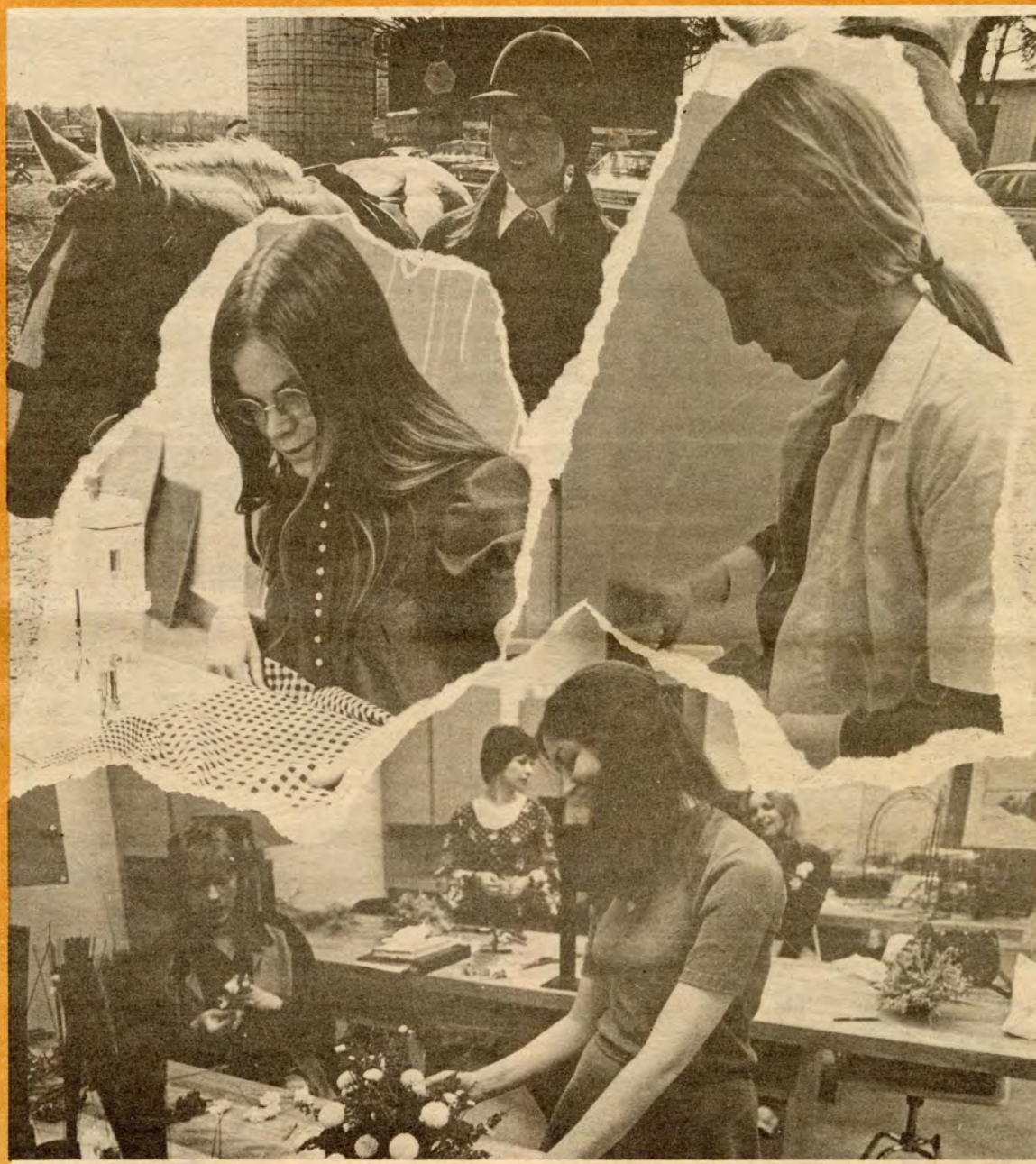
Fred Manson

In the Applied Arts Division, a major part of each program's curriculum is devoted to field practice, providing each student practical work experience, under competent supervision, in his specific field of interest. This knowledge is then related to theory and to the experiences of others through classroom interaction and seminar participation.

The scope for practical experience through field placement is continually widening. Law Enforcement students, for example, in their final year, spend the equivalent of 3 working weeks in any two of a neighboring Police Department, a Correctional Institution, or a Parole Service situation. The Recreation Leadership program utilizes apartment developments, municipal recreation departments, churches, boys clubs, hospitals, outdoor education centres, and numerous other settings where recreational activities occur.

Students in Social Services, Community Studies and Human Relations are assigned to a variety of agencies, institutions, and industrial organizations offering experience in their particular fields. Early Childhood Education placements include Nursery schools, facets of the elementary school system, and Day Care centres, while Child Care students gain extensive experience in treatment centres such as Thistletown Regional Centre. In the Special Care Counsellor program, students gain experience in Ontario hospitals as well as in Community facilities for the retarded and Homes for Special Care. Those involved in the Family and Consumer Studies program now have the option of training in area schools offering Consumer Education Classes and in Community agencies related to family problems as well as the traditional industrial and institutional settings. Travel and Tourism students are assigned to travel agencies, among other travel oriented outlets, and Fashion Careers students spend considerable time in the commercial outlets within the industry. The Landscape Technician/Technology program involves intensive work within the industry during the summers, and through ongoing assignments with municipal Parks Departments and in individual field projects.

Many of the Division's programs now receive part of their field practice experience right on campus. The college's Athletics and Recreation Department involves a number of Recreation Leadership students, Humber includes students from the Social Services, Community Studies and Human Relations programs. Early Childhood Education students will be involved in the newly completed Day Care Centre at the North Campus, while Special Care and Child Care undergraduates will be involved in the Peel-Humber Centre for the Mentally Retarded.



In addition to the Day Care Centre and the Centre for the Mentally Retarded, several new facilities are due to begin operations this fall. Students in Retail Floriculture, Travel and Tourism and Fashion Careers will operate small retail outlets at the North Campus. Perhaps one of the most exciting new developments is the scheduled completion of the Equine Centre. Completely self-contained, it will be comprised of an indoor arena located directly behind Humber's North Campus buildings, and riding rings, paddocks and riding trails in the area towards the river. In addition to providing Horsemanship students with much of their practical training, the Centre will also supply recreational facilities for the general public.

Field placement is an integral part of all Applied Arts programs. Without it, the college could not continue to provide the quality of training necessary to prepare competent practitioners of such a wide variety of careers.

Applied Arts Career Programs

- General Arts and Science
- General Arts and Science — Human Relations
- Community Studies
- Fashion Careers
- Family & Consumer Studies
- Travel and Tourism
- Horsemanship
- Fashion Careers — Modeling
- Fashion Careers
- Child Care Worker
- Early Childhood Education
- Landscape Technician/Technology
- Law Enforcement
- Recreation Leadership
- Social Services
- Special Care Counsellor
- Retail Floriculture

Business Division

Business '72 Placement — 89.8% in Jobs or Further Studies

As of August 1st, 1972, 312 business students have reported that they have been placed in permanent full-time employment. In addition 16 business students have chosen to further their education and have enrolled in Universities for the Fall receiving advanced standing.

With these results, within 2½ months of graduation, it is evident that our College students are being well received by the business community. Employers are hiring our graduates from the age group that is experiencing a high unemployment situation across Canada.

The average starting salary for two-year students in accounting, computer studies, general business, hotel and restaurant and marketing was \$6,100. Two-year secretarial studies students had an average starting salary of \$5,000. Three-year business administration students received the highest average at \$6,700.

The 1,250 students starting day-time programs on September 5th will be choosing from among these programs.

3 Year Program

- Business Administration

2 Year Programs

- Accounting
- Computer Studies
- General Business
- Hotel and Restaurant
- Marketing
- Secretarial

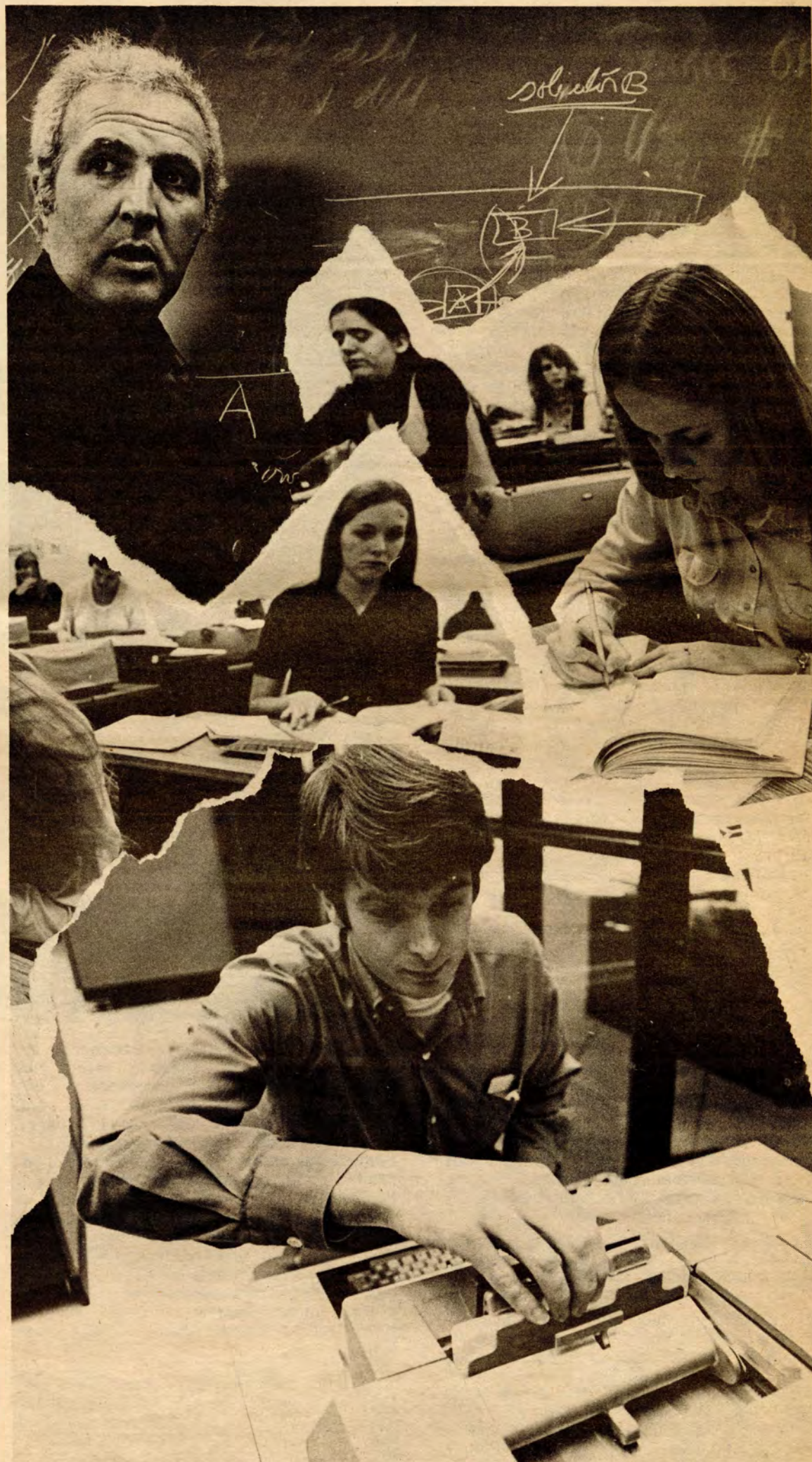
1 Year Programs

- General Secretary
(2 Semesters)
- Computer Operator
(2 Semesters)
- Computer Programming
(3 Semesters)

Our College is open from 9:00 in the morning until 10:00 at night and many of the same credit courses are repeated mornings, afternoons, and evenings. This allows students to combine, if they wish, their studies with permanent or part-time employment. In addition, many courses are offered during the Summer allowing students to continue on a year-round work-study combination.

The Business Division operates two nationally-known programs, The Centre for Continuing Studies in Employee Benefits attracts employee benefit administrators from both the private and public sector across Canada. A Certificate Program in Employee Benefits is offered in Toronto, Ottawa, Montreal, and Banff, leading to the designation C.E.B. The Centre also offers short seminars on such topics as executive compensation, negotiated benefits, pension plans and unemployment insurance.

The Division was instrumental in establishing a management school for printers — the Centre for Continuing Studies in Graphic Communications. The first of its kind in the country, the Centre offers marketing and finance courses in the evening to personnel in the industry. More than 150 members of the Canadian printing industry have registered for these courses.



Creative and Communication Arts

Dean's Message David P. Armstrong

Since I was in touch with you last, our Creative and Communication Arts Division has been involved in several innovations of importance to the College and the community. New three-year programs to train music educators and radio broadcasters have been approved, and our first students in these areas have been admitted; we mounted an exciting summer program in the Arts which attracted widespread interest and participation from hundreds of adult students aged 18 to 80; and it is now possible for you to take our Fine Arts and Communication Arts diplomas entirely on a part-time basis, either during the day or at night. All this in an effort to bring down completely the barriers between the College and the community!

But much remains to be done in order to provide genuinely equal educational opportunities for all adults, and we are working on it. This Fall, as you will see from *This is Humber*, we offer our first day courses for credit to members of the community. In the Winter, we will be offering credit and general interest courses in music, writing, and art history, which you may take right in your own living room. And we are already working on big plans for Summer '73.

However, in order to create the best programs possible, we need your help and advice. What would you like us to offer that is presently missing from our program? Please let us have your ideas. And may your learning efforts this Fall and in the future be rewarded!

Music Program

This September Humber College is introducing for the first time, a three year program in Music. Director of Music, Earl Simard said, "Thousands of good music graduates will never know if they have a potential in creative music or management. The reason is because practical application is almost non-existent in Canada except by the method that we propose."

The concentration, in many aspects of this course, is on areas of music which are directly related to employment in the music industry. It is our intention to make you particularly aware of what needs to be known in terms of making a living as a musician. No school, to our knowledge, in Canada, operates a program which correlates the curriculum so carefully to the music industry.



Creative and Communication Arts Career Programs

Journalism
Communication Arts
Public Relations
Radio Broadcasting
Music
Advertising and Graphic Design
Creative Cinematography
Creative Photography
Interior Design
Furniture and Accessories
Painting

Furniture and Accessories

In this program you will study the History of Furniture and delve into the development of styles, materials, processes, theories and ever-changing human and technological requirements. Research of current problems in space-planning, environmental and systems design, as well as new applications of materials will prepare you to develop solutions to design problems. You will learn to convey the required information through drawing, drafting and model making. Construction of furniture and accessory prototypes for production consideration will make you familiar with the materials, processes and procedures used in industry.

Interior Design

The Interior Design program looks in depth at the problems of environmental design from both the human and practical/technical viewpoints. The analysis, development and application of concepts and methodology will begin with the study of the space-planning for living, working and leisure activities. You will study the technology of interior design structures, finished, mechanical services, drafting, rendering and specifications, in order to develop the ability to pursue designs to completion. You will also be made familiar with the materials and production technology of furniture and accessories in the workshops through practical projects in wood, metals, plastics, ceramics and textiles.

Fine Arts

In the first semester you will be exposed to the nature of design as it applies to Graphics and display of furniture and space. During your program you will be combining courses in Communication and Creative Arts.

The course is designed through specific projects; two dimensional shape and space — colour, texture, etc.; structures in a three dimensional space using line, shape and colour models. You will also be studying light and three dimensional space — model and set design.

Radio Broadcasting

Humber College offers Canada's only 3 year radio broadcasting program. A course that dwells solely on radio so that as a graduate you are completely conversant in all aspects of the profession.

The program covers such radio courses as announcing, newscasting and sportscasting, news writing, copy writing, operating and production.

Created with the approval and co-operation of the broadcast industry, the course aims to provide stations with professionally trained graduates who have the opportunity to find employment in Canada's more than 300 radio outlets as well as in advertising agencies, production houses, Government agencies and other audio-oriented fields.

Health Sciences . . .

Dean's Message

Lucille C. Peszat

The concept of health care and education is changing in Ontario. We no longer limit ourselves to caring for the ill; but now we are taking steps to restoring and maintaining health.

At Humber, our Health Sciences Division is interested in community health and preparing our graduates to function as contributing and effective members of Health Care Team, whether they be in hospitals, the community or one of the many various health agencies throughout the province.

We in the Health Sciences Division believe that each program is a combination of theory as well as related practice and experience in the field, which provides students with real opportunities of caring for patients and their families.

Resource people in the medical and health fields are working on a continuing basis with the College to broaden and update the content of our courses thus ensuring students of sound relevant educational programs and a solid foundation for a career.

The concept of innovation is an essential part of health and medical services and our post secondary as well as our practising graduates will find the scope and content of programs encompassing an ever wider circle of health care studies and related fields.

For further information about our current and planned programs and career opportunities in the health field, feel free to call us at 677-6810 extension 283.

New Programs planned in Health Science field

Keeping pace with the expanding role of Health Care services in the province of Ontario is of key importance to the staff of this Division.

As well, the staff has recognized that the Extended Health Care Program in Ontario will create a variety of expanded career opportunities for health care aides interested in working with residents in Nursing and Old Age Homes.

Under consideration is a program designed to blend these extended care and geriatric care aspects into an expanded role for the traditional Nurse's Aide. Persons interested in working in a variety of residential or nursing home settings will find the planned program a mix of both theory and practice. It is expected that studies will cover reactivation and re-motivation techniques, basic care for agency residents and understanding the special needs of the aged.

As the program is still under discussion, the staff of the Division would welcome participation from members of the community with a sincere interest in the health sciences. Other special programs and short courses are also being considered.

For further information on these new programs just call, write or visit, Health Sciences Division, North Campus, Humber College, off Highway 27 about one mile north of Rexdale Boulevard.

"good health for patients and for the community"

REGISTERED NURSING ASSISTANT (OPERATING ROOM) PROGRAM



Background

This program, which is a post-diploma program for registered nursing assistants, has been requested by the Ontario Hospital Association and is based upon program guidelines prepared by the special O.H.A. Task Force for the preparation of Operating Room Technicians. The program has arisen out of the need for standardized educational preparation for the auxiliary member of the Operation Room nursing staff.

Humber College's program, which is the first of its kind in an educational institution in Ontario, is being developed in co-operation with the Ontario Hospital Association as a pilot program to prepare a skilled member of the Operating Room team who can function under the supervision of the registered nurse.

Employment Opportunities

Graduates of the program may be employed in hospital Operating Rooms and in special surgical and outpatient clinics throughout Ontario.

Program Outline

This is a one semester, sixteen week program which includes academic and clinical components.

During the first part of the program, emphasis will be on theory, demonstrations and related practice and will be supplemented by practical experience and observation classes in the clinical area. The second part of the program will provide gradually increasing clinical practice and applied clinics with supporting instruction and demonstration.

The program which will be developed and updated on a continuing basis will focus on the following aspects:

- principles and practices of aseptic techniques
- operating room care and surgical procedures
- operating room laboratory (clinical practice)
- anatomy and physiology
- medical-legal aspects of operating room care
- human relations

Two programs will be offered each year beginning in September and January.

Amission Requirements

- Registration as a Nursing Assistant in Ontario
- A current Physician's Statement of Health
- Immunization Record
- Chest X-Ray
- Preference will be given to candidates who:
 - 1) have at least one year of hospital nursing experience
 - 2) are sponsored by a hospital in Ontario for return to the operating room upon completion of their program.

REGISTERED NURSING ASSISTANT PROGRAM



The Nursing Department, Health Sciences Division of Humber College will be introducing a one-year Nursing Assistant Program which is designed as an experimental project, where both nursing diploma and nursing assistant students will share a common initial semester. The new program will offer courses in the physical and social sciences which provide the basis for personal development as well as the acquisition of basic nursing skills. The central theme of the initial nursing course "the primary needs of man" emerges from the belief that nursing is essentially assisting individuals to meet their needs. Clinical practice will be provided in a number of community health agencies including general hospitals.

Employment Opportunities

After completing one year of study, students will be eligible to write the Registered Nursing Assistant Examinations of Ontario.

Other Programs Offered by the Health Sciences Division

NURSING DIPLOMA PROGRAM

Humber's two year Nursing Diploma Program originally developed in co-operation with St. Joseph's School of Nursing, accepted its first class of students in October 1969. Since that date the enrollment has expanded from 30 to 50 students per year.

To provide a source of continuing education for its own graduates, as well as other registered nurses, post-diploma nursing programs have been introduced. The nursing diploma program offers a variety of courses in the humanities, physical and social sciences which provide the basis for personal development as well as the acquisition of nursing skills.

PHARMACY ASSISTANT PROGRAM

The Province of Ontario is pioneering the college training of Pharmacy Assistants in North America. This pilot project is supported by the Ontario College of Pharmacy, with active participation by members of all the branches of the profession.

The Health Sciences Division of Humber College is engaged in this project to develop a new member of the Health Team: a Pharmacy Assistant to aid the graduate pharmacist in

both community and hospital practices.

The course will familiarize the student with aspects of the practice of the Pharmacy and relationships with professional staff and other paramedical personnel.

FUNERAL SERVICE EDUCATION PROGRAM

Funeral Service Education is offered in co-operation with the Board of Administration for the Embalmers and Funeral Directors Act of Ontario and is the requisite for licensure in Ontario.

The program is two calendar years in length, consisting of in-school training at Humber and apprenticeship in funeral homes throughout the province. The in-school training consists of two sessions of seven weeks each. Part I is taken during the first year of apprenticeship and Part II during the second year.

Health Sciences Career Programs

Nursing
Funeral Services Education
Pharmacy Assistant
Emergency and Casualty Attendant Program
Registered Nursing Assistant
Registered Nursing Assistant (Operating Room)

MATERNAL — INFANT NURSING PROGRAM

The Humber College's Post-Diploma Program in Maternal-Infant Nursing is designed for registered nurses who wish to increase clinical competency in, and understanding of, the nursing care required to help mothers during pregnancy, and, to assist mothers, fathers and infants in hospital and community settings.

This program, which is designed on a part-time basis to assist nurses who wish to continue their employment while taking this program of studies, is endorsed by the Registered Nurses' Association of Ontario, the Ontario Hospital Association and the Ontario Medical Association.

EMERGENCY AND CASUALTY ATTENDANT PROGRAM

The Program

The Emergency & Casualty Attendant Program is two semesters plus a four week module in length and consists of basic courses in hospital and emergency patient care and supporting courses in the physical and social sciences. Clinical practice is provided in selected hospital and community situations and an in-residence module of theory and practice in ambulance service will be offered at Base Borden under the auspices of the Emergency Health Services Branch. The program will pro-

vide opportunity for the students to develop knowledge, skill and competency in providing basic and emergency care to the sick and injured, in reducing medical hazards to patients, in transporting the injured and ill and in serving as technical assistants in ambulance services, in hospital emergency and receiving departments and in emergency situations within the community. Upon obtaining a recognized first aid certificate, students may also be able to obtain work experience during their program in various ambulance services.

It is also anticipated that some courses within the Emergency and Casualty Attendant Program may be creditable toward the program leading to registration as a nursing assistant in Ontario, which the graduate may be able to continue at the completion of this program.

Employment Opportunities

As graduates, Emergency & Casualty Attendants may be employed in community and private ambulance services, in municipal or volunteer ambulance services, and in hospital-based ambulance services. In addition, the graduate will be able to function as a hospital attendant assisting with basic care of patients in hospitals in Ontario.

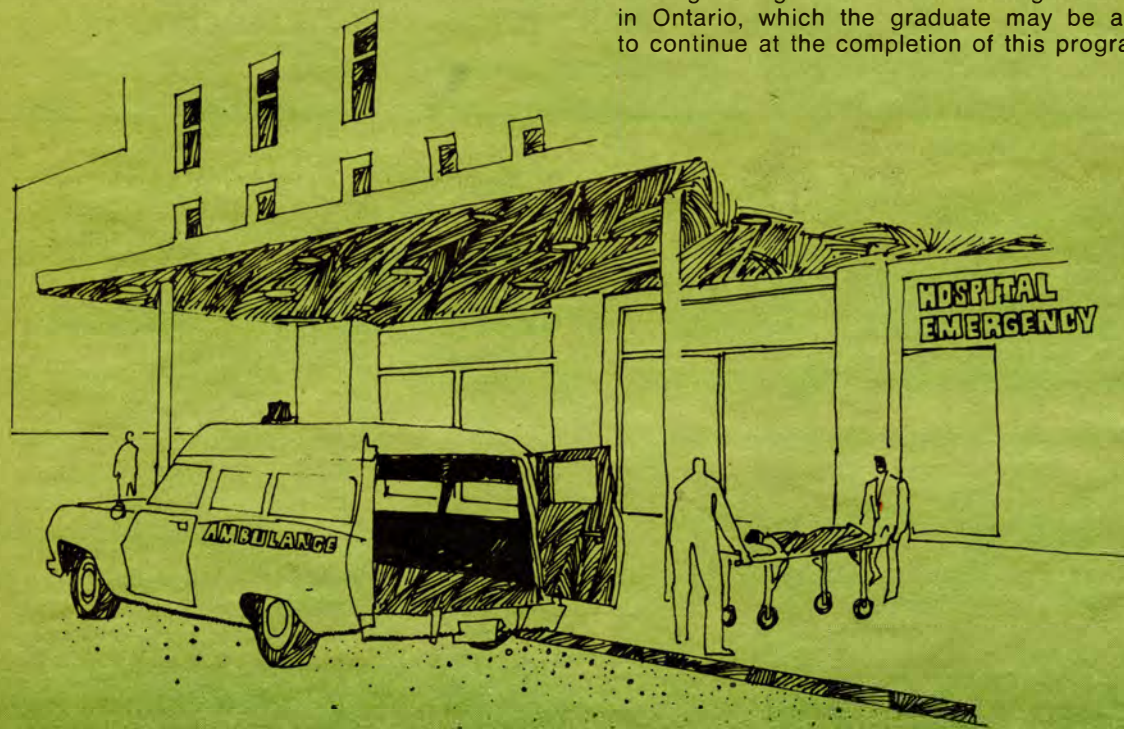
Admission Requirements

- Ontario Grade 12 or equivalent
- Individuals 19 years of age or over may apply as mature adults
- Pre-admission interview
- Physician's statement of health
- Immunization Record and Chest X-Ray
- Ontario Chauffeur's License

Accommodation

Humber College has no residence facilities. For students from out of town accommodation is available in local homes and apartments which are easily accessible to Humber College by city transit. For a list of suitable accommodation please contact: the Student Services Office at 677-6810 extension 242.

For further information and detailed brochures call 677-6810 Ext. 302 to 306. Information Services Office of the Registrar.



Technology Division

career programs for the future

Dean's Message

Robert D. Higgins

TECHNOLOGY . . .

In the past hundred years, the work of engineers and technicians has impinged itself greatly on the lives of everyone. Some of this can be classified as beneficial; it has brought us a material richness of life that we now have in goods and services than we never had before. But we can also see some of the disadvantages that have accompanied the benefits. The population is increasing at a rate too



great for the earth to support. Our life styles are changing, pollution is increasing in our throw-away society.

Perhaps too readily, people are prone to place the blame on the technological society in which we now live. That people ask for improvements in life style is all too readily forgotten. Technology has brought many improvements with it. We can now see and hear and understand the universe around us, and appreciate the heavens to a far greater extent. We live in houses and wear clothes that are produced from far better materials than were

available to our parents. We take pictures of memorable events with instant photography. The improvements reach into our leisure time and we can now go out and hit a golf ball further than before, through technology. We have the capability, if only we use them, the opportunity to live, travel and work more safely than ever.

Through education we can help our students to control technology, and make it work for us and not against us, as we change our life style to one based on longevity and not obsolescence.



Technology Division Career Programs

Electrical-Electronics Programs

Electronics Technology
Electronics Technician
Electrical Control Technician
Medical Equipment Maintenance Technician
Instructional Materials Centre Technician

Mechanical Programs

Electromechanical Technology
Tool and Die Design Technician
Mechanical Technician-Design
Refrigeration and Air Conditioning (Sales) Technician
Manufacturing Engineering Technician
Mechanical Technician-Numerical Control
Mechanical Technician-Electromechanical

Industrial Management Programs

Industrial Management Technology
Quality Control Technician
Industrial Safety Technology
Industrial Sales Representative

Construction Programs

Survey Technology
Survey Technician
Civil Technology
Civil Technician
Architectural Technician-Design
Architectural Technology

Chemical Programs

Chemical Technology-Industrial Chemistry
Laboratory Technician-Industrial Chemistry
Engineering Technology-Chemical

Some of the Technology Division programs are offered on the Co-operative Education earn and learn basis. For details concerning employment by a participating company, selection of course electives and general program information, contact the Technology Division Co-ordinator of Co-op programs.

Laboratory Technician — Industrial Chemistry

The Laboratory Technician provides you with training in methods and procedures, theoretical and practical chemistry, bio-chemistry, microbiology, organic chemistry and quantitative analysis.

Your Laboratory instruction will simulate actual procedures and conditions of industry. The variety of equipment, instrumental and electronic, will prepare you for employment in a variety of fields.

Upon graduation you will be qualified for employment in one of the process industries such as a petrochemical or paint operation or you may prefer a career in a food preparation facility. Graduates are also eligible to apply to the Toronto Institute of Medical Technology in programs leading to a Registered Technologists Diploma in Medical Laboratory, Nuclear Medicine, and Respiratory Technology.

If you have a strong interest in Environmental Control, electives will be offered in the Laboratory Technician Program to enable you to gain further knowledge in this area.

Mechanical Technician — Design

The Mechanical Technician-Design program involves the development of skill in drafting and a full knowledge of the strength properties and characteristics of metals, wood plastic, concrete and laminates. You will study mathematics, physics and receive instruction on the calculation of stresses involved in many types of construction and design.

You will be trained to be responsible for implementing the design and design concepts in many fields of construction and engineering. You will study characteristics, limitations and capacity of materials; develop a high degree of drafting skill and learn interpretation of manufacturing specifications.

Survey Technician

As a Survey Technician you will be primarily involved in performing the actual survey measurements and recording the results. You must be familiar with the use of all types of surveying equipment and be capable of performing field calculations to convert the field data into a map or the location of a point.

This program provides a strong practical background coupled with the theoretical knowledge necessary for the new procedures evolving in the surveying profession. Recent developments in electronic surveying, photogrammetry and astronomy are covered in the course of training in addition to courses in survey drafting and computations.

Excellent employment opportunities exist in this field in both indoor and outdoor conditions. Potential employers include private land surveyors, federal, provincial and municipal government agencies, construction companies and photogrammetric firms.

Civil Technology

The program heavily stresses Civil Engineering courses in theory and practice, including problems of project management.

Your studies are broad in scope and comprehensive. You will cover numerous aspects of civil engineering and construction from the basic site surveys to the final completion of any given project. Since you can expect to be next to the professional civil engineer in responsibility, this program covers all the aca-



demical and practical requirements necessary to carry out exacting job requirements. Mathematics, surveying, strength of materials and costing are all part of the training. Supervisory techniques and labour relations may be taken as elective courses.

As a graduate you will find a wide variety of career opportunities in many phases of construction including roads, hydro and bridges.

Electrical Control Technician

The principles of design and operation of generators, power transmission apparatus, motors, electrical and electronic motor controls and industrial automation form the basis of this program.

Calibration, testing, repair and maintenance of electrical equipment ranging from high voltage transformers and circuit breakers to small motors and control circuits will be an integral part of your studies.

As a graduate you will be well trained for a career in a generating plant or in an industry concerned with metallurgical, chemical, petroleum, steel, or papermaking operations.

Technical Sales Representative

The Technical Sales Representative places heavy demands on mathematics, marketing and both the physical science and sales science. A glance through the papers show that these jobs are appearing frequently.

Through a system of technical electives this program allows you to choose your own field of technical specialization. As a graduate you will be qualified to both market and answer

technical questions in the customer service branch.

Employment opportunity to start your own business as a distributor after extensive industrial experience also exist.

Chemical Technology — Industrial Chemistry

The Chemical Technology program places heavy emphasis on mathematics, and the physical and biological sciences to form a background for the other specialized courses in the program.

In this job-oriented program, you will carry out experimental work in the laboratories to develop the essential manipulation skills and to learn how to operate sophisticated electronic instruments, as well as the more conventional equipment used in chemical analysis. The program is well balanced and reinforced by practical laboratory training and academic theory.

Concentrating on the industrial applications of chemistry your studies will cover a broad scope including processes and equipment in the glass, food, petrochemical, steel, textile, paint and rubber industries.

The general fields of plant operation, testing and control, production supervision, sales, administration, research and development are all career opportunities for graduates of this program.

As a graduate you may start as a responsible member of a team working on very large projects under the guidance of professional design engineers or you may elect to start with a smaller shop where you will be called upon to solve plant problems and provide technical service for sales.

Retraining and Apprenticeship

Our Division was Built Helping People Like You

Every year thousands of Canadians find that the skills they developed for working in industry simply are not good enough anymore. New industries develop; jobs that weren't heard of 10 years ago replace some of the old trades and men and women who felt they had a secure future find themselves bogged down in unemployment. Others feel locked into jobs which demand little and give almost no satisfaction.

Young people who have just completed Grade 12, or even a B.A., are not ensured employment.

This is where the Humber College Retraining and Apprenticeship Division (RANDA) steps in. A variety of programs lasting from 8 to 52 weeks in vocational areas are imaginatively taught in a flexible, friendly adult environment. Varied timetables in many courses let us tailor a program of studies to fit the time you have

available. Individualized study in Commercial and Technical courses allow you to move at your own speed with the maximum of teacher assistance, while performance objectives take the mystery out of the material to be learned.

There are hundreds of jobs advertised every day and RANDA's goal is to equip you for one of these; the one you want. Please look over the list of courses outlined on this and the next page and come and see us if you think we can help you.

We've built this Division helping people like you.

What's an ILP?

Humber's Retraining and Apprenticeship Division is working on a new format of learning which we think will change many of your ideas about school. For many adults the most frightening thing about going back to school is the thought of sitting endless hours in a classroom while a teacher talks at you and you scramble

to take notes. Often this information comes so quickly that you never really have a chance to understand what's being said.

ILP's or Individual Learning Programs in our Commercial and Technical areas change all that. You work at your own speed on carefully laid out materials and projects. You start the course when you are ready — any week day, and you graduate when you've mastered the skills you need for a job.

Best of all, we know the system works; graduates of our programs and employers are telling us that every day.

We can often work out special timetables and arrange a special program suited to your abilities now and aimed at the skills you want to acquire. If you have 5 days a week to come to school, we can design such a program. If you have 3 days or only a few hours a week, we should be able to help you too.

We make our program fit you rather than forcing you to fit a program.

ACADEMIC PROGRAMS FOR ADULTS

Academic Upgrading and College Preparatory

These programs represent one of the most exciting innovations to take place in Ontario adult academic instruction in many years.

They are designed for the mature adult who requires additional basic educational background to pursue apprenticeship training, a commercial or technical skill course or further academic training at the post-secondary level.

The program was established for the thousands of adults who have not completed public school or high school and as a result now feel that their careers are being held back. We went out and asked industry and many post-secondary institutions what a student really needed to know to be accepted in a job or in a college course.

When we put the answers together, we designed a streamlined program of learning to help you meet your goal — grade 8, 10 or 12, leading to entrance into a post secondary education at Humber, resulting in the potential for a better job with new doors opening for advancement.

One of our main goals is to build into the program, study materials that will aid you in keeping up with the technological changes on the job.

Much of the program is based on individual learning packages designed to develop the required academic skills. Students are tested when they enter, their strengths and weaknesses identified and a

program of instruction based on specific learning objectives is set out for each new group. In this way students can be encouraged to work at their own rate.

There are three general areas of achievement, corresponding roughly to the old idea of grades 8, 10 and 12.

Basic Academic
time varies from a few weeks
to several months

Levels 1 and 2
32 weeks or less

Levels 3 and 4
32 weeks or less

Your studies in this program will stress Communications (English); Problem Solving (Math and Science) and Life Skills (Social Science, Typing and Drafting).

Students achieving Level 2 are accepted by unions and trades as having Grade 10 equivalent while those achieving Level 4 are accepted for Community College programs and by many other Post-Secondary institutions for further education.

The flexibility of this program should appeal to housewives, shift workers, part time workers and retired people. For example a person interested in electronics, but finding himself lacking the basic high school background, can take both skill training courses and an academic upgrading course. The length of the course depends on the speed at which the student is able to progress.

If you think schools haven't changed since you were last a student, come and see us.

Post Secondary Programs

Business Division

Computer Programmer

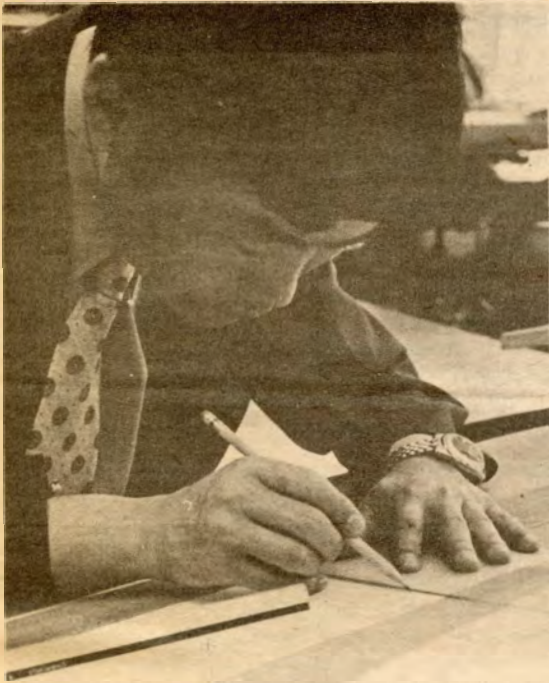
All Retraining Programs are approved by the Canada Department of Manpower and Immigration. If you qualify for sponsorship by Canada Manpower, the cost of your tuition and books will be paid by that department. You may also qualify for a weekly income allowance. Full details are available at your local Canada Manpower Office.

All Apprenticeship Programs are conducted in cooperation with the Ministry of Colleges and Universities. Tuition is provided without charge and apprentices receive a weekly allowance while on course. Full details are available at the Industrial Training Branch of the Ministry of Colleges and Universities.

You may enrol in the Retraining Programs anytime during the year. For further information on these programs call, write or visit,

**Humber College of Applied Arts
and Technology
RANDA Admissions Office
Queensway Campus
56 Queen Elizabeth Blvd.
Toronto 18, Ontario
Telephone: 259-5411**

Division Programs



Unemployment does not mean no jobs. What it means is that the jobs that are available require skills you may not have. In Ontario there are literally thousands of openings for skilled workers in industries that pay well and offer a secure future.

From Camera Repair to Carpet Installation, from Machinist to Accountant, our programs put you where the jobs are just as quickly as possible. We even assist you with job placement.

We know where the employment picture is brightest and we want to put you in that picture.

Come in and talk to us about our skills programs.



RETRAINING AND APPRENTICESHIP PROGRAMS

Academic Programs

Academic Upgrading
College Preparatory
English As A Second Language

Commercial Programs

Business Machines
and Bookkeeping
Clerk Typist
Commercial Accountancy
Commercial Clerical
Commercial Refresher
Commercial Stenographer
Teller Cashier

Technical Programs

Automatic Screw Machine
Setter-Operator
—Single Spindle
—Multiple Spindle
Carpet Installation
and Smooth Surface
Floor Covering
Camera Repair
Drafting
Drafting Refresher
Electronics
Industrial
Instrumentation Mechanic
Machine Shop
Marine Mechanics and
Small Powered Equipment
Welder Fitter
Welder Refresher
Welder Operator
Pending Approval
—Vending Machine Servicing
—Sheet Metal Mechanic
—Hairdressing

Apprenticeship Programs

Electrical Construction
and Maintenance
Hairdressing
Horticulture
Sheet Metal
Steamfitting
Plumbing

Division for Human Studies

The Division for Human Studies offers elective courses that deal with the human aspects of the individual during his pursuit of specific career goals at the College. The courses are not necessarily occupation oriented, they do complement the student's goals, in helping to provide an understanding of an individual's inter-relationships with other people, as well as his environment, both on his job and during his leisure time.

The communications courses, both in the English skills area and in the modern foreign languages, are fundamental to social interaction within a student's total sphere.

The literature courses reflect the deeds and misdeeds of man, to provide an insight into human experience and our contemporary society. These courses are presented both in classical written tradition and through other literature forms such as film and drama.

Through social science and humanities courses students can broaden their understanding of social experiences. The courses vary from history, political science and geography to philosophy, psychology and religion. The Division for Human Studies takes an across-college approach inasmuch as to understand man we must work in the areas in which the individual has decided to pursue his interests. This requires that a close relationship be established and maintained between the Division and the more occupation-oriented Divisions.

The faculty for the Division for Human Studies realizes that dealing with man, his environments and, indeed, introducing him to social and cultural areas beyond his immediate scene, is an ever-changing and dynamic process and demands an examination of the changing views and ideas about man in his world.

Study Travel Program to Russia

June 1, 1972, marked the return of 38 Humber students and 4 staff members from a one-month educational tour of Russia.

Some of the activities included a study of the Russian educational system as provided through the help of Russian technological institutes. Meetings were also held with representatives of the Soviet Union who are in constant touch with the mainstream of Soviet society, such as educators, literary representatives, writers and other cultural dignitaries.

The trip also included tours of various cultural centres; such as museums and historical sites. While on location, students continued their studies in history, geography, art, architecture, literature and economics.

A study of the Soviet Union has benefited Humber students by; they will have valuable knowledge and understanding of a country that to most remains unfamiliar; they will be able to see the benefits of Canadian life in a clearer perspective; they will be better able to understand and evaluate both national and international events; and most important they will be able to achieve a large measure of independence and maturity by having to

assume responsibilities and the duties which require personal initiative and hard work. Humber students, before taking the trip, studied such courses as history, literature, political science and the Russian language itself, which was continued after their arrival in the Soviet Union.

The trip included a 5 day stay in Leningrad — plus a stay in Moscow to visit the Moscow Art Theatre, The Chekov Museum, The Star Arts Festival, as well as a Circus. Stopovers were also arranged in the Ukraine, Yalta and Novosibirsk.

An on-going program of student assessment was carried out while in the Soviet Union — for example, students were required to keep daily record books listing new vocabulary and expressions learned, and were tested on comprehension of newly-learned material.

Tours to educational and cultural institutions provided integrated experience, bringing together the students' developing knowledge of the Russian people and their language.

Students who were naive for the most part at the beginning of the course, proceeded to a level of elementary listening, speaking and reading skills by the end of the program. They were able to perform such everyday functions as reading signs, ordering food in restaurants, dealing with hotel staff and problems, conducting themselves appropriately on municipal transportation, buying articles from department stores, shops and street vendors and asking directions.

Student Services

Counselling, Career Placement, Athletics and Health Services

Student Services

A well-known fact in the Student Services Department is that not all effective learning is done in the classroom.

As Doug Scott, Director of Student Services said, "Learning situations vary a great deal in the effort of the learning process, and this is why Humber is trying to arrange programs that involve travelling to actually 'see' what they are studying."

The Student Services Department has an open invitation policy to all students and staff to make use of the Career Planning Library. This library aids students by outlining various careers, companies and agencies which may be potential employers in the future.

Career Planning

The Career Planning and Placement Section assists students in deciding on what career, employer and job to attain. Through on-campus interviews, students have a better idea on the type of company they are interested in working for. Action of this type keeps the student aware of the positive and negative aspects of a variety of companies.

Counselling

Student Services does not limit itself to the students' career needs. The professional staff also offers assistance in counselling to present students as well as counselling to those who are interested in entering Humber.

We feel that students should be free to come into our office and discuss openly such matters as choices and decisions regarding academic programs, social problems, and their personal plans for the future.

Athletics

Humber's Student Services also operates an extensive athletic program which helps to develop a positive attitude towards participation in athletics.

A strong involvement in athletics aids the student by developing both the physical activity and creative development of the student. At Humber students may participate in judo, skiing, tennis, golf and even a car rally.

Health Services

At Humber we also provide a program of health studies and services which aid staff and students on all matters concerning health.



Campus Locations

P.O. Box 1900

Rexdale, Ontario

Telephone: 677-6810

KEELESDALE CAMPUS

88 Industry Street, Toronto 15, Ontario.

NORTH CAMPUS

(West off Hwy. 427, North of Rexdale Boulevard)
Box 1900, Rexdale, Ontario.

QUEENSWAY CAMPUS

56 Queen Elizabeth Boulevard, Toronto 550, Ontario.

TRAINING IN BUSINESS AND INDUSTRY CAMPUS

5233 Dundas Street West, Islington 678, Ontario.

STOREFRONT HUMBER

2945 Lakeshore Boulevard West, Toronto 14, Ontario.

SOUTH CAMPUS

3495 Lakeshore Boulevard West, Toronto 14, Ontario.

Information for the FALL '72 Nightcrowd

Call Us!

For information about any of the Continuing Education programs just call us at 677-9540 and we'll try to answer all your questions.

Ken MacKeracher
Dean of Continuing Education

Registration

Easiest way to register for the Continuing Education Courses is by mail using the registration forms on the back of this tabloid.

If you need additional forms for yourself, your family, your friends and neighbours, just call our HOT LINES — 677-9540 — and we'll send them to you.

By Mail

Just complete one of the forms on the back page for each course you wish to take. Then, with the fee for your course, send it to:

The Continuing Education Division
Humber College of Applied Arts
and Technology
P.O. Box 1900
Rexdale, Ontario.

These should be mailed as soon as possible so that we may get your receipt and admit-to-lecture card back to you prior to the start of classes.

Come and See Us!

You're welcome to come and visit and talk over your interests on any day from 8:30 a.m. to 4:30 p.m. — at any of our four campus community locations — see map for the location nearest to you. At the North Campus, the Continuing Education office is open until 9:00 p.m., Monday through Thursday for your added convenience.

Transfers, Cancellations & Fee Refunds

Every course offered through Continuing Education must have a minimum enrolment. Should this figure not be reached — and you decide not to take another course — the full amount of yours will be refunded.

A refund of fees, less a \$3.00 service charge will be made to those persons who withdraw from a course before the third week of the course.

Holidays — No Classes on Thanksgiving

Classes will not be conducted on Thanksgiving Day — Monday, October 9th, 1972.

Transportation

Public transportation will bring you almost to the front doors of the North, Queensway, South and Keele Campuses.

For the North Campus Students, we operate our own free bus service — The Nightcrowd Express — which leaves the Bloor-Islington Subway at 6:20 p.m. and arrives at the North Campus by 6:45 p.m. You may hail the bus at any convenient place along the route.

The return bus to the Subway leaves the North at about 10:15 p.m.

Payment of Fees

Full payment of course fees must be made at the time of registration.



Continuing Education Division Programs...

Continuing Education Admissions Policy

Unless specifically stated in a course description, all courses, whether of a credit or special interest nature are open to those who have a real interest in continuous learning. Persons who have some concern about the level of their experience or their ability to learn something of a particular interest to them are encouraged to telephone the HOT LINE — 677-9540 — for advice and counsel or to speak with a program advisor prior to the start of the first night of the course.

Day Care Centre

The College is seeking to provide a child care service for people attending Continuing Education courses during the day. Please enquire about this service at the time of registration.

Bookstores

The College's bookstores at each of the four campuses are open daily from 8:30 a.m. until 4:30 p.m. and, as a special service to Continuing Education students, the North Campus bookstore will remain open from 6:30 to 9:30 p.m. for the first three weeks of classes.

Library Services

Persons enrolled in Continuing Education Division courses have full privileges in the Humber College Libraries during the day and at the North Campus from Monday to Thursday evenings until 9:00 p.m.

Join Us For Dinner

The North Campus Humber Restaurant will be open every weekday evening so that students can come direct from the office and enjoy a relaxed meal before classes.

Centre for Women

The Continuing Education Centre for Women offers a counselling service for women seeking personal, volunteer, educational or career opportunities. Other major activities of the Centre include daytime credit and enrichment

courses, educational programs for women in apartment developments and arranging seminars or workshops for associations in the community.

Community Consultant Services

The services of our program consultants are available to citizens, community groups, and volunteer organizations who are interested in leadership training, informal courses or seminars and community problem-solving issues. A course in community organization and development is available to persons actively engaged in community organization activity in their own community. Please contact Mr. Vince Battistelli (ext. 324) for further information.

Of Special Interest

In addition to the courses and programs outlined in this Continuing Education section, we offer a special series of certificate programs in Plumbing, Steamfitting, Electronics, Drafting, Carpet Installation, Machine Shop, Commercial Studies and many other areas. For your free brochure outlining these Certificate Programs in detail, call 677-9540 and we'll send one to you.

Technical Skills — Certificate Programs

The College offers a variety of technical programs leading to a College Certificate in the Retraining and Apprenticeship Division. These courses are carefully selected and designed to train people for industries that are experiencing a shortage of skilled workers. If you are being held back because of a lack of skills, or inadequate training, one of these courses may be the answer. Completion of any of these programs could qualify the participant for promotion to more rewarding positions, with one of the many firms requiring skilled tradesmen. All courses are conducted on the individualized learning system and participants may progress through the program at their own pace toward certificate completion.

Modern Dance and Ballet



Moms and Tots Dance and Keep Fit Program

These six week programs (sign up for two if you can) will offer you fun and better health through the media of exercise and dance. Bring your pre-school children so that they can help you at home to practice the exercises properly. Dancing instruction will include tap, modern and jazz.

A six week, 6 session course, Tuesdays or Thursday, on the following dates:

Series A — September 12 to October 17
(9:30-11:30 a.m.)

Series B — September 12 to October 17
(1:30-3:30 p.m.)

Series C — September 14 to October 19
(9:30-11:30 a.m.)

Series D — October 24 to November 28
(9:30-11:30 a.m.)

Series E — October 24 to November 28
(1:30-3:30 p.m.)

Series F — October 26 to November 30
(9:30-11:30 a.m.)

Location: South Campus
Fee: \$6.00. Course No. 2600

Modern Dance for Teenagers

In this program you will find that modern dance can induce a feeling of both physical and mental well being. This year, find a method of relaxing and exercise at Humber's Modern Dance for Teenagers program.

Thursday, 7:30-9:00 p.m. (14 sessions)
Starts: September 14th,
Arlington Public School
Fee: \$20.00. Course No. 2123

Introduction to Ballet for Young People

Ballet training is of course invaluable for anyone with aspirations in any of the performing arts which involve movement. It can also help any child to learn to move gracefully and to develop a high degree of physical co-ordination. Ballet will always be one of the most pleasant forms of exercise because of its close relationship with the area of musical appreciation.

Saturday, 10-11 a.m. (12 sessions)
Starts: September 16th, North Campus
Fee: \$12.00. Course No. 2111

Modern Dance for Children

If children are taught dance in a delightful way they will possess a means of expression and a love of music which will stay with them all of their lives. Perhaps it is the very young child which can benefit most from modern dance.

Saturday, 9-10 a.m. (14 sessions)
Starts: September 16th,
Arlington Public School
Fee: \$20.00. Course No. 2111

Modern Dance

Modern dance will be explored both as a creative art form and as a pleasant way towards physical fitness and good health.

Monday, 7:30-9:30 p.m. (14 sessions)
Starts: September 11th,
Arlington Public School
Fee: \$20.00. Course No. 2121

Organ 1 A&B

These courses present a rare opportunity to learn music in a most exciting and rewarding fashion by immediately beginning on a modern organ.

Wednesday (12 sessions)

Times: 7-8 or 8-9 p.m.

Starts: September 13th, North Campus

Fee: \$38.00. Course No. 041-821

Organ rental \$12.00

Organ II

Hurry for this one because this course presents a rare opportunity to learn music in a most exciting and rewarding fashion — by playing on a modern organ.

Wednesday, 9-10 p.m. (12 sessions)

Starts: September 13th, North Campus

Fee: \$38.00. Course No. 041-822

Organ rental \$12.00

Group Piano I

This is a course for those with no prior experience with a keyboard instrument.

The course will deal with reading and playing of keyboard music, and sheet music for songs. It will also deal with improvisation both with simple original material that you will compose, and with existing material.

Monday, 7:00-8:30 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 041-812

Group Piano II

This is a course for you if you have completed Group Piano I, or have had other previous keyboard experience.

Included in this will be a study of the keyboard mechanism and how to develop the manual dexterity for operations.

Monday, 8:30-10:00 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 041-813

Chet Atkins Guitar 1 A&B

The Chet Atkins Guitar Method represents a breakthrough in music instruction which is enabling thousands to break the music-learning barrier quickly, easily and inexpensively;

Tuesday and Thursday (12 sessions)

Times: 7-8 or 8-9 or 9-10 p.m.

Starts: September 12th, North Campus

Fee: \$38.00. Course No. 041-823

Song and Lyric Writing 1

This course will help you to write better melodies, more "catchy" tunes and more meaningful lyrics, but will also help you to find your way through the complexities of copyrighting, publishing, recording and orchestrating your songs. Whether you wish to turn your song-writing hobby into a money-making activity or just into a more satisfying means of creative self-expression, this course will provide the help you need in a most stimulating and enjoyable format.

Thursday, 7-10 p.m. (14 sessions)

Starts: September 14th, North Campus

Fee: \$30.00. Course No. 041-079

Drums, Accordion, Guitar, Piano, Percussion



Sound Workshop

This course is designed to help you get the most out of your tape recorder and auxiliary equipment. You will learn what equipment and tape is available and how to use them effectively;

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 041-326

"Big Band" Rehearsal

There are many "Big" bands or "Stage" bands rehearsing in Metro now but this one affords all the facilities and music including many "specials"

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$20.00. Course No. 2120

Preschoolers' Music Course

A music course for four and five-year-old children, teaching music fundamentals with emphasis on ear training. Significant progress will be noted in one semester but if enrolment permits, a second session (14 weeks — \$48) will be held in January and a third session (12 weeks — \$45) in April, to enable the children to progress further.

Thursday, 9:30-10:30 a.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$48.00. Course No. 2104

Intermediate Accordion Ensemble

Open to students of the Accordion (standard or free bass) who have reached Grade 3 level or better. This ensemble will perform a wide variety of works from early classics to special Pop and Rock arrangements and will perform in concert at least once during the season.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 041-810

Percussion Ensemble I

Percussionists! Supplement your private lessons with ensemble experience and learn all the mallet instruments such as tympani, bells, xylophone, chimes and vibraphone from an expert percussion teacher.

Wednesday, 7-8 p.m. (12 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 041-802

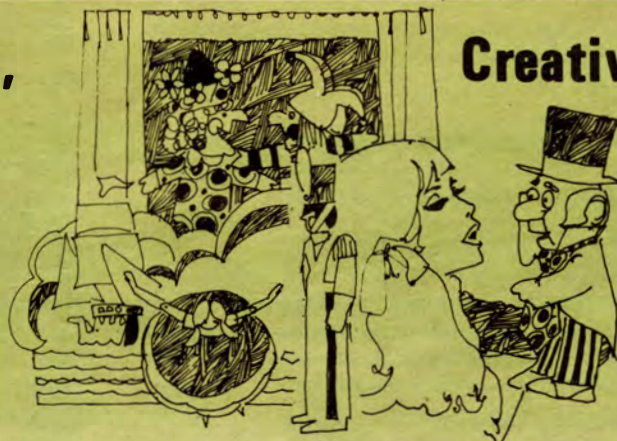
Percussion Ensemble II

If you are an experienced percussionist and read music with relative ease, you will enjoy rehearsing and performing with an exclusive percussion ensemble.

Wednesday, 8-10 p.m. (12 sessions)
Starts: September 13th, North Campus
Fee: \$20.00. Course No. 2116

Community Theatre,

Creative Workshops and Puppets



Puppets for People

Puppetry is making a significant comeback both as an entertainment medium and a medium for the expression of social concern. The course will explore the dimensions of puppetry — historical and modern, and you will be able to develop your individual techniques as puppeteers under expert guidance.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-820

Amateur Theatre

Act out your fantasies; act away your hang-ups. Here's an opportunity to enter the complex and personal world of performing. Through a variety of exercises and theatre "games" you will develop your many talents.

Monday, 7:30-9:30 p.m. (14 sessions)
Starts: September 11th,
Arlington Senior Public School, 501 Arlington
Fee: \$20.00. Course No. 2108

Community Theatre

A course to introduce you to community theatre as a meaningful recreation. The medium of instruction will be a serious dramatic production in its entirety.

Thursday, 7-11 p.m. (14 sessions)
Starts: September 14th, South Campus
Fees: \$30.00. Course No. 041-819

Creative Workshop

A course designed to reach individual students and help them become aware of their creative potential by using mixed media, films, music, and dance movements.

Thursday, 7-10 p.m. (10 sessions)
Starts: September 14th, North Campus
Fee: \$20.00. Course No. 2013

Painting, Jewelry Ceramics, Macrame, Candlecraft and Weaving Commercial



Illustration

A working studio course in book and magazine illustration, cartoon, caricature and fashion drawing.

Have fun creating your own cartoon characters, caricaturing your friends and enemies, or illustrating your favourite stories.

This course deals in all appropriate graphic techniques — line and wash, extended realism and colour. The course will lead to more advanced work in reproduction and introduce techniques used by professional illustrators.

NOTE: Participants must provide their own materials.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-059

Painting — Introductory

One of Humber's most popular courses — and built to cater to the needs of those looking for basic instruction.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-118

Painting — Advanced

This is a more challenging painting course designed for you if you have taken an introductory course or have other painting experience. There will be ample opportunity for individual work under a highly qualified instructor. Some attention will be paid to drawing and portrait painting to provide full scope for the development of talent. You will be encouraged to develop your own individual techniques; classes will be geared to this format.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 041-020

Watercolor Painting

At no time has the art of watercolor been wholly explored and so it has particular appeal for persons seeking new approaches and new ideas.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 041-325

Print-Making

An introduction to two major printmaking techniques, the woodcut and the etching.

Tuesday, 1:30-3:30 p.m. (14 sessions)
Starts: September 12th, North Campus
Fees: \$30.00. Course No. 041-814

Weaving I

An introduction to design in weaving suitable for decorative or functional use. The course will begin with development of the pattern as determined by the mechanics of the various looms. The working of simple and more complex looms will be demonstrated and basic exercises given to develop skills. Theory of fabric and application in simple projects will prepare you for execution of functional pieces, ranging from ties, table mats or wall hangings. As in other craft courses the historical and cultural relevance will be divided between lecture, seminar and research. The student will be encouraged to execute work outside the classroom but the emphasis will be on studio work.

Tuesday, 9:30-11:30 a.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-801

Weaving — Advanced

As a graduate of elementary weaving you will be able to proceed to more advanced work under the guidance of an experienced instructor.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fees: \$30.00. Course No. 042-053

Life Drawing (Daytime or Evening)

A basic drawing course in various media with particular emphasis on figure drawing. You will develop a personal technique in drawing from a model through a one-to-one discussion with an expert instructor.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 041-048

Art History — Civilization

"Civilization" gives you another chance to see Ken Clarke's universally acclaimed TV series (in colour), supplemented in various periods by expert's lectures.

Thursday, 9:30-11:30 a.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$20.00. Course No. 2114

Art Programs for Children, Teens and Young Adults

Art Program for Junior Teens 11-14 Yrs.

For young teens with a definite flair for art, this course will prepare your teenagers for new dimensions in drawing and painting. Foundation projects in 2-dimensional art forms, basic design, composition and drawing to more advanced problem solving sessions in various art media and special techniques will be studied. Emphasis will be on drawing life and landscape and basic materials will be supplied.

Saturday, 9-12 a.m. (12 sessions)
Starts: September 16th, North Campus
Fee \$20.00. Course No. 2112

Hand-Wrought Jewelry

An introduction into the basic skills required for the use of a wide range of special metal-working tools and equipment.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-805

Ceramics II

An advanced ceramics course with greater concentration on individual throwing problems, glaze theory and kiln practice.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 041-099

Macrame

The art of decorative cord-knotting, as developed has found many applications in contemporary wardrobe of today's modern fashions.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$20.00. Course No. 2115

Paper Sculpture

A new form of artistic expression that has yet to make an impact in North America although it has been notably successful in other parts of the world.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-818

Art, Paper Sculpture

Art Program for Children, 6-10 Yrs.

If your children find art an enjoyable past-time then bring them out for some early creative guidance. Through group activity your youngster will develop specific talents in mural painting, puppetry and clay modelling.

Saturday, 9-12 a.m. (12 sessions)
Starts: September 16th, North Campus
Fee: \$20.00. Course No. 2105

Art Program for Young Adults 15-18 Yrs.

An advanced program to introduce young adults to the more interesting elements of design, colour and printing techniques.

Saturday, 9-12 a.m. (12 sessions)
Starts: September 16th, North Campus
Fee: \$20.00. Course No. 2113

Ceramics I

An exciting opportunity for the would-be or beginning potter to develop personally expressive work in ceramics. You will be studying the fundamentals of tile-making, slab and coil-building, pinch-forming and wheel-throwing.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-803

Candlecraft

Candles are in! They're marvellous for home decoration but to see them at their best, you have to light them — so that's that. Yet they are surprisingly easy and cheap to make yourself.

Monday, 7-10 p.m. (10 sessions)
Starts: September 11th, North Campus
Fee: \$20.00. Course No. 2122

Design and Material Arts

This course will introduce you to the basic skills in material arts, including macrame, rug-making and batik. The traditional techniques will be covered by lecture and demonstration. You will be exposed to basic design problems which will encourage a combination of traditional skills and contemporary ideas and style.

Thursday, 9:30-11:30 a.m. (14 sessions)
Starts: September 14th, North Campus
Fees: \$30.00. Course No. 041-815

Commercial Art

A look at the world of the advertising artist. Learn the mechanics of producing your own trademark, stationary, business cards and brochures.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-817

Print-Making and Photo Printing



Advanced Black and White Photo Printing — South Campus

The course will introduce the theory and principles of colour printing. You will attain a reasonable standard in producing colour prints from negatives using DeVeer colour enlargers.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, South Campus
Fee: \$30.00. Course No. 042-158

Colour Photography Workshop

Techniques of experimental colour printing will be investigated by students working individually under the guidance of a staff instructor. The course will provide an opportunity for graduates of earlier colour photography courses to continue with more advanced work. Materials for this experimental workshop are estimated to cost an additional \$50.00 for quality materials.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 041-809

Audio-Visual Techniques and Television Production

Advanced Television Techniques

This course will introduce you to the more sophisticated techniques of TV production. Since everyone will be expected to have basic TV production knowledge, the majority of the time of the course will be spent in making productions which, if quality permits, could be released to the local Cable TV companies.

Some topics which might be investigated are: Special Effects with Lighting, Video-tape editing, Integration of Film and Video-tape and Remote location productions.

Wednesday, 7-10 p.m. (20 sessions)
Starts: September 13th, North Campus
Fee: \$60.00. Course No. 032-148

Audio Visual (AV II)

This course is designed to assist you in producing effective audio-visual software such as: overhead visuals, slide/sound systems, single concept films, training filmstrips, photo originated visuals, and a variety of sign (making) systems. Economic production methods and materials are always stressed.

Thursday, 7-10 p.m. (24 sessions)
Starts: September 14th, North Campus
Fee: \$60.00. Course No. 031-067

Introduction to Photography

An introductory course in photography dealing with types of cameras, films, filters, lenses, lighting and day and night photography.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, South Campus
Fee: \$30.00. Course No. 041-058

Advanced Black and White Photo Printing

A continuation of Humber's basic photography course in which you will be able to have your skills evaluated in light photography, polarization and special effects.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 042-158

Film-Making 1

An introduction to film-making on a professional level. You will pick up a sound theoretical basis as you gain practical experience in shooting film. You will become adept in handling the tools of the film-maker to attain creative directing, composition and special effects. Particular attention will be paid to shooting and editing films on a tight budget, to the roles of the various members of the film crew, including sound, trick photography and animation. You should be prepared to spend about \$25 on materials in addition to the course fee.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, South Campus
Fee: \$20.00. Course No. 2124

Audio Visual Techniques & Production (AV I)

This Audio Visual Program is for those interested in learning the latest in Audio Visual Techniques available for classroom instruction. Included in the course will be Chalkboard Techniques, production of Overhead Projectors, Slides, Audio Tapes and Duplicating Materials.

Tuesday, 7-10 p.m. (24 sessions)
Starts: September 12th, North Campus
Fee: \$60.00. Course No. 031-066

TV Production and Operations AV III

Closed circuit television via educational, industrial or commercial systems, is rapidly expanding. This course offers a basic understanding of production and operation techniques available in closed circuit television. Emphasis is based on the practical aspects of television program production. You learn by experiencing, utilizing audio and video tape recorders, cameras, microphones, video and audio consoles.

Tuesday, 7-10 p.m. (24 sessions)
Starts: September 12th, North Campus
Fee: \$60.00. Course No. 032-147

Explorations: Woman-Myths and Images

The varying concepts of Woman, her responsibilities, rights, needs and concerns provide the basis for this course. As women from their traditional cultural roles they are beginning to realize that their experiences and feelings — individual and collective — are of real value.

Tuesday, 9:30-11:30 a.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$20.00. Course No. 2603

Advanced Dressmaking: Dresses and Evening Wear

Adding to your basic knowledge of dressmaking techniques, this course will move you forward to greater skill.

Wednesday, 7-10 p.m. (12 sessions)
Starts: September 13th, North Campus
Fee: \$20.00. Course No. 2009

Advanced Dressmaking: Suits and Coats

If you have considerable knowledge and practice of dressmaking techniques and wish to begin tailoring, this course was planned for you.

Tuesday, 7-10 p.m. (12 sessions)
Starts: September 12th, North Campus
Fee: \$20.00. Course No. 2008

Woman—Myth, Image and Fashion

**Self Improvement**

Dorothy Fleming, one of Canada's leading beauty consultants, along with other members of the fashion staff will work with you on basic self-improvement.

Thursday, 7-9 p.m. (12 sessions)
Starts: September 14th, North Campus
Fee: \$20.00 plus \$15.00 for course materials
Course No. 2028

Learn to Sew Fashion Knits

A short course (6 weeks) designed to develop your skill in sewing with a variety of knitted fabrics.

Monday, 7-10 p.m. (6 sessions)
Starts: September 11th, North Campus
Fee: \$20.00. Course No. 2011

Creative Use of Fabrics and Trims

For the experienced home sewer and clothing construction teachers, this course is designed to expand your knowledge of effective use of trims, self-made and commercially available fabrics, combinations, colours and textures.

Tuesday, 7-9:30 p.m. (5 sessions)
Starts: October 3rd, North Campus
Fee: \$20.00. Course No. 2010

The Children's World and the Family

**Child Psychology**

A course examining the psychology of children from birth to adolescence with the viewpoint of development.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 092-402

Child Development I

Our Child Development program will give you an introduction into the understanding of optimum development and some of the pitfalls from birth through adolescence.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 011-153

Children's Literature — Part I

This two-seminar course has been designed to give the Early Childhood Education student and the nursery school teacher, who are interested in children and what they read to them, a detailed study of the multi-faced world of children's literature.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 095-301

Living With Adoption

Is the adoptive family different? A four week course which will give parents of adoptive children an opportunity to meet and discuss questions of mutual concern.

—How does the community regard adoption?
 —How do you tell a child he is adopted?

Monday, 7:30-9:30 p.m. (4 sessions)
Starts: October 16th,
St. Thomas Aquinas School,
636 Glenholme Ave., Borough of York
Fee: \$10.00. Course No. 2012

Introduction to Working with Children with Educational Disabilities

An introduction to understanding children with learning disabilities. You will study the theories of learning problems, and methods of handling the child.

Wednesday, 7:30-9:30 p.m. (10 sessions)
Starts: September 13th, North Campus
Fee: \$20.00. Course No. 2024

Shorthand, Typing and Job Seeking Skills

Shorthand I

Forkner shorthand — a scientific combination of long-hand letters and a few symbols; forms a system of rapid writing which will enable you to reach a speed of 100 w.p.m. in about 80 hours of tuition.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-026

Learn to Type in 14 Sessions

"A New Approach to Typewriting." It is now possible to type 40 w.p.m., in 14 weeks, using Humber's new modern electronic equipment.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-080

Shorthand II

A continuation of Pitman or Forkner Shorthand I, which is the theory of shorthand and the development of speed in writing and transcribing.

Prerequisite: Shorthand I
Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-027

Shorthand III

Students will be instructed in the production of usable transcripts of acceptable format, completed within a specified period of time.

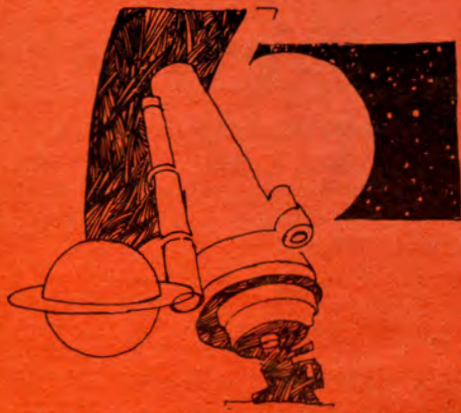
Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 022-042

Employment Seeking & Coping Skills

Adults frequently leave or lose their jobs for various reasons. Others have difficulty getting jobs even though they have certificates, diplomas and skills to offer.

Tuesday, 7-9:30 p.m. (8 sessions)
Starts: September 12th, North Campus
Fee: \$20.00. Course No. 2602

Astrology, Witchcraft



Witchcraft Magic and the Occult

This course is a look at the phenomenon of the occult, prepared by a member of the College's Anthropology Staff. The program studies the historical development of the religion and science, focussing on Witchcraft, Satanism, E.S.P., Fortune Telling and Spiritualism.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 093-601

Hypnotism I

A practical basic course in hypnotic technique as taught by one of Canada's top professional hypnotists. Topics included will range from classification of subjects, preliminary suggestibility testing and elementary hypnotic induction, through trance confirmation and deepening procedures, to the presentation and removal of suggestions.

Tuesday, 7-10 p.m. (12 sessions)
Starts: September 12th, North Campus
Fee: \$20.00. Course No. 2107

Astrology

An introduction to the science of casting an accurate horoscope which is likely to be far more meaningful than the generalized and over-simplified "stars" which appear in newspapers and magazines. The course will explore the psychological aspects of astrology and to a lesser extent the mystical side.

Monday, 7-10 p.m. (12 sessions)
Starts: September 11th, North Campus
Fee: \$20.00. Course No. 2106

Business Law

This course covers the law of contracts and torts; an analysis of business organization with special reference to Partnership and Corporation Law; the sale of goods; including a consideration of credit transactions.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 021-003

Legal Office Procedures II — Part A

A study of advanced typing speed and accuracy with emphasis on preparing legal documents, instruments, and forms; legal office practice

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 022-049

Creative Writing,

Creative Copywriting

There are few courses in Canada designed specifically for the potential advertising agency copywriter. This course will enable anyone interested in advertising or promotion to develop the skills needed to persuade with the written and spoken word and to appreciate the relationship between words and other elements of the advertiser's message. This course, of copywriting, will be examined intensively from the analysis of purpose and objective to the evaluation of the success of the final message.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, Queensway Campus
Fee: \$30.00. Course No. 041-267

Graphoanalysis

Why do you write the way you do? If you want to know why — this is the course for you.

Tuesday, 7:30-9:30 p.m. (10 sessions)
Starts: September 19th, North Campus
Fee: \$20.00. Course No. 2300

Beautiful Handwriting

Instruction in handwriting will thoroughly brief you in the most efficient letter shapes of the Western alphabet.

Saturday, 10 a.m.-3 p.m. (2 x 2 hr. sessions)
September 16th (one day only), North Campus
Fee: \$6.00. Course No. 2109

Writing for Relaxation

The aim of the course will be to help you develop your creative potential through the medium of the short story

Tuesday, 9:30-11:30 a.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$20.00. Course No. 2101

Creative Writing IB (Daytime)

An exploration of writing forms — poetry and prose, with emphasis on your creative development, for those who are motivated to write.

Wednesday, 9:30 a.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 095-202

Medical Office Procedures II Part A

This program will include business procedures in hospitals and medical offices with emphasis on records processing and office procedures.

Prerequisite: Medical Office Procedures I
Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 022-055

Medical Science II (Secretarial)

The objectives of this course are to acquaint you with the structure (anatomy) and functions (physiology) of the human body; to familiarize you with general medical terminology.

Prerequisite: Medical Science I
Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 022-057

Journalism I

You will be examining and evaluating print journalism, radio and television work, and their effect on us. A series of lectures, symposiums and demonstrations will discuss and show the need for a critical and selective use of the mass media.

Wednesday, 7-10 a.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 411-103

Creative Writing I

An exploration of writing forms — poetry and prose, with an emphasis on creative development, for you if you are motivated to write.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 095-207

Television Writing

The course covers aspects of television scriptwriting including drama, variety, documentary, children's and educational programs.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 041-305

Professional Writing I

This year explore the many areas of professional writing. You will be required to do work in many areas of writing from scripts to promotional material.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 095-203

Short Story Writing

If you want to write but are intimidated by the idea of starting on a novel, try your hand at short story writing.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 041-800

Special Courses

Buying — How to Decide

This course gives practical advice for all consumers in buying everyday items and major purchases, from groceries to television sets.

Wednesday, 7:30-10 p.m. (10 sessions)
Starts: September 13th, North Campus
Fee: \$20.00. Course No. 2026

Planning for Retirement

A course designed to create an awareness of the importance of leisure time and recreation activities in the lives of retired persons.

Wednesday, 7-10 p.m. (10 sessions)
Starts: September 13th, North Campus
Fee: \$20.00. Course No. 2027

How to Win an Argument When You Haven't Got a Leg to Stand On

This is the ultimate course in Super-Effective Public Speaking. It is mandatory for all who aspire to succeed in politics, sales, or maybe even marriage.

Monday, 7-10 p.m. (12 sessions)
Starts: September 11th, North Campus
Fee: \$20.00. Course No. 2110

International Gourmet and Festival Cooking

Convenience Food Cooking for Busy People

Convenience, quality and versatility all in the completely new and truly exciting world of microwave cooking. Microwave cooking will make your life easier whether you're cooking for one or a family. Learn daily menu planning and the concept of fast cooking of pre-prepared foods.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$20.00 plus \$20.00 for course materials
Course No. 2203

Quantity Food Management II

This course covers the essentials of pantry work, including stocks, soups, sauces, herbs and spices, hors-d'oeuvres and experimental cooking.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-076

International Gourmet Cooking

Gourmet Cooking! That phrase conjures up images of exquisite dining rooms, far-away places and the master chef creating classical culinary magic. Through a blend of lectures, demonstrations and student participation you will learn the practical techniques of cooking international foods.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$20.00 plus \$20.00 for course materials
Course No. 2104



Christmas Baking

Learn the traditional preparation of the English plum pudding; methods of flambeing and serving; baking gingerbread houses and creative decorations; preparation and baking of Christmas cookies, shortbreads and pastries.

Saturday, 10 a.m.-1 p.m. (10 sessions)
Starts: October 7th, North Campus
Fee: \$20.00 plus \$20.00 for course materials
Course No. 2201

Creative Buffet Cooking for Special Occasions

This course is designed for those who wish to learn professional food presentation on the buffet table. It will cover preparation of French or Scandinavian buffet; preparation and decoration of the centrepieces, such as New Year's ham, turkey, salmon or beef, and many other exciting items. Learn culinary basics which are applied to buffet cooking; preparation of casseroles and chafing dishes; art of setting buffet table and buffet service.

Friday, 7-10 p.m. (12 sessions)
Starts: September 15th, North Campus
Fee: \$20.00 plus \$20.00 for course materials
Course No. 2202

"Days of Wine and Roses . . ."

Wine Tasting for Enjoyment

Like to be a connoisseur of great wines? An unusual course covering the great wines of the world. You'll study basic types of wine, vintage and ordinary wine, as well as recognition of wine by taste, colour and bouquet.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$20.00 plus \$20.00 for course materials
Course No. 2200

The Magic of Wine

Humber offers for the first time, a unique educational experience. You can now take a complete home wine-making course by TV. The eight class sessions will come to you weekly over your local cable TV channel.

Starts: October 16th (8 sessions)
Fee: \$43.00 per person. Course No. 2400
— including the starter kit (a \$30 value); \$20 per person excluding the starter kit.



Fall Rose Conference and Show

A one-day program of lectures, slides, films and demonstrations designed to be of interest to you if you are interested in roses and rose growing.

Saturday, 9 a.m.-4 p.m. (1 day)
Starts: September 16th, North Campus
Fee: \$2.00. Course No. 2020

Flower Arranging — Introductory Workshop

This introductory workshop will deal with the theory and practice of floral design, considering the materials used, container selection, colour and form.

Wednesday, 7-9:30 p.m. (6 sessions)
Starts: October 4th, North Campus
Fee: \$20.00. Course No. 2021

Travel and Tourism, Italian World Religion and History

The World of Travel and Tourism

This will be a series of lectures on the many aspects of Travel and Transportation covering fares, routes, airline and city codes, cruise lines, bus, and rail.

Wednesday, 7-10 p.m. (12 sessions)
Starts: September 13th, North Campus
Fee: \$20.00. Course No. 2007

Prologue to Easier Travel, Russian Conversation and Culture I

The course will concentrate on conversational Russian, based on most useful expressions for travellers in the Soviet Union, and general knowledge of Soviet culture. In addition you will learn to read Russian well enough to make out street signs, shop signs and short notices.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 094-501

Prologue to Easier Travel Conversational French 1

You will be placed in situations where you will have to speak and understand another language. For instance, you will learn how to converse while at the travel bureau, the airport, the train station, asking for directions,

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 094-201



Italian I — Conversational

A course designed for the needs of the average person who wishes to learn the language for purposes of travel, business, or conversing with neighbours.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, Keele Campus
Fee: \$30.00. Course No. 094-401

Italian for Business and Service

Conversational Italian will be of special interest to those people whose profession or business brings them into frequent contact with the Italian Community.

Tuesday, 7-10 p.m. (12 sessions)
Starts: September 12th, Queensway I Campus
Fee: \$20.00. Course No. 2304

French, Spanish Russian,

Language Power

This course is designed to develop your ability in the effective use of language.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 095-205

Prologue to Easier Travel Conversational Spanish I

You will learn to speak without constantly referring to a phrase book or pocket dictionary.

Thursday, 7-10 p.m. (12 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 094-301

Religions of the World

A study of five major world-religions: Hinduism, Buddhism, Judaism, Christianity and Islam.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 093-602

Italian Culture

This is of special interest to public school teachers who have Italian speaking students in their classes, and to Italian and non-Italian Canadians.

Thursday, 7-10 p.m. (7 sessions)
Starts: September 14th,
D'Arcey Magee Separate School
Fee: \$20.00. Course No. 2615



20th Century History

In this course we shall examine those central events of our century with which most people are familiar, but wish to have a better understanding of. You will cover such areas as the causes of World War One, the rise of Nazi Germany, and the issues at stake at Yalta and at Nuremberg.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 093-301

Literature and Humanities

Human Relations I

The course will deal primarily with interpersonal relationships as applied to the individual, the one-to-one relationship and small group interactions.

Wednesday, 7:30-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 093-401

Utopian Literature Towards an Ideal Society

We have all thought of a better world, but everything has not yet been tried. We can always discover new ideas, as well as improve old ideas. We'll continue the search for solutions by exploring the alternatives suggested in such works as: The Point, Clockwork Orange and The Bible.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 095-304

Seeing Ourselves — Introduction to Sociology

The primary intention of this course is to help you to develop insight into human behaviour so that you may understand yourself and other people.

Monday, 7-9:30 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 092-301

The Bestsellers — The World Today in Literature

The most popular and provocative novels to be found on the bookshelves today will be studied in this course.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 095-302

Literature and Psychology I

This course will analyze various literary and film works through the insights achieved by both approaches to man's understanding of himself.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 095-305

The Reluctant Reader

Thursday, 7-9:30 p.m. (8 weeks of sessions)
Starts: September 14th, North Campus
Fee: \$20.00. Course No. 2301

Human Growth and Development — Rehabilitation Program

Monday, 7-10 p.m. (12 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 011-654

Introduction to Psychology — Psychology I

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 092-401

Reading and Study Skills

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 095-210

ELECTION '72

Election Package: Toronto Municipal Election

This year get involved in the Toronto Municipal Elections. Humber will be giving you the opportunity to have an insight on candidates, issues and trends of the coming election.

Monday, 7-9 p.m. (5 sessions)
Starts: November 13th, North Campus
Fee: \$15.00. Course No. 2016

Election Package: American Election

A study of the process and elements behind this year's American Election.

Monday, 7-9 p.m. (5 sessions)
Starts: October 9th, North Campus
Fee: \$15.00. Course No. 2015

Election Package: Canadian Federal Election

The opportunity for you to get to know more about how your government functions. Issues, candidates and party trends will be stressed during this course.

To be announced, 7-9 p.m. (5 sessions)
Starts: To be announced, North Campus
Fee: \$15.00. Course No. 2014

Community — What It Is. How it Works

Series of lectures and seminars dealing with various aspects of the community. Topics considered will include: What is a community? Community Politics, Community Action, Education, Community Development, Organization and Structure, History and Apathy: A Way of Life

7-9 p.m. (12 sessions)
Starts: September, North Campus
Fee: \$20.00. Course No. 2025

Introduction to Canadian Politics

Introduction to political theory by an examination of the early political philosophies, the evolution of the state and the theories of government, with particular emphasis on the Canadian Scene.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 092-201

Fabian Socialism

A study of one aspect of contemporary politics. This course is designed to acquaint you with the meaning of socialism as it applied to countries of the western world.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 092-202

Computer Concepts, Systems Analysis,

Elements of E.D.P.

A study of automatic data processing methods, capabilities and applications of E.D.P. devices and problem solving

Monday, 7-10 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 021-083

Statistics

To acquaint you with certain basic concepts, terminology, problems and methods of statistical analysis.

Thursday, 7-10 p.m. (14 sessions)

Starts: September 14th, North Campus

Fee: \$30.00. Course No. 022-093

Computer Concepts

A study of data management, file organization, machine language structure and preparation of research papers. Prerequisite: Elements of E.D.P.

Monday, 7-10 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 021-085

Computer Software

This course covers the various manufacturer-supplied program packages which are essential for the efficient utilization of the computer's capabilities. Included in these will be Utility Programs, Input/Output Control System and a variety of Operating Systems, along with such facilities as multiprogramming, telecommunications, and remote job entry.

Prerequisite: Computer Concepts

Thursday, 7-10 p.m. (14 sessions)

Starts: September 14th, North Campus

Fee: \$30.00. Course No. 022-026



Systems Analysis I

You will study the nature of the systems concept and how it is used in the business environment.

Prerequisite: Computer Concepts

Tuesday, 7-10 p.m. (14 sessions)

Starts: September 12th, North Campus

Fee: \$30.00. Course No. 022-027

PL/I

The standard PL/I subset instructions will be dealt with in conjunction with such topics as modular programming, sub-programs and list, edit and record oriented data.

Thursday, 7-10 p.m. (14 sessions)

Starts: September 14th, North Campus

Fee: \$30.00. Course No. 021-086

Assembler I

The Assembler language is the basic programming language used in commercial applications. As an Assembler you will have a complete systems review (interrupts, channel operations, etc.) . . . study concepts of Assembler and machine language, the standard and decimal instruction sets (approximately 100 instructions), and analyse DTF entries.

Prerequisite: Computer Concepts

Wednesday, 7-10 p.m. (14 sessions)

Starts: September 13th, North Campus

Fee: \$30.00. Course No. 022-116

Marketing, Advertising and

Applied Marketing Concepts

This is an extension of Elements of Marketing which was an in-depth study of the marketing concept at the applied level. Further study in the identification of the potential market, consumer trends, product development, channels of distribution, pricing, advertising and sales promotion will give the student a more developed ability to apply marketing concepts in daily work decisions.

Monday, 7-10 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 021-018

Elements of Marketing

You will be involved in an in-depth study of the marketing concept. Identification of the potential market, consumer trends in purchasing, development of the product, channels of distribution, pricing strategy, advertising and sales promotion form the framework of this course.

Monday, 7-10 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 021-017

Marketing Research

Wednesday, 7-10 p.m. (14 sessions)

Starts: September 13th, North Campus

Fee: \$30.00. Course No. 022-031

Communications in Business and Industry

Communications to be effective must be understood in terms of functions, goals and limitations.

Monday, 7-10 p.m. (14 sessions)

Starts: September 11th, North Campus

Fee: \$30.00. Course No. 095-206

Equine Management and Horsemen's Night Out

Equine Management

The purpose of the Equine Management Course is to improve the competence and qualifications of those involved in the recreational or professional aspects of handling, breeding and care of horses.

Thursday, 7:30-10 p.m. (12 sessions)

Starts: September 21st, North Campus

Fee: \$30.00. Course No. 011-652

Riding Stable Management Course

Participants will gain insights into modern practices of riding stable management

Wednesday, 7:30-10 p.m. (6 sessions + Saturday)

Starts: October 11th, North Campus

Fee: \$30.00. Course No. 011-651

Horsemen's Night Out

The course is one phase of an open college concept. It will provide a direct meeting place for persons looking for answers to any horse problem and a clinical-type of service.

Tuesday, 7:30-10 p.m. (12 sessions)

Starts: September 19th, North Campus

Fee: \$3.00 per session, \$20.00 for course

Course No. 2023

Purebred Dogs as a Hobby or Profession Level I

An introductory course covering 2 levels of study with each level consisting of a series of 10 sessions. Your studies will include: breeding and care; handling; showing and training; judging, conformation, obedience and field trial preparation and handling, operating a boarding kennel or establishment.

Wednesday, 7:30-10 p.m. (10 sessions)

Starts: September 20th, North Campus

Fee: \$60.00. Course No. 011-368

Purebred Dogs as a Hobby or Profession Level II

An advanced course covering 2 levels of study with each level consisting of a series of 10 sessions.

Specifically your studies will include: breeding and care; handling, showing and training, judging, conformation, obedience and field trial preparation and handling, operating a boarding kennel or establishment.

Wednesday, 7:30-10 p.m. (10 sessions)

Starts: September 20th, North Campus

Fee: \$60.00. Course No. 011-369

Purebred Dogs

Jockeys with Silks (By Avelino Gomez)

This program will acquaint aspiring jockeys, racing officials, and racing fans with the career opportunities, life, work and training required to be a successful jockey.

Monday, 7:30-10 p.m. (4 sessions)

Starts: November 6th, North Campus

Fee: \$20.00. Course No. 2022

Introduction to Heraldry and Genealogy

In this preliminary course, you will be introduced to the techniques of genealogical research and pedigree charting, the history and art of armorial devices and the heraldic practices.

Wednesday, 7-10 p.m. (7 sessions)

Starts: November 1st,

D'Arcey McKee Separate School, 20 Bansley

Fee: \$20.00. Course No. 2302

Salesmanship

Elements of Advertising

A study of the strategy behind the preparation of advertising campaigns including the creation and production of print and broadcast advertisements.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 022-106

Retailing

(How to open and operate your own Retail Store.)

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 021-095

Salesmanship

All elements of the selling process will be covered in this course including techniques of securing interviews with prospective clients.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 022-039

Insurance Certificate Program



Automobile Insurance

Wednesday, 7-9:30 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 021-093

Insurance on Property — Part I

A thorough program covering the basic fire insurance contracts and the personal lines of coverage.

Tuesday, 7-9:30 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-092

Insurance on Property — Part II

A thorough program covering the commercial fire insurance contracts and all other commercial lines of coverage.

Wednesday, 7-9:30 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 021-253

Insurance Against Liability

This course covers the following areas: all types of liability insurance and specifically, general liability for owners of premises and for business organizations.

Tuesday, 7-9:30 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-254

Principles and Practices of Insurance

You will be introduced to the principles and practices of insurance and insurance law, including laws of contract, general organization, and administration of insurance companies, agencies and adjusters.

Tuesday, 7-9:30 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-091

Managerial Accounting and Hotel Administration

Theories of Management

This course deals with the functions of management and is an examination of the various approaches to administrative decision-making.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 022-094

Manufacturing Organization and Management

This course provides an introductory overall view of production management. The major areas covered will be production planning, production control, plant lay-out and materials handling, time study methods analysis and motions.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 022-008

Personnel Administration

The course is a survey of various techniques involved in personnel administration and methods by which line personnel can utilize these, in conjunction with the personnel department, for effective development.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 022-080

Retail Security

This course will provide you with the general knowledge of the tools and methods used in establishing protection security for retail organizations.

Tuesday, 7-10 p.m. (10 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 011-552

Hotel and Restaurant Administration

A study of hotel organization, function and operation of each department,

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 021-064

Introduction to Accounting I

A complete program covering the entire accounting cycle including journals, postings, ledger working papers and financial statements.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-001

Cost Accounting I

An introduction to basic cost accounting concepts including systems for both process and job costing.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 022-015

Managerial Accounting

Managerial Accounting will examine the accounting function as an information tool of management.

Wednesday, 7-10 p.m. (14 sessions)
Starts: September 13th, North Campus
Fee: \$30.00. Course No. 023-011

Economics I

A study of man's struggle to survive in the face of scarcity; the basic economic problems of all societies;

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 092-601

Business Maths I

This course is designed to acquaint the student with some basic, modern, mathematical concepts;

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 021-019

Quantity Food Purchasing

This course is designed for those who are purchasing or will be purchasing food in quantity. The course will emphasize the selection and specification requirements for the major foods purchased by food services, stressing economy in purchasing and waste factors in the preparation of many foods.

Thursday, 7-10 p.m. (14 sessions)
Starts: September 14th, North Campus
Fee: \$30.00. Course No. 022-123

Beverage Management

The study of effective Bar Management with emphasis on inventory and stock control, classifications, purchasing, stem wear, sanitation and hygiene.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 022-077

Labour Relations

This course is an introduction to the process of collective bargaining, certification procedure, representational and jurisdictional disputes, unfair labour practices, the nature of the collective agreement, strikes and lockouts, grievance procedure and the process of conciliation and arbitration.

Tuesday, 7-10 p.m. (14 sessions)
Starts: September 12th, North Campus
Fee: \$30.00. Course No. 022-064

Industrial Security

This introductory course is designed to acquaint you with the Industrial Security Program through a variety of topics including Security Hazard, Natural and Manmade (i.e. fire, theft, fraud, employee disloyalty, strikes, riots, etc.). Plus Detection, Prevention and Relations with Police.

Monday, 7-10 p.m. (14 sessions)
Starts: September 11th, North Campus
Fee: \$30.00. Course No. 013-312

CONTINUING EDUCATION FALL '72

Enjoy the Outdoor Life



Canoeing

A Monday evening "dry" training session will be followed by a two-day canoe expedition which will give participants a good basic understanding of canoeing as practiced on Ontario lakes and rivers.

Monday, 7-10 p.m. (2 sessions)

Saturday, 8 a.m.-6 p.m., and

Sunday, 8 a.m.-6 p.m.

Starts: October 23rd, 28th, 29th, North Campus
Fee: \$35.00. Course No. 2001

Introductory Scuba Diving

In this course you will complete the qualifications for your Senior Diver rating. The purpose of this class is to build confidence, teach you how to rest in the water, and how to handle your equipment with hood, boots, and gloves. A 7 week, 7 session course, Monday or Wednesdays, on the following dates:

Series A — September 11 to October 25 (7-10 p.m.)

Series B — October 30 to December 11 (7-10 p.m.)

Series C — November 1 to December 13 (7-10 p.m.)

Series D — September 13 to October 25 (7-10 p.m.)

South Campus & Lakeshore Swimming Club
Fee: \$20.00 plus \$40.00 for equipment
Course No. 2605

Tennis Instruction

Basic instruction in Tennis such as forehand, backhand, serve, smash, volley, half volley, scoring and singles and doubles. Plus lots of practice, and correction of strokes using closed circuit T.V.

A 10 week, 10 session course, Fridays or Sundays, on the following dates:

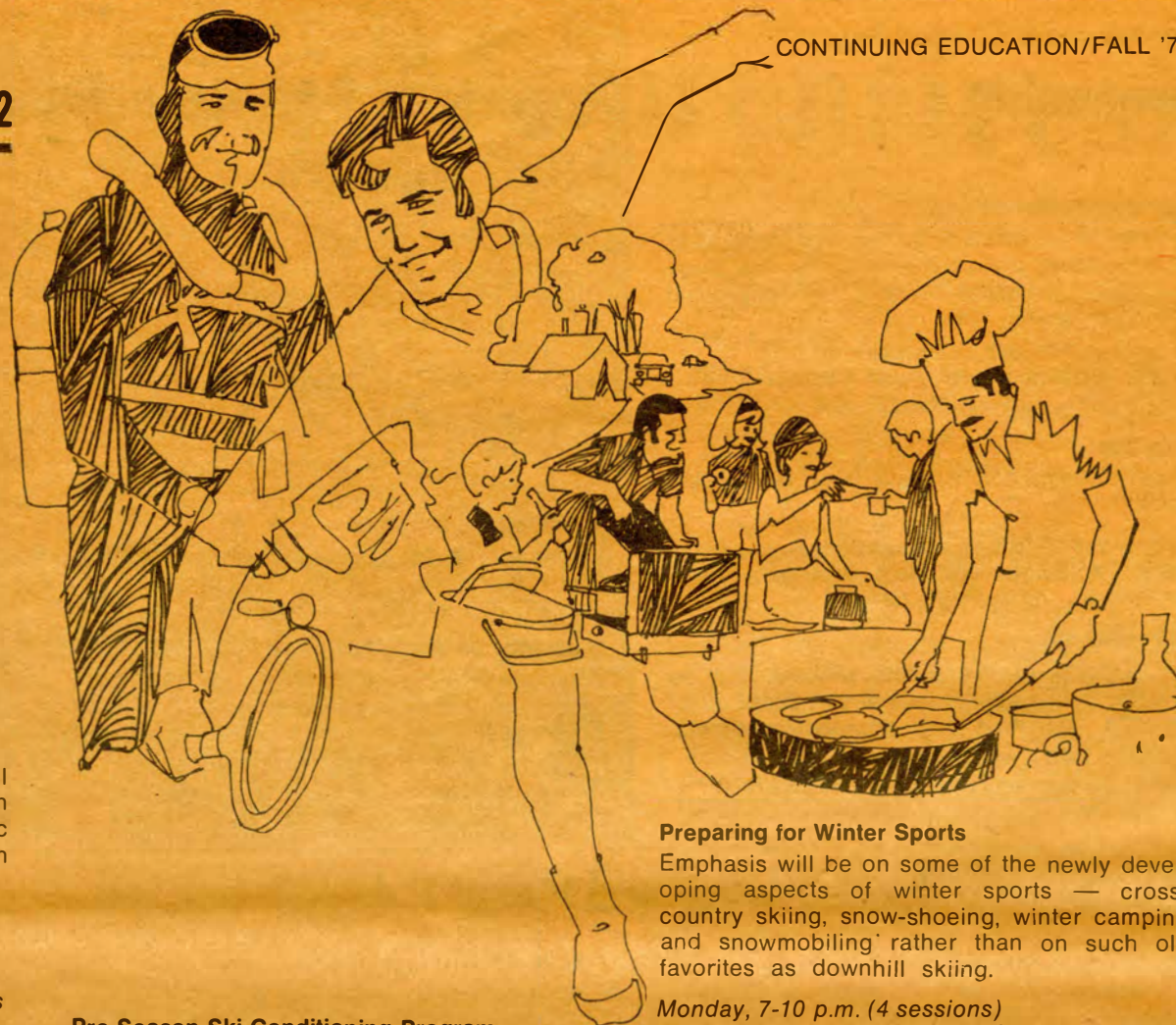
Series A — September 8 to November 10 (8-11 p.m.)

Series B — September 10 to November 12 (9-12 noon)

Series C — November 17 to February 9 (8-11 p.m.)

Series D — November 19 to February 11 (9-12 noon)

North Campus
Fee: \$20.00 plus \$5.00 for materials
Course No. 2604



Preparing for Winter Sports

Emphasis will be on some of the newly developing aspects of winter sports — cross-country skiing, snow-shoeing, winter camping and snowmobiling rather than on such old favorites as downhill skiing.

Monday, 7-10 p.m. (4 sessions)

Starts: November 20th, North Campus
Fee: \$18.00. Course No. 2005

Pre Season Ski Conditioning Program

Tired of those aches and pains at the start of every ski season? Get a headstart to better and more enjoyable skiing through Humber's ski exercise program. This year be in shape for the first ski 'run' of the season.

Thursday, 8-10 p.m. (8 sessions)

Starts: October 5th, North Campus
Fee: \$15.00. Course No. 2607

Orienteering -- Land Navigation with Map and Compass

Two days of intensive training in cross-country travel, commencing with classes in compass work and map reading.

Saturday and Sunday, 9 a.m.-5 p.m.

(2 sessions) Fee: \$12.00. Course No. 2003
November 11th & 12th, North Campus

Wilderness Survival

A series of four Monday evening sessions that will prepare you for a Thanksgiving Weekend adventure.

Monday, 7-10 p.m. (4 sessions & 1 weekend)

Starts: September 11th, October 7th-9th,
9 a.m. Saturday to 6 p.m. Monday,
North Campus. Fee: \$45.00. Course No. 2000

Lightweight Camping and Backpacking

This Monday evening session will prepare you for a practical weekend during which you will explore a variety of techniques of getting yourself comfortable with the kind of camping equipment that can be carried in a pack.

Monday and Weekend, 7-10 p.m. (2 sessions)

Starts: November 13th, 17th-19th,
North Campus
Fees: \$14.00 plus transportation extra
Course No. 2004

Rock-Climbing

You will be introduced to safe climbing principles and practices in an evening session, which will be followed by a weekend of training on some of the best practice crags in Southern Ontario.

Monday, 7-10 p.m. (1 session & 1 weekend)

Saturday & Sunday, 8 a.m.-6 p.m.
Starts: October 30th. Fee: \$35.00. Course No. 2002

Weekend, November 4th & 5th, North Campus

Wilderness Handicrafts

You will be introduced to the aspects of camping crafts — both utilitarian and decorative — plus the opportunity to practice what you have learned under the guidance of expert instructors.

Weekend of December 1-3, 8:00 p.m.

Friday — 3:00 p.m. Sunday (1 session)
Starts: December 1st, Blue Springs Camp
Fee: \$14.00. Course No. 2006

Yoga — New Frontiers in Communication

A new look at the increasing art of Yoga. This year's program will include: deep breathing, physical exercise, concentration, meditation, and relaxation. Enrolment limited to 25, please register early.

A 10 week, 10 session course, Tuesdays, on the following dates:

Series A — September 19 to November 28 (7-8 p.m.)

Series B — September 19 to November 28 (8:30-10 p.m.)

North Campus
Fee: \$20.00. Course No. 2606

T.A.P. (Technical Advancement Program)

This program will lead you to a college diploma in electronics after you have taken the required number of credits.

*Mathematics 102 Course No. 031-915
 Tuesday, September 10
 *Electricity 102 Course No. 031-916
 Wednesday, September 20
 *Electronics 101 Course No. 031-917
 Thursday, September 21
 *English 101 Course No. 031-917
 Monday, September 11
 **Logic 201 Course No. 031-918
 Monday, September 18
 *Communication System 301
 Tuesday, September 19
 *Plus one Saturday Morning Lab Session
 **Plus two Saturday Morning Lab Sessions
 7-10 p.m., plus Saturday Lab (15 sessions)
 Fee: \$40.00.

Refrigeration, Heating & Air Conditioning I
Refrigeration, Heating, & Air Conditioning II
Refrigeration, Heating, and Air Conditioning III

To assist adult students in understanding the principles and practices of the processes used to produce comfortable living conditions.

Tuesday, 7-9:30 p.m. (12 sessions)
 Starts: September 26th, North Campus
 Fee: \$30.00. Course No. 031-905

Pesticide Management**Pesticides Technology**

A twenty-hour course studying the Ontario and Federal Law affecting Pesticides, insect and weed recognition and control, chemical application techniques and the health aspects of pesticides.

Monday, 7:30-9:30 p.m. (10 sessions)
 Starts: September 11th, North Campus
 Fee: \$20.00. Course No. 2018

Landscape Construction Management

A two-day course in management methods applicable to the Landscape Industry. This program leads to an understanding of sound management principles in planning and estimating relative to the construction and maintenance aspects of the Landscape industry.

Thursday, 8:30 a.m.-4:30 p.m. (2 sessions)
 Starts: December 14th, North Campus
 Fee: \$20.00. Course No. 2019

Use of Explosives in the Landscape Industry

This is a one day course in co-operation with The Ontario Landscape Contractors Association. It is geared to developing a technical and practical understanding of basic explosives used in site development.

Wednesday, 9 a.m.-4:30 p.m. (one session)
 November 1st, One day only, North Campus
 Fee: \$12.00. Course No. 2017

Numerical Control in Manufacturing

After the program you will be able to describe and differentiate between different types of N/C systems, and be able to write simple part programs for 2-axis point-to-point machining and punch the tape on a flex-O-writer.

Tuesday, 7-10 p.m.,
 (15 sessions & 1 Saturday session)
 Starts: September 19th, North Campus
 Fee: \$30.00. Course No. 033-105

Courses for Technicians and Technologists**Numerical Control Programming I**

This course will enable you to differentiate between different types of N/C systems and write point-to-point, 2-axis contouring programs.

Thursday, 7-10 p.m.
 (15 sessions & 1 Saturday session)
 Starts: September 21st, North Campus
 Fee: \$30.00. Course No. 031-903

Architectural Drafting

The Architectural Technician—Design Course will lead you into this field as an architectural draftsman. Drafting technique, drawing skills, and basic planning will be an integral part of your studies.

Tuesday, 7-10 p.m. (15 sessions)
 Starts: September 19th, North Campus
 Fee: \$30.00. Course No. 031-900

Modern Survey Methods I (Surveying Practice)

An introduction to the latest methods used in surveying — with emphasis on the available equipment.

Wednesday, 7-10 p.m., Saturday, 9-12 a.m.,
 (14 sessions)
 Starts: October 4th, North Campus
 Fee: \$30.00. Course No. 031-901

Photogrammetry II

A study of photogrammetry with emphasis being placed on aerial cameras, flight planning, photo rectification, mosaics, ortho photos and aerial triangulation.

Thursday, 7-10 p.m. (10 sessions)
 Starts: September 28th, North Campus
 Fee: \$30.00. Course No. 031-904

Industrial Engineering**Industrial Engineering I**

This course will introduce to you the field of industrial engineering.

Tuesday, 7-9:30 p.m. (24 sessions)
 Starts: September 19th, South Campus
 Fee: \$60.00. Course No. 031-909

Industrial Engineering II

In this part of the program you will cover work measurement, time study, predetermined motion times, sampling, standard data,

Prerequisite: Industrial Engineering I
 Tuesday, 7-9:30 p.m. (24 sessions)
 Starts: September 19th, South Campus
 Fee: \$60.00. Course No. 031-910

Industrial Engineering III

You will study such areas as training and job evaluation, analytical methods of training, communication, wage administration,

Prerequisite: Industrial Engineering II
 Monday, 7-9:30 p.m. (24 sessions)
 Starts: September 18th, South Campus
 Fee: \$60.00. Course No. 031-911

Industrial Engineering IV

The fourth and final course in this series covers advanced topics in this field.

Prerequisite: Industrial Engineering III
 Monday, 7-9:30 p.m. (24 sessions)
 Starts: September 18th, South Campus
 Fee: \$60.00. Course No. 031-912

Production & Inventory Control

This course should be of interest to persons actively involved in, or closely related to the fields of production planning and inventory control.

Thursday, 7-9:30 p.m. (24 sessions)
 Starts: September 14th, South Campus
 Fee: \$60.00. Course No. 031-913

Do's and Don'ts of Car Maintenance

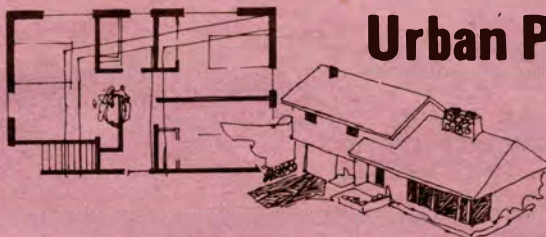
This course is designed to teach the basic facts of car maintenance.

Wednesday, 1:30 p.m. (12 sessions)
 Starts: September 13th, North Campus
 Fee: \$20.00. Course No. 2600

Do's and Don'ts of Electricity

This course will teach basic electricity in the home.

Thursday, 1:30 p.m. (12 sessions)
 Starts: September 14th, North Campus
 Fee: \$20.00. Course No. 2601

**Urban Planning and Future Probe****Home Planning and Design**

Could you arrange your kitchen furniture and appliances (without ripping out your plumbing and wiring) to save a significant amount of housework and daily stress? The answer is yes, in a surprising number of cases.

Tuesday, 9:30-11:30 a.m. (14 sessions)
 Starts: September 12th, North Campus
 Fee: \$20.00. Course No. 2100

Future Probe

What will happen when we push technology and science through the vanishing point of their infinite potential?

Tuesday, 7-10 p.m. (14 sessions)
 Starts: September 12th, South Campus
 Fee: \$30.00. Course No. 095-303

Urban Architecture and Planning

Preparatory planning, programming budgeting, financing, construction management and building-operation are closely interrelated with design. A deeper understanding of planning and design processes can make this interdisciplinary dialogue more fruitful. Contemporary design is functional as well as aesthetic. Buildings must 'work' as organisms as well as look good.

Monday, 7-10 p.m. (14 sessions)
 Starts: September 11th, North Campus
 Fee: \$30.00. Course No. 041-816



Training in Business and Industry

GENERAL INFORMATION



Robert H. Noble
Dean

Management Development Program

FALL SERIES

Commences - Week Beginning 18 September 1972

Successful & Expanding!

Once again we are happy to announce a further expansion of the Management Development Department programs. In response to suggestions and requests from many quarters, we have added several new courses and seminars. In particular, we shall now be offering a greater variety of courses and seminars at the **SENIOR** and **MIDDLE** management level. Because these new courses and seminars were developed to meet expressed needs, we believe that they will prove to be as popular as the rest of our offerings.

Course Description and Course Schedule

Details of **ALL** courses and seminars in our **EVENING PROGRAM** are given in the **COURSE DESCRIPTION SECTION** and the dates and times are shown in the **COURSE SCHEDULE**. Firms and associations desiring courses and seminars to be conducted during the **DAYTIME** need only call 236-1291 for details.

The Objective?

The objective of our Management Development Program is to assist managers and supervisors and others interested in advancement, develop their management skills and thereby operate their business and/or departments in a more efficient and profitable manner.

Who Should Attend?

Owners/managers, top, senior, middle and junior management personnel, first line supervisors and others aspiring to such positions in business, industry, associations, institutions and government.

Organization

To provide the highest standard of Management and Supervisory training, the program is divided into two sections, namely:

Centre for Management Studies

Concentrating on courses and seminars for **SENIOR** and **MIDDLE MANAGEMENT** levels in industrial and commercial firms, associations, institutions and government departments.

Centre for Supervisory Studies

Concentrating on courses for **FIRST LINE SUPERVISORS** in industrial and commercial firms, associations, institutions and government departments.

Certificates

Two levels of certificates are awarded:

Certificate in Management Studies

This is a province-wide program offered by the Ontario Colleges of Applied Arts and Technology. To qualify, participants, **MUST SUCCESSFULLY COMPLETE ONE 'C.M.S.'** course in **EACH** of the following categories: **MARKETING — FINANCIAL RESOURCES — HUMAN RESOURCES — MATERIAL RESOURCES PLUS TWO** other courses, 'C.M.S.' or otherwise, offered by the Centre For Management Studies. That is 6 courses in all.

Individual Course Certificates are awarded upon the successful completion of each course. Following successful completion of 6 courses participants are awarded a '**CERTIFICATE IN MANAGEMENT STUDIES**'.

Certificate in Supervisory Studies

This is a special certificate awarded by Humber College. Three categories of certificates are awarded. "Certificate In Supervisory Studies — Administration"; "Certificate In Supervisory Studies — Construction;" "Certificate In Supervisory Studies — Production". Each requires the successful completion of 4 courses.

Certificates awarded for courses included in the "Certificate In Supervisory Studies" program may be considered as credits towards the "Certificate In Management Studies" program in accordance with the requirements laid down for this latter certificate.

CENTRE FOR MANAGEMENT STUDIES

List of Courses and Seminars

EVENING PROGRAM*

SENIOR AND MIDDLE MANAGEMENT

- | | | | |
|----------|---|----------|---|
| 1018 CMS | Computer Concepts For Management | 1069 CMS | Marketing Management For Wholesalers & Distributors |
| 1024 CMS | Job Enrichment — Administration | 1070 CMS | Marketing Management For Service Businesses |
| 1025 CMS | Job Enrichment — Production | 1071 CMS | Advertising Management |
| 1028 CMS | Management For Results | 1072 CMS | Management Approach To Credit & Collections |
| 1030 CMS | Manufacturing Planning & Control | 1073 CMS | Business Strategy For The Non-Financial Manager |
| 1045 CMS | Management Of The Field Sales Force | 1084 CMS | Management For Construction Superintendents |
| 1066 CMS | Marketing Management | 1085 CMS | Management, Finance |
| 1067 CMS | Marketing Management For The Hospitality Industry | | |
| 1068 CMS | Marketing Management For Manufacturers | | |

CENTRE FOR SUPERVISORY STUDIES

EVENING PROGRAM*

INTERMEDIATE LEVEL

- | | | | |
|----------|--|----------|--|
| 1001 CMS | Advanced Effective Supervision | 1035 CMS | Marketing For Service Businesses |
| 1002 | Advanced Selling Techniques | 1039 CMS | Management Accounting (Planning For Profits) |
| 1003 CMS | Planning Profitable Advertising | 1042 CMS | Psychology Of Professional Selling |
| 1004 CMS | Basic Financial Controls | 1043 CMS | Retail Store Management |
| 1005 CMS | Understanding Business Law | 1048 | Effective Technical Report Writing |
| 1007 CMS | Understanding Cost Accounting | 1047 CMS | Starting & Operating A Business |
| 1031 CMS | Marketing For The Hospitality Industry | 1078 CMS | Finance For The Hospitality Industry |
| 1032 CMS | Marketing For Manufacturers | 1079 CMS | Managing Human Resources |
| 1033 CMS | Marketing For Wholesalers & Distributors | | |

FIRST LINE SUPERVISORY LEVEL

- | | | | |
|----------|---------------------------------------|----------|---|
| 1011 CMS | Effective Supervision Administration | 1038 CMS | Personnel Supervision |
| 1012 CMS | Effective Supervision Communication | 1040 | Preparation For Supervision |
| 1014 CMS | Effective Supervision Human Relations | 1040 CMS | Purchasing |
| 1016 CMS | Effective Supervision Production | 1044 CMS | Retail Selling |
| 1017 | Training Industrial Instructors | 1051 CMS | Work Simplification |
| 1026 CMS | Labour Relations Construction | 1052 CMS | Work Study |
| 1027 CMS | Labour Relations Production | 1081 CMS | Management For The Hospitality Industry |
| 1029 CMS | Effective Supervision For Safety | 1082 CMS | Hospital Supervision |



Training in Business and Industry

FOR FURTHER
INFORMATION

Call:

MANAGEMENT DEVELOPMENT
DEPARTMENT 236-1291

* Each of the above programs is available during the daytime on request.
FOR COURSE SCHEDULE SEE PAGE 28 FOR COURSE DESCRIPTIONS SEE PAGE 29



Training in Business and Industry

MANAGEMENT DEVELOPMENT DEPARTMENT

EVENING COURSES

COURSE SCHEDULE

COMMENCING
WEEK OF
18 SEPTEMBER
1972

Course No.	Course Name	Campus	Begins	Ends	Length in Weeks	Day	Time	Fee
MARKETING COURSES								
1002	Advanced Selling Techniques	Q'Way	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1003 CMS	Planning Profitable Advertising	Q'Way	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1031 CMS	Marketing For The Hospitality Industry	North	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1032 CMS	Marketing For Manufacturers	Q'Way	21 Sept	30 Nov	10	Thurs.	7-10 p.m.	\$50
1033 CMS	Marketing For Wholesalers And Distributors	North	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1035 CMS	Marketing For Service Businesses	Keelesdale	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1042 CMS	Psychology of Professional Selling	Keelesdale	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1043 CMS	Retail Store Management	South	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1044 CMS	Retail Selling	South	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1045 CMS	Management Of The Field Sales Force	Q'Way	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1047 CMS	Starting And Operating A Business	North	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$35
1066 CMS	Marketing Management	Q'Way	20 Sept	29 Nov	10	Wed.	7-10 p.m.	\$50
1067 CMS	Marketing Management For The Hospitality Industry	South	19 Sept	28 Nov	10	Tues.	7-10 p.m.	\$60
1068 CMS	Marketing Management For Manufacturers	Q'Way	19 Sept	28 Nov	10	Tues.	7-10 p.m.	\$60
1069 CMS	Marketing Management For Wholesalers And Distributors	North	21 Sept	30 Nov	10	Thurs.	7-10 p.m.	\$60
1070 CMS	Marketing Management For Service Businesses	Keelesdale	19 Sept	28 Nov	10	Tues.	7-10 p.m.	\$60
1071 CMS	Advertising Management	Keelesdale	20 Sept	29 Nov	10	Wed.	7-10 p.m.	\$60
FINANCIAL COURSES								
1004 CMS	Basic Financial Controls	North	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1005 CMS	Understanding Business Law	Keelesdale	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1007 CMS	Understanding Cost Accounting	Q'Way	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1039 CMS	Management Accounting (Planning For Profits)	Q'Way	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1072 CMS	Management Approach To Credit & Collections	Q'Way	21 Sept	30 Nov	10	Thurs.	7-9:30 p.m.	\$60
1073 CMS	Business Strategy For The Non-Financial Manager	North	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$60
1078 CMS	Finance For The Hospitality Industry	Keelesdale	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1085 CMS	Management Finance	North	21 Sept	30 Nov	10	Wed.	7-9 p.m.	\$50
HUMAN RESOURCES COURSES								
1001 CMS	Advanced Effective Supervision	South	20 Sept	8 Nov	8	Wed.	7-10 p.m.	\$50
1011 CMS	Effective Supervision Administration	North	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$35
		Q'Way	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$35
1012 CMS	Effective Supervision Communication	North	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
		Keelesdale	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
		Q'Way	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
1014 CMS	Effective Supervision Human Relations	North	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
		Keelesdale	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
		Q'Way	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
1016 CMS	Effective Supervision Production	Keelesdale	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$35
1017	Training Industrial Instructors	Keelesdale	18 Sept	27 Nov	10	Mon.	7-10 p.m.	\$50
1026 CMS	Labour Relations Construction	South	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$35
1027 CMS	Labour Relations Production	South	20 Sept	29 Nov	10	Wed.	7-9 p.m.	\$35
1038 CMS	Personnel Supervision	North	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$35
1040	Preparation For Supervision	Q'Way	21 Sept	30 Nov	10	Thurs.	7-9 p.m.	\$35
1079 CMS	Managing Human Resources	Q'Way	18 Sept	27 Nov	10	Mon.	7-9:30 p.m.	\$60
1082 CMS	Hospital Supervision	South	21 Sept	30 Nov	10	Thurs.	7-10 p.m.	\$35
MATERIAL RESOURCES COURSES								
1029 CMS	Effective Supervision For Safety	North	20 Sept	29 Nov	10	Wed.	7-9 p.m.	\$50
1030 CMS	Manufacturing & Planning Control	Q'Way	18 Sept	27 Nov	10	Mon.	7-9 p.m.	\$50
1041 CMS	Purchasing	Keelesdale	18 Sept	23 Oct	5	Mon.	7-9 p.m.	\$25
1051 CMS	Work Simplification	Keelesdale	19 Sept	28 Nov	10	Tues.	7-10 p.m.	\$50
1052 CMS	Work Study	South	21 Sept	15 Feb	20	Thurs.	7-9 p.m.	\$60
SPECIAL COURSES								
1018 CMS	Computer Concepts For Management	Q'Way	19 Sept	28 Nov	10	Tues.	7-9 p.m.	\$50
1024 CMS	Job Enrichment Administration	North	18 Sept	27 Nov	10	Mon.	7-10 p.m.	\$100
1025 CMS	Job Enrichment Production	North	19 Sept	28 Nov	10	Tues.	7-10 p.m.	\$100
1028 CMS	Management For Results	North	19 Sept	28 Nov	10	Tues.	7-10 p.m.	\$100
1048	Effective Technical Report Writing	Keelesdale	20 Sept	6 Dec	12	Wed.	7-10 p.m.	\$50
1081 CMS	Management For The Hospitality Industry	North	18 Sept	27 Nov	10	Mon.	7-10 p.m.	\$50
1084 CMS	Management For Construction Superintendents	South	19 Sept	5 Dec	12	Tues.	7-10 p.m.	\$60

MARKETING COURSES

MARKETING MANAGEMENT 1066 CMS

PURPOSE: To improve the management skills of owners and managers engaged in marketing.

AREAS COVERED: The Total Marketing Concept, Organizations for Marketing; The Role and Function of Marketing; Customer Attitudes; Marketing Research, Marketing Strategy; Pricing; Distribution; Advertising and Promotion; Organization and Territories; Selection Training and Compensating Personnel.

MARKETING MANAGEMENT FOR THE HOSPITALITY INDUSTRY 1067 CMS

PURPOSE: To improve the management skills of owners and managers with marketing responsibilities in the hospitality industry.

AREAS COVERED: Management Functions in the Areas of Organization, Finance, Hospitality Industry with special emphasis upon: The Marketing Problem; Sales Planning; Equipping to Sell and Service; Advertising and Promotion; Supplementary Marketing Aids; Promoting Group Business; Promoting Food and Beverage Sales and Catering.

MARKETING MANAGEMENT FOR MANUFACTURING 1068 CMS

PURPOSE: To improve the management skills of owners and managers with marketing responsibilities in manufacturing firms.

AREAS COVERED: Management Functions in the Areas of Organization, Finance, Personnel and Marketing with emphasis upon the interdependent relationship in the Working Function of Finance; Production and all other aspects of the Business; Product Development; Pricing; Selection and Marketing Channels; Selection; Training and Compensating salesmen and Advertising and Promotion Policy.

MARKETING MANAGEMENT FOR WHOLESALERS AND DISTRIBUTORS 1003 CMS

PURPOSE: To improve the management skills of owners and managers with marketing responsibilities in the wholesale and-or distributing industry.

AREAS COVERED: Management Functions on the Areas of Organization, Finance, Personnel and Marketing for the Wholesale and Distribution Industry with special emphasis upon: The Marketing Problem; Analysing the Potential Market; Marketing A New Product; Promoting the Total Service Concept; Formulating Pricing; Advertising, Promotion and Sales Strategy; Selection, Training and Compensation of Salesmen.

MARKETING MANAGEMENT FOR SERVICE BUSINESSES 1070 CMS

PURPOSE: To improve the management skills of owners and managers with responsibilities for marketing and service businesses.

AREAS COVERED: Management Functions in the Areas of Organization, Finance, Personnel and Marketing with special emphasis upon: Consumer Behaviour; Social Change The Product Service Mix; Pricing and Grouping for Profits; Sales and Distribution Analyses; Advertising and Promotion; Personal Selling; The Salesmen's Role; The Sales Management Job; Selecting Supplies; Developing Distributor Supplies Co-operation; Marketing Cost Analyses by Profit Loss Statement.

MARKETING FOR THE HOSPITALITY INDUSTRY 1031 CMS

PURPOSE: To improve the marketing techniques of businessmen and women in the hospitality industry.

AREAS COVERED: Analysing the Marketing Problem; Sales Planning; Equipping to Sell and Service; Direct Mail; Advertising; Supplementary Marketing Aids; Promoting Group Business Promoting Food and Beverage Sales; Promoting Catering.

MARKETING FOR MANUFACTURERS 1032 CMS

PURPOSE: To provide basic instruction in marketing for those persons whose prime responsibilities are in the area of marketing in small and medium sized businesses.

AREAS COVERED: The Interdependent Relationship in the Working Function of Finance, Production and all other aspects of the Business; Product Development; Pricing; Selection of Marketing Channels; Training and Compensating Salesmen and Advertising Policy.

MARKETING FOR WHOLESALERS & DISTRIBUTORS 1033 CMS

PURPOSE: To assist wholesalers and distributors to increase the profitability of their businesses through sound marketing management techniques.

AREAS COVERED: Analysing the Potential Market; Marketing a New Product; Promoting the Total Service Concept; Formulating Pricing; Advertising and Sales Strategy; Supervising Salesmen; Selecting a Supplier; Developing Distributor-Supplier Co-operation; Marketing Cost Analysis by Profit and Loss Statement.

MARKETING FOR SERVICE BUSINESSES 1035 CMS

PURPOSE: To improve the marketing techniques of businessmen and women selling services.

AREAS COVERED: Consumer Behavior; Social Change; The Product-Service Mix; Pricing and Grouping for Profit; Sales and Distribution Analysis; Promotion; Personal Selling; The Salesman's Role; The Sales Management Job; Advertising; Planning and Co-Ordination.

MANAGEMENT OF THE FIELD SALES FORCE 1045 CMS

PURPOSE: To familiarize Personnel responsible for the sales management function in business with current sales management techniques and to develop skills in planning, organizing and controlling the sales effort.

AREAS COVERED: Management Organization for Sales; The Sales Program Sales Forecasting and Budgeting; Manpower Planning; Recruiting and Training; Direction and Control of the Sales Force; Motivation and Compensation; Evaluation of Sales Force Performance; Sales Analysis; Overall Responsibilities.

ADVERTISING MANAGEMENT 1071 CMS

PURPOSE: To improve the management skills of owners and managers with responsibilities for advertising and promotion.

AREAS COVERED: Management Functions, in the Areas of Organization, Finance, Personnel and Marketing as they relate to Advertising with special emphasis upon: Marketing Concepts such as Marketing Philosophy; Planning; Budgeting; Profit Concepts; Legal Aspects; Administration and Coordination; Leadership; Selection and Training of Personnel.

PLANNING PROFITABLE ADVERTISING 1003 CMS

PURPOSE: To provide businessmen and women with an understanding of the role of advertising market products and services.

AREAS COVERED: Advertising as a Stimulant to Sales; Factors Involved in the Preparation of Advertising; Advertising — When to Use it; Developing the Advertising Program; Advertising Agencies; Media and Their Use; Direct Mail Advertising; Newspaper and Magazine Advertising; Outdoor Advertising; Radio, T.V.; Sales Promotion and Publicity; Evaluation of Advertising.

ADVANCED SELLING TECHNIQUES 1002

PURPOSE: To advance the professional selling abilities of owners, managers, and staff in any type of business.

AREAS COVERED: Product Knowledge and its Benefits; Finding and Qualifying Prospects; Getting Information about Prospects; Planning and Sales Strategy; Forceful Presentation Through Illustrations; Use of Visual Aids; The Best Approach; Presentations of Features and Benefits; Supporting Claims With Proof; Handling Objectives; Closing the Sale; Using Questions.

PSYCHOLOGY OF PROFESSIONAL SELLING 1042 CMS

PURPOSE: To help the salesman improve his role as a problem solver, territory manager and customer educator. To stress the need for a more professional approach to selling and to point out the essential role that the salesman plays in our economy.

AREAS COVERED: The Psychological Approach to Selling; Needs, Characteristics and Behavior of Prospects and Customers and How This Knowledge Can be Used for More Effective Selling; Supplementary Marketing Aids; Promoting Group Business; Promoting Food and Beverage Sales and Catering.

RETAIL SELLING 1044 CMS

PURPOSE: To assist owners, managers and staff, in any type of retail business, to increase sales and profitability of their organization.

AREAS COVERED: What is Selling? Principles of Salesmanship; Psychology of Selling; Consumer Behavior; Wants and Needs; Selling Situations; Product Knowledge; Closing the Sale; Repeat and Suggestion Selling; Selling as a Career — a Profession.

RETAIL STORE MANAGEMENT 1043 CMS

PURPOSE: To assist owners and managers of all types of retail businesses to explore the management problems in a retailing business and suggest means for solving them.

AREAS COVERED: Analysis of Retail Markets; Merchandising Policy; Advertising; Cost Control; Pricing; Planning For the Future; How to Get and Keep Customers; How to Improve Selling and Merchandising Skills; How to Develop Staff for Expansion; Diversity and Continuity of the Business; Adjusting to the Changing Demands of Society.

STARTING & OPERATING A BUSINESS 1047 CMS

PURPOSE: To assist the prospective businessman or woman with his or her problems related to the starting of a business.

AREAS COVERED: Self Analysis of Personal Inventory; The Business Community; The Making of a Business; Location and Market Analysis; Starting a New or Acquiring an Established Business Finance; Adequate Capital; Marketing; Personnel Management.

FINANCIAL COURSES

BASIC FINANCIAL CONTROLS 1004 CMS

PURPOSE: To assist businessmen and women to determine the basic financial controls and records required in his/her business and to provide him/her with an approach to using such controls and records in the operation of his/her business.

AREAS COVERED: Budgetary Control; Accounts Receivable; Accounts Payable; Cash Receipts; Petty Cash; Inventory and Payroll.

UNDERSTANDING BUSINESS LAW 1005 CMS

PURPOSE: To assist managers and senior staff of any type of business to recognize and deal more effectively with all operations of their business which have a legal basis.

AREAS COVERED: Formation of a Contract; Carrying out a Contract; Contracts for Sale of Goods; Employer-Employee Relationship; Partnership Law; Corporation Law; Leases Bankruptcy; Patents; Trade Marks and Unfair Competition; Mechanics Liens; Absolute Sales; Conditional Sales.

UNDERSTANDING COST ACCOUNTING 1007 CMS

PURPOSE: To emphasize those uses of cost accounting which can help a company increase its profits.

AREAS COVERED: Introduction to Accounting; Job Order Costs; Analysis and Variances; Inventory Control and Valuation; Process Costing; Joint Products and By-Products; Differen-

tial Costing; Break-Even Analysis; Cost-Price-Volume Relationships; Standard Costs; Costs as an Aid to Budgeting.

BUSINESS STRATEGY FOR THE NON-FINANCIAL MANAGER 1073 CMS

PURPOSE: To provide for the non-financial manager an awareness of the implications of financial decisions and to provide him with practical experience in dealing with the complexities of financial strategy.

AREAS COVERED: Debt Financing Strategy; Equity Financing Strategy; Financial Strategy in Advertising and Sales; Manufacturing Strategy; Financial Policy Decisions; Controls; The Financial Aspects of Employee Relations; Audit, Systems and Security.



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FINANCE FOR THE HOSPITALITY INDUSTRY 1078 CMS

PURPOSE: To increase the financial management capability of owners, managers, department heads and supervisors in the hospitality and tourist industry.

AREAS COVERED: Use of Profit and Loss; Statements and Balance Sheets; Budgets and Financing Methods; Day-to-Day Controls; Inventories; Purchasing; Staff Relationships; Taxation; General Management.

MANAGEMENT ACCOUNTING (PLANNING FOR PROFITS) 1039 CMS

PURPOSE: To show the owner or manager of a small to medium size business how he or she can use the information contained in his or her books of accounts to operate more profitably.

AREAS COVERED: What information does a small or medium size business owner or manager need to operate his business profitably? Methods of getting this information from an Income Statement and Balance Sheet. Methods for discovery why a firm is short of cash, as well as possible courses of action to remedy the situation. How to pinpoint unprofitable areas of business. How to plan for a profitable operation. How to use the plan so that potential trouble spots can be identified quickly and early action taken to eliminate them.

MANAGEMENT APPROACH TO CREDIT AND COLLECTIONS 1072 CMS

PURPOSE: To provide owners, managers and department heads in all types of business and industry with a working knowledge of credit and collection management and an insight into the role of credit in the business enterprise.

AREAS COVERED: The Nature and Role of Credit; Management of the Credit Function; Analysis of Credit Risk; Analysis of Financial Statements; Management of the Collection Function; Receivables Legislation.

MANAGEMENT FINANCE 1085 CMS

PURPOSE: To assist managers and owners in understanding Financial Management, measuring profitability and analysing financial plans.

AREAS COVERED: Source and Use of Funds; Short Term Cash Requirements and Investment; Lease/Buy; Term Loans; Long Term Financing; Investment Management; Estate Planning.

ADVANCED EFFECTIVE SUPERVISION 1001 CMS

PURPOSE: To teach seasoned supervisors advanced management techniques.

AREAS COVERED: Leadership; Objective Setting; Organizing for Results; Planning; Scheduling; Controlling; Problem Solving; Group Decision Making; Functional Communications.

MANAGING HUMAN RESOURCES 1079 CMS

PURPOSE: To improve the management skills of owners and managers of businesses in dealing with personnel and personnel problems in order to achieve the most effective use of manpower.

AREAS COVERED: The Personnel Function; Organization and Planning; Motivation; Selection and Training of Personnel Compensation; Industrial Relations; Communication; Creating an Effective Environment.

EFFECTIVE SUPERVISION ADMINISTRATION 1001 CMS

PURPOSE: To assist in improving the management skills of supervisors in administrative, sales, clerical, professional, technical, financial and commercial fields.

AREAS COVERED: The Role of the Supervisor; Principles of Effective Supervision; Analysing Problems; Setting Objectives and Goals; Organization and Planning; The Human Factor; Flow of Information; Improvements; Evaluating Operations and Controlling Activities; Managing High Talented Personnel.

EFFECTIVE SUPERVISION COMMUNICATION 1012 CMS

PURPOSE: To make supervisors aware of what communications are all about and to make clear to them that a basic need of all supervisory and management personnel is that they be able to communicate verbally and in writing.

AREAS COVERED: Communication — It's Meaning and Definition; Communication Problems Through Several Levels; Communication — A Two Way Street; Let's Learn to Listen; Bar-

riers to Communications; Verbal Communications Rules of What and How; Written Communications; Communications Through Practice; Communications Through Conferences.

EFFECTIVE SUPERVISION HUMAN RELATIONS 1014 CMS

PURPOSE: To help the supervisor to deal effectively with his or her problems in the area of the management of personnel.

AREAS COVERED: Understanding People; Selection and Induction; Training Employees; Developing and Maintaining Morale; Elements of Wage and Salary Administration; Effective Communications; Appraising Employee Performance; Discipline and Corrective Action; Understanding the Collective Agreement; Planning and Organizing for Results; Alternative Sessions; Leadership and Resistance to Change.

EFFECTIVE SUPERVISION PRODUCTION 1016 CMS

PURPOSE: To improve the productivity and effectiveness of first line production foremen and supervisors by identifying and teaching the application of the principles of sound management.

AREAS COVERED: The Role of the Supervisor; Principles of Effective Supervision; Setting Operating Objectives; Measures of Effectiveness; Planning: Methods and Requirements; Scheduling; Dispatching and Expediting; Work Simplification; Measuring and Evaluating Performance; Taking Corrective Action; The Human Factor.

LABOUR RELATIONS CONSTRUCTION 1026 CMS

PURPOSE: To help the supervisor in construction to deal effectively with aspects of labour relations, both where collective agreements have already been established and where certification may become possible. Special emphasis is placed upon those aspects of each subject which are peculiar to the construction industry.

AREAS COVERED: Employer-Employee the Relationship; Establishment of Bargaining Rights; Negotiations for a Contract; Content of Collective Agreement; Union Security & Management Rights; Complaints; Grievances

and Arbitration; Wages; Administration of the Collective Agreement.

LABOUR RELATIONS PRODUCTION 1027 CMS

PURPOSE: To help the supervisor to deal effectively with aspects of labour relations, both where collective agreements have already been established and where certification may become possible.

AREAS COVERED: Employer-Employee the Relationship; Establishment of Bargaining Rights; Negotiations for a Contract; Content of Collective Agreements; Union Security; Management Rights; Complaints; Grievances; Arbitration; Wages; Classification and Benefits; Relationships Arising out of Contracts; Administration of the Collective Agreement.

HOSPITAL SUPERVISION 1082 CMS

PURPOSE: To improve the supervisory skills for all hospital supervisors from all areas of a hospital.

AREAS COVERED: The Role of the Hospital Supervisor; Principles of Effective Supervision; Setting Objectives; Planning; Organizing and Delegating; Performance Appraisal; Communication; Training and Development; Morale; Team Development.

PERSONNEL SUPERVISION 1038 CMS

PURPOSE: To help owners or managers of small to medium size business and supervisory personnel of larger firms, etc. perform those functions that relate to obtaining, training, retraining, developing, and directing human resources in a way that best meets the needs of both the organization and the employees.

AREAS COVERED: Understanding People; Selection; Training; Performance Appraisal; Employee Morale; Delegation of Authority Dealing with Unions; Management Development and Providing Successors.

PREPARATION FOR SUPERVISION 1040

PURPOSE: To train plant personnel for first-line supervisory positions prior to appointment.

AREAS COVERED: The Basics of Supervision; Supervisory Objectives; Communications; Supervision of Human Resources; Labour Relations; Supervision for improvement; Supervising for Quality Safety; Self Development.

MATERIAL RESOURCES COURSES

MANUFACTURING PLANNING & CONTROL 1030 CMS

PURPOSE: To examine the four main components of manufacturing; plant and equipment; labour; raw material and parts; management; In achieving its purpose the course involves the student in development of the production organization; determination of optimum plant capacity long-term labour and equipment requirements and planning the product line. In short, how to run an efficient shop.

AREAS COVERED: The Language and Tools of Production; Methods and Time Study; Wage Administration; Plant Layout and Work Flow; Production Control — Scheduling; Production Control — Inventory Control Size of Production Run; Production Control-Cost Control; Production Planning and Control; Summary.

EFFECTIVE SUPERVISION FOR SAFETY 1029 CMS

PURPOSE: To enable supervisors to more

closely achieve safe, efficient production through modern principles of accident prevention.

AREAS COVERED: Safety Services Available to Industry; Controls; Program Formulation and Acceptance; Corrective Measures For Unsafe Conditions and Acts; Preventive Measures; Accident Investigation; Safety Auditing.

WORK STUDY 1052 CMS

PURPOSE: To prepare the participant for effective participation in a Work Study Program in his or her own organization.

AREAS COVERED: Objectives and History of Work Study; Six Steps to Methods Improvement; Flow and Activity Charting; Critical Examination; Design and Methods Improvements; Time Study Techniques; Stop Watch Techniques; Predetermined Time System; Work Sampling; The Human Factor in Work

Study; Installation and Maintenance of a Work Study Program.

WORK SIMPLIFICATION 1051 CMS

PURPOSE: To impart the basic techniques of methods improvement and to prepare the participants for making an effective contribution to a Work Simplification Program.

AREAS COVERED: Work Simplification and Productivity; Principles and Techniques of Method Analysis; Making Work Simplification Work; Facilities and Layout; The Supervisor and Work Simplification.

PURCHASING 1041 CMS

PURPOSE: To emphasize certain fundamentals of the purchasing function that may be applied to any manufacturing business with the object of avoiding costly errors and building a more profitable operation.

AREAS COVERED: Determination of Needs by Function; Delivery; Quality; Price, Supplier Selection and Evaluation; Value Analysis and Refinements in Purchasing.



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COMPUTER CONCEPTS FOR MANAGEMENT 1018 CMS

PURPOSE: To provide executives with a basic understanding of Data Processing, to help them identify needs and uses for it in their companies or organizations and to assist them in dealing effectively with a Data Processing Service Company.

AREAS COVERED: Appreciation of E.D.P.; Determining Need for E.D.P.; Evaluating Service Companies; Use of E.D.P. in Sales Analysis; Accounts Receivable; Accounts Payable; Inventory and Payroll.

EFFECTIVE TECHNICAL REPORT WRITING 1048

PURPOSE: To assist businessmen and women to develop their report writing skills.

AREAS COVERED: Purposes of Reports; Attitudes to Report Writing; Characteristics of Effective Reports; Fundamentals of Report Writing; Organizations of Reports; Writing Procedures; Graphic Aids; Conclusions and Recommendations. (All participants will write reports).

JOB ENRICHMENT ADMINISTRATION 1024 CMS

PURPOSE: 1. To provide the supervisor and/or manager employed in an administrative capacity with insight into the principles and techniques of job enrichment and vertical job loading. 2. To emphasize the supervisor's/manager's role in communications, delegation, and innovation through the release of employee potential on a realistic basis in his/her organization.

AREAS COVERED: Changing Times; Understanding the Motivators; Acknowledging the Hygienic Factors; Job Enrichment — What Is It? Green Light Communications; Analyzing the Flow of Work; Vertical Job Loading; Challenging Traditional Structures and Systems; Blending the Old with the New and Positive Performance and Planning.

MANAGEMENT FOR CONSTRUCTION SUPERINTENDENTS 1084 CMS

PURPOSE: To deal with the principles of management as they apply to the role of the construction superintendent by examining the aspects of the superintendent's job which

call for management skills rather than technical skills.

AREAS COVERED: The Principles of Management; Planning; Scheduling; Starting; Running and Finishing the 'Job'; Problem Solving; Controlling; Dealing With Sub-Contractors; Mechanical and Electrical Trades; Communication; Job Administration.

JOB ENRICHMENT PRODUCTION 1025 CMS

PURPOSE: 1. To provide the supervisor and/or manager employed in a production capacity with insight into the principles and techniques of job enrichment and vertical job loading.

2. To emphasize the supervisor's/manager's role in communications, delegation and innovation through the release of employee potential on a realistic basis in his/her organization.

AREAS COVERED: Changing Times; Understanding The Motivators; Acknowledging the Hygienic Factors; Job Enrichment — What Is It? Green Light Communications; Analyzing the Flow of Work; Vertical Job Loading; Challenging Traditional Structures and Systems;

Blending the Old with the New and Positive Performance Planning.

TRAINING INDUSTRIAL INSTRUCTORS 1007

PURPOSE: To upgrade the instructional skills of personnel who are responsible for training production, administrative, or sales personnel in any type of business or industry.

AREAS COVERED: Introduces Instructional Techniques such as Questioning, Objective Setting, Reinforcement and Planning Effective Lessons. This is a highly practical course in which participants learn first by observation of themselves and others and then by **ACTIVE PARTICIPATION** in an instructional setting.

MANAGEMENT FOR THE HOSPITALITY INDUSTRY 1081 CMS

PURPOSE: To improve the management capability of supervisors, department heads, managers and owners in the hospitality or tourist industry.

AREAS COVERED: Concepts of Effective Supervision; Goal Setting; Organizing and Planning; Improving and Taking Corrective Action. The marketing approach to guest satisfaction is emphasized.

Make your cheque or money order payable to Humber College.
Mail this Registration Form and your fees to:



**Training in Business & Industry Division, Humber College of Applied Arts & Technology,
5233 Dundas St. W., Islington 678. Telephone 236-1291**

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**For more information and brochures
call: Continuing Education 677-9540**

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Post-Secondary Programs - Office of the Registrar - 677-6810 Ext. 302 to 306

Retraining and Apprenticeship - 259-5411