

# HUMBER



*Careers for  
Your Lifetime*

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# HUMBER COLLEGE

OF APPLIED ARTS AND TECHNOLOGY

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CALENDAR FOR ALL POST-SECONDARY AND  
SHORT PROGRAMS FOR 1989-1990

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For more information on Humber please see your guidance counsellor or call our Enquiry Centre at 675-5000. Applicants who live in area codes 416, 519, 613, or 705 may contact the Registrar's Office by using our new Watts line 1-800-268-4867.

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## Declaration of Waiver

The information in this calendar is accurate as of August 1, 1988. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1988, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

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The 1989-90 Calendar is published annually by Humber College,  
205 Humber College Blvd., Etobicoke, Ontario M9W 5L7, (416) 675-3111.

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# HUMBER

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1989-90

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CALENDAR  
1989 ~ 90



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## New Program Offerings (Pending Ministry Approval\*)

For further details, please consult the appropriate divisional section of this Calendar as noted below:

### Applied and Creative Arts Division

- Design Foundation
- Graphic Design Post Graduate Year\*
- Media Advertising/Sales\*
- Music Preparatory
- Photographic Laboratory Technician\*
- Theatre Preparatory
- Urban Tree Maintenance Certificate\*

### Health Sciences Division

- Health Sciences Preparatory
- ### Hospitality, Tourism and Leisure Management Division
- Food and Beverage Service
  - Recreation Administration\*
  - Recreation Club Management
  - Sports Equipment Specialist\*
  - Entry Level Cook Certificate

### Lakeshore

- Introduction to Human Services

- Business Administration (Co-op Option)
- Executive Assistant Program-Post Diploma\*
- Financial Services Administration Diploma
- Law and Security Administration (Co-op Option)

### School of Business Division

- Human Resource Management-Post Diploma
- Independent Business Certificate
- Law Clerk (Final Program Name Pending Ministry Review of All Colleges' Titles)
- Marketing Management Post Diploma\*

### Technology Division

- Control Systems Engineering Technician and Technology\*
- Electronics Engineering Technician (Co-op Option)
- Quality Engineering Technician/Technologist



# Entry Requirements to Full-Time Programs

Humber College offers a wide range of full-time diploma and certificate programs with normal completion periods varying from several months to three years.

Diplomas are awarded upon the successful completion of programs that have a duration of at least two years.

Certificates are awarded upon successful completion of programs in which the program objectives or job entry skills can be mastered in less than two years.

## Admission Requirements

### A. Minimum Requirements for Post-Secondary Programs

The minimum admission requirement is either an Ontario Secondary School Diploma (OSSD) at or above the general level, or equivalent, or mature student status. (Minimum age 19 on/or before the first day of classes. See Section D).

Many programs have additional admission requirements. These may include specific secondary school courses, voluntary work experience, etc. As these may vary from program to program, you should refer to the specific admissions requirements sections of each program. Students who do not meet the minimum program requirements may be considered on an individual basis or may be considered for admission to alternate programs.

### B. Minimum Requirements for Adult Training Programs

These programs have a variety of entrance requirements. Please refer to the individual program for specific details. Applicants may be considered as mature students for these programs. (See Section "D" for mature student process).

### C. Equivalent Admission Requirements

If you attended secondary school in another province or country, you must prove that your educational standing is equivalent to the Ontario Secondary School Diploma.

The College will recognize the following equivalents insofar as the student meets College requirements in particular subjects and/or averages:

#### All Canadian provinces:

- a valid secondary school diploma or equivalent

#### United Kingdom, West Indies, East and West Africa:

- general certificate of education with appropriate credit standing in six academic subjects at the ordinary level or C.X.C. level (Caribbean Examination Council)

#### United States of America:

- Grade 12 - (University Program)

Applicants from other countries are considered on an individual basis.

### D. Mature Students

Applicants who do not possess the minimum admission requirements but who have reached their nineteenth birthday by the first day of classes and are permanent residents of Canada may apply as mature students.

The admissions department will assess the current academic strengths of mature student applicants through an interview and/or testing and may recommend direct entry into a program or academic upgrading to help better prepare a mature student for their studies.

Humber College offers a specific program of study in academic upgrading geared to our individual programs. Level IV Academic Upgrading from other colleges will be accepted for admission at Humber College.

### E. Admission of Students for Whom English is a Second Language

Since most activities (lectures, seminars, laboratories) at Humber College are conducted in the English language, it is imperative that students be proficient in written and spoken English.

Applicants under this category may be required to satisfy the above requirements by undergoing testing at the College or submitting results of a recent TOEFL test (Test of English as a Foreign Language).

Further information may be obtained by writing to:

Test of English as a Foreign Language

Box 899

Princeton, New Jersey

U.S.A. 03540

Humber College requires a minimum score of 550 for admission. Students may be referred to our academic upgrading program or special classes to improve their language skills before being admitted to the College program of their choice.

Those students enrolled at Humber College who are experiencing language difficulties may also be referred to special English classes as part of their program.

### F. Special Needs Students

Students requiring services to accommodate a learning disability or physical disability are urged to contact the Counselling Department at Humber College or the Associate Registrars at the North and Lakeshore campuses upon submission of their application. Early self identification will allow the college to better prepare itself to provide the best possible service.

It is the student's responsibility to notify the College of resources needed during the academic year. A physical demands analysis for all post secondary programs is available in the office of the Registrar and may be referred to at any time.

### How to Apply

1. All Colleges of Applied Arts and Technology in Ontario use the same application form. These applications are available in all Ontario secondary school guidance offices or through your local community college.

2. The applicant must first complete the top portion of the Application form and then request the guidance office of the secondary school he or she is attending to complete the secondary school portion. The secondary school will then submit the form to the College.

3. Applicants who apply as mature students or who have not completed their secondary school studies in Ontario, need not complete the secondary school portion of the form. Applicants in the latter category must attach certified copies of their educational transcripts to the application form for evaluation.

4. Applications received for the September, 1989 intake will not be acknowledged before January 1, 1989.

5. Interested students are urged to apply as early as possible since many programs require the applicant to attend information or interview sessions or to undergo testing.

Applications postmarked up to and including March 1, 1989 will be considered equally. Applications postmarked after March 1, 1989 will be considered on a first come, first serve basis, until all program seats are filled.

### Foreign Students

Applications from foreign students must be accompanied by certified "true" copies of their educational documents and a recent T.O.E.F.L. score (Test of English as a Foreign Language).

### Selection Procedures

a) Admission requirements vary from program to program. Selection criteria may be based on any combination of the following:

- a review of the applicant's academic record;



## Entry Requirements to Full-Time Programs (cont'd.)

- a review of any additional documentation submitted to support the application and required by the program (ie. resume);
  - the results of an interview, an audition, a test, a questionnaire;
  - a review of a portfolio;
  - any other criteria relevant to the program.
- The selection of applicants will be based on all criteria listed under individual program descriptions as admission requirements. This process will take place between January 1 and April 15 for those applications postmarked on or before March 1.

### b) Priority for Admission

In accordance with the Ontario Ministry of Colleges and Universities policy, students will be considered for admission to Humber College in the following order of preference:

1. Permanent residents of Ontario.
2. Permanent residents of other provinces and territories in Canada.
3. Applicants from Commonwealth Countries.
4. Applicants from other countries.

### c) Oversubscribed Programs

These are programs where more applications are received than there are seats available. The admission requirements to most of these programs include specific requirements such as attendance at an information session, the completion of a questionnaire, volunteer experience etc. Therefore, applications for these programs should be postmarked on or before March 1.

d) Notification of Admissions Decision (approvals, regrets and wait list status)

Applicants will be notified of admission decisions beginning April 15. Those applicants approved for admission to a program may need to meet the following conditions on or before the first day of classes before their admission is considered final:

- completion of secondary school studies to obtain a Secondary School Diploma; and/or
  - completion of particular courses in which applicants are currently enrolled, to meet specific program requirements; and/or
  - completion of a college preparatory program to the equivalent level of that specified in the program requirements; and/or
  - submission of specific documentation as required by program (ie. medical forms).
- Applicants will be notified of all conditions to be met.

Applicants placed on a waiting list will be advised "on request" of their position on that list. As seats become available, applicants on the waiting list will be notified. Waiting lists will be maintained until September only. Those remaining on a waiting list must re-apply to the program the following year and repeat all components of the admission process for that program. (ie. interview, testing...etc.)

Applicants who are not offered admission to a program or those who are placed on a waiting list may be referred to a College preparatory program and/or referred to our Counselling services to discuss career alternatives.

An offer of admission may be withdrawn if an applicant fails to pay fees by the stipulated deadlines.

### e) Admission Review Process

Applicants who wish to question or who wish to have the admissions decision explained in some detail, may do so by calling the Associate Registrar at the campus where they applied. It is our intention at Humber College to deal as fairly as possible with all applicants.

### f) Dates to Remember

#### January 1:

First date that any college may acknowledge receipt of

application for the following September.

#### March 1:

All applications postmarked on or before this date will be considered equally. Applications received after this date will be considered on a first-come, first-served basis.

#### April 15:

First date that any college may advise applicants of admissions decisions for the following September.

### Re-admission to the College

Students who have been unsuccessful in recent studies in a post secondary program at Humber College, and who wish to be re-admitted must apply for re-admission using the common application form for community colleges.

The Associate Registrar/Director of Admissions will consider each application for re-admission after consultation with the academic division concerned.

Students may be requested to attend an interview with the Associate Registrar/Director of Admissions to review their status.

### Advanced Standing Procedures

Advanced standing is awarded when a student is granted credit for employment experiences or studies completed which are equivalent in content to work covered in the course in question (no other course needs to be substituted).

Students seeking advanced standing must apply to a program using the common college application forms and attach certified copies of transcripts, on the recommendation of the appropriate academic division via the Associate Registrar/Director of Admissions.

The assessment of an applicant's competencies in specified knowledge and skills objectives may involve a review of academic documents, tests, essays and references.

Students will be notified of an admission decision as soon as possible. The specific de-

tails of the student's status will be outlined in writing (ie. which courses the student must complete and those from which he/she has been exempted).

### Additional Admissions Information

Students who have been unsuccessful in programs or courses from other post-secondary educational institutions may be asked to attend an interview with the Associate Registrar/Director of Admissions. At that time the reasons for the previous lack of success will be reviewed, appropriate tests may be administered to ensure entrance competencies. The Associate Registrar/Director of Admissions will then make the admissions decision.

### Studying as a Full-Time Student

The majority of students attend Humber College on a full-time basis. This means that they are enrolled in at least 2/3 of the courses prescribed for their given semester or at least 70% of the credit hours prescribed for their given semester.

(The requirement to qualify as a full-time student for the purposes of receiving Ontario Student Assistance (OSAP) is higher than the above. Please contact the Financial Aid Officer for details.)

### Studying as a Part-Time Student

With academic divisional approval, a student may be allowed to enrol in day courses on a part-time basis; however, approval and registration may only occur at the commencement of classes after full-time students have been accommodated.

A part-time student is one who is enrolled for a course or courses which form part of a post-secondary program and who is carrying a course load which is either:

- a) less than 2/3 of the courses normally taken by a full-time student in a given semester.



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## Entry Requirements to Full-Time Programs (cont'd.)

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b) less than 70% of the total credit hours normally taken by a full-time student in a given semester.

If you are interested in evening classes, please refer to our "Inroads" publication available at all our Registration Centres or by calling 675-5005.

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### Cooperative Education

Humber College offers several Co-op programs. These programs provide the student with an opportunity to obtain work experience related to their program of study.

The timing of work semesters (16 week semesters) varies by program, however, most occur after two (2) semesters of in-class study. Students may be required to meet specific academic criteria prior to obtaining a co-op placement.

The admission requirements to co-op programs vary. Please refer to the table of contents for the listing of available co-op programs, and to the individual program description for further details.

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## How to get the most out of this Calendar

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You will notice that there are six basic divisions where we have tried to group together related programs. These divisions are Applied & Creative Arts, School of Business, Health Sciences, Hospitality, Tourism & Leisure Management, Human Studies and Technology.

This year we have included course descriptions, which are listed alphabetically at the end of each Academic Division section. So, if you wish to read the course description for Script Writing 1 (course FMTV100), which is included in the Film and Television Production curriculum, please go to the end of the Applied and Creative Arts Section,

where all the course descriptions are listed alphabetically.

All Academic Divisions require that students take Communications and General Studies courses. All of these course descriptions can be found at the end of the Human Studies section.

If you do not find the program you are looking for in the table of contents, look up the index in the back of the book where all our programs are listed alphabetically. The programs are often under two different names. For example, Retail Floriculture is also listed under Flower Shop Management. An asterisk in front of a program means that Humber is the only college to offer this program in Ontario.

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## Humber is your Best-Choice College

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As Canada's largest community college, Humber offers 123 programs, all of which take your skills and interests in new directions. Countless opportunities exist for you to develop as fully as you wish. You can study anything from Advertising Design to Ski Resort Operations and Management.

This calendar describes the

wide range of day programs offered at Humber as well as admission requirements and curriculum for each. Because Humber offers so much, chances are you will find the best program for your needs and interests. This calendar can lead you to your best choice.

If you have further questions, contact the Registrar's office at 675-5000.

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## Fees and Financial Assistance

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### Fees

The fees listed below are effective September 1, 1988 for the 1988/89 academic year. The information is accurate at time of printing but may change at any time subject to the approval of the Ministry of Colleges and Universities and/or the college's Board of Governors.

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### Tuition Fees

Tuition fees are determined by the Ministry of Colleges and Universities and are standard throughout Ontario.

a) Post-secondary programs. Canadian citizens or permanent residents: The standard tuition for a normal two semesters (32 weeks) is — \$650.00.

b) Post-secondary programs. For foreign students: The standard tuition for a normal two semesters (32 weeks) is — \$5,405.00.

**Exceptions:** Students who are exempt from payment of foreign student tuition fees as outlined by the Ministry of Colleges and Universities.

**Note:** some program tuition fees may be different than stated above depending on the length of the program or other factors as set by the Ministry of Colleges and Universities.

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### Confirmation Fees

Applicants offered admission to a post-secondary program will be required to reserve their seat by paying a \$50.00 non-refundable confirmation fee by the date shown in the admissions offer. The confirmation fee is a partial pre-payment of the standard tuition fee. Failure to remit this confirmation fee by the date shown may result in the loss of a seat in the program. Foreign students will be required to pay full fees by the date shown in the admissions offer.

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### Incidental Fees

Incidental fees are collected on behalf of the Student Council and are determined by the student council and the college's Board of Governors.



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## Fees and Financial Assistance (cont'd.)

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Incidental fees are charged to all students in post-secondary programs and the standard fee for a normal two semesters (32 weeks) is \$85.00.

Please see the Student Association Council for details.

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### Co-op Fees

An additional fee of \$137.50 will be charged to all qualified students who intend to proceed to a 16-week co-op work term as part of their regular post-secondary program. The fee will be applied to each term where the work placement occurs. Students pursuing a double co-op term (32 weeks) (depending on program) will be charged \$275.00.

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### Equipment Deposit

An equipment deposit of \$100.00 is levied for some programs and covers breakage of equipment used by students. This amount is refundable at the end of the year after clearance authorization is received from the program coordinator. This deposit will be identified in the information mailed to all students prior to enrolment.

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### Part-Time Day Studies

The standard tuition fee is \$1.50/credit hour as governed by the Ministry of Colleges and Universities. For continuous learning evening studies, please consult the Humber College Inroads calendar.

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### Fees for Adult Training Programs

The standard tuition fee for adult training programs is \$16.65 per week (subject to change). Please refer to individual descriptions for program duration.

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### Method of Payment

Fee payments will be accepted by cash, certified cheque, money order or chagex. (Students who intend to pay by chagex, other than their own, must have written approval from the card holder.)

Payments are to be made payable to Humber College. Please do not send cash in the mail.

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### Late Payment Charge

Students who fail to pay fees by the published deadlines may be required to pay a late payment charge. This charge is levied by the Office of the Registrar according to the program and the availability of seats in the program. The late payment charge (\$25.00) is applied at the time the payment is received or by the postal date if applicable.

Note: Late payment of fees may result in the loss of a program seat.

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### Tax Receipts

Official receipts are issued for tuition fees only and are mailed in February of each year. The receipt covers the previous year's studies.

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### Failure to Pay Fees

Failure to pay fees may result in the withdrawal of an offer of admission. It is essential that students pay fees by the stipulated deadline dates.

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### Application for Refund

A refund for a course or program will be issued only if a student applies in writing to the Office of Registrar on the close of business on or before the tenth school day after the start date of the course or program. (Certain courses that start later and/or are condensed may have different refund periods. See the evening calendar for details.)

Note: That confirmation fees are non-refundable.

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### Sponsorship

Sponsorship generally means that the student's fees will be paid by the sponsor. Students may receive living allowances and/or book costs as well. Typical sponsors would be the Department of Indian and Northern Affairs, Vocational Rehabilitation Services (Ministry of Community and

Social Services) and Workers Compensation Board.

Students who wish to apply for sponsorship must contact the agency involved and request that authorizations for sponsorship be submitted to the Registrar's office in writing prior to registration. Many programs are approved for sponsorship by the Canada Employment and Immigration Commission. Contact your nearest Canada Employment Centre for more details.

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### Communication Courses

All freshmen students at Humber College are assessed in English to determine language competency. Based on the assessment results some students will be required to enrol in an additional English course to help improve their communication level. These students will then take the other communication courses in more senior semesters. Our experience has shown that the extra course significantly enhances students' abilities to achieve good results in subsequent English courses and in their program.

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### Financial Assistance

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#### Ontario Student Assistance Program

The Ontario Student Assistance Program, or O.S.A.P., has a number of plans to help

you meet the cost of full-time post-secondary study. The amount of funds that may be granted does not cover the full cost of coming to College. Each application is assessed on the basis of resources, real or expected, available to the student. The amount granted will vary depending upon the resources available as determined by the O.S.A.P. assessment, and allowable costs for each program.

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#### Canada Student Loans Plan

This program provides subsidized loan assistance to students who are registered in an approved certificate or diploma program which lasts at least 12 weeks. To qualify for a Canada Student Loan, you must take at least 60 percent of a full course load as defined by Humber College.

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#### Scholarships and Bursaries

Scholarships and bursaries, donated by corporations, community organizations and individuals, are also available. Scholarships are awarded according to the donor's specifications to students who achieve academic excellence. Bursaries are awarded on the basis of need but marks are taken into consideration.

Humber does not offer any entrance bursaries or scholarships.

For more information on financial assistance call the Financial Aid office at 675-5001.

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## Student Services

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### Athletics

While at Humber, you are welcome to take advantage of our excellent athletic facilities. We have squash courts, gymnasiums, weight training rooms, saunas, jogging areas and more.

If you prefer team sports,

there is a variety of varsity and intramural activities which range from basketball and soccer to ice hockey. Or, if you just want to get in shape, we have regular fitness classes during the day and in the evenings. Come as often as you like, but remember to bring your student card.



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## Student Services (cont'd.)

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For more information call the North Campus Athletic Department at 675-5097.

### Counselling Services

Deciding on the program that is right for you is not always an easy task. Neither is choosing an alternate program if you can't have your first choice. Our counsellors will help you find information and make decisions even before you start classes.

Once you are a student at Humber, our counsellors can help you with a wide range of concerns. If you want to further define your career plans, our counsellors can help; you might consider interest assessment and testing, or use CHOICES, a computerized career search system. Our Career Resource Centre has information on a wide range of occupations, potential employers, and other work/study options. If attending college proves more difficult than you anticipated, our counsellors can show you learning and study skills that work. Our free Peer Tutoring program will match you with a trained student tutor to assist you. Perhaps there will be personal concerns that you would like to discuss in a confidential setting. Our counsellors can help you develop self-understanding, increase your self-confidence, learn to manage stress, and improve your relations with others.

To explore the ways in which we can help you achieve your goals make an appointment with a counsellor on your campus. Drop by or phone:

North Campus: Room C133, 675-3111 ext. 5090.

- Human Studies, Room K201.

Lakeshore: Room A120, 252-5571 ext. 3331.

Keeleesdale: Room 7, 763-5141.

### Day Care Facilities

Students with children are welcome to use either the Children's Activity Centre,

the Child Development Centre, the North Campus Day Care or the Humber Woodbine Day Care.

The Children's Activity Centre cares for children between the ages of 16 months to seven years on a part-time basis (up to 24 hours a week). Students using this service must be at the North Campus.

The Child Development Centre offers full-time care for infants up to five years of age, as well as children with special needs.

The Day Care Centre offers full-time care for children between the ages of eighteen months to six years. A full day kindergarten program is provided.

The Humber Woodbine Day Care offers full-time care for children from birth to five years of age and is located in the Woodbine Shopping Mall. The three other centres are located at the North Campus.

For more information about these services and their fee, call: Children's Activity Centre - 675-3111, Ext. 4430; Humber College Day Care - 675-5073; Humber Woodbine Day Care - 675-4074 and Child Development Centre - 675-5057.

### Food Services

Whether you want a nutritious snack or a hot lunch or dinner, the Food Services Department strives to provide you with quality food at reasonable prices. Food Service outlets at the North Campus include the Humberger, The Pipe (main cafeteria), The Burger Bar, and Swirls. Operating hours vary but at least one outlet is open each week day until 9:00 pm, except Friday. On Saturdays the Humberger is open from 8:00 am to 1:30 pm. The Lakeshore, Queensway, Keeleesdale and Osler Campuses also have cafeterias which provide hot meals and light snacks. For detailed hours of operation you may contact the Food Services Department at 675-3111

ext. 4250. Beverages and snacks are available from vending machines at the York Eglinton Centre. Caps, a pub and deli located at the North Campus, is open to all Humber College students from Monday to Friday. Entertainment is scheduled regularly.

### Students With Special Needs

Students who will require special services in order to participate in the learning experiences offered by Humber College are encouraged to make known their special needs as early as possible to the Admissions or Counselling Office so that appropriate accommodations may be determined and arranged. All campuses are fully accessible. Arrangements are possible for note takers, readers and other services that may be required to support the learning process.

### Housing

If your decision to attend Humber involves a move to Toronto, the process of finding suitable accommodation can be made much easier by taking the advice of experienced student "home hunters".

- 1) Be organized
- 2) Start your search early in August or even in July; and
- 3) Use Humber's Housing Registry

Humber's Housing Registry has listings for rooms in houses/apartments, self contained flats, some apartments, houses and a "roommates wanted" list. Our staff is friendly and knowledgeable, and can help familiarize you with your options. We can advise you on such things as the location of the accommodation, transportation routes, rental costs, shopping areas, and MORE! We can take some of the guesswork out of finding a place to live.

Telephones are available for use during your search as well as numerous brochures with information and tips to make your stay in Toronto enjoyable.

For information, call the:

Off-Campus Housing Office  
Room A116  
Student Centre  
(416) 675-5053

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### Campus Stores

The North, Lakeshore, Queensway and Keeleesdale campuses all have bookstores where you can purchase textbooks, supplies and candy. There is a post office located in the North campus bookstore.

### Career Services

Finding a job takes hard work and determination. Although no one can find a job for you, we can help. Throughout the year the Career Service Centre posts hundreds of summer, part-time and career-oriented jobs.

When you come to the Career Service Centre, the staff can give you tips on job search and interview techniques and writing effective letters and resumes. The College also provides on-campus interviewing facilities.

With our assistance you can be one of the 90% + Humber students who find employment every year.

Each campus has a Career Service Centre. For information on job opportunities or services available call or drop by the office serving your campus.

North 675-5028 C133  
Lakeshore 252-5571 A120  
Queensway 252-9441  
Keeleesdale 763-5141

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### Transportation

Humber campuses can be accessed using public transportation connections, within the Metro Toronto, Mississauga, Brampton, and Vaughan areas. Contact your local public transit authority for details of possible routes.

The College provides service with our own buses along a few pre-determined scheduled routes to and from selected areas as well as some inter-campus connections. Detailed information on bus routes, schedules, ticket and semester pass costs are available by call-



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## Student Services (cont'd.)

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ing our Transportation Department at 675-5015.

### Peer Tutoring

To help students who are having difficulties in some subjects, the Counselling department and the Student Association Council have set up a system of peer tutoring. Successful students are trained to provide assistance in a specific subject. To arrange for a tutor, at no cost to you, contact the Counselling Department in room C133.

### Library Services

The Learning Resource Centre at each campus is well stocked with books, magazines, newspapers, audio-visual materials, and other reference sources. These will be useful when needed for course assignments, essays and reports. You may wish to browse through the collection simply for personal enrichment. The audio-visual equipment and materials will add professionalism to your presentations.

Your student identification card will be affixed with a special bar code that will entitle

you to borrow LRC materials. Please treat it like a credit card as you will be responsible for any items borrowed on your card.

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

### Special Needs Learning Materials

Humber College has a new service to provide Special Needs Learning Materials. Students requiring textbooks transcribed onto tape, or BRAILLE may contact the North Campus or Lakeshore Campus LRC.

### Parking

Parking is available at a reasonable cost at all campus locations except York-Eglinton. Space is limited at some locations — we suggest you purchase your parking permits at the Campus Stores as early as possible. Permits are sold exclusively on a "first-come, first-served" basis. Lakeshore and North Campuses also have Daily Pay parking facilities.

### a) Tuition Criteria

A post-secondary program of study prescribes the number and types of courses, including Communications and General Studies, leading to a post-secondary certificate or diploma. Upon payment of the prescribed tuition fees (exclusive of any additional program costs), a duly registered student is entitled to receive instruction to the maximum number of courses as set out in the official program of studies for each semester of the program. Should a student wish to take one or more additional credits, to repeat a course taken previously, or be required to take remedial courses, additional tuition fees will be charged for each course beyond the established number of courses/credits for the prescribed semester.

### b) English Communications Courses

English Communications courses are designed to ensure that a student develops an adequate level of communication skills in listening, speaking, reading and writing. Students will be required to complete Communications 200 and 300 prior to graduation, unless granted an Exemption in one or both of these required courses.

### c) Remedial Activities

Students who demonstrate that they are functioning below an acceptable level in English and/or Mathematics may need to take Communications 100 (Language Skills) and/or participate in remedial mathematics activities in addition to the normal Communications and Mathematics courses in their program.

Courses that are delayed due to the need for remedial work must be taken at a later point in the program. These courses may be taken in the day or the evening. However, when they exceed the number of courses or credits normally allowed for the semester of the program, the student will be required to pay the additional fee.

### d) General Studies

General Studies courses are those that are designed to broaden a student's understanding of the social and cultural environment in which he/she will be living and working after graduation from the College.

Students are generally required to complete four (4) General Studies courses. Certain specific programs may require their students to study fewer than four General Studies courses. Such information will be specified in the program of study.

### 3. Continuing Education Programs and Courses

Humber College offers a wide variety of Continuing Education (CE) programs and individual courses that are outlined in the Inroads calendar and in individual brochures.

Upon payment of tuition fees and any additional course costs (if applicable) a qualified student is entitled to receive instruction to the maximum number of hours per course(s) set out for each course/certificate in which he/she has enrolled.

Should a student wish to repeat a course for any reason, full course fees will apply.

### 4. Course Outlines and Evaluation

At the beginning of each course, students will receive from each instructor a course outline containing the necessary pre-requisite courses, the objectives of the course, the expectations in regard to student performance and attendance, and the evaluation to be employed.

Except for general interest courses the evaluation process will normally be progressive; that is, by a series of written and oral or other assignments throughout the duration of the course. A comprehensive final examination may be part of the evaluation in each course or program.

In cases where a course outline does not specifically offer a method of making up late as-

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# Post-Secondary Academic Regulations

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## 1. Student Responsibility

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

the office of their Divisional Dean or the Office of the Registrar.

## 2. Post-Secondary Programs of Study

You are in a post-secondary program or a post-secondary course if you are registered in any day program that is designated post-secondary in our full-time calendar or related literature or in a course that is a part of any post-secondary program.



## Post-Secondary Academic Regulations (cont'd.)

signments and/or missed tests, the failure to write tests or miss assignment deadlines may result in a mark of zero (0) for the activity.

### 5. Grading and Credit Accumulation

The Grading System for evaluating student performance is as follows:

(a) Marks will be reported in percentages unless otherwise indicated in course outlines.

(b) A pass in each course will be sixty (60) percent. Credits will only be earned for courses with passing grades.

**Note:** Some Continuing Education (CE) courses have special grading methods. These will be included in the course outlines. In addition, in some of these course grades will be issued to students under the auspices of Humber College but will be assigned by an external organization eg, Ontario Real Estate Association. Also note that many general interest courses will not be graded nor will they carry with them any academic credits.

#### (c) Repeated Courses

Where a student repeats a course and achieves a higher grade, the previous grade will be deleted from his/her transcript but will remain in the student's comprehensive record. (Used for internal purposes only).

#### (d) Audit

Where applicable, a student may apply to audit a course. The request to audit a course must be submitted at the time of registration for that course. A student must obtain written permission to audit a course from the appropriate Chairman and present the authorization to the Registrar's Office. Students who are auditing courses will not be evaluated nor will credits be earned. The normal fee applies.

#### (e) Aegrotat Grades

Aegrotat Standing applies to those students whose performance, over a significant

proportion of the course(s), was fully satisfactory but where, because of personal reasons, such as illness, the student was unable to complete the course. In the case of illness, the student is required to provide the Dean with a medical certificate attesting to the personal illness. Courses in which aegrotat standing has been granted will not count toward the computation of the final weighted average. Aegrotat Standing is granted by the Registrar to a student on the recommendation of the appropriate Dean.

#### (f) Grade of GNE

When a student fails to withdraw from a course according to these regulations they will receive either the actual grade earned in the course or if no grade has been earned will receive a grade of GNE (Grade Not Earned). A grade of GNE will be calculated as a grade of 0.0 in the grade point average calculation.

#### (g) Exemptions - Advanced Standing

Advanced Standing is awarded when a student is granted credit for work completed which is equivalent in content to work covered in the course in question, and no other course needs to be substituted.

Students seeking Advanced Standing must provide certified transcripts, course outlines, and/or other documentation or proof to the Registrar's Office. Students will be given Advanced Standing by the Registrar, on the recommendation of the appropriate Chairman. Advanced Standing may be granted under the following conditions:

(i) Students who have successfully completed certain Grade 13 or Ontario Academic Credit courses and/or post-secondary courses may receive Advanced Standing in all equivalent courses, providing they have attained at least a grade of 60% or equivalent in that course.

(ii) Students who transfer from one Humber College program to another will be given credit in all courses common to both programs for graduation purposes. However, grades for courses taken prior to the current program will not be calculated in the term and program grade point averages in the new program.

(iii) The College may grant Advanced Standing for relevant experience comparable to certain courses of study or "units of learning". Advanced Standing is granted only for demonstrated ability to meet a "pass" standing in the knowledge and skills objectives of specific courses or units of learning. The assessment of an applicant's competencies in specified knowledge and skills objectives may employ a variety of techniques including, but not limited to, oral and/or written tests, essays, portfolios, transcripts from other institutions and references. Where Advanced Standing is approved, the student will be informed, in writing, by the Office of the Registrar.

A grade of exempt will be recorded for courses in which Advanced Standing has been granted and this grade will not count toward the computation of the final weighted average. It is a student's obligation to apply for Advanced Standing through the Office of the Registrar.

**Note:** When an Exemption is granted to a student who is registered in a Post-Secondary program the student may be permitted by the appropriate Divisional Dean to take an alternate, relevant course without additional cost. The alternate course may only be taken in the semester where the exemption applies. This opportunity is made available to full-time students to ensure that Exemptions do not force students into a part-time status.

### 6. Full-Time/Part-Time Status - Post-Secondary Programs Courses/Credits

A student is considered to be a full-time student if he/she

is officially enrolled in at least 66 2/3% of the courses or 70% of the credits prescribed for their current semester in their current program. (Note: The requirements for full-time status are higher for the purposes of claiming OSAP - See your Financial Aid Officer for details.)

### 7. Tuition Fees - Post-Secondary Programs

A student will be charged \$1.50\* per credit hour enrolled up to \$325.00 plus the applicable Student Activity Fees. Should a student wish to take one or more courses beyond the maximum allowed for the semester, additional tuition fees will be charged at the rate of \$1.50\*/credit hour.

Also see Number 6 regarding full-time status.

\*Subject to Ministry increase effective Fall 1988.

### 8. Withdrawal from Courses and Programs/Refunds

#### a) Voluntary

A student may withdraw from any post-secondary course or program without academic penalty up to ten (10) college days after the recording of the mid-semester grade. Regarding all other non post-secondary courses this deadline date is the mid-point of the course (eg. Continuing Education courses). Procedures for withdrawal from a course or a program (in whole or in part), are initiated with the Registrar's Office. During the withdrawal procedures students may be required to speak with their Chairman or Dean. Also see: Refunds 8(d). **Note:** Full-time status may be jeopardized if students drop too many courses. See item 6.

#### b) Compulsory

A student may be required to withdraw from a course, a program or from the College for "just cause". Included in "just cause" is consistent failure to meet the objectives of the course or program, inappropriate classroom/lab or other behaviour, failure to pay fees, submission of false documents or information for admission purposes, etc. A stu-



## Post-Secondary Academic Regulations (cont'd.)

dent will be informed if he/she is formally withdrawn from a post-secondary program.

### c) Dismissal from Class

The faculty may ask a student to leave a class session if the student's behaviour interferes with the learning process. A dismissal from a class session will be brought to the attention of the appropriate academic administrator by the faculty.

### d) Refunds

A refund for a course or program will be issued only if a student applies in writing to the Office of the Registrar by the close of business on or before the tenth school day after the start date of the course. (Certain courses such as Continuing Education (CE) courses that start later and/or are condensed have different refund periods. See the Inroads calendar or the back of the CE Admit to class form for details.)

### 9a) Transfers – Post-Secondary Programs

Any student who wishes to transfer from one post-secondary program to another must apply to the Registrar's Office. The normal admission requirements and order of priority may apply to admission to the new post-secondary program.

See 5g(ii) for regulations regarding the transfer of course credits when program transfers are approved.

### 9b) Transfers – Continuing Education (CE) Courses

All transfer requests must be made in person through the Continuing Education (CE) Registration Office. You may transfer from one course to another where enrolment permits. You may only transfer from a course prior to the start of the third regularly scheduled class. Two transfers per semester are permitted without charge; if you wish to transfer a third time a service fee of \$10.00 will be charged.

Note: A student may not

transfer from one semester to another.

### 10. Re-admission

Any student who has been withdrawn from a program and wishes to reapply for that or another program is subject to (a) the re-admission policy of the program involved and (b) the full admission requirements for that program.

### 11. Probationary Status – Post-Secondary Programs

Students who do not meet the total admission requirements or students whose general performance is "unsatisfactory" may be classified as "probationary". Probationary Status may involve the requirement to complete specific remedial activities. If performance is "unsatisfactory" at the end of the probationary period, they may be asked to withdraw from the program or counselled to consider other ways of continuing their education. A Probationary Student will be notified in writing, of that status by the appropriate Dean.

### 12. Graduation

To Graduate from a program, the following conditions must be satisfied:

(a) It is the student's responsibility to be aware of all graduation requirements for the program from which they expect to graduate.

(b) Students must have taken at least twenty-five (25) percent of their credits for the program at Humber College.

(c) Students must have successfully completed the requirements of the program in effect at the time of graduation unless alternate arrangements have been approved by the Dean, in writing. This will include any changes made to advanced semesters while the student is "in progress" in a program but would not include changes in semesters that have already been completed.

(d) Students who interrupt

their full-time studies and return at a later date will be required to meet the program requirements in effect at the time of their return to the College. Also, students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College unless alternate arrangements have been approved by the Dean, in writing.

(e) Students who achieve an 80% or better weighted average for their program will graduate with Honours. (See 5g (ii).)

### 13. Convocation/Diplomas and Certificates

(a) A student must apply to attend the Convocation Ceremony by completing an application to Convocate form available from the Registrar's Office. A fee of \$10.00 is charged. The form must be completed 7 weeks prior to the date of convocation.

Post-Secondary students who do not attend convocation will have their diplomas or certificates mailed after convocation.

(b) A Student who completes a certificate or diploma on a part-time basis must notify the Registrar's Office. Diplomas or certificates will then be mailed out if the student does not wish to attend Convocation (13a).

### (c) Academic Awards

Academic awards are presented each year. The criteria for these vary from award to award and may be obtained from the Awards Officer.

### 14. Plagiarism and Cheating

Plagiarism is the act of submitting as your own, material which is in whole or in substantial part someone else's work. Students are expected to acknowledge the sources of ideas and expressions they use in essays, reports, assignments, etc. Failure to do so is dishonest and subject to serious academic penalty up to and including expulsion. Submission of a term paper written in whole or in part by someone other than oneself,

or copying of an answer or answers of another student in any test, examination or assignment also constitutes plagiarism.

Cheating on exams, tests, etc. is also subject to an academic penalty up to and including suspension.

### 15. Appeal Procedure

Where a student disagrees with a grade received or any decision resulting from the Academic Regulations, the following informal procedure should be followed before making a formal appeal:

(a) Discuss the matter with the faculty member in an attempt to resolve the disagreement.

(b) The student will discuss unresolved matters with the Program Coordinator.

(c) If the student is not satisfied at this point the student meets with the Chairman and the Dean to attempt to finally resolve the situation at the Divisional level.

If the student is still not satisfied, a formal Appeal in writing may be initiated to the Registrar. Such documentation must be completed within six (6) weeks from the end of the course. Full details on the appeal procedures are available in the Registrar's Office.

The outcome of the Appeal will be officially communicated to the student and all parties involved in the formal Appeal.

### 16. Supplementary Examination

(a) Applicable policies can be obtained from the office of the Divisional Dean.

(b) Course outlines will reflect the policy of Supplementary Examinations.

### 17. Indebtedness – Outstanding Fees

Students with outstanding fees or other indebtedness will not be eligible to receive any grades, transcripts, certificates or diplomas until all amounts owed to the College are paid.

These regulations are in effect for the academic year 1988/89.



## Post-Secondary Academic Regulations (cont'd.)

The College reserves the right to change curriculum requirements as necessary.

## Post-Secondary Calendar of Events 1988/89

### Fall 1988

Week of 29 August-2 September	Orientation
Monday, 5 September	Labour Day – College Closed
Tuesday, 6 September	Start of Semester
Monday to Friday, 12-16 September	First week of Continuing Education Classes
Monday, 19 September	Last day to add or drop a Post-Secondary course for refund purposes Deadline for full or partial refund application
Monday, 10 October	Thanksgiving – College Closed
Friday, 28 October	Mid-semester grades processed
Friday, 11 November	Last day to drop a course without academic penalty
Saturday, 3 December	C.L. Registration begins (Winter '89)
Friday, 18 November	Fees due for Winter semester
Wednesday, 21 December	Last Day for Classes/Tests/Examinations
Thursday, 22 December	Final grades processed 12:00 noon
Friday, 23 December at 4:30 p.m. to Monday, 2 January 1989 at 8:30 a.m.	Christmas Break – College Closed

### Winter 1989

Monday, 2-6 January 1989	Registration Week
Monday, 9 January	Start of Semester*
Monday to Friday, 16-20 January	First week of Classes of Continuing Education
Friday, 20 January	Last day to add or drop a Winter Post-Secondary course for refund purposes Deadline for full or partial refund application
Friday, 3 March	Mid-semester grades processed

Monday, 6 March to Friday, 10 March	Reading Week
Friday, 24 March	Good Friday – College Closed
Monday, 27 March	Last day to drop a course without academic penalty
Friday, 7 April	Fees due for Spring semester
Wednesday, 3 May	Last day of classes/tests/examinations
Thursday, 4 May	Final grades processed 12:00 noon

### Spring 1989 (only applicable to some programs)

Monday, 8 May	Start of Spring Semester*
Monday to Friday, 8-12 May	First week of Classes of Continuing Education
Friday, 19 May	Last day to add or drop a Spring Post-Secondary course for refund purposes Deadline for full or partial refund application
Monday, 22 May	Victoria Day – College Closed
Week of June 12-17	Convocation
Friday, 30 June	Mid-semester grades processed
Monday, 3 July	Canada Day-College Closed
Tuesday, 4 July	Fees due for Fall Semester – freshmen students – returning students
Friday, 14 July	Last day to drop a Spring course without academic penalty
Monday, 7 August	Civic Holiday – College Closed
Wednesday, 23 August	Last day of classes/tests/examinations
Friday, 25 August	Final grades processed 12:00 noon
Monday, 4 September	Labour Day – College Closed

Notes 1) \*Different dates may apply for Federally sponsored and accelerated semester students. See your Program Coordinator.

### For Students Starting Classes in February 1989

Monday, 6 February	Start of Semester
Friday, 17 February	Last day to add or drop a Winter Post-Secondary course for refund purposes Deadline for full or partial Refund Application
Friday, 24 March	Good Friday – College Closed
Friday, 31 March	Mid-semester grades processed
Friday, 14 April	Last day to drop a course without academic penalty
Friday, 26 May	Last day of classes/tests/examinations
Monday, 29 May	Final grades processed 12:00 noon

**Waiver: Dates may change at the discretion of the College.**



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## Applied and Creative Arts Programs

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### Please Note

The following Applied & Creative Arts programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## Applied and Creative Arts

### Arts Programs

## Arts Administration

Post-Diploma Program High School Graduates are not eligible.

Arts in Canada is a growth industry dependent upon the talents and expertise of trained administrators — administrators with strong business skills and a genuine commitment to and understanding of the arts.

In an effort to meet the needs of this ever expanding industry, Humber College is introducing a program in arts administration — a program designed specifically for mature students with previous experience in the field. It is Humber's view that in order to be effective, the arts administrator must have the adaptability, the human relations skills, and the organizational ability that come with a certain level of maturity.

Offered on a part-time ba-

sis, the Arts Administration Certificate Program requires the successful completion of seven courses including: Communications and Human Relations, Financial Management, Arts and the Law, Board and Personnel Management, Tour Management, Fundraising and Public Relations and the Arts.

All courses were developed based on the input of arts professionals who will continue to work with us to ensure student success and program relevancy.

Classes will be held at Humber Lakeshore Campus, 3199 Lakeshore Blvd. W., Toronto. This location is readily accessible by public transit. If you plan to relocate from out-of-town for the summer session, we can help. Please call for assistance.

For information please contact Joel Greenberg, (416)675-5054 or 675-3111.

## Creative Photography

### North Campus

#### Four semesters beginning September

A picture is worth 10,000 words, and today's society is one in which photographs are a major communication tool. If you wish to combine artistic skills with a business sense,

photography could be the career for you. The two-year program offers you photographic technology, creative techniques, support skills and practical applied photography training.

You will study lighting, studio and darkroom techniques,

theory for black and white and colour photography. The objective of the program is to train you in the many dimensions of the profession: portrait/wedding, architectural, industrial and commercial, fashion photography.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview and information session at which time you will present a portfolio for evaluation. The portfolio may be of colour or black and white prints or colour transparencies
- preparation of an essay as to why you have chosen photography as a career
- senior physics, or senior

chemistry and grade 11 business & consumers mathematics, all at the general level are strongly recommended

### Job Opportunities

Graduates work in studios, corporations and institutions, and in industry, as freelance professionals. A 100% placement was enjoyed in the past two years.

### Additional Costs

First-year students are expected to bring a 35 mm camera, with 3 lenses, tripod, meter, tank, auxiliary equipment and supplies. A rental package consisting of a 4x5 camera, case and other accessories is made available to the 1st year student. Second year students will have to purchase supplies and equipment that may also cost an additional \$2,500.

### Curriculum

Semester 1 (23 hours/week)		Credits
FOTO100	Photography Studio 1	3
FOTO101	Elements of Photographic Design 1	2
FOTO102	Photography Lighting 1	3
FOTO103	Photography Applied 1	3
FOTO104	Photography Darkroom Techniques 1	3
FOTO105	Photography Theory 1	2
COMM200	Communications 200	4
GNE D	General Education	3
Semester 2 (23 hours/week)		Credits
FOTO200	Photography Studio 2	3
FOTO201	Elements of Photographic Design	2
FOTO202	Photography Lighting 2	3
FOTO203	Photography Applied 2	3
FOTO204	Photography Darkroom Techniques 2	3
FOTO205	Photography Theory 2	2
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE D	General Education	3
Semester 3 (24 hours/week)		Credits
FOTO306	Photography Colour Process	4
<i>Pre-Req:</i>	Successful completion of first year.	
FOTO307	Photography - Graphics 1	2



### Creative Photography (cont'd.)

FOTO300	Photography Studio 3	3
FOTO302	Lighting 3	3
FOTO303	Photography Applied 3	4
FOTO304	Darkroom Techniques 3	3
FOTO305	Photography Theory 3	2
GNE	General Education	3
<b>Semester 4 (22 hours/week)</b>		<b>Credits</b>
FOTO406	A/V Techniques	2
FOTO402	Professional Studies	3
FOTO400	Photography Studio 4	2
FOTO401	Photography Colour Techniques	3
FOTO403	Photography Applied 4	4
FOTO405	Photography Theory 4	2
MKTG440	Photography - Marketing/Business Management 2	2
GNE	General Education	3

## Fashion Arts: Modelling, Fashion and Cosmetic Management

### North Campus

#### Four semesters beginning September

Success in fashion, cosmetics, modelling and related careers, requires more than training in skills and techniques to be used on the job. It also depends on the development of a professional attitude to personal appearance, to industry expectations, and to communication skills.

The first year of the program is the same for all students. It is during this year that an awareness of special interests and talents is gained. Knowledge of products and the marketplace provides the background for the management level courses of the second year, in either fashion or cosmetics. In addition, a modelling option is available.

Field trips include fashion shows, cosmetic outlets, photography studios, the whole-

sale garment industry, and fashion centres within Metropolitan Toronto.

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

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an orientation session at which time you must present a resume outlining:
  1. any part-time or full-time work — especially in fashion, beauty or cosmetics
  2. special interests
  3. career objective

#### Job Opportunities

Armed with resumes and

carefully prepared professional portfolios, graduates will look for jobs in wholesale agencies, as fashion photography stylists, as cosmetic repre-

sentatives or product managers, as make-up artists, as fashion models, and as skilled sales and management personnel in both the fashion and cosmetic industries.

### Curriculum

#### Year 1

Semester 1		Credits
FASH100	Cosmetic, Beauty and Health Theory 1	3
FASH101	Cosmetic Applications 1	3
FASH102	Basic T.V. Techniques 1	2
FASH103	The Fashion Industry	3
FASH104	Fashion Coordination	2
FASH105	Fashion and Cosmetic Industry Orientation 1	3
COMM200	Communications 200	4
GNE	General Education	3

Semester 2		Credits
FASH200	Cosmetic Beauty and Health Theory 2	3
FASH201	Cosmetic Applications 2	3
FASH202	Basic T.V. Techniques 2	2
FASH203	Entrepreneurship in the Fashion Industry	3
FASH204	Fashion and Beauty Promotion	2
FASH205	Fashion and Cosmetic Industry Orientation 2	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE	General Education	3

#### Year 2 Modelling Option

Semester 3		Credits
MODL300	Cosmetic Practice: Fashion	2
FASH300	Presentation Tech., Commercials and Fashion Videos	1 2
FASH301	Fashion Marketing Strategies 1	2
MODL301	Fashion Modelling Employment Placement 1	4
MODL302	Choreography and Fashion Show Production	4
FASH302	Cosmetic and Beauty Management 1	4
FASH303	Fitness Techniques and Practice 1	2
GNE	General Education	3
Semester 4		Credits
MODL400	Cosmetic Practice: Fashion Modelling 2	2



### Fashion Arts: Modelling, Fashion and Cosmetic Management (cont'd.)

FASH400	Presentation Tech., Commercials and Fashion Videos	2 2
FASH401	Fashion Marketing Strategies 2	2
MODL401	Fashion Modelling Employment Placement 2	4
MODL402	Cosmetic and Beauty Management 2	4
MODL403	Modelling For Fashion Photography	4
FASH402	Fitness Techniques and Practice	2
GNEC	General Education	3

### Year 2 Fashion and Cosmetic Management Option

Semester 3		Credits
FASH302	Cosmetic and Beauty Management 1	4
COSM300	Cosmetic Practice. Make-up Artistry 1	2
FASH300	Presentation Tech., Commercials and Fashion Videos	1 2
FASH301	Fashion Marketing Strategies 1	2
COSM301	Fashion and Cosmetics Employment 1	4
FASH303	Fitness Techniques and Practice 1	2
COSM302	Styling For Fashion and Beauty	4
GNEC	General Education	3

Semester 4		Credits
COSM400	Cosmetic & Beauty Mgmt 2*	4
COSM401	Cosmetic Practice. Make-up Artistry 2	2
FASH400	Presentation Tech., Commercials and Fashion Videos	2 2
FASH401	Fashion Marketing Strategies 2	2
COSM402	Fashion & Cosmetics Employment 2	4
FASH402	Fitness Techniques and Practice	2
COSM403	Styling For Fashion Photography 2	4
GNEC	General Education	3

\*Compulsory subjects for each option = 13 hours.  
Optional subjects = 10 hours.

## Music

### North Campus

#### Six semesters beginning September

Unique in Canada, our Music Program has risen to inter-

national acclaim. Its renown stems from a dedication to teaching relevant commercial and jazz music, its big bands, alumni and faculty.

While all students take the same courses in the first year, you may then choose from three major areas: writing, performing or a combination of both. During these three years at Humber, you will participate in ensembles and be encouraged to compose original music and arrange existing repertoire for performance.

If you aspire to sing professionally, you will be interested in our dynamic vocal program. Although you will take many of the same courses as the instrumentalists, you will also join vocal jazz ensembles, acting and dance classes, and gain valuable experience by singing with Humber's bands and combos.

Each semester vocalists and instrumentalists receive private lessons.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- an audition on one major instrument (bass, brass, guitar, keyboard, percussion, vocal, saxophone, clarinet, flute)
- Music Theory Assessment

### Job Opportunities

Graduates find work in the areas of performing, teaching, arranging, composing and copying.

### Curriculum

Semester 1		Credits
MUSC103	Ear Training 1	2
MUSC104	Functional Keyboard 1	2
MUSC105	Major Instrument Workshop 1	2
MUSC106	Movement 1	2
MUSC107	Theory 1	4
MUSC108	World Music 1	2
MSBL100	Ensembles	4
COMM200	Communications 200	4
MAJR100	Major Instrument 1	4
MUSC102	Basic Improvisation 1	2

Semester 2		Credits
MUSC203	Ear Training 2	2
<i>Pre-Req:</i> MUSC103 Ear Training 1		
MUSC204	Functional Keyboard 2	2
MUSC205	Major Instrument Workshop 2	2
MUSC206	Movement 2	2
MUSC207	Theory 2	4
MUSC208	World Music 2	2
MSBL200	Ensemble/Improv. Lecture	4
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
MAJR200	Major Instrument 2	4
MUSC202	Basic Improvisation 2	2

After this first common year, students will be taking courses tailored to their major area of study; writing skills, performance or a combination of both.



**Music (cont'd.)**

<b>Semester 3</b>		<b>Credits</b>
MUSC303	Ear Training 3	2
MUSC306	Theory 3	2
MSBL300	Ensembles (Min)	4
GNED	General Education	3
MAJR300	Major Instrument 3	4
MUSC301	Acting 3	2

<b>Semester 4</b>		<b>Credits</b>
MUSC403	Ear Training 4	2
MUSC406	Theory 4	2
MSBL400	Ensembles (Min)	4
GNED	General Education	3
MAJR400	Major Instrument 4	4
MUSC401	Acting 4	2

<b>Semester 5</b>		<b>Credits</b>
MSBL500	Ensembles (Min)	4
GNED	General Education	3
MAJR500	Major Instrument 5	4
MUSC501	Acting 5	2

<b>Semester 6</b>		<b>Credits</b>
MSBL600	Ensembles (Min)	4
GNED	General Education	3
MAJR600	Major Instrument 6	4
	Music Electives	
MUSC601	Acting 6	2

\*Ensemble Courses and Credits are assigned by the Music Faculty. 144 Credits are required for Graduation. Music Elective and Ensemble courses to a total of 24 credits per semester are to be chosen as listed on Page 5.

<b>Semester Major Instrument 1:</b>		<b>Credits</b>
MAJR101	Major Inst. Bass 1	4
MAJR102	Major Inst. French Horn 1	4
MAJR103	Major Inst. Guitar 1	4
MAJR104	Major Inst. Keyboard 1	4
MAJR105	Major Inst. Percussion 1	4
MAJR106	Major Inst. Trombone 1	4
MAJR107	Major Inst. Trumpet 1	4
MAJR108	Major Inst. Tuba 1	4
MAJR109	Major Inst. Vocal 1	4
MAJR110	Major Inst. Woodwind 1	4

<b>Semester Major Instrument 2:</b>		<b>Credits</b>
MAJR201	Major Inst. Bass 2	4
MAJR202	Major Inst. French Horn 2	4

MAJR203	Major Inst. Guitar 2	4
MAJR204	Major Inst. Keyboard 2	4
MAJR205	Major Inst. Percussion 2	4
MAJR206	Major Inst. Trombone 2	4
MAJR207	Major Inst. Trumpet 2	4
MAJR208	Major Inst. Tuba 2	4
MAJR209	Major Inst. Vocal 2	4
MAJR210	Major Inst. Woodwind 2	4

<b>Semester Major Instrument 3:</b>		<b>Credits</b>
MAJR301	Major Inst. Bass 3	4
MAJR302	Major Inst. French Horn 3	
MAJR303	Major Inst. Guitar 3	4
MAJR304	Major Inst. Keyboard 3	4
MAJR305	Major Inst. Percussion 3	4
MAJR306	Major Inst. Trombone 3	4
MAJR307	Major Inst. Trumpet 3	4
MAJR308	Major Inst. Tuba 3	4
MAJR309	Major Inst. Vocal 3	4
MAJR310	Major Inst. Woodwind 3	4

<b>Semester Major Instrument 4:</b>		<b>Credits</b>
MAJR401	Major Inst. Bass 4	4
MAJR402	Major Inst. French Horn 4	4
MAJR403	Major Inst. Guitar 4	4
MAJR404	Major Inst. Keyboard 4	4
MAJR405	Major Inst. Percussion	4
MAJR406	Major Inst. Trombone 4	4
MAJR407	Major Inst. Trumpet 4	4
MAJR408	Major Inst. Tuba 4	4
MAJR409	Major Inst. Vocal 4	4
MAJR410	Major Inst. Woodwind 4	4

<b>Semester Major Instrument 5:</b>		<b>Credits</b>
MAJR501	Major Inst. Bass 5	4
MAJR502	Major Inst. French Horn 5	4
MAJR503	Major Inst. Guitar 5	4
MAJR504	Major Inst. Keyboard 5	4
MAJR505	Major Inst. Percussion 5	4
MAJR506	Major Inst. Trombone 5	4
MAJR507	Major Inst. Trumpet 5	4
MAJR508	Major Inst. Tuba 5	4
MAJR509	Major Inst. Vocal 5	4
MAJR510	Major Inst. Woodwind 5	4

<b>Semester Major Instrument 6:</b>		<b>Credits</b>
MAJR601	Major Inst. Bass 6	4
MAJR602	Major Inst. French Horn 6	4



**Music (cont'd.)**

MAJR603	Major Inst. Guitar 6	4
MAJR604	Major Inst. Keyboard 6	4
MAJR605	Major Inst. Percussion 6	4
MAJR606	Major Inst. Trombone 6	4
MAJR607	Major Inst. Trumpet 6	4
MAJR608	Major Inst. Tuba 6	4
MAJR609	Major Inst. Vocal 6	4
MAJR610	Major Inst. Woodwind 6	4

**Semester Major Instrument Performance 5 Credits**

MAJR701	M.I. Perf. Bass 5	4
MAJR702	M.I. Perf. French Horn 5	4
MAJR703	M.I. Perf. Guitar 5	4
MAJR704	M.I. Perf. Keyboard 5	4
MAJR705	M.I. Perf. Percussion 5	8
MAJR706	M.I. Perf. Trombone 5	4
MAJR707	M.I. Perf. Trumpet 5	4
MAJR708	M.I. Perf. Tuba 5	4
MAJR709	M.I. Perf. Vocal 5	4
MAJR710	M.I. Perf. Woodwind 5	8

**Semester Major Instrument Performance 6 Credits**

MAJR801	M.I. Perf. Bass 6	4
MAJR802	M.I. Perf. French Horn 6	4
MAJR803	M.I. Perf. Guitar 6	4
MAJR804	M.I. Perf. Keyboard 6	4
MAJR805	M.I. Perf. Percussion 6	8
MAJR806	M.I. Perf. Trombone 6	4
MAJR807	M.I. Perf. Trumpet 6	4
MAJR808	M.I. Perf. Tuba 6	4
MAJR809	M.I. Perf. Vocal 6	4
MAJR810	M.I. Perf. Woodwind 6	8

**\*Writing Courses, Level 2****Semester Music Elective Courses: Credits**

MELC309	Arranging For Small Band 3	4
MELC409	Arranging For Small Band 4	4
MELC310	Composition 3	4
MELC410	Composition 4	4

**Semester \*Writing Courses, Level 3 Credits**

MELC509	Arranging For Big Band 5	4
MELC609	Arranging For Big Band 6	4
MELC510	Composition 5	4
MELC610	Composition 6	4
MELC319	Lead Sheet Arranging 3	2

MELC419	Lead Sheet Arranging 4	4
MELC511	Orchestration 5	2
MELC611	Orchestration 6	2

\*Students who take writing courses are strongly advised to take Functional Keyboard classes beyond the required Level 1 and 2.

**Semester \*Performance Courses, Level 2 Credits**

MELC317	Dance and Choreography 3*	2
MELC417	Dance and Choreography 4*	2
MELC321	Intermediate Improvisation 3	2
MELC421	Intermediate Improvisation 4	2
MELC313	Repertoire Development 3	2
MELC413	Repertoire Development 4	2
MELC332	Solo Performance 3	4
MELC432	Solo Performance 4	4
MELC314	Vocal Minor 3	2
MELC414	Vocal Minor 4	2

**Semester \*Performance Courses, Level 3 Credits**

MELC521	Advanced Improvisation 5	2
MELC621	Advanced Improvisation 6	2
MELC513	Repertoire Development 5	2
MELC613	Repertoire Development 6	2
MELC512	Solo Performance 5	4
MELC612	Solo Performance 6	4

**Semester \*General Courses, Level 2 Credits**

MELC307	Functional Keyboard 3	2
MELC407	Functional Keyboard 4	2
MELC315	Percussion Minor 3	2
MELC415	Percussion Minor 4	2
MELC301	Recording & Sound Reinforcement	2
MELC302	Recording For The Performer	2
MELC303	Survey of Film Music	2
MELC304	Survey of Broadway Musicals	2
MELC316	Woodwind Minor 3	2
MELC416	Woodwind Minor 4	2

**Semester \*General Courses, Level 3 Credits**

MELC311	Careers and Finances	2
MELC507	Functional Keyboard 5	2
MELC607	Functional Keyboard 6	2
MELC510	Composition 5	4
MELC610	Composition 6	4
MELC312	The Music of Duke Ellington	2
MELC305	The Private Music Teacher	2



**Music (cont'd.)**

Addenda to the Curriculum: 1. Major Instrument subjects 1 through 6 may be a combination of private lessons and master classes, as determined by the Faculty to best serve the individual needs of the students. 2. Any student who fails a required subject must repeat that subject at the earliest offering of same. The taking of said subject will take priority on the student's timetable over any other subject. Students who are seriously in default of credits through failure may be barred from the ensembles program and major instrument subjects until such deficiencies are corrected. 3. Vocal Majors are required to take the following courses: Dance and Choreography 301, 311, 401, 411, 501, 601 and Acting for Vocalists 3, 4, 5, 6

Semester Ensemble Courses:	Credits
MSBL702 Big Band 1-2-3	4
MSBL703 Big Band 1-2-3	4
MSBL704 Big Band 1-2-3	4
MSBL705 Big Band 1-2-3	4
MSBL706 Big Band 1-2-3	4
MSBL707 Big Band 1-2-3	4
MSBL708 Big Band 4-5-6-7-8	2
MSBL709 Big Band 4-5-6-7-8	2
MSBL710 Big Band 4-5-6-7-8	2
MSBL711 Big Band 4-5-6-7-8	2
MSBL712 Big Band 4-5-6-7-8	2
MSBL713 Big Band 4-5-6-7-8	2
MSBL714 Wind Ensemble	4
MSBL715 Wind Ensemble	4
MSBL716 Wind Ensemble	4
MSBL717 Wind Ensemble	4
MSBL718 Wind Ensemble	4
MSBL719 Wind Ensemble	4
MSBL720 Small Band 1-2-3	4
MSBL721 Small Band 1-2-3	4
MSBL722 Small Band 1-2-3	4
MSBL723 Small Band 1-2-3	4
MSBL724 Small Band 1-2-3	4
MSBL725 Small Band 1-2-3	4
MSBL726 Small Band 5-25	4
MSBL727 Small Band 5-25	4
MSBL728 Small Band 5-25	4
MSBL729 Small Band 5-25	4
MSBL730 Small Band 5-25	4
MSBL731 Small Band 5-25	4
MSBL732 Vocal Performance Ensemble	4
MSBL733 Vocal Performance Ensemble	4
MSBL734 Vocal Performance Ensemble	4

MSBL735 Vocal Performance Ensemble	4
MSBL736 Vocal Performance Ensemble	4
MSBL737 Vocal Performance Ensemble	4
MSBL738 Vocal Ensemble	4
MSBL739 Vocal Ensemble	4
MSBL740 Vocal Ensemble	4
MSBL741 Vocal Ensemble	4
MSBL742 Vocal Ensemble	4
MSBL743 Vocal Ensemble	4
MSBL782 Vocal Ensemble 1	2
MSBL783 Vocal Ensemble 2	2
MDBL101 D.C. Bass 1	4
<i>Pre-Req:</i> Third semester standing as keyboard major.	
MDBL104 D.C. Keyboard 1	4
MDBL105 D.C. Percussion 1	4
MDBL110 D.C. Woodwinds 1	4
MDBL201 D.C. Bass 2	4
<i>Pre-Req:</i> MDBL104 Keyboard Doubling 1	
MDBL204 D.C. Keyboard 2	4
MDBL205 D.C. Percussion 2	4
MDBL210 D.C. Woodwinds 2	4
MDBL301 D.C. Bass 3	4
<i>Pre-Req:</i> Major Instrument 2	
MDBL304 D.C. Keyboard 3	4
MDBL305 D.C. Percussion 3	4
MDBL310 D.C. Woodwinds 3	4
MDBL401 D.C. Bass 4	4
<i>Pre-Req:</i> MDBL301 Bass Double 3	
MDBL404 D.C. Keyboard 4	4
MDBL405 D.C. Percussion 4	4
MDBL410 D.C. Woodwinds 4	4
MDBL501 D.C. Bass 5	4
<i>Pre-Req:</i> MDBL401 Bass Double 4	
MDBL504 D.C. Keyboard 5	4
MDBL505 D.C. Percussion 5	4
MDBL510 D.C. Woodwinds 5	4
MDBL601 D.C. Bass 6	4
<i>Pre-Req:</i> MDBL501 Bass Double 5	
MDBL604 D.C. Keyboard 6	4
MDBL605 D.C. Percussion 6	4
MDBL610 D.C. Woodwinds 6	4
MSBL750 Special Ensembles	4
MSBL751 Special Ensembles	4
MSBL752 Special Ensembles	4
MSBL753 Special Ensembles	4
MSBL754 Special Ensembles	4
MSBL755 Special Ensembles	4



**Music (cont'd.)**

MSBL762	Percussion Ensemble	2
MSBL763	Percussion Ensemble	2
MSBL764	Percussion Ensemble	2
MSBL765	Percussion Ensemble	2
MSBL766	Percussion Ensemble	2
MSBL767	Percussion Ensemble	2
MSBL768	Brass/Woodwind Ensemble	2
MSBL769	Brass/Woodwind Ensemble	2
MSBL770	Brass/Woodwind Ensemble	2
MSBL771	Brass/Woodwind Ensemble	2
MSBL772	Brass/Woodwind Ensemble	2
MSBL773	Brass/Woodwind Ensemble	2
MSBL774	Keyboard Ensemble	2
MSBL775	Keyboard Ensemble	2
MSBL776	Keyboard Ensemble	2
MSBL777	Keyboard Ensemble	2
MSBL778	Keyboard Ensemble	2
MSBL779	Keyboard Ensemble	2

## Music Preparatory (General Arts & Science Pre-Music\*)

**North Campus**

This preparatory program is designed for students who wish to develop their musical skills and better prepare themselves for the music program.

**Admission Requirements**

• Ontario Secondary School Diploma (O.S.S.D.) at or

above the general level or equivalent or mature student status

• attendance at an audition session

\*For additional information regarding this program, please refer to the Human Studies Division section of this Calendar, which begins on page 102.

**Curriculum**

Semester 1	Credits	
COMM100	Language Skills	
	OR	
COMM200	Communications 200	4
LANG106	Reading For Gas.	3
	OR	
ENGL002	Survey of English Literature 1	3

SOCI001	Intro. to Social Science	3
MPRE100	Prep. Theory 1	2
MPRE101	Preparatory Ear Training 1	2
MPRE102	Prep. Reading 1	2
*1-0000	Prep. Major Instrument 1	3
<b>Semester 2</b>		<b>Credits</b>
COMM200	Communications 200	4
	OR	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
LANG106	Reading For Gas.	3
	OR	
GNED	General Education Literature (1)	3
MPRE200	Prep. Theory 2	2
MPRE201	Preparatory Ear Training 2	2
MPRE202	Prep. Reading 2	2
*2-0000	Prep. Major Instrument 2	3
<b>Semester *1-0000</b>		<b>Credits</b>
MPRE101	Preparatory Ear Training 1	2
MPRE102	Prep. Reading 1	2
MPRE103	Prep. M.I. - Guitar 1	3
MPRE104	Prep. M.I. - Keyboard 1	3
MPRE105	Prep. M.I. - Percussion 1	3
MPRE106	Prep. M.I. - Trombone 1	3
MPRE107	Prep. M.I. - Trumpet 1	3
MPRE108	Prep. M.I. - Tuba 1	3
MPRE109	Prep. M.I. - Vocal 1	3
MPRE110	Prep. M.I. - Woodwinds 1	3
<b>Semester *2-0000</b>		<b>Credits</b>
MPRE201	Preparatory Ear Training 2	2
MPRE202	Prep. Reading 2	2
MPRE203	Prep. M.I. - Guitar 2	3
MPRE204	Prep. M.I. - Keyboard 2	3
MPRE205	Prep. M.I. - Percussion 2	3
MPRE206	Prep. M.I. - Trombone 2	3
MPRE207	Prep. M.I. - Trumpet 2	3
MPRE208	Prep. M.I. - Tuba 2	3
MPRE209	Prep. M.I. - Vocal 2	3
MPRE210	Prep. M.I. - Woodwinds 2	3



## Photographic Laboratory Technician (Pending Ministry Approval)

There is a growing need for trained students as Technicians in the Photographic Laboratory industry. Humber is developing a new, two semester certificate program designed to provide the industry with trained personnel.

Students will develop skills in colour material processing, black and white and colour printing, chemical and process

monitoring and laboratory management, as well as a thorough knowledge in the operation of a mini-lab.

The curriculum designed to teach these skills will be very practical oriented towards the Photographic Laboratory industry.

For further information about this program please call Bert Hoferichter at 675-3111 ext. 4656.

## Theatre

### North Campus

#### Six semesters beginning September

Humber's Theatre Program offers two distinct options — one toward acting (Performance) and the other toward production (Technical).

#### Performance Option

The curriculum for Performance students includes: Acting Techniques, Movement, Voice, Text Analysis, Audition Techniques, Singing, Dance, Improvisation and Drama Studies. Students learn by doing, through class productions and Mainstage Productions with performances on and off campus.

Additional performance and production opportunities are provided in association with the Film and Television and the Radio Broadcasting programs.

#### Technical Option

This option entails working in such areas as stage management, carpentry, drafting, lighting, properties, costume and sound. Much of the stu-

dent's time is also spent in apprenticeship as part of the Department's mainstage and workshop productions and with Toronto's foremost professional theatres.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview/academic counselling session
- each candidate must prepare a piece and audition before a group of faculty members (Performance option only)

#### Interests and Skills

- self-discipline, concentration and maturity
- ability to work as part of a team

#### Job Opportunities

Graduation is an important step toward success in professional theatre. In recent years, all graduates of Theatre Hum-

ber have found employment as performers, production assistants and stage managers, frequently on a part-time or freelance basis.

Our faculty, all working professionals, provide an invaluable link between Theatre Humber and the profession.

#### Expected Workload

Both options are demanding on time and energy and require a firm commitment to a work pattern similar to that found in professional theatre. Much of the course work extends far beyond the normal classroom timetable.

### Curriculum

#### Performance Option

Semester 1 (28 hours/week)		Credits
THTP100	Production Practices 1	2
THTP101	Movement 1	3
THTP102	Voice 1	3
THTP103	Singing 1	2
THTP104	Scene Study 1	5
THTP107	Introduction to Theatre	2
THTP105	Dance 1	2
THTP106	Improvisation 1	2
COMM200	Communications 200	4
GNE D	General Education	3

Semester 2 (28 hours/week)		Credits
THTP200	Movement 2	3
<i>Pre-Req:</i> THTP101 Movement 1		
THTP201	Voice 2	3
<i>Pre-Req:</i> THTP102 Voice 1		
THTP202	Singing 2	2
<i>Pre-Req:</i> THTP103 Singing 1		
THTP203	Scene Study 2	5
THTP204	Improvisation 2	2
<i>Pre-Req:</i> THTP106 Improvisation 1		
THTP205	Production Practices 2	2
<i>Pre-Req:</i> THTP100 Production Practices 1		
THTP206	Dance 2	2
<i>Pre-Req:</i> THTP105 Dance 1		
THTP207	Clown And Circus	2
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNE D	General Education	3

Semester 3 (30 hours/week)		Credits
THTP300	Voice 3	3
<i>Pre-Req:</i> THTP102 Voice 1		
THTP301	Directing 1	3
THTP302	Television Performance 1	2
THTP303	Movement 3	3
<i>Pre-Req:</i> THTP203 Scene Study 2, THTP104 Scene Study 1		



**Theatre (cont'd.)**

THTP304	Scene Study 3	6
THTP305	Improvisation & Text Analysis 1	2
THTP306	Theatre History 1	2
THTP307	Fencing & Stage Combat	2
THTP308	Singing 3	2
THTP309	Stage Management	2
GNED	General Education	3

**Semester 4 (28 hours/week) Credits**

THTP400	Voice 4	3
<i>Pre-Req:</i> THTP300 Voice 3		
THTP401	Directing 2	3
THTP402	Television Performance 2	2
THTP403	Movement 4	3
THTP404	Scene Study 4	6
THTP405	Improvisation & Text Analysis 2	2
THTP406	Mime 1	2
THTP407	Singing 4	2
THTP408	Theatre History 2	2
GNED	General Education	3

**Semester 5 (19 hours/week) Credits**

THTP500	Scene Study 5	5
<i>Pre-Req:</i> THTP404 Scene Study 4		
THTP501	Voice 5	3
<i>Pre-Req:</i> THTP300 Voice 3, THTP400 Voice 4		
THTP502	Audition	3
THTP503	Movement 5	4
<i>Pre-Req:</i> THTP403 Movement 4		
THTP504	Mime 2	2
THTR500	Production Management	2

**Semester 6 (29 hours/week\*) Credits**

THTP600	Production	11
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\*18 credits are devoted to rehearsals and plays

**Technical Option****Semester 1 (25 hours/week) Credits**

THTT100	Lighting Technology 1	3
THTT101	Drafting 1	2
THTT102	Stagecraft 1	3
THTP107	Introduction to Theatre	2
THTT104	Stage Management 1	2
THTT105	Production Applications 1	2
THTT106	Cultural Literacy	2
COMM200	Communications 200	4
GNED	General Education	3

**Semester 2 (24 hours/week) Credits**

THTT107	Electricity	2
THTT201	Lighting Technology 2	2
<i>Pre-Req:</i> THTT100 Lighting Technology 1		
THTT202	Stage Management 2	2
<i>Pre-Req:</i> THTT104 Stage Management 1		
THTT203	Visual Communication	3
THIT103	Intro. to Sound 1	2
THTT205	Stagecraft 2	2
THTT206	Performance For Technicians	2
THTT207	Production Applications 2	2
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNED	General Education	3

**Semester 3 (27 hours/week) Credits**

THTT204	Introduction to Costumes	2
THTT301	Lighting Design 1	3
<i>Pre-Req:</i> THTT100 Lighting Technology 1		
THTT302	Scenic Painting 1	3
<i>Pre-Req:</i> THTT203 Visual Communication		
THTT304	Apprenticeship 1	6
THTT305	Production of Applications 3	2
THTT306	Design 1	4
GNED	General Education	3
*Group Courses		6

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

THTT401	Lighting Design 2	3
<i>Pre-Req:</i> THTT301 Lighting Design 1		
THTT404	Apprenticeship 2	6
<i>Pre-Req:</i> THTT304 Apprenticeship 1		
THTT406	Design 2	4
THTT408	Production Applications 4	2
GNED	General Education	3
*Group Courses		6

**Semester 5 (26 hours/week) Credits**

THTR500	Production Management	2
THTT501	Lighting Design 3	3
<i>Pre-Req:</i> THTT401 Lighting Design 2		
THTT502	Apprenticeship 3	6
<i>Pre-Req:</i> THTT404 Apprenticeship 2		
THTT503	Production Applications 5	2
THTT504	Design 3	4
THTT505	Professional Development	2
*Group Courses		6

**Semester 6 (16 hours/week) Credits**

THTT600	Production	8
THTT601	Production Applications 6	2



**Theatre (cont'd.)**

*Group Courses		6
*Group Courses taken must total 6 credits		
Semester *		Credits
THTT200	Properties 1	2
THTT300	Stagecraft 3	3
THTT303	Sound 2	3
THTT500	Stagecraft 5	3
THTT505	Professional Development	2
THTT403	Sound 3	2
THTT402	Scenic Painting 2	3
Pre-Req: THTT302 Scenic Painting 1		
THTT400	Stagecraft 4	2
THTT405	Properties 2	3
Pre-Req: THTT200 Properties 1		

COMM200	Communications 200	4
LANG106	Reading For Gas.	3
ENGL002	Survey of English Literature 1	3
GNEC	General Education	3
Semester 2 (21 hours/week)		Credits
PTHR200	Prep Scene Study 2	4
PTHR201	Prep Voice & Movement 2	4
PTHR202	Prep Stagecraft 2	3
COMM300	Communications 300	4
Pre-Req: COMM200 Communications 200		
LANG106	Reading For Gas.	3
ENGL002	Survey of English Literature 1	3
ENGL003	Survey of English Literature 2	3
GNEC	General Education	3

## Theatre Preparatory (General Arts & Science Pre-Theatre\*)

### North Campus

#### Two semesters beginning September

Theatre Humber's Prep Program is designed to strengthen theatre skills so that interested students may enter the 3-year professional training school that we offer.

The one-year preparation is spent studying and working along with our other students and faculty. Prep is unique in that it offers all core courses throughout the year.

Acting, voice, movement, stagecraft and general education are the major components of this option. During the year you will have ample

opportunity to work on our mainstage productions as well as to observe the details of our two 3-year options. At year-end, each Prep student is eligible to audition for Performance or to arrange an interview for Technical/Design.

#### Admission Requirements

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

\*For additional information regarding this program, please refer to the Human Studies Division section of this Calendar, which begins on page 102.

### Curriculum

Semester 1 (21 hours/week)		Credits
PTHR100	Prep Scene Study 1	4
PTHR101	Prep Voice & Movement 1	4
PTHR102	Prep Stagecraft 1	3

## Communications Programs

### Audio-Visual Technician

#### North Campus

#### Four semesters beginning September

Audio Visual Communications is an expanding field which offers excellent employment opportunities to the successful graduate. Because of the rapid increase in the use of communications technology for entertaining, educating, marketing and training there is an unprecedented demand for those skilled in the use, presentation and distribution of Audio Visual packages and live staged presentations.

Humber's Audio Visual Communications program will prepare you for an exciting future by offering instruction in computer graphics, still photography, television production, multi-image slide sound production, scripting, lighting, equipment maintenance, audio recording and the business of the communications industry.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an orientation session to discuss your knowledge of the industry and to identify the part you would like to play in this field

#### Job Opportunities

Audio Visual Communications graduates find employment in large sales organizations with training facilities, government ministries, public service commissions, educational institutions, libraries, health services, media production corporations and studios, closed-circuit television facilities and audio visual staging companies.



**Audio-Visual Technician (cont'd.)****Internships**

As well, you will become actively involved in the A.V. Industry through "on the job" training in the final semester of this program. This practical field work component will enable you to perfect your skills by working with specialists in the industry.

The internship lasts from the beginning of March to the end of April. At the end of the internship period the sponsor will complete an evaluation form and discuss your progress with you. You will gain insight into the practices and requirements of employers in your field of interest.

**Curriculum**

Semester 1 (25 hours/week)		Credits
AVIS101	AV Media Applications, Introduction	3
ELIC901	Computer Systems Intro.	3
AVIS103	Photography 1	3
AVIS123	TV Productions, Int.	5
TMAT901	AV Mathematics	2
OFAD100	Electronic Keyboarding	2
COMM200	Communications 200	4
GNEC	General Education	3
Semester 2 (24 hours/week)		Credits
AVIS201	Computer-Controlled AV Equipment	2
<i>Pre-Req:</i>	AVIS101 AV Media Applications, Introduction, AVIS103 Photography 1, AVIS102 Computer Systems, Intro.	
ELIC904	Computer Graphics Tech. & Applic.	3
FOTO203	Photography Applied 2	3
AVIS204	Television Production 2	4
<i>Pre-Req:</i>	AVIS123 TV Productions, Int.	
AVIS205	Audio Recording Techniques 1	2
<i>Pre-Req:</i>	AVIS101 AV Media Applications, Introduction, TMAT901 AV Mathematics	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education (2)	6
Semester 3 (23 hours/week)		Credits
AVIS300	Graphic Applications for Media	3
<i>Pre-Req:</i>	AV Technician Program, Semesters 1 & 2	
AVIS302	AV Production Workshop, Sponsored Projects	2
<i>Pre-Req:</i>	Audio Visual Technician Program, Semesters 1 & 2	
ELIC905	Computer Visual Production	3
AVIS304	TV Production 3	4
<i>Pre-Req:</i>	AVIS204 Television Production 2	
AVIS100	Scripting 1	3

AVIS301	Lighting Applications	3
<i>Pre-Req:</i>	A.V. Technician Program - Production Option, Semesters 1 & 2	
PHYS901	AV Applied Physics	2
<i>Pre-Req:</i>	TMAT901 AV Mathematics	
GNEC	General Education	3

Semester 4 (24 hours/week)		Credits
AVIS400	Work Experience Fieldwork	12
<i>Pre-Req:</i>	Three semesters of Audio-Visual Technician Program - Technical Option	
AVIS401	AV Business Practices	3
AVIS402	AV Visual Design	4
AVIS403	AV Services Marketing	2
ELIC906	AV Equipment Technical Main.	3

**Note:** Above courses are offered in January and February. Fieldwork takes place in March and April.

*Pre-Req:* Three semesters of Audio Visual Program - Production Option

## Film and Television Production

**North Campus****Six semesters beginning September**

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

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- questionnaire, essay, letters of recommendation

**Job Opportunities**

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

**Additional Costs**

\$1,000 the first year, \$1,500 the second and \$2,000 in the third.



**Film and Television Production (cont'd.)**

Equipment Costs: VHS Camcorder to  
 35mm camera — up to \$2000.00  
 \$600-700.00

**Curriculum**

Semester 1 (26 hours/week)		Credits
FMTV100	Script Writing 1	2
FMTV101	Super-8 Production Workshop 1	4
FMTV102	Still Photography	3
FMTV103	Direction 1	2
FMTV104	Documentary Film Styles 1	2
FMTV105	Intro to T.V. Production	3
COMM200	Communications 200	4
GNEB	General Education (2)	6

Note: All Film/TV core courses are pre-requisites for each new advanced level course.

Semester 2 (24 hours/week)		Credits
FMTV200	Film & T.V. Program Formats 1	2
FMTV201	Script Writing 2	2
FMTV202	Super 8 Production Workshop 2	4
FMTV203	Still Photography 2	3
FMTV204	T.V. Production/Direction	3
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNEB	General Education (2)	6

Semester 3 (26 hours/week)		Credits
FMTV300	Production Management 1	2
FMTV301	Film/TV Directing 1	2
FMTV302	Sound Recording Technique 1	2
FMTV303	Graphics & Animation 1	2
FMTV304	16MM Cinematography 1	2
FMTV305	Script Writing 3	2
FMTV306	Post Production Techniques 1 - 16mm	2
FMTV307	Film, Sound & E.F.P. Workshops	2
FMTV308	Colour T.V. Production 1	3
FMTV309	Still Photography 3	3
FMTV310	E.F.P. (TV Workshop)	2
FMTV311	Sound Recording Post Prod. Workshop 1	2

Semester 4 (27 hours/week)		Credits
FMTV400	Colour T.V. Production 2	4
FMTV401	E.F.P. (TV Workshop)	2
FMTV402	Production Management 2	2

FMTV403	Film and Television Directing 2	2
FMTV404	Sound Recording 2	2
FMTV405	Post Production Techniques 2 - 16mm	2
FMTV406	Graphics & Animation 2	2
FMTV407	16MM Cinematography 2	2
FMTV408	Script Writing 4	2
FMTV409	Film, Sound & E.F.P. Workshops	2
FMTV410	Still Photography 4 (Col. Slide AV)	3
FMTV411	Sound Recording Post Prod. Workshop 2	2

Semester 5 (22 hours/week)		Credits
FMTV500	35mm Audio Visual Prod. 1	6
FMTV501	16mm Motion Picture Production 1	6
FMTV502	Colour T.V. Studio Production 1	6
FMTV503	Production Management 3*	2
FMTV504	Film & T.V. Camera 1*	2
FMTV505	Directing 3*	2
FMTV506	Sound Recording & Mixing 3*	2
FMTV507	Post Production 3*	2
FMTV508	Animation 3*	2
FMTV509	Script Writing 5*	2

Semester 6 (22 hours/week)		Credits
FMTV600	35mm Audio Visual Prod. 2	6
FMTV601	16mm Motion Picture Production 2	6
FMTV602	Colour T.V. Studio Production 2	6
FMTV603	Production Management 4*	2
FMTV604	Film & T.V. Camera 2*	2
FMTV605	Directing 4*	2
FMTV606	Sound Recording & Mixing 4*	2
FMTV607	Post Production 4*	2
FMTV608	Animation 4*	2
FMTV609	Script Writing 6*	2

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



# Journalism

## North Campus

### Six semesters beginning September

### A two-year Diploma Program is also offered for mature students

Most people's lives are affected by the news media: newspapers, magazines, television, and radio. The public has come to expect responsible, ethical reporting and high standards among those who practice journalism.

Humber's Journalism Program provides training in professional skills and instills a commitment to the concept of a free press, a cornerstone in a democratic society. The day has passed when an aspiring journalist without the appropriate education can easily find work in the news media. To meet this need, Humber's program offers a series of courses to develop writing and editing techniques and styles in all media. It is augmented with a selection of academic courses aimed at providing a broad, general education.

In the third year of the pro-

gram, students specialize in one of three pathways: newspapers, magazines, or broadcasting (radio and television).

Third-year students also acquire first-hand experience as they intern with area media, including daily and weekly newspapers, magazines, radio, television and cable T.V. stations, and wire services.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- applicants should type 35 wpm

### Job Opportunities

Humber's Journalism graduates can usually find work in their area of specialization. They work as reporters and copy editors with: community newspapers, local and metropolitan dailies, and magazines. Many work as reporters and announcers in community television and radio stations, as newsletter editors, and in corporate and government information services.

## Curriculum

Semester 1 (24 hours/week)		Credits
JRNL100	Fundamentals of Reporting	6
JRNL101	Media & Society	2
POLS100	Political Science 1 for Journalism	3
COMM200	Communications 200	4
PSYC001	Psychology - An Introduction	3
GNED	General Education (2)	6
Semester 2 (26 hours/week)		Credits
JRNL200	Basic Black & White Photography	3
JRNL201	Radio News 1	2
JRNL202	T.V. News 1	3

JRNL203	Newspaper Reporting 1	6
<i>Pre-Req:</i>	JRNL100 Fundamentals of Reporting	
JRNL204	Copy Editing Workshop 1	2
OAGN251	Journalism Notetaking	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNED	General Education	3

Semester 3 (25 hours/week)		Credits
JRNL300	Newspaper Layout & Design	2
JRNL301	Editorials/Reviews/Copy Editing	2
<i>Pre-Req:</i>	JRNL203 Newspaper Reporting 1, JRNL306 Newspaper Reporting 2	
JRNL302	Magazine Writing 1	2
<i>Pre-Req:</i>	JRNL101 Media & Society	
JRNL303	News Photography	2
<i>Pre-Req:</i>	JRNL200 Basic Black & White Photography	
JRNL304	T.V. News 2	3
<i>Pre-Req:</i>	JRNL202 T.V. News 1	
JRNL305	Radio News & Voice Training	2
JRNL306	Newspaper Reporting 2	3
<i>Pre-Req:</i>	JRNL203 Newspaper Reporting 1	
SOCI102	Sociology for Journalism	3
ECON101	Economics for Journalism	3
GNED	General Education	3

Semester 4 (21 hours/week)		Credits
JRNL400	Magazine Editing & Production	3
JRNL401	Critique 1	1
JRNL402	Radio News 3	2
<i>Pre-Req:</i>	Radio News 2 & Voice Training	
JRNL403	TV News 3	3
<i>Pre-Req:</i>	JRNL304 T.V. News 2	
JRNL404	Newspaper Reporting 3	2
<i>Pre-Req:</i>	JRNL306 Newspaper Reporting 2	
JRNL405	Basic TV Production	3
<i>Pre-Req:</i>	JRNL304 T.V. News 2	
JRNL406	World Issues	2
JRNL407	Opinion Writing	2
POLS101	Political Science 2 for Journalism	3

## Pathways Newspaper Journalism

Semester 5 (14 hours/week + 20 ILP)		Credits
JRNL500	Labour Reporting/Journalism and the Law	3
JRNL501	Press Time 1	6
<i>Pre-Req:</i>	JRNL404 Newspaper Reporting 3	
JRNL502	Critique 2	1
<i>Pre-Req:</i>	JRNL401 Critique 1	
JRNL503	Print Management	2
JRNL504	Print Internship 1	16



**Journalism (cont'd.)**

HIST100	20th Century History	2
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**Pre-Req:** Completion of all subjects in Semesters 1-4

**Semester 6 (8 hours/week + 20 ILP) Credits**

JRNL600	Press Time 2	6
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*Pre-Req:* JRNL501 Press Time 1

JRNL601	Case Studies	2
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JRNL602	Print Internship 2	16
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*Pre-Req:* JRNL504 Print Internship 1

**Magazines****Semester 5 (11 hours/week + 16 ILP) Credits**

JRNL500	Labour Reporting/Journalism and the Law	3
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JRNL503	Print Management	2
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JRNL504	Print Internship 1	16
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JRNL505	Logo 1	4
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*Pre-Req:* Magazine Writing 2

HIST100	20th Century History	2
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**Pre-Req:** Completion of all subjects in Semesters 1-4

**Semester 6 (6 hours/week + 16 ILP) Credits**

JRNL601	Case Studies	2
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JRNL602	Print Internship 2	16
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*Pre-Req:* JRNL504 Print Internship 1

JRNL604	Logo 2	4
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*Pre-Req:* JRNL505 Logo 1

**Broadcast Journalism****Semester 5 (15 hours/week + 16 ILP) Credits**

JRNL500	Labour Reporting/Journalism and the Law	3
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JRNL506	TV News 4	5
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*Pre-Req:* T.V. News 3/Basic T.V. Production

JRNL507	Newsroom Management	2
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*Pre-Req:* JRNL403 TV News 3

JRNL508	Radio News 4	3
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*Pre-Req:* JRNL402 Radio News 3

JRNL509	Broadcast Internship	16
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*Pre-Req:* Completion of all subjects in Semesters 1-4

HIST100	20th Century History	2
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**Semester 6 (8 hours/week + 16 ILP) Credits**

JRNL601	Case Studies	2
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JRNL603	TV News 5	4
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*Pre-Req:* JRNL506 TV News 4

JRNL605	Broadcast Internship 2	16
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*Pre-Req:* JRNL509 Broadcast Internship

JRNL606	Radio News 5	2
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*Pre-Req:* JRNL508 Radio News 4

# Journalism for Mature Students

**North Campus****Two-year Diploma Program**

The program begins in September. After completing two semesters of classroom work, students will specialize in newspaper, magazine or broadcast journalism and obtain first class experience through a valuable internship program.

For further information, please call the program coordinator, Jim Bard at 675-3111, ext. 4658.

**Admission Requirements**

- a University Degree, Diploma from a Community College or partial post-secondary education or related experience in the industry.
- attendance at an interview. (In the case of out-of-town students this interview is frequently carried out by the editor of a local paper.) Successful applicants are given advanced standing and enter the second year of the Diploma Program.

**Curriculum****Semester 1 and 2 - Advanced Standing Credits****Semester 3 (18 hours/week) Credits**

JRNL200	Basic Black & White Photography	3
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JRNL201	Radio News 1	2
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JRNL202	T.V. News 1	3
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JRNL101	Media & Society	2
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JRNL203	Newspaper Reporting 1	6
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*Pre-Req:* JRNL100 Fundamentals of Reporting

JRNL204	Copy Editing Workshop 1	2
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**Semester 4 (19 hours/week) Credits**

JRNL307	Newspaper Reporting 2/Copy Edit	4
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*Pre-Req:* JRNL203 Newspaper Reporting 1

JRNL407	Opinion Writing	2
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JRNL401	Critique 1	1
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JRNL302	Magazine Writing 1	2
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*Pre-Req:* JRNL101 Media & Society

JRNL303	News Photography	2
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*Pre-Req:* JRNL200 Basic Black & White Photography

JRNL300	Newspaper Layout & Design	2
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JRNL304	T.V. News 2	3
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*Pre-Req:* JRNL202 T.V. News 1

JRNL405	Basic TV Production	3
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*Pre-Req:* JRNL304 T.V. News 2

JRNL408	Radio News & Voice Training	3
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**Semester 5 & 6 (same as regular profile)**



## Media Advertising/Sales (Pending Ministry Approval)

### North Campus

#### 2 Year Diploma Program

Media Advertising/Sales is an expanding field which offers excellent employment opportunities to the successful graduate. Humber's program provides the specialized skills to meet the requirements of

the industry. Through studies in areas such as Creative Advertising, Sales and Marketing, students acquire the qualifications to work in advertising agencies, advertising and promotion departments of large companies and directly with the media.

## Public Relations

### North Campus

#### Diploma program

Six semesters beginning September

#### A one-year Certificate Program is also offered\*

Today's society demands accountability and responsible behaviour from both the public and private groups. Obtaining goodwill through responsible action and ensuring the timely and accurate dissemination of information about an organization's operation is the core of modern public relations. Humber's program will prepare you for the demanding job of a professional public relations practitioner. In addition to the theory underlying modern Public Relations practices, you will use the various tools available to the PR practitioner from publicity to advertising, research to marketing, audio-visual presentations to film and TV. You will learn through practice and start writing your first stories and presentations on your VDT from the first day.

In your sixth semester you will continue your education

for four months in a public relations environment off campus. Your future employer will be looking for these qualities: ability to write clearly and concisely with meticulous attention to detail, enthusiasm, perseverance, organizational skills and the ability to understand other people's points of view.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview/counselling session at which time you must submit an essay (150 words)
- completion of an editing assessment

#### Job Opportunities

Graduates from the Public Relations Program have a wide variety of employment areas to choose from: corporate PR, special events, promotional work, publicity, fund raising, union PR, education

PR, government, and PR associated with sales and mar-

keting, with personnel, and with product promotion. Generally speaking job opportunities are good.

### Curriculum

Semester 1 (22 hours/week)		Credits
PRD.100	Introduction to PR & Case Studies	4
PRD.101	Effective Speech 1	2
PRD.102	Photography & AV for P.R. Pract.	2
PRD.103	PR Writing 1 and PR Lab 1	4
ECON100	Economics for PR	3
COMM200	Communications 200	4
GNEC	General Education	3
Semester 2 (21 hours/week)		Credits
PRD.200	Introduction to Radio	2
PRD.201	Effective Speech 2	2
<i>Pre-Req:</i>	PRD.101 Effective Speech 1	
PRD.202	PR Writing and PR Lab 2	4
<i>Pre-Req:</i>	PRD.103 PR Writing 1 and PR Lab 1	
POLS102	Political Science for Public Relations	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education (2)	6
Semester 3 (17 hours/week)		Credits
PRD.300	Layout & Production for Print 1	2
PRD.301	Intro. to Advertising	2
PRD.302	Film/T.V. for P.R. Pract.	2
PRD.303	Practical PR 1	2
PRD.304	PR Writing 3 and PR Lab 3	4
<i>Pre-Req:</i>	PRD.202 PR Writing and PR Lab 2	
PRD.305	Elements of Fund Raising	2
GNEC	General Education	3
Semester 4 (22 hours/week)		Credits
PRD.400	Case Studies 2	2
<i>Pre-Req:</i>	PRD.100 Introduction to PR & Case Studies	
PRD.401	Layout & Production for Print 2	2
<i>Pre-Req:</i>	PRD.300 Layout & Production for Print 1	
PRD.402	Advertising Writing for PR	2
<i>Pre-Req:</i>	PRD.301 Intro. to Advertising	
PRD.403	PR Writing 4	4
<i>Pre-Req:</i>	PRD.304 PR Writing 3 and PR Lab 3	
PRD.404	Seminar 1	2
PRD.405	P.R. Research	2
MKTG105	Business Procedures & Marketing for P.R.	4



**Public Relations (cont'd.)**

PRD.406	PR Lab 4	4
<b>Semester 5 (22 hours/week)</b>		<b>Credits</b>
PRD.500	Persuasion & Promotion	2
PRD.501	Layout & Production for Print 3	2
<i>Pre-Req:</i>	PRD.401 Layout & Production for Print 2	
PRD.502	PR Writing 5	2
<i>Pre-Req:</i>	PRD.403 PR Writing 4	
PRD.503	Practical PR 2	2
PRD.504	PR Lab 5	8
<i>Pre-Req:</i>	PRD.406 PR Lab 4	
PRD.505	Computers & High Technology	4
PRD.506	P.R. in the Workplace	2
<b>Semester 6</b>		<b>Credits</b>
PRD.600	Field Work Tutorial	2
PRD.601	Field Work	22

## Public Relations Certificate

### North Campus

#### One-Year Program

A one-year Public Relations Certificate program is offered for mature students. The program begins in September. After completing 2 semesters of classroom work students experience a valuable internship in the industry. This takes place in the May-June period. More information may be obtained by calling Bette Stanley, Coordinator of Humber's Public Relations Program at

675-3111 extension 4507 or extension 5000.

#### Admission Requirements

- College Diploma or University Degree and/or background in the industry
- attendance at a counselling interview where you must present an essay (150 words)
- completion of an editing assessment

### Curriculum

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
PRC.100	Persuasion & Promotion	2
PRC.101	Intro. to Advertising	2
PRC.102	Effective Speech	2
PRC.103	Film/TV P.R. Pract.	2
PRC.104	Intro. to PR & Case Studies	4
PRC.105	Layout Prod. for Print 1	3

PRC.106	Practical P.R. 1	2
PRC.107	P.R. Writing & Lab 1	4
PRC.108	Photo & A.V. for P.R. Pract.	2
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
PRC.200	P.R. Research	2
PRC.201	Computers & Hi Tech.	2
PRC.202	Seminar	2
PRC.203	Fund Raising	2
PRC.204	Case Studies	2
PRC.205	Layout Production for Print 2	3
PRC.206	Practical P.R. 2	2
PRC.207	P.R. Writing & Lab 2	4
PRC.208	Advertising Writing	2
PRC.209	Intro. to Radio	2
<b>Semester 3 (May-June)</b>		<b>Credits</b>
PRC.300	Field Work	13

## Radio Broadcasting

### North Campus

#### Six semesters beginning September

#### A one-year Certificate Program is also offered

Radio broadcasting is a competitive industry with a demand for highly qualified professionals in all of its segments. Humber's Radio Broadcasting Program continues to lead the field in radio education. It is designed to develop the 'total broadcaster'. Students are taught every aspect of the profession: writing, announcing, production, management, sales, programming, technical work, music direction, promotion, market research, interviewing techniques, news and sports writing. Because program personnel maintain contact with the public and private sectors of the industry, course content is relevant and reflects current needs. 'Hands-on' training is provided through

the closed-circuit radio stations operated by the program. Students in third year are all given opportunities to train at radio stations in the Metro Toronto area and throughout the province.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview/counselling session
- questionnaire
- a 250 word essay
- preparation of two 30 second commercial messages to be read onto a tape

#### Job Opportunities

Graduates have found work all over Canada and many of our broadcasters have become household names in the communities they serve.



**Curriculum**

<b>Semester 1 (21 hours/week)</b>		<b>Credits</b>
RBD.100	Intro. to Radio	2
RBD.101	Operating and Engineering 1	2
RBD.102	Radio Lab 1	2
POLS103	Political Science for Radio Broadcasting	3
SOCI004	Human Relations	
GNEED	General Education	3
COMM200	Communications 200	4
RBD.103	On Air Techniques 1	2
<b>Semester 2 (19 hours/week)</b>		<b>Credits</b>
RBD.200	Writing for Radio 1	2
RBD.201	Announcing Techniques 1	2
RBD.202	Operating and Engineering 2	2
<i>Pre-Req:</i>	RBD.101 Operating and Engineering 1	
RBD.203	Radio Lab 2	2
<i>Pre-Req:</i>	RBD.102 Radio Lab 1	
RBD.204	Broadcast News 1	2
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEED	General Education	3
RBD.205	On Air Techniques	2
<b>Semester 3 (20 hours/week)</b>		<b>Credits</b>
RBD.300	Retail Radio Sales	2
RBD.301	Writing for Radio 2	4
<i>Pre-Req:</i>	RADD200 Writing for Radio 1	
RBD.302	Radio Production 1	2
RBD.303	Broadcast News 2	2
<i>Pre-Req:</i>	RADD204 Broadcast News 1	
RBD.304	Announcing Techniques 2	4
LANG108	Linguistics 1	3
GNEED	General Education	3
<b>Semester 4 (22 hours/week)</b>		<b>Credits</b>
RBD.400	Writing For Radio 3	4
<i>Pre-Req:</i>	RADD301 Writing for Radio 2	
RBD.401	Announcing Techniques 3	2
<i>Pre-Req:</i>	RBD.304 Announcing Techniques 2	
RBD.402	National Radio Sales 1	2
RBD.403	Radio Production 2	2
RBD.404	Broadcast News 3	2
<i>Pre-Req:</i>	RBD.303 Broadcast News 2	
LANG109	Linguistics 2	3
RBD.405	Broadcast Research & Marketing 1	4
<i>Pre-Req:</i>	Broadcast Research, Marketing and National Sales 2	
GNEED	General Education	3

<b>Semester 5 (20 hours/week)</b>		<b>Credits</b>
RBD.500	Radio Seminar	2
RBD.501	Radio Lab 3	4
<i>Pre-Req:</i>	RADD203 Radio Lab 2	
RBD.502	Writing for Radio 4	4
<i>Pre-Req:</i>	Writing for Radio 2	
RBD.503	Announcing Techniques 4	2
RBD.504	Broadcast Research & Marketing and National Radio Sales 2	2
<i>Pre-Req:</i>	Broadcast Research & Marketing 1 and National Radio Sales 1	
RBD.505	Industry Relations	4
<b>Semester 6 (25 hours/week)</b>		<b>Credits</b>
RBD.600	Internship	35
<i>Pre-Req:</i>	The successful completion of every course in all previous semesters of the Radio Broadcasting Program.	

## Radio Broadcasting Certificate

### North Campus

#### One-year Program

A one-year Radio Broadcasting Certificate Program is offered for mature students. More information may be obtained by calling Stan Larke, Coordinator of the Radio Broadcasting Program at 675-3111, ext. 4426.

#### Admission Requirements

- a University Degree, a Diploma from a Community College or related experience in the radio broadcasting industry
- attendance at a short interview is required to assess voice and reading skills. This is sometimes completed by telephone

### Curriculum

<b>Semester 1 (22 hours/week)</b>		<b>Credits</b>
RBC.100	Op. & Eng. 1	2
RBC.101	Radio Prod. 1	2
RBC.102	Ann. Tech. 1	4
RBC.103	Writing for Radio 1	4
RBC.104	Broadcast News 1	2
RBC.105	Broadcast Research & Marketing 1	4
RBC.106	Intro. to Radio	2
RBC.107	Radio Lab 1	2



## Radio Broadcasting Certificate (cont'd.)

Semester 2 (24 hours/week)		Credits
RBC.200	Op. & Eng. 2	2
RBC.201	Radio Prod. Lab	6
RBC.202	Ann. Tech. 3	4
RBC.203	Writ. for Radio 3	4
RBC.204	Broadcast News 3	2
RBC.205	Broad. Research & Marketing Nat. Sales 2	2
RBC.206	Retail Radio Sales	2
RBC.207	Radio Seminar	2

## Design Programs

# Advertising and Graphic Design

### North Campus

#### Four semesters beginning September

Humber's Advertising and Graphic Design Program provides a firm foundation of drawing, design and rendering techniques that a talented young designer requires.

Students are given working, studio-related experience in the design of graphics for newspapers, magazines, direct mail, outdoor advertising, corporate image, packaging, point-of-purchase, television and computer design graphics. The program involves illustration, cartooning, photography, lettering and typography in layout, art and assembly for the various methods of reproduction and printing.

In two years you will learn what you need, to develop into a creative and competent graphic designer. We will help you realize your ability to put ideas on paper through courses in design, drawing and typography, in a way that will appeal to your future clients.

The integration of photography and computer graphics will give you two more skills and an introduction to the roles played by computer technology in visual communications. To create practical concepts, you will need to know the basics of reproduction and the current methods in use in the graphic art field. To achieve this knowledge, practice is essential, requiring dedication and hard work.

The Graphic designer's concern is the promotional aspect of social need and future technologies. Graphic designers interact with industrial designers who give form to the product and with package designers who create the container. The graphic designer creates the visuals to sell the product.

#### Admission Requirements

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

- attendance at an interview at which time you must present a portfolio made up of 10 or more pieces and a sketch book to demonstrate your design and drawing skills and level of competency. Any media artwork can be presented

- applicants will be assessed on their ability to draw, their sense of design and on an indication of good craftsmanship

#### Job Opportunities

The program prepares the student for employment in graphic design studios, advertising agencies, TV graphic studios, printing companies, magazine/newspaper/book

publishers, point-of-purchase, direct mail, package design units and in computer business graphics. Freelance activity provides further opportunity. A developing employment area is the graphic production and in-house departments in corporations and institutions.

#### Additional Costs

An initial investment of \$640+ for art equipment and supplies is necessary. Throughout the program students should be prepared to spend approximately \$250 per semester in replacing consumable supplies. In addition a manual 35mm camera with variable shutter speeds and light meter, build in or separate is required.

#### Curriculum

Semester 1 (24 hours/week)		Credits
GRAP100	Graphics 1	2
GRAP101	Perspective 1	3
GRAP102	Photography for Graphics 1	3
GRAP103	Typography 1	3
GRAP104	Design 1	3
GRAP105	Studio Methods 1	2
MKTG125	Elements of Adver. & Graphics 1	1
COMM200	Communications 200	4
GNE	General Education	3
Semester 2 (24 hours/week)		Credits
GRAP200	Graphics 2	2
<i>Pre-Req:</i> GRAP100 Graphics 1		
GRAP201	Perspective 2	3
<i>Pre-Req:</i> GRAP101 Perspective 1		
GRAP202	Photography for Graphics 2	3
<i>Pre-Req:</i> GRAP102 Photography for Graphics 1		
GRAP203	Typography 2	3
<i>Pre-Req:</i> GRAP103 Typography 1		
GRAP204	Design 2	3
<i>Pre-Req:</i> GRAP104 Design 1		
GRAP205	Studio Methods 2	2
<i>Pre-Req:</i> GRAP105 Studio Methods 1		
MKTG320	Advertising 2	1
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNE	General Education	3



## Advertising and Graphic Design (cont'd.)

Semester 3 (23 hours/week)		Credits
GRAP301	Illustration 1 <i>Pre-Req:</i> GRAP201 Perspective 2	4
GRAP302	Mechanicals 1 <i>Pre-Req:</i> GRAP205 Studio Methods 2	3
GRAP306	Graphics 3 <i>Pre-Req:</i> GRAP200 Graphics 2	7
GRAP305	Packaging 1	3
GRAP303	Typography 3 <i>Pre-Req:</i> GRAP203 Typography 2	3
GNEC	General Education	3
Semester 4 (24 hours/week)		Credits
GRAP401	Illustration 2 <i>Pre-Req:</i> GRAP301 Illustration 1	4
GRAP402	Mechanicals 2 <i>Pre-Req:</i> GRAP302 Mechanicals 1	3
GRAP400	Graphics 4 <i>Pre-Req:</i> GRAP306 Graphics 3	7
GRAP405	Perspective 3 <i>Pre-Req:</i> GRAP201 Perspective 2	2
GRAP403	Typography 4 <i>Pre-Req:</i> GRAP303 Typography 3	3
GRAP304	Intro. to Computer Graphics	2
GNEC	General Education	3

## Design Foundation (General Arts & Science — Pre-Design\*)

### North Campus

#### One Year Certificate Program

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

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

The curriculum is designed to stimulate interest in the world of art and design and to

provide the student with an opportunity to create a quantity of work from which to build a portfolio.

With guidance and encouragement from the faculty, the graduating student should then be in a position to make an informed decision regarding which program or even which college to choose.

The functions of this program are:

1. To upgrade the portfolios of students who were not accepted into design programs at Humber College or other schools.

2. To expose the artistically-inclined students to the nu-

merous visual career options available to them and to counsel them regarding such a career choice.

3. To delay the career choice decision while studying future options.

4. To provide an opportunity for adult students who would like to begin studies in visual art.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent or mature student status
- attendance at an interview, at which time you must present a portfolio. The portfolio should contain at least twelve

pieces of the student's own original work, in any medium. This can include drawings, paintings, illustration, design, photography and sculpture. In the case of very large or 3-dimensional work, it is better to bring coloured photographs. Due to the nature of this program, we place more importance on the aptitude and potential of the applicant than on actual samples of their work.

### Additional Costs

Approximately \$500 for the academic year.

\*For additional information regarding this program, please refer to the Human Studies Division section of this Calendar, which begins on page 102.

### Curriculum

Semester 1 (21 hours/week)		Credits
COMM200	Communications 200	4
DGAS100	2-Dimensional Design	4
DGAS101	3-Dimensional Design	4
DGAS102	Life Drawing	3
DGAS103	Structural Drawing	3
DGAS104	Colour	3
Semester 2 (23 hours/week)		Credits
COMM300	Communications 300 <i>Pre-Req:</i> COMM200 Communications 200	4
DGAS200	Photographic Design	3
DGAS201	Interior Design	3
DGAS202	Graphic Design	3
DGAS203	Package Design	3
DGAS204	Industrial Design	3
DGAS205	Drawing Studio	4



## Graphic Design Post Graduate Year (Pending Ministry Approval)

This post-graduate year is designed primarily to interest those students graduating from our 2-year diploma program.

The skills developed in the two-year program can be applied to such specific fields of design study as Editorial Design and Illustration, Package Design, Photography, Computer Graphics, and Art Direction. Each student will be provided with an enviable opportunity to interact daily with

professional practising faculty, each specialists in their own fields.

Coupled with this stimulating studio environment, students will be visited by guest lecturers, and they in turn will have field trips to related industrial facilities. Timetabling will provide sufficient time to build creative and personalized portfolios, and each student will be provided with an opportunity to participate in a field-placement program.

## Industrial Design

### North Campus

#### Six semesters beginning September

Look around you ... almost everything you see which did not originate with mother nature, began as an idea in a designer's mind. Industrial Design is the discipline of giving form to tomorrow's products and environments. So, if you want to combine your creativity, a concern for your environment, a technical interest in how things are made and a desire to improve people's lives, this design program is for you.

To become a well-rounded designer able to shape tomorrow's products, you will need to become familiar with aesthetics, colour, style trends, shapes and materials, as well as manufacturing processes and human factors. You will learn to design products for all types of residential, industrial and commercial purposes.

We will help you develop

your ability to put ideas on paper (Design Presentations) in a way that will appeal to your clients (Design Applications/Design Futures).

Form Study and Model Making will help you to visualize future products before they are produced. You will also be introduced to the roles played by computer technology in product development. (Computers and Design).

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview at which time you must present a portfolio made up of samples of sketches, photographs of your hobbies, craft work, art work, school projects, etc. Assessment will be based on the applicant's interests,

aptitude and potential in the field of Industrial Design

#### Interests and Skills

- ability to transform an idea into practical applications
- strong interest in the arts and in how things work in relation to people
- willingness to work hard, pride in accomplishment and independent mind

#### Job Opportunities

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

A few years after you graduate, you will probably work as a product designer for a manufacturer or in a consult-

ing design office. You may design products such as home appliances, sporting goods, hardware, electronic equipment or furniture.

#### Expected Workload

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

#### Additional Costs

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

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

#### Curriculum

Semester 1 (24 hours/week)		Credits
INDU100	Ind. Design 1	4
INDU101	Tech. Design 1	3
INDU102	Des. Pres. 1 (Draw Fund)	4
INDU103	Elements of Design	3
INDU104	Modelmaking 1	4
INDU105	History of Art	2
COMM200	Communications 200	4
Semester 2 (23 hours/week)		Credits
INDU200	Ind. Design 2	5
INDU201	Tech. Comm. 2	3
INDU202	Des. Pres. 2	3
INDU203	Des. Applications	3
INDU204	History of Art 2	2
COMM300	Communications 300	4
<i>Pre-Req.</i>	COMM200 Communications 200	



**Industrial Design (cont'd.)**

GNE	General Education	3
<b>Semester 3 (22 hours/week)</b>		<b>Credits</b>
INDU300	Ind. Design 3	5
INDU301	Des. Pres. 3	3
INDU302	Mat. & Pro. 1	4
INDU303	Des. Futures	3
INDU304	Des. Graphics	3
INDU305	History Industrial Design	2
INDU	Computers and Design 1	2
<b>Semester 4 (22 hours/week)</b>		<b>Credits</b>
INDU400	Industrial Design 4	6
<i>Pre-Req:</i>	INDU300 Ind. Design 3	
INDU401	Design Presentations 4	4
<i>Pre-Req:</i>	INDU301 Des. Pres. 3	
INDU402	Mat. & Pro. 2	4
INDU404	Systems Dev. 1	3
INDU505	Computers and Design 3	2
GNE	General Education	3
<b>Semester 5 (21 hours/week)</b>		<b>Credits</b>
INDU500	Ind. Des. 5	6
INDU501	Adv. Materials Applications	2
INDU502	Systems Dev. 2	3
INDU503	Thesis 1	3
INDU504	Ergonomics	2
GNE	General Education	3
INDU505	Computers and Design 3	2
<b>Semester 6 (21 hours/week)</b>		<b>Credits</b>
INDU600	Ind. Des. 6	6
INDU601	Thesis 2	6
<i>Pre-Req:</i>	INDU503 Thesis 1	
INDU602	Portfolio	3
INDU603	Design Management	3
GNE	General Education	3

**Interior Design****North Campus****Six semesters beginning September**

Creativity, organization, drawing skills, interest in designing living and work spaces are the attributes of the Interior Designer.

Humber's program provides the graduate with the knowledge and skills to analyse and solve interior design problems. It emphasizes such areas as space planning, construction technology and comprehension, colour theory, drafting and C.A.D., lighting, presentation techniques, art history and materials to ensure that the graduates of Interior Design can become effective members of a professional design team. Our interior design program has an exceptionally high reputation in Canada and our graduates compete very successfully in the job market. In the sixth semester students are given opportunities to gain practical experience working in interior design offices.

**Admission Requirements**

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

**Curriculum**

<b>Semester 1 (25 hours/week)</b>		<b>Credits</b>
INTR100	Interior Design	5
INTR101	Drafting & Detailing 1	5
INTR102	Art History 1	2
INTR103	Freehand Drawing 1	3
INTR104	Design Theory 1	2
INTR105	Colour Theory	2
INTR106	Interior Basics	2
COMM200	Communications 200	4

- attendance at an interview at which time you must present a portfolio and undergo a studio skills test. The studio test will consist of one hour of still life drawing and a short essay
- the portfolio should be comprised of freehand black and white drawings, coloured work, drafting, planning, sculpture, photography, and work related to Interior Design
- approved applicants may be recommended to upgrade drawing or drafting skills before the commencement of classes
- grade 12 business & consumers mathematics (general level) is recommended

**Job Opportunities**

Graduates find employment in interior design firms, store planning divisions of major department stores, government agencies, architectural offices, developers and furniture manufacturers. In addition, opportunities exist for freelancing.

**Additional Costs**

Approximately \$900.00 per academic year for equipment.



**Interior Design (cont'd.)**

Semester 2 (31 hours/week)		Credits
INTR200	Interior Design 2	8
<i>Pre-Req:</i> INTR100 Interior Design		
INTR201	Drafting and Detailing 2	5
<i>Pre-Req:</i> INTR101 Drafting & Detailing 1		
INTR202	Art History 2	2
INTR203	Freehand Drawing 2	3
<i>Pre-Req:</i> INTR103 Freehand Drawing 1		
INTR205	Perspective & Rendering 1	3
INTR206	Materials 1	2
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
Semester 3 (25 hours/week)		Credits
INTR300	Interior Design 3	9
<i>Pre-Req:</i> INTR200 Interior Design 2		
INTR301	Drafting & Detailing 3	3
<i>Pre-Req:</i> INTR201 Drafting and Detailing 2		
INTR302	Art History 3	2
<i>Pre-Req:</i> INTR202 Art History 2		
INTR303	Graphics for Interior Design	2
INTR304	Lighting (Bi-weekly)	1
INTR305	Perspective & Rendering 2	3
<i>Pre-Req:</i> INTR205 Perspective & Rendering 1		
INTR306	Materials 2	2
<i>Pre-Req:</i> INTR206 Materials 1		
GNED	General Education	3
Semester 4 (23 hours/week)		Credits
INTR400	Interior Design 4	9
<i>Pre-Req:</i> INTR300 Interior Design 3		
INTR401	Drafting & Detailing 4	2
<i>Pre-Req:</i> INTR301 Drafting & Detailing 3		
INTR402	Art History 4	2
<i>Pre-Req:</i> INTR302 Art History 3		
INTR403	Basic Photography 1	2
INTR404	Lighting 2 (Bi-weekly)	1
INTR405	Perspective & Rendering 3	3
<i>Pre-Req:</i> INTR305 Perspective & Rendering 2		
INTR406	Materials 3	2
<i>Pre-Req:</i> INTR306 Materials 2		
INTR204	Textiles	2
Semester 5 (25 hours/week)		Credits
INTR500	Interior Design 5	8
<i>Pre-Req:</i> INTR400 Interior Design 4		
INTR501	Drafting & Detailing 5	3
<i>Pre-Req:</i> INTR401 Drafting & Detailing 4		
INTR502	Mechanical Systems	2

INTR503	Computer Aided Design 1	2
<i>Pre-Req:</i> INTR407 Intro to Computer Aided Design 1		
INTR504	Design Theory 2	2
<i>Pre-Req:</i> INTR104 Design Theory 1, INTR106 Interior Basics		
INTR505	Perspective & Rendering 4	2
<i>Pre-Req:</i> INTR405 Perspective & Rendering 3		
GNED	General Education (2)	6
Semester 6 (17 hours/week)		Credits
INTR600	Interior Design 6	8
<i>Pre-Req:</i> INTR500 Interior Design 5		
INTR601	Drafting & Detailing 6	3
<i>Pre-Req:</i> INTR501 Drafting & Detailing 5		
INTR603	Environmental and Business Studies	2
INTR408	Professional Practice	2
INTR507	Computer Aided Design 2	2
<i>Pre-Req:</i> INTR503 Computer Aided Design 1		
*Includes 3-week internship of in-office practice.		

## Package Design

### North Campus

#### Six semesters beginning September

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

You will be involved in graphic design, three-dimensional design, the relationship of design objectives to technological and marketing requirements, materials and their limitations, and the economics of the packaging industry. The program emphasizes the psychology of colour and design, product protection, government regulations affecting the package, printing and reproduction processes, and the impact of consumerism on the design process. During the fifth semester, stu-

dents are given the opportunity to specialize. In the sixth semester students are placed in cooperative work situations in design studios, packaging plants, packaging printers, research facilities involved with package design), and packaging sales.

#### Admission Requirements

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



## Package Design (cont'd.)

### Job Opportunities

Package designers find positions in design studios and in various industrial areas. You could specialize in structural design for corrugated and paper board plants or you could work for design studios in packaging design. You could produce camera-ready artwork for printing houses or photo engravers. Some graduates have gone into sales, research or marketing for large packaging houses. A more re-

cent area is the computer graphic design area, which will expand in the coming years.

### Expected Workload

You can expect to work hard and long hours to attain the level of quality required in the industry.

### Additional Costs

You can plan to spend from \$300-\$400 per semester for art supplies and equipment.

### Curriculum

Semester 1 (24 hours/week)		Credits
PACK100	Packaging Graphics 1	3
<i>Pre-Req:</i>	Full-time students will attend a total program interview	
PACK101	Packaging Design 1	3
PACK102	Packaging Typography 1	3
PACK103	Marketing Design Objective 1	2
PACK104	Packaging Studio Methods 1	3
PACK105	Packaging Drawing 1	3
MATH905	History of Packaging 1	3
COMM200	Communications 200	4
Semester 2 (26 hours/week)		Credits
PACK200	Packaging Graphics 2	3
<i>Pre-Req:</i>	PACK101 Packaging Design 1, PACK100 Packaging Graphics 1	
PACK201	Packaging Typography 2	3
<i>Pre-Req:</i>	PACK102 Packaging Typography 1	
PACK202	Packaging Technology 2	2
<i>Pre-Req:</i>	471-131 Packaging Technology 1	
PACK203	Packaging Studio Methods 2	3
<i>Pre-Req:</i>	PACK201 Packaging Typography 2	
PACK204	Packaging Research 2	2
<i>Pre-Req:</i>	Packaging Research 1	
PACK205	Technical Illustration 1	3
PACK206	Perceptions and Colour	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE	General Education	3
Semester 3 (25 hours/week)		Credits
PACK300	Packaging Research 3	1
<i>Pre-Req:</i>	PACK204 Packaging Research 2	

PACK301	Materials and Testing 1	2
<i>Pre-Req:</i>	PACK200 Packaging Graphics 2, PACK202 Packaging Technology 2	
PACK302	3-Dimensional Design 1	8
<i>Pre-Req:</i>	PACK203 Packaging Studio Methods 2	
PACK303	Printing Processes 1	3
<i>Pre-Req:</i>	PACK203 Packaging Studio Methods 2	
PACK304	Packaging Machinery 1	2
<i>Pre-Req:</i>	Packaging Research	
PACK305	Government Regulations 1	3
<i>Pre-Req:</i>	PACK204 Packaging Research 2, PACK200 Packaging Graphics 2, PACK203 Packaging Studio Methods 2	
PACK306	Marketing Design Objectives 2	3
<i>Pre-Req:</i>	PACK103 Marketing Design Objective 1	
GNE	General Education	3
Semester 4 (25 hours/week)		Credits
PACK400	Packaging Research 4	1
<i>Pre-Req:</i>	PACK300 Packaging Research 3	
PACK401	Materials & Testing 2	3
<i>Pre-Req:</i>	PACK301 Materials and Testing 1	
PACK402	3-Dimensional Design 2	7
<i>Pre-Req:</i>	PACK302 3-Dimensional Design 1	
PACK403	Printing Processes 2	2
<i>Pre-Req:</i>	PACK303 Printing Processes 1	
PACK404	Packaging Machinery 2	2
<i>Pre-Req:</i>	PACK304 Packaging Machinery 1	
PACK405	Resource Management	3
PACK406	Public Relations	2
PACK407	Intro. to Computer Graphics	2
GNE	General Education	3
Semester 5 (24 hours/week)		Credits
PACK500	Packaging Research 5	2
<i>Pre-Req:</i>	PACK400 Packaging Research 4	
PACK501	Packaging For The Future	3
<i>Pre-Req:</i>	PACK302 3-Dimensional Design 1	
PACK502	Computer Graphics 2	2
PACK503	Package Design Option	14
<i>Pre-Req:</i>	PACK402 3-Dimensional Design 2	
	And Business or Tech Elective	14
GNE	General Education	3
Semester 6 (20 hours/week)		Credits
PACK600	Co-op Program (Field Work)	14
PACK601	Packaging Research 6	6
<i>Pre-Req:</i>	PACK500 Packaging Research 5	



## Horticulture Programs

### Grounds Maintenance Certificate

#### North Campus

##### One year certificate program (52-weeks)

The Grounds Maintenance College Vocational Certificate Program is designed to prepare students who have graduated from high school at the basic level to find employment in the horticulture industry as grounds maintenance workers with works departments, Boards of Education, landscape and grounds maintenance contractors.

Although the main focus of the program is on developing a wide range of horticultural skills, students will also have the opportunity for personal growth and development. A life-skills component is designed to encourage students to enhance their problem-

solving, employment readiness and interpersonal skills that they will need in the workplace.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at the Basic Level
- a Letter of Recommendation from a teacher or guidance counsellor
- attendance at an information session held at the College

#### Additional Costs

Students will be expected to provide their own textbooks, work clothes and any other supplies required for their course work. A current listing can be obtained from the Program Coordinator.

#### Curriculum

Semester 1		Credits
GRND100	Personal Development Skills	5
GRND101	Horticulture 1	4
GRND102	Plant Identification 1	2
GRND103	Turf Maintenance and Equipment	4
GRND104	Field Practice	6
GRND105	Hard Surface Maintenance & Equipment	4
Semester 2		Credits
GRND200	Small Engine & Equipment Maintenance	6
GRND201	Personal Development Skills 2	5
GRND202	Plant Identification 2	2
GRND203	Horticulture 2	4
GRND204	Garden Centre Operations	4
GRND205	Field Practice 2	6

Semester 3		Credits
GRND300	Industry Orientation	2
GRND301	Horticulture 3	3
GRND302	Plant Materials	2
GRND303	Job Readiness Skills	2
GRND304	Field Placement 3	2

### Horticulture Apprenticeship

#### North Campus

##### Basic Level 8-week session beginning November

##### Advanced Level 12-week session beginning January

This intensive program stresses practical skills through applied study in the College Greenhouse, Construction Laboratory and Humber Arboretum. The in-College component of the program is scheduled to coincide with the typical slowdown in the industry from November through March. All trainees take the Basic Level session. In the Advanced Level session trainees specialize in either Nursery/Greenhouse Worker (Branch 1) or Landscaper/Greenskeeper (Branch 2).

#### Admission Requirements

- grade 10 (Ontario)
- applicant must be working in the horticulture industry (landscape maintenance/construction, greenhouse/nursery/garden centres, parks departments, golf courses, arboriculture)
- registration through the local Apprenticeship Branch Office of the Ministry of Skills Development
- minimum 16 years of age
- applicant must be literate in English

#### Job Opportunities

Skilled labour in areas listed above in the beginning to move on later into jobs with more responsibilities such as foreman or manager.

#### Curriculum

##### Basic Level:

Botany
Calculations
Communications
Landscaping 1
Pesticides
Plant ID 1
Plant Materials 1
Small Engines
Soils



## Horticulture Apprenticeship (cont'd.)

Turf Grass Management 1

### Advanced Level: Branch 1 (Nursery/Greenhouse)

First Aid

Plant ID 2

Plant Materials 2

Greenhouse/Nursery Plants

Greenhouse/Nursery Soils

Greenhouse Operations

Plant Propagation

### Branch 2 (Landscape/Greenskeeper)

#### Advanced Level:

First Aid

Plant ID 2

Plant Materials 2

Estimating

Golf Course Operations

Landscaping 2

Landscape Design 2

Turfgrass Management 2

Virtually all costs are funded by CEIC, and the apprentice in College receives unemployment benefits and may be eligible for additional support. Trainees will need work clothes, safety boots, gloves, a hard hat and secateurs. Grades are reported to the Ministry of Skills Development as per the following schedule:

Basic Level:		Credits
HORT100	Trade Calculations 1	4
HORT102	Trade Practice 1	8
HORT101	Trade Theory 1	15
HORT103	Trade Communications 1	3
Advanced Level		Credits
HORT202	Trade Practice 2	9
HORT201	Trade Theory 2	18
HORT200	Trade Calculations 2	3

# Landscape Technician/Technologist

## North Campus

### Four semesters for technician training plus two more for technologist training

This program provides students with a thorough knowledge of landscape development, site construction, design layouts, general horticulture and related technology, as well as grounds maintenance. In-class studies during the academic year, combined with required summer work experiences and the fifth semester scheduled during the summer, give students the opportunity to understand and apply a wide range of horticultural principles and practices.

Students successfully completing the first year will select a second year option from Landscape Design/Construction; Arboriculture; or Garden Centre/Interior Landscaping.

The third year of the program focuses on project/business management practices, relative to industry needs.

## Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview/information session

## Curriculum

Semester 1 (25 hours/week)		Credits
LAND100	Landscape Drawing 1	3
LAND101	Applied Soils	2
LAND102	Introductory Turf Management	2
LAND103	Applied Botany	3
LAND104	Plant Identification 1	2
SURV901	Site Layout & Survey Math 1	3
SCIE101	Computer and Society/Landscape	3

- business & consumers mathematics (general level) is recommended

## Job Opportunities

Opportunities for graduates exist in all areas of the horticulture industry, including landscape contractors, nurseries, garden centres, municipalities, golf courses and technical sales. A combination of the Humber diploma and related experience has enabled many graduates to successfully establish their own companies or obtain supervisory positions within the industry.

## Additional Costs

Students are required to purchase their own textbooks and supply their own construction safety boots, hard hats, safety glasses, gloves, etc. Students should also budget approximately \$200 per year for field trips and conferences.

Students electing to take Arboriculture in their second year will be responsible for the cost of obtaining the Utility Line Clearance Certificate from The Electrical Utilities Safety Association (E.U.S.A.).

A current listing of additional costs can be obtained from the Program Coordinator.



**Landscape Technician/Technologist (cont'd.)**

COMM200	Communications 200	4
GNEC	General Education	3
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
LAND200	Landscape Materials & Techniques	3
LAND201	Pest Control	3
LAND202	Entomology and Pathology	3
LAND203	Work Experience 1*	
LAND204	Plant Identification 2	2
LAND205	Horticulture Lecture Series	2
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNEC	General Education (2)	6

\*Includes registration for required industry work experience of minimum three months duration for returning students.

**Arboriculture Major**

<b>Semester 3 (29 hours/week)</b>		<b>Credits</b>
LAND302	Arboriculture Field Instruction 1	8
LAND303	Field Placement	8
LAND306	Arboriculture 1	3
LAND308	Pests of Woody Plants	3
LAND314	Landscape Equipment & Maintenance	2
TREE300	Tree Identification 1	3
TREE403	Construction Safety Practices	2

**Landscape Construction/Design Major**

<b>Semester 3 (32 hours/week)</b>		<b>Credits</b>
LAND300	Site Construction 1	4
LAND301	Landscape Design 1	3
LAND303	Field Placement	8
LAND304	Landscape Field Instruction 1	4
LAND306	Arboriculture 1	3
LAND307	Plant Identification 3	2
LAND309	Irrigation Systems	4
LAND313	Nursery/Garden Centre Operations 1	2
LAND314	Landscape Equipment & Maintenance	2

**Garden Centre/Interior Plantscaping Major**

<b>Semester 3 (30 hours/week)</b>		<b>Credits</b>
LAND301	Landscape Design 1	3
LAND303	Field Placement	8
LAND305	Floriculture 1	3
LAND306	Arboriculture 1	3
LAND307	Plant Identification 3	2
LAND310	Interior Plantscape Field Instruction 1	4

LAND311	Intro. to Interior Design 1	3
LAND313	Nursery/Garden Centre Operations 1	2
LAND314	Landscape Equipment & Maintenance	2

**Arboriculture Major**

<b>Semester 4 (35 hours/week)</b>		<b>Credits</b>
LAND401	Arboriculture Field Instruction 2	8
LAND402	Field Placement	8
LAND403	Woody Plant Appraisal	8
LAND404	Applied Math	2
LAND405	Arboriculture 2	3
LAND406	Work Experience 2*	
TREE407	Forestry Equipment	2
TREE408	Tree Identification 2	3
HLTH003	Basic C.P.R.	1
HLTH007	First Aid St. John's Standard	1

**Landscape Construction/Design Major**

<b>Semester 4 (24 hours/week)</b>		<b>Credits</b>
LAND400	Site Construction 2	3
LAND404	Applied Math	2
LAND405	Arboriculture 2	3
LAND406	Work Experience 2*	
LAND407	Landscape Design 2	2
LAND408	Project Carpentry	4
LAND409	Plant Identification 4	2
LAND410	Landscape Field Instruction 2	4
LAND414	Nursery/Garden Centre Operations 2	2
HLTH003	Basic C.P.R.	1
HLTH007	First Aid St. John's Standard	1

**Garden Centre/Interior Plantscaping Major**

<b>Semester 4 (30 hours/week)</b>		<b>Credits</b>
LAND402	Field Placement	8
LAND404	Applied Math	2
LAND405	Arboriculture 2	3
LAND406	Work Experience 2*	
LAND407	Landscape Design 2	2
LAND409	Plant Identification 4	2
LAND411	Floriculture 2	3
LAND412	Interior Plantscape Field Instruction 2	4
LAND413	Interior Design 2	2
LAND414	Nursery/Garden Centre Operations 2	2
HLTH003	Basic C.P.R.	1
HLTH007	First Aid St. John's Standard	1



## Landscape Technician/Technologist (cont'd.)

\*Includes registration for required industry work experience for returning students — minimum three months duration.

Semester 5 (40 hours/week Summer Session — July & August)		Credits
LAND500	Project Design and Presentation	3
LAND501	Field Practice	8
LAND502	Plant Identification 5	2
LAND503	Specialized Turf Areas	3
LAND504	Work Experience 3*	
LAND505	Estimating	4

\*Includes registration for required industry work experience; including research/demonstration/construction project — minimum three month duration.

Semester 6 (25 hours/week)		Credits
LAND600	Municipal Parks Operations	2
LAND601	Computer Applications in the Horticultural Industry	4
LAND602	Service Management	4
LAND603	Work Experience Presentation	1
LAND604	Urban Forest Management	3
LAND605	Supervision and Management	4
LAND606	Plant Utilization	3
MOPS320	Small Business Management	4

## Retail Floriculture

### North Campus

#### Four semesters starting September

In the Retail Floriculture Program students will study the principles and practice of floral arrangement, including design, storage methods, special arrangement techniques, construction of a wide range of floral products, preparation and colour coordination. Students will learn the difference between traditional and contemporary arrangements, identify house plants and know the appropriate care for each one. Greenhouse and container-grown crop produc-

tion, propagation of horticultural crops, greenhouse soil mixtures and soil amendments are also discussed.

In addition to extensive laboratory activities, students will spend time in the College's Flower Shop as well as in retail florist shops. This field experience will help students to apply their training in floristry, accounting, cost control, retailing techniques, personnel and public relations, advertising, salesmanship and business management.

The range of topics studied will prepare students for responsible and challenging positions in the floral industry.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- applicants will be invited to attend an orientation session

### Interests and Skills

- some design and artistic ability
- an interest in plants
- a willingness to meet and talk with customers in a retail sales setting

### Job Opportunities

Graduates will find openings in retail and wholesale florist outlets in the areas of floral design, merchandise display and customer sales. With industry experience graduates will be able to progress into management and ownership opportunities.

### Additional Costs

In this program the major textbooks are purchased in the beginning and used during the whole program. You should spend approximately \$300 for the two years. A current listing can be obtained from the Program Coordinator.

### Curriculum

Semester 1 (26 hours/week)		Credits
FLRS100	Floral Des. Lab 1	7
FLRS101	Floriculture and Botany 1	2
FLRS102	Principles of Floral Design 1	2
FLRS103	Introduction to the Retail Florist Industry	2
FLRS104	Flower Shop Oper. 1	2
RMGT131	Retail Math (Flor.)	4
COMM200	Communications 200	4
GNEC	General Education	3

Semester 2 (25 hours/week)		Credits
FLRS200	Floral Design Lab 2	8
FLRS201	Floriculture and Botany 2	2
FLRS202	Principles of Floral Design 2	2
FLRS203	Flower Shop Operations 2	2
RMGT231	Sales and Selling Skills (Flor.)	4
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education	3

Semester 3 (22 hours/week)		Credits
FLRS300	Floral Des. Lab 3	9
FLRS301	Flower Shop Mgmt. 1	3
FLRS302	Floriculture and Botany 3	3
RMGT205	Receiving and Inventory Practices	4
GNEC	General Education	3

Semester 4 (23 hours/week)		Credits
FLRS400	Floral Des. Lab 4	9
FLRS401	Flower Shop Mgmt. 2	4



**Retail Floriculture (cont'd.)**

FLRS402	Floriculture and Botany 4	3
RMGT315	Retail Advertising & Promo. (Flor.)	4
GNED	General Education	3

**The Humber Arboretum**

In an area as large and as populated as Metropolitan Toronto there is a need for places where people can learn and appreciate more about the environment in which they live. The Humber Arboretum is one such place; located on the west branch of the Humber River at the intersection of Highway 27 and Humber College Boulevard, the over 120 acre site offers the community a variety of activities suitable for all ages and interests, on a year round basis. Kilometres of self-guided trails through natural, mature woodlands or along the valley bottom appeal to some while wandering around the Demonstration Gardens or through the plant collections can give others ideas of what landscaping material is suitable for the Toronto area.

The Arboretum is operated jointly by the City of Etobicoke, the Municipality of Metropolitan Toronto, the Metropolitan Toronto and Region Conservation Authority and Humber College. This unique

arrangement ensures that community interests are met and the land on which the Arboretum sits is managed in a way which will ensure the preservation of this natural heritage.

The Arboretum is a kaleidoscope of wildlife habitat types, ornamental gardens and grounds, and recreational areas. It is this diversity which creates a true community resource. Not only do students in a variety of Humber College programs make use of the facility in their studies, but each year an ever increasing number of individuals, families, schools, businesses and related interest groups and associations from all over the Metropolitan Toronto area and beyond take advantage of the unique opportunities for learning and relaxation that the Arboretum offers them.

For more information contact:

The Humber Arboretum  
205 Humber College  
Boulevard  
Etobicoke, Ontario  
M9W 5L7  
Telephone: (416) 675-5009

**Urban Tree Maintenance Certificate (Pending Ministry Approval)****North Campus****Two semesters in duration**

This is one of the few programs in the country specifically designed for Urban Tree Workers (Arborists). It originated in response to industry demands for increased numbers of well-trained, knowledgeable employees.

On completion of this program, students will have a thorough working knowledge of all aspects of Urban Tree Maintenance.

Particular emphasis will be on:

- teaching of the most current theories and practices used in the industry
- safety
- skills development through regular field training sessions

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- minimum of one year of practical experience in the arboriculture/tree care industry. An employer's letter indicating the type and duration of the work will be required.
- attendance at an information session

**Curriculum**

Semester 1 (33 hours/week)	Credits
LAND302 Arboriculture Field Instruction 1	8
LAND303 Field Placement	8
LAND306 Arboriculture 1	3
LAND314 Landscape Equipment & Maintenance	2
TREE300 Tree Identification 1	3
TREE306 Arboriculture Science	3
TREE403 Construction Safety Practices	2

**Job Opportunities**

With the training and experience required to earn this certificate, students will be well-prepared for employment with municipal, provincial and federal governments, public utilities and their contractors and other private sector employers.

The demand for well-trained reliable tree workers, (particularly tree climbers) is increasing, and prospects for future advancement exist.

Wages, salaries, and benefits are excellent, and the industry is growing rapidly.

**Additional Costs**

Besides text books, students are required to supply their own personal safety apparel; work-related boots, hard hat, safety glasses, work clothes, hearing protection, climbing belt, rope and pole strap, and a few hand tools. In 1988 this equipment cost approximately \$600.00. Students should also budget approximately \$200.00 for field trips and conferences.

Students will also be responsible for the cost of obtaining the Utility Line Clearance Certificate from the Electrical Utilities Safety Association (E.U.S.A.). A current listing of additional costs can be obtained from the Program Coordinator.



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**Urban Tree Maintenance Certificate (Pending Ministry Approval) (cont'd.)**


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COMM200	Communications 200	4
<b>Semester 2 (35 hours/week)</b>		<b>Credits</b>
LAND201	Pest Control	3
LAND401	Arboriculture Field Instruction 2	8
LAND402	Field Placement	8
LAND404	Applied Math	2
LAND405	Arboriculture 2	3
TREE407	Forestry Equipment	2
TREE408	Tree Identification 2	3
HLTH003	Basic C.P.R.	1
HLTH007	First Aid St. John's Standard	1
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	



# Course Descriptions

## A/V Techniques FOTO406

Students will become proficient in the operation, maintenance and applications of audio-visual production and presentation equipment. Students will also practice A/V techniques and show that they are able to properly assemble, store, handle and, if necessary, repair the equipment they must use.

## Advertising Writing for PR PRD.402

This course will develop the skills introduced in Introduction to Advertising through practical copy-writing, rough layouts, scripting, designing direct mail, scheduling, buying and assessing media. Various promotions will be analyzed. A full campaign including research, conception, budgeting, scheduling, copy and layout, use of an Ad Agency and evaluation of campaign will be worked out by the students in detail.

## Announcing Techniques 1 RBD.201

The student will learn the fundamentals of announcing procedures as practiced in Canada, covering the personality program, news and sports announcing and interview shows.

## Applied Botany LAND103

This course focuses on the anatomy and physiology of flowering plants and their response to a range of environmental variables. The emphasis will be on understanding the growth characteristics of ornamental plants in order to provide optimum growing conditions in a landscaped situation.

## Applied Math LAND404

This course covers the math involved in day to day horticultural practices. Topics include the metric system, sprays calibration, areas, volumes, spray tank mixture calculations and ratios.

## Applied Soils LAND101

In this course students will study the physical, chemical and biological properties of soil and how to manage soils to provide optimum growing conditions for ornamental plants. Fertilizers and their

effects on plant growth will also be covered.

## Apprenticeship 1 THTT304

Practical work experience in a variety of production situations. These activities will take place in professional theatres around the metro Toronto area.

## Apprenticeship 2 THTT404

Refer to course description of Apprenticeship 1 (THTT304).

## Apprenticeship 3 THTT502

Refer to course description of Apprenticeship 1 (THTT304).

## Arboriculture Field Instruction 1 LAND302

This course provides the student with "hands-on" experience in tree maintenance techniques. Students are taught how to climb and perform maintenance procedures in an efficient and safe manner.

## Arboriculture Field Instruction 2 LAND401

This course is a continuation of Arboriculture Field Instruction 1. Students will be given the opportunity to further develop their climbing and tree maintenance skills.

## Arboriculture Science TREE306

This course focuses on basic plant and soil science with a particular emphasis on the growth characteristics of woody plants in the urban environment.

## Arboriculture 1 LAND306

This course examines the complexity of the urban environment as it impacts woody plant performance. Planting and pruning techniques are dealt with in detail.

## Arboriculture 2 LAND405

This course examines typical Urban Forestry practices used to maintain woody landscape plants in a healthy, structurally sound, and attractive condition. In addition tree diagnosis, evaluation and estimating are discussed.

## Arranging For Big Band 5 MELC509

This course is offered to the student who has completed Ar-

ranging 4 and who wishes to study writing for large band.

## Arranging For Big Band 6 MELC609

This course is a continuation of Big Band writing. It furthers the student's ability to apply the techniques taught in Arranging 5.

## Arranging For Small Band 3 MELC309

This course provides the student with basic skills in arranging and orchestration for small commercial, jazz and rock oriented combos. It covers the principles of 2 & 3 part voicing techniques. Successful completion of Theory 2 is a requirement. A continuing study of Theory 3 is mandatory for the students taking Arranging 3.

## Arranging For Small Band 4 MELC409

This course advances the student's knowledge of small group writing and continues the stylistic development of a variety of contemporary music eg. commercial, jazz, rock, etc.

## Art History 1 INTR102

This course will trace the development of western man as demonstrated in visual forms, and will establish the relationship between permanent forms such as architecture, monumental sculpture, Fresco painting and more portable forms such as furniture, easel painting, textiles and the like. Semester one examines Southern and Western Europe from early civilizations until the renaissance.

## Art History 2 INTR202

The course will trace the development of western man as demonstrated in visual forms, and will establish the relationship between permanent forms such as architecture, monumental sculpture, Fresco painting and more portable forms such as furniture, easel painting, textiles and the like. Semester 2 examines Southern and Western Europe from the Gothic period to the twentieth century.

## Art History 3 INTR302

Art History 3 aims to build upon the survey of Art History 1 & 2 so as to develop the student's awareness of our rich cultural heritage. After a brief review of the rise and fall of our stream of civilization, recalling the corresponding forms of architecture and art, we will examine significant aspects of the period since the Renaissance. Thus, for example, we will consider the importance of Palla-

dio and his inspiration, not only in Italy but in the rest of Europe and America up to the present century. Similarly, we will note the ways in which painting and sculpture often reflect contemporary worldviews, highlighting the work and thought of major artists and influences up to the eighteenth century. (Art History 4 similarly covers the period from eighteenth to the twentieth centuries). The course will be illustrated by slides, movies and handouts.

## Art History 4 INTR402

Art History 4 continues the process of the previous three semesters, aiming to develop the student's rich cultural heritage. After a brief review of the rise of western civilization to 1800, we will trace the progress of art and architecture from the beginning of the Industrial Revolution, through the nineteenth century to the present day. We will study the relationship of the arts to the stimuli of society, touching upon the work and thought of major artists, architects and influences.

## Audio Recording Techniques 1 AVIS205

This course will provide each student with practical and theoretical knowledge of basic audio recording systems and techniques and how audio is applied in a multi-media production. The student will use portable audio recording equipment as well as operate studio and control room equipment.

The student will apply the knowledge in location, studio and control room projects.

## Audition THTP502

Audition will enable students to prepare and present a number of monologues and/or musical pieces which will become portfolio material to be used in professional auditions. The course will stress performance skills as they apply directly to the audition situation.

## AV Applied Physics PHYS901

Students will review the basic physical theories of light as related to audio-visual equipment, specifically lenses, mirrors and prisms. The course will also deal with sound and sound reproduction theory and applications. Emphasis will be on evaluating the design of audio equipment to provide adequate acoustical levels and correct acoustic dispersion in halls and auditoria.



**AV Mathematics TMAT901**

This is a refresher course to provide the basic technical mathematics for the AV Applied Physics and AV Electronics courses.

**AV Media Applications, Introduction AVIS101**

Audio Visual students will be instructed in the operation, application and presentation of information on conventional audio visual equipment. Students will be required to produce basic audio visual materials and start to assemble them into a portfolio. At the end of the course students will demonstrate their competency in applying various audio visual production and operation skills by planning, producing, programming and presenting multi-media and multi-image sound slide shows. Equipment, facilities and guidance will be coordinated to help students produce their own personal audio visual portfolios. The photographic and scripting components of this course are coordinated with the other core courses in this semester.

**AV Production Workshop, Sponsored Projects AVIS302**

This course is designed to provide students with additional opportunities to assume responsibility for a total multi-media or audio-visual production. Each student obtains a client-sponsor who will use the student's production as an audio-visual instructional resource or for some promotional presentation.

Students experience the professional responsibilities of working with their chosen client-sponsor as the various production components are developed. As well, students and (if necessary) client-sponsors meet with the course instructor to report on the progress of the project and arrange for any production facilities or resources which might be required.

**Basic C.P.R. HLTH003**

This course teaches the lifesaving techniques of cardiopulmonary resuscitation.

**Basic Photography 1 INTR403**

The Basic Photography course is designed to take a student, who has had no previous photographic experience, through the photographic sequence so that at the end of the semester he/she has been taught to make a photographic record of the images around him/her. The student will be familiarized with the theoretical and practical aspects of the

camera and the darkroom so that he/she will be able to apply this training in the direction of his/her major program.

**Basic T.V. Techniques 1 FASH102**

This course will involve news reading, commercial copy and television interviewing. A crucial part of the course will be play back evaluation of activities.

**Basic T.V. Techniques 2 FASH202**

The aim is to build on the skills introduced in the first semester; ease on camera, fluency, and poise at a higher level. Students will gain more experience in organizing thoughts and presenting them in an articulate manner.

**Basic TV Production JRNL405**

Students will be introduced to the basic operating and production techniques for television. Students will learn the multiple camera facility of the basic television studio. At the same time, they will learn to research, develop, crew and direct television productions.

**Broadcast Internship JRNL509**

Students are required to intern at a radio or T.V. station. Arrangements for the internship program will be worked out by the coordinator in consultation with the students.

**Broadcast Internship 2 JRNL605**

Students are required to intern at a radio or T.V. station. Arrangements for the internship program will be worked out by the instructor in consultation with the students.

**Broadcast News 1 RBD.204**

This course will introduce the student to the basics of broadcast journalism as practised and required by radio stations in Canada. We will examine different journalism styles and will concentrate on developing the skills needed to gather, write and present the news. Classes will consist of lectures and workshop portions during which assignments will be completed by a regular deadline.

**Broadcast News 2 RBD.303**

This course continues the development of skills introduced in Radio News 1. Students concentrate on the learning techniques that are required for radio news writing and reporting.

**Broadcast News 3 RBD.404**

This course offers the 4th semester student some time each week to concentrate on fine tuning skills in the areas of Radio News and Sports. While some have selected radio journalism as a career goal, others have not, but it is a fact that in order to become a well rounded radio person, the ability to function in a variety of areas is essential.

**Broadcast Research & Marketing and National Radio Sales 2 RBD.504**

The course will contain the basic ingredients needed to plan both retail and national media campaigns for radio, television, print and multi-media.

**Broadcast Research & Marketing 1 RBD.405**

This course will concentrate on acquainting the student with broadcast research terms and their use in radio. There will also be emphasis on how broadcast research determines marketing by radio from retail and national agencies, as well as the preparation of marketing plans.

**Canadian Education in the Out-of-Doors NATR104**

This course is designed to familiarize students with education in the out-of-doors as it exists in Canada. The students will be exposed to the conservationist ethic and to a variety of possible applications. An overview of existing agencies teaching in the out-of-doors will be covered, and the student should gain insight into how they compliment or work against each other.

**Case Studies JRNL601**

The student is required to undertake a substantial research project and prepare a report on a Canadian newspaper, magazine, radio station, or television station. Although the report will focus on the editorial department of the organization under study, the report must encompass all major departments. Each study is to be a showcase of the student's research, analytical, and writing skills and is the final major project required prior to graduation. A copy of the report is retained by the Journalism Program for future reference by other students.

**Case Studies 2 PRD.400**

This course is based on Intro. to PR and Case Studies. It will continue to consider a selection of PR case histories covering a vari-

ety of situations and conditions. When feasible, guest lecturers will describe a case.

**Choreography and Fashion Show Production MODL302**

A basic course in runway, showroom and mannequin modelling with practise in current techniques of showing garments and accessories. A fashion show will be produced on-campus.

**Colour DGAS104**

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

**Colour T.V. Production 1 FMTV308**

This course is designed to introduce the basic technical and operational techniques required to produce simple television programs in the colour studio.

**Colour T.V. Production 2 FMTV400**

"Hands-on" production techniques introduced in the previous course are expanded and refined during this semester. Students will be assigned production crew positions and will produce a variety of television program formats in the colour television studio. The purpose of this semester is to provide students with a broad basis of experiences in order to competently and creatively develop the skills necessary to succeed in the third year of television production.

**Colour Theory INTR105**

An introduction to the physical, chemical, and psychological aspects of colour and their application to design.

**Composition 3 MELC310**

These courses familiarize students with the craft of harmony and counterpoint through: a) a study of musical examples, b) exercise material based on certain harmonic/melodic skills, and c) compositions created by students.

A number of styles of composition will be explored and major projects will be assigned to reflect the student's individual stylistic preferences. Semesters 3 & 4 are heavily weighted with theoretical topics in order to equip students with the necessary craft to allow them to benefit from a study of more "pure composition" in semesters 5 & 6.



**Composition 4 MELC410**

Refer to course description of Composition 3 (MELC310).

**Composition 5 MELC510**

Refer to course description of Composition 3 (MELC310).

**Composition 6 MELC610**

Refer to course description of Composition 1 (MELC310).

**Computer and Society/Landscape SCIE101**

This is a basic computer literacy course. Students become familiar with the basic software available. Wordprocessing, Lotus and Database programs are studied with the emphasis on using the computer as a tool for personal, educational and business applications.

**Computer Aided Design 1 INTR503**

This course focuses on practical applications of computer aided drafting and includes operation of the AUTOCAD system, completing drafting assignments using this technology and custom menu design and implementation.

**Computer Aided Design 2 INTR507**

A continuation of INTR503, Computer Aided Design 1.

**Computer Applications in the Horticultural Industry LAND601**

The goal of this course is to demonstrate the many applications the computer has in the Horticulture Industry. The student is exposed to software used in the industry including computer aided design (CAD), business and accounting software and construction management software.

**Computer-Controlled AV Equipment AVIS201**

The course content is presented by means of classroom seminars, guest lecturers and equipment operation demonstrations. All will deal with computer equipment features and applications followed by supervised lab time in which the student will perform various operational exercises. Students should be aware that individual projects will require considerable time outside of the scheduled classes. In order to make the production and presentation equipment more accessible to all students in the Audio Visual Technician Program, facilities will be made available beyond the regular program hours.

In order to limit the materials and production costs, students are

encouraged to modify and adapt their previous multi-image projects.

**Computers and Design 3 INDU505**

A course in professional-level computer-aided drafting and an introduction to 3-dimensional computer-aided design.

**Construction Safety Practices TREE403**

To prepare Arboriculture Major students for full-time employment, this course covers in detail the Occupational Health and Safety Act, the Highway Traffic Act, and applicable utility safety legislation. An Electrical Utilities Safety Certificate is awarded to successful students.

**Cosmetic and Beauty Management 1 FASH302**

Students learn to manage and operate an on-campus Cosmetic Lab for Make-up makeovers. Promotion, administration, sales, human relations and record keeping skills are taught in both theoretical and practical sessions.

**Cosmetic and Beauty Management 2 MODL402**

A theoretical approach to the management function and its application to the Fashion Industry. Students will study the various types of management, planning and decision making process, as well as staffing and controlling. Groups are assigned each week to promote, administer and work in the on-campus Cosmetic Lab providing make-up makeovers to the students and staff of the college.

**Cosmetic Applications 1 FASH101**

This course is designed to provide the student with the theory of corrective make-up. Practical experience in the make-up lab will teach the student the skills of face shape analysis and corrective make-up application.

**Cosmetic Applications 2 FASH201**

This course is designed to expand on basic corrective techniques taught in the first semester. Practical experience in the make-up lab will teach the student different types of applications as they relate to: glamour, mature women, men, ethnic, video and T.V.

**Cosmetic Beauty and Health Theory 2 FASH200**

An examination of the treatments, products, marketing and

sales techniques of the cosmetic skin care, perfume, hair and nail care industries.

**Cosmetic Practice. Make-up Artistry 1 COSM300**

This course is designed to expand the students' skills developed in the first year to include the professional aspects of make-up artistry. Practical application will include photographic, runway and basic theatre make-up with business instruction as it relates to freelance make-up artistry.

**Cosmetic Practice. Make-up Artistry 2 COSM401**

This course is designed to expand students' skills developed in the first year to include the professional aspects of make-up artistry. Practical application will include make-up for photography, runway and basic theatre. Business principles will be discussed as they relate to freelance make-up artistry.

**Cosmetic Practice: Fashion MODL300**

This course expands the students' skills developed in the first year to include the make-up skills required by a model.

Practical application will include photographic and runway make-up. Students will apply make-up on themselves as they learn to create their best possible image for auditions and "go sees". Students will also become familiar with "quick" hairstyles they can do on themselves.

**Cosmetic Practice: Fashion Modelling 2 MODL400**

This course is a continuation of cosmetic practice: Fashion Modelling 1. It is designed to expand the students' skills developed in the first year to include the make-up skills required by a model. Practical applications will continue and will include photographic and runway make-up. Students will apply make-up on themselves as they learn to create their best possible image for auditions and "Go-Sees". Students will also become familiar with "quick" hair styles they can do on themselves.

**Cosmetic, Beauty and Health Theory 1 FASH100**

This course is designed to give the student a complete background on the functions and health of the body, skin, hair and nails. In addition the ingredients and use of cosmetics related to the health, and appearance of the skin, hair and body, are examined in detail.

**Critique 1 JRNL401**

Students will analyze in detail all aspects of Coven, paying particular attention to the overall effects of layout and design, use of pictures, choice of story position, effectiveness of headlines, accuracy of content, quality of paste-up and quality of editing.

**Critique 2 JRNL502**

Refer to course description of Critique 1 (JRNL401).

**D.C. Bass 1 MDBL101**

An analysis of various keyboard instruments including: acoustic piano, pipe organ, electronic organ, electric piano, clavinet and various synthesizers - analog, digital, computer based, etc.

The course will look into both the technical and performance aspects of each keyboard. Emphasis will be placed on ensemble performance and the development of an orchestration concept for keyboardists.

**D.C. Bass 2 MDBL201**

Refer to course description of Keyboard Doubling 1 (MDBL101).

**D.C. Bass 3 MDBL301**

This course presents an introduction to string bass performance and history using concepts to develop the student's understanding of string bass.

**D.C. Bass 4 MDBL401**

Refer to MDBL301.

**D.C. Bass 5 MDBL501**

Refer to MDBL301.

**D.C. Bass 6 MDBL601**

Refer to MDBL301.

**Darkroom Techniques 3 FOTO304**

This course will increase the knowledge and skill level of the student. Various special effects and techniques will be applied to create maximum visual impact in a photograph. Quality and cost control is part of this course. Topics and assignments deal with: push process, archival process, sabbatier effect, murals, multiple and double printing.

**Design Management INDU603**

A presentation, seminar and survey course, with guest professionals conducting many of the sessions. The role of the industrial designer will be studied from a variety of viewpoints in relation to the business topics identified.



**Design Presentations 4****INDU401**

A course in advanced studio methods for Industrial Designers. Basic photographic principles are introduced and camera/lighting techniques are practiced. Related presentation techniques used in display, promotion and product service fields are introduced.

**Design Theory 1****INTR104**

A series of lectures exploring the fundamentals of two and three dimensional design. Emphasis is upon the universality of these basic tenets and theories.

**Design Theory 2****INTR504**

The course will provide an in-depth examination of the dynamics of modern design theories. Particular attention will be paid to developing the practical skills needed by professional designers in the field. Topics will include the automated office and the analysis and critique of existing spaces in the city.

**Design 1****GRAP104**

Design 1 is the introduction to graphic design. Here the student will be introduced to the various tools used in the design field. Theories will be taught, concepts for advertising with the use of abstract shapes, what is meant by the vignette of free form shape, working with the gray scale, and colour theory. The student will be required to solve appropriate assignments using theories and techniques.

**Design 2****GRAP204**

Emphasis in Design 2 is based not only on further developing the students rendering techniques, but also on the creative concept, that is the idea, copy approach (headline), layout and overall use of the advertising media selected. The use of photography as an illustrative medium will be introduced.

**Direction 1****FMTV103**

In this introduction to the work of the film and television director, with emphasis on short films and TV productions, students will learn about the work and responsibilities of the director and the need for extremely close cooperation with the producer, production manager, performers, and all other people involved in production. Students will prepare and direct several projects, including all the assignments of the Super-8 Film Production Workshop, and will be expected to arrange shooting schedules and film shoots with

other members of the production crew. This course is directly related to Scripting 1, Super-8 Film Production Workshop 1, and Communication 1.

**Documentary Film Styles 1****FMTV104**

This course examines the high degree of professionalism and creativity required to produce documentary films. The student is introduced to many films of the genre and to the history and development of documentary films to the present time. Many films will be screened so that the student will understand and appreciate the different visual and other creative concepts used in this medium.

**Drafting & Detailing 1****INTR101**

A lecture/studio course where students are assigned projects. The 5 hours per week may be split into two separate structures, for example: 2 hours for freehand assignment and 3 hours for a drafted project or 5 hours for one assignment. Assignments are due at the end of the class unless stipulated otherwise. Students begin the class with projects from the previous week returned, followed by a lecture with the new assignment. Class attendance and punctuality are most important. No assignments are handed in late unless medical or compassionate leave has been given prior to the date. The instructor is available by appointment for extra assistance.

**Drafting and Detailing 2****INTR201**

A continuation of Drafting 1 with further development of technical skills. The following will be taught: procedures used in preparatory architectural floor plans, the metric system, wood furniture construction and shades and shadows.

**Drafting & Detailing 3****INTR301**

Review of drafting standards, design, method of drawing, construction, and finishes. A thorough discussion of criteria involved in the design and detailing of several projects such as shelving, washroom cabinetry and lighting, and a complete kitchen layout, and details. A full investigation of available materials, hardware and lighting are a relevant part of all projects.

Prerequisite: Drafting and Detailing 2

**Drafting & Detailing 4****INTR401**

The course will be utilizing the information obtained so far to relate to current design projects and to prepare working drawings and details for all or part of these projects.

**Drafting & Detailing 5****INTR501**

Continuation of Drafting and Detailing 4. The course is designed to give the student a thorough introduction to residential construction and some major components as they relate to the Interior Design student.

**Drafting & Detailing 6****INTR601**

Problems are discussed on specifications, construction contracts, mechanical and electrical applications of ceilings, as they relate to commercial design and based on a specific core problem. The final design problem is detailed with regard to 3 major components.

**Drafting 1****THTT101**

Figurative drawing with emphasis on the human form, using pencil and paper, brush and ink. An emphasis on black and white drawing as opposed to polychrome.

**Drawing Studio****DGAS205**

This course extends and unites the knowledge gained in Life Drawing and Structural Drawing offered in Semester 1. Emphasis will be placed on perspective drawing, figure drawing, object/product drawing, and environmental studio through a variety of media and techniques.

**E.F.P. (TV Workshop)****FMTV310**

Refer to course description of Film, Sound & E.F.P. Workshops (478-302).

**E.F.P. (TV Workshop)****FMTV401**

Refer to course description of Film, Sound & E.F.P. Workshops (478-302).

**Ear Training 1****MUSC103**

Ear Training 1 is an introductory course designed to develop the necessary fundamental aural skills for record copying, improvisation, arranging, the "faking" of tunes, sight singing, and musical composition.

**Ear Training 2****MUSC203**

Ear Training 2, which will continue to develop aural skills, introduces lifting techniques, part singing, silent dictation, tonicization, turnarounds, non-diatonic modes, and spread voicings. Aural recognition of topics covered in Theory

1 and 2 will be stressed when appropriate.

**Ear Training 3****MUSC303**

This course is a continuation of Ear Training 2. Emphasis is placed on the transcription of recorded music.

**Ear Training 4****MUSC403**

This course is a continuation of Ear Training 3. Emphasis is placed on the transcription of recorded music, and the focus is on the aural perception and recognition of writing and improvisation techniques studied in Theory 4.

**Editorials/Reviews/Copy Editing****JRNL301**

During this course students will study newspaper features, editorials, columns and reviews. Emphasis will be placed on the practical writing of each. Headline and outline writing will be studied and special attention will be given to copy-editing techniques.

**Effective Speech 1****PRD.101**

In the field of Public Relations, where the effective persuader is rewarded and the deficient penalized, effective speaking techniques are essential. The course is designed to help you acquire the skills to speak with confidence in both vocational and social situations.

**Effective Speech 2****PRD.201**

This course will further develop effective speech through the teaching and practice of good oral communication techniques.

**Electronic Keyboarding****OFAD100**

The student will receive instruction in basic alpha-numeric keyboarding techniques and the preparation of typewritten communications associated with the specific program of study. Some topics may include microcomputer applications where facilities are available.

**Elements of Fund Raising****PRD.305**

This course will examine in detail fund-raising campaign procedures, techniques, goals and programs.

**Elements of Photographic Design****FOTO201**

An extension of Design 1. This course will continue to provide the student with a sound understanding in many areas of composition, design and layout. The assignments will provide the ground-



work directly related to problems and practical work. Emphasis will be placed on the development of the student's visual awareness in our everyday environment as it applies to design and photography.

**Elements of Photographic Design 1 FOTO101**

A sound understanding of composition and design is the basis of good photography. The student will develop a visual awareness of the principles of good design through demonstrations and assignments on topics such as composition, perspective, tone and texture, proportion and balance.

**Entomology and Pathology LAND202**

Common pests and diseases of ornamental plants will be studied in the course with an emphasis on the principles of integrated pest management.

**Entrepreneurship in the Fashion Industry FASH203**

This course covers the basics of small business start-up in Ontario while allowing the student to explore the possibility of starting a freelance practise, fashion or cosmetic related business of their choice.

**Environmental and Business Studies INTR603**

Course will attempt to familiarize students with a range of concerns and activities associated with the environmental professions, business management and cost analysis.

**Estimating LAND505**

This course uses a case study approach as a basis for teaching accurate cost estimating of landscape projects. The tender and bid process and construction management are discussed in detail.

**Fashion & Cosmetics Employment 2 COSM402**

This course provides the opportunity for graduating students in the management option to chart their preferred career path and seek related forms of employment.

**Fashion and Beauty Promotion FASH204**

This course is a survey of the three major components of Promotion including the different types of advertising, public relations and promotional events which are used to promote the fashion and cosmetic industries.

**Fashion and Cosmetic Industry Orientation 1 FASH105**

The intent of this course is to identify the fashion industry through fieldtrips, guest lecturers and class review. Guest lecturers from the fashion, beauty and cosmetics, TV and modelling industries will offer students the inside view of their specific areas. Students will meet and exchange ideas with these guest speakers, who will discuss their careers, their companies, job situations, trends and industry developments.

Field trips will also be organized to fashion locations and key events such as cosmetic and fashion trade shows, fashion shows and seminars. Included in the course is a study of the fashion leaders and innovators, publications and fashion terminology.

**Fashion and Cosmetic Industry Orientation 2 FASH205**

An in-depth study of the cosmetic, men's, children's, women's, home fashions, and accessory industries. Emphasis will be placed on the manufacturing phases, and will include a discussion of government regulations on material and sizing standards.

**Fashion and Cosmetics Employment 1 COSM301**

In this course students learn by working in a variety of fashion related areas under supervision. The type of work will vary depending on the assignment and may expose a student to future career opportunities.

**Fashion Coordination FASH104**

This course covers the principles of fashion coordination. Topics covered include figure analysis, wardrobe planning, and the role of accessories in fashion. In-depth look at colour, colour theory, and the application of colour in fashion.

This course provides a basic understanding of colour and line as it applies to all areas of fashion, promotion, and visual presentation.

Course prepares students for job opportunities in Fashion and Beauty consulting as well as in store merchandise arrangement.

**Fashion Marketing Strategies 1 FASH301**

A study of the fundamental marketing strategies involving products, pricing, promotions and place as they relate to the fashion and cosmetic industries. A case study approach to the manufacturing, service, retail or wholesale

sectors is emphasized in the development of a "Marketing Plan".

**Fashion Marketing Strategies 2 FASH401**

A practical application of the marketing and presentation strategies studied in Fashion Marketing Strategies 1. Students will be required to prepare a complete slide or trade show presentation.

**Fashion Modelling Employment Placement 1 MODL301**

In this course students learn by working in a variety of fashion related areas under supervision. The type of work will vary depending on the assignment and may expose a study to future career opportunities.

**Fashion Modelling Employment Placement 2 MODL401**

This course prepares the graduating modelling student to pursue careers in modelling, acting, television or related employment by completing a portfolio, comp. card and arranging auditions and 'go-sees' with modelling and talent agencies.

**Fencing & Stage Combat THTP307**

An introduction to the methods of performing a realistic and safe stage fight. The course will cover the basic movements and strokes used in Rapier sword play and unarmed combat.

**Field Placement LAND402**

Refer to course description of LAND303 Field Placement.

**Field Placement LAND303**

Field Placement offers the student the opportunity to acquire relevant experience in an area of the horticultural industry by working one day a week within the private or government sector. Placement location will be arranged according to the student's chosen option.

**Field Practice LAND501**

This course is designed to allow the student the opportunity to carry out projects conceived in the Project Design and Presentation course. It is a "hands-on" practical course.

**Field Studies NATR202**

The purpose of this course is to give students an overview of agencies which offer interpretive programs. A look at structure theory, methods and philosophies will take place, as well as interaction with the existing programs when

applicable. A facility analysis will be completed for each site to aid in understanding a given facility. In addition, the students will plan a week-long field trip to take a look at interpretive facilities which can't be reached in one day. The destination of this trip is decided by the class.

**Film & T.V. Program Formats 1 FMTV200**

The course examines the internal structure and style of a variety of film and television program formats. This is accomplished through screenings of sample productions, lectures, and discussions. The course is closely related to script writing and productions to be viewed are examples of the kinds of work the students are expected to produce in semesters 3,4,5 & 6.

**Film/TV Directing 1 FMTV301**

This course develops directorial skills and deals with particular problems associated with specific types of film and television programs such as: news, current affairs, documentaries and specialized craft formats. It will provide students with the theoretical and practical knowledge necessary to solve problems associated with the completion of a film or television production from the directorial point of view.

**Film, Sound & E.F.P. Workshops FMTV307**

This course enables the student to learn actual "hands-on" production techniques in production crew format on a three week rotation. Each crew will spend every third week in each workshop situation. Each workshop consists of specific in-class exercises as well as additional multi-discipline assignments. These assignments generally are performed in crew format. The student must respect all elements of equipment care, security of equipment and realize that it is absolutely essential to cooperate with all members of the crew in the execution of assignments.

**Film, Sound & E.F.P. Workshops FMTV409**

Refer to course description of Film, Sound & E.F.P. Workshop (FMTV307).

**First Aid St. John's Standard HLTH007**

This course teaches practical first aid skills based on the principles and procedures related to the emergency treatment of persons in accident situations. Consider-



ation is given to causes and prevention of accidents and related injuries. Upon successful completion of the course, students are awarded the St. John Ambulance Standard First Aid Certificate.

#### **Fitness Techniques and Practice FASH402**

The classes will begin with stretch exercises and will work up to a 15 minute (minimum stress) aerobic exercise session. Students will learn several different styles of dance routines to assorted music, and various choreography techniques for fashion shows.

#### **Fitness Techniques and Practice 1 FASH303**

This course is designed to give students an understanding of personal fitness and lifestyle skills. Comprised of theory and practical sessions this course will provide an overview of basic anatomy and physiology, fitness class planning and programming, training techniques, communication and leadership skills. Practical sessions will enable the student to become familiar with safe and effective exercise programs and plan their own personal program.

#### **Floral Design Lab 2 FLRS200**

This course focuses on the preparation of traditional floral designs saleable for a retail flower shop. Emphasis will be on following the elements and principles of design and on construction. The student will be made aware of the preparation of flowers for weddings, funerals, special events, table designs, colour combinations, pricing and free-style Ikebana.

#### **Floriculture 1 LAND305**

This course introduces the students to the propagation and care of flowering and ornamental plants. Greenhouse management and operations are discussed as they relate to the growing of tender crops or for nursery production. A general overview of horticultural practices relative to greenhouse and landscape operations is included.

#### **Floriculture 2 LAND411**

Greenhouse operations and procedures are covered in this course. Students are exposed to techniques used to produce ornamental plant materials.

#### **Forestry Equipment TREE407**

This course covers the operation and maintenance of two and four stroke engines and hydraulic apparatus. Various pieces of pow-

ered forestry equipment are examined and demonstrated.

#### **Freehand Drawing 1 INTR103**

Introduction to freehand drawing utilizing both organic and man-made objects: drawing from the human figure; exploring the essential areas of 2-dimensional design, form, line, shape, mass and tone to communicate visual ideas, concepts, thoughts.

#### **Freehand Drawing 2 INTR203**

Freehand Drawing 2 utilizes the human figure and man made objects; explores the essential areas of 2-dimensional design, form, line, shape and tone to communicate visual ideas, concepts, thoughts.

#### **Functional Keyboard 1 MUSC104**

This course helps the student acquire keyboard skills in applied theory (harmonic structures, chord/scale concept, scales, chord progression) and basic "legit" reading. It also introduces the principles of keyboard improvisation.

#### **Functional Keyboard 2 MUSC204**

Refer to course description of Functional Keyboard 1 (MUSC104).

#### **Functional Keyboard 3 MELC307**

Refer to course description of Functional Keyboard 1 (MUSC104).

#### **Functional Keyboard 4 MELC407**

Refer to course description of Functional Keyboard 1 (MUSC104).

#### **Fundamentals of Reporting JRNL100**

This course will lay the foundations for all news writing and reporting for all media. Heavy emphasis will be placed on analytical thinking in terms of news values and on the development of a clear, concise, and readable style of writing.

#### **Government Regulations 1 PACK305**

This course introduces the basic government regulations impinging upon the work of a package designer and attempts to demonstrate how such regulations can be included without diminishing the impact of good design.

#### **Graphic Applications for Media AVIS300**

The course is presented by means of demonstrations and audio-visual lab projects. The purpose of this semester in the graphics area is to help the student tie together all the graphic knowledge he has learned, and to put together a portfolio that has the polish of a professional portfolio. There will also be some illustration taught for the audio visual applications.

#### **Graphic Design DGAS202**

In this course, students will be made aware of the visual problem-solving nature of graphic design, and the conceptual and layout skills required in the graphic and advertising design professions. Students will discover the purpose of the printed word, and the manner in which visual awareness can be created, using typography, illustration and photography.

#### **Graphics & Animation 1 FMTV303**

This course will examine the aesthetics and technical requirements of graphics for film, television and A/V presentations and examine various styles of animation, through illustrated lectures and practical assignments.

#### **Graphics for Interior Design INTR303**

This course is designed to teach the basics of design in graphics, specifically in such areas as applied to Interior Design students. There will be involvement in the area of corporate imagery from an historical and current point of view. The history of lettering and the study of present-day lettering methods will be examined and practiced. Poster designing and signage for mall and supermarket areas, stores, shops and supergraphics for use in special areas will be taught. As well, the "total corporate image" will be extended to the design of 'point of purchase' advertising and associated materials, such as menus for restaurants, bags for stores, and graphic materials that might be part of the total design sphere of an Interior Design student.

#### **Graphics 1 GRAP100**

Concept is accentuated in practical advertising assignments where knowledge and skills already gained in Design 1 are applied.

From mini, to size-as lineals, to slick rough and comprehensive in various advertising media.

#### **Graphics 2 GRAP200**

Technical abilities developed through semester 1 will provide new possibilities in graphic finesse and technique. Assignments will provide opportunity to display advertising related projects in layout form through line, wash, two and four colours. Emphasis will remain on original concepts, the marriage of copy and the visual.

#### **Graphics 3 GRAP306**

Graphics 3 involves the student in a more advanced aspect of the graphic arts discipline. They will be given more complex assignments in problem solving, designing for the various communication medias from the advertising industry, such as, booklets and brochures, designing posters, laying out effective newspaper advertisements, outdoor billboards, and co-op direct mail. The student is encouraged to delve into his/her creative mind to come up with compelling creative ideas to answer each given assignment. Plus, emphasis is put on each student to develop their rendering skills to a more professional standard.

#### **Graphics 4 GRAP400**

This being the final semester in the core subject Graphic Design, the student should now be concentrating on developing each assignment to a professional standard. In order to complete his/her portfolio for introduction into the graphics industry. Once again the projects chosen are all accurate examples of the type of work the graphic designer will be expected to do, such as designing point of purchase material involving counter cards, posters and product displays, effective and creative direct mail promotion pieces, multi-fold dye cut brochures, booklets and broad sides, magazine advertising, retail-newspaper ads, and a thesis project involving every aspect of the design field the student has been taught. This thesis project not only tests the student's ability as a problem solving designer it should also serve as an exciting portfolio showpiece of which the student should be proud.

#### **History of Art INDU105**

The course will trace the development of western man as demonstrated in visual forms, and will establish the relationship between permanent forms such as architecture, monumental sculpture, Fresco painting and more portable forms such as furniture, easel painting, textiles and the like. Semester one examines Southern



and Western Europe from early civilizations until the renaissance.

#### History of Art 2 **INDU204**

A survey of nineteenth and twentieth century art and architecture with special application to the three dimensional aspects. This course will consist of promoting student research into aspects of the visual arts and the roles of the artist and the designer in coming to terms with a predominantly industrial and technological society and its accompanying reactions. Constant references will be made to past solutions of the artist and his environment and modern analogies.

#### Illustration 1 **GRAP301**

Illustration 1 is a continuation of Perspective 1 and 2 where the student learned disciplines in drawing such as perspective, observing and rendering various objects, to a full semester in figure drawing. We now put into practice these skills at a more advanced level as applied to designing for the graphics industry. The role of the student in the Illustration 1 course is to fine tune their drawing abilities and composition, for the use of illustration in advertising and promotions. The various mediums and techniques such as line, line and wash, markers, watercolour, and designers colours will be explored.

#### Illustration 2 **GRAP401**

In Illustration 2, the student will be further encouraged, through various projects, to develop not only his/her abilities in drawing, rendering and composition, but to apply these abilities to more advertising and editorial related assignments. With more advanced experimentation in the use of pen and ink, magic markers, watercolours and designers colours.

#### Improvisation 2 **THTP204**

Refer to course description of Improvisation 1 (481-120).

#### Industrial Design **DGAS204**

This is an introductory course, which introduces the students to the occupation of industrial design. The history and origins of the profession are explored, with emphasis on the industrial designer's current role in the Canadian and International market.

#### Interior Basics **INTR106**

Introduction to contemporary architecture as human anatomy sizes, furniture sizes, shapes and

practical application; character and mood of shapes; textures; lighting (natural and artificial) planning and zoning for human needs.

#### Interior Design **INTR100**

The application of the elements and principles of two and three-dimensional design in visual problem solving. This course takes the form of a studio/lab when students are given a design problem which must be solved in a visual context.

#### Interior Design **DGAS201**

In this course, students will be asked to solve basic residential interior design problems. The major project will involve presentation of a full-colour 3-dimensional drawing and materials board. Activities include field trips to retail facilities and an interior design office.

#### Interior Design 2 **INTR200**

This is an introductory lecture/studio course in which students are expected to synthesize first semester skills; apply these skills in a practical way in solving simple interior design problems, and visually present the solutions for evaluation. The 8 hours per week of supervised classroom time includes lectures, when information relevant to the current project is given; supervised field trip(s) where applicable; and tutorial or crit-time with each of the design instructors every week, when a critical analysis of the individual's work in progress takes place.

#### Interior Design 3 **INTR300**

Continuation of Interior Design 2 involving more complex design and planning skills. Projects will be introduced by a lecture pertaining to the subject and the methodology for solving the problem. Analysis research and verbal presentation will be an integral part of the solution. The assigned design problems are simulated projects dealt with by the Interior Design professional. Students are expected to have a critique of the preliminary solution on a weekly basis with each of the design instructors.

#### Interior Design 4 **INTR400**

A lecture/studio course in which students are assigned design problems simulating projects dealt with by the Interior Design professional. The level of complexity will escalate as the student acquires more skills. The 10 hours per week of supervised classroom time includes lecture time by in-

structors or guests when information relevant to the current project is given: supervised relevant field trips; and tutorial or crit-time.

#### Interior Design 6 **INTR600**

Further projects as described in Drafting & Detailing 5. January - February: research, analysis and preliminary planning for final project; February: mandatory internship of in-office experience - 8 weeks credit; March - April: final planning and compiling of major final project; April: verbal presentation to faculty and external assessors.

#### Interior Plantscape Field Instruction 1 **LAND310**

This course is designed to give students "hands-on" experience in installing and maintaining plants in an interior setting.

#### Interior Plantscape Field Instruction 2 **LAND412**

This course is a continuation of LAND310, Interior Plantscape Field Instruction 2. It is designed to give the student continued exposure to interior plantscaping practices.

#### Internship **RBD.600**

Either the coordinator, or the student will make arrangements with a radio station, or an associated industry such as a production house, or an advertising agency, for the student to spend less than 30 hours per week on the job. The student may, or may not receive financial reward for services rendered. The internship is a learning experience and is considered to be one of the most important phases of the learning.

#### Intro to T.V. Production **FMTV105**

Information about the basic operating and production techniques for television and the multiple camera facility of the basic television studio is introduced during this course. At the same time students learn how to research, develop, crew and direct simple television productions.

#### Intro. to Advertising **PRD.301**

This course is designed to explain the function of advertising in PR planning and execution. It will cover the history of advertising, the rise of the various media, and the rise of the advertising agency. It will outline the advantages and disadvantages of the various media from the point of view of delivering a PR message.

#### Intro. to Interior Design 1 **LAND311**

This course introduces the student to basic design principles and how they relate to the placement of plants in an interior setting. The design qualities of plants and planters and how to achieve maximum aesthetics and utility are discussed in detail.

#### Intro. to Radio **RBD.100**

The objective is to give the student a complete understanding of the history, the role, the organization, the legal aspects, music content and news and sports policies of radio stations in Canada. The course will also present the differences between private and public broadcasting in the nation.

#### Intro.to Computer Graphics **GRAP304**

This introductory course includes an overview of computer technology and applications plus a basic working knowledge of micro and mini computer-based graphics software.

#### Introduction to the Retail Florist Industry **FLRS103**

This course will focus on the areas of purchasing, marketing and service offered to the consumer, including the structure of wire services, wholesale suppliers, delivery, types of retail outlets and industry trends.

#### Introduction to PR & Case Studies **PRD.100**

This course will deal with its subjects on an elementary level and lay the foundation for the courses to follow. It will examine the history and trends, principles and practice of the art and craft of Public Relations; definitions concepts - relation to publicity, advertising; tools of PR. It will illustrate these subjects with case histories.

#### Introduction to Radio **PRD.200**

This course is to familiarize PR students with radio and how they can use it in their profession. They will study its history, tools and techniques, style of writing and understanding of production requirements.

#### Introductory Turf Management **LAND102**

The Turf Management course covers the critical topics of turf development and maintenance, stressing standard sodding and seeding specifications, weed recognition and control, and turf maintenance techniques and standards. Included is common turf



disease and insect recognition and control, and legislative standards affecting weed control in Ontario.

#### **Irrigation Systems LAND309**

Irrigation Systems introduces the student to the design, installation and maintenance of irrigation systems for horticultural applications.

#### **Labour Reporting/Journalism and the Law JRNL500**

Designed for graduating students, this course is an intensive practical study of labour reporting and of criminal and civil law as it pertains directly to journalism. The term is divided equally in order to devote a half semester to each subject.

#### **Landscape Design 1 LAND301**

The course is designed to further develop the student's abilities in graphic communication, as initiated in Landscape Drawing but with emphasis on designing with plants. Typical residential landscaping problems are addressed using the design process with a graphic solution in a form acceptable to the industry.

#### **Landscape Design 2 LAND407**

This course provides the student with an historical perspective of residential landscape design. Through projects based on historical research, the student will design period landscapes reflecting architecture from periods dating from Roman gardens to the present.

#### **Landscape Drawing 1 LAND100**

Landscape Drawing is an introductory course designed to develop the skills of drawing and rendering landscape plans, elevations and perspectives. Emphasis will be placed on efficient techniques designed to give the student confidence in graphically representing landscape ideas.

#### **Landscape Equipment & Maintenance LAND314**

This course introduces the student to equipment utilized in the Landscape Industry. Selection, operation, purchase, maintenance and cost are discussed.

#### **Landscape Field Instruction 1 LAND304**

This course is designed to give the student "hands-on" landscape construction experience. Class projects include paving, rockery construction, brickwork, timber work, fence construction and construction of landscape features.

#### **Landscape Field Instruction 2 LAND410**

Landscape Field Instruction 2 is a continuation of Landscape Field Instruction 1. Students will gain further practical experience in landscape construction.

#### **Landscape Materials & Techniques LAND200**

This course is designed to familiarize the student with the hard construction materials used in the landscape industry. It is expected that the student will be able to use these materials in small design projects geared to specific construction problems.

#### **Layout & Production for Print 3 PRD.501**

This course is designed to review the principle basics of layout and design covered in the two previous courses and extend the student's knowledge of print production, design and layout through practice.

#### **Lead Sheet Arranging 3 MELC319**

This course will provide the student with the opportunity to learn how to construct piano/vocal lead sheets from a variety of sources. Construction of lead sheets for transposing instruments will also be covered. (eg. Bflat and Eflat instruments.)

This course would be beneficial to the students needing information on how to organize and present, musically and logically, basic arrangements for small rhythm section or small combo. This course is not designed to be as comprehensive or as involved as the regular Arranging 3 program where students are concentrating mainly on Writing Courses.

Vocalists may find this course particularly enlightening.

#### **Life Drawing DGAS102**

This course deals exclusively with a subject that has challenged artists and designers for centuries: that of drawing the human form. Students will gain an understanding of the draped and undraped male and female anatomy, and their classical proportions.

#### **Life Span Development NATR100**

An important skill for an interpreter is the ability to communicate effectively with an audience. In different situations the age level, and consequently the comprehension level, will change. In the Life Span development course

you will examine the stages of human growth and development from infancy to old age. By providing an understanding of life's stages it is expected that the interpreter will be better able to communicate interpretive material to various age levels.

#### **Lighting Applications AVIS301**

This course is an introduction to the professional lighting techniques which can be applied in film and video production and still photography. Theory of light readings, working with colour and the creative aspects of light are integrated with hands-on experience and practical use of lights in production situations.

#### **Lighting Design 1 THTT301**

An in-depth analysis of the lighting designers' role from the initial concept of a production through to the finished product. The importance of organized paper work will be stressed, such as instrument schedules, dimmer schedules, magic sheets, colour lists, and drafting techniques.

#### **Lighting Design 2 THTT401**

Refer to course description of Lighting Design 1 (481-319).

#### **Lighting Design 3 THTT501**

Emphasis will be placed on the practical aspect of lighting design. Students will design lighting plots, and lights will then be hung and focussed in the Theatre. Students will design 2 major plots on paper to be presented in class and further emphasis will be placed on the paper work aspect of lighting design. Touring will be studied as well as lighting for thrust stages and theatre in the round.

#### **Lighting Technology 2 THTT201**

Refer to course description of Lighting Technology 1 (481-119).

#### **Lighting 3 FOTO302**

Through lectures, demonstrations and practice of various lighting techniques to produce special effects, students will learn advanced electronic flash techniques using studio flash units and accessories.

#### **Logo 1 JRNL505**

This is a concentrated magazine laboratory which requires students to be responsible for the publication of Magazine World, and for The Humber Reporter alumni newsletter.

#### **Logo 2 JRNL604**

This is a level two magazine laboratory which requires students to be responsible for the publication of Magazine World.

#### **M.I. Perf. Keyboard 5 MAJR704**

Refer to Major Instrument MAJR109 course description.

#### **M.I. Perf. Keyboard 6 MAJR804**

Refer to Major Instrument MAJR109 course description.

#### **M.I. Perf. Percussion 5 MAJR705**

Refer to Major Instrument MAJR109 course description.

#### **M.I. Perf. Percussion 6 MAJR805**

Refer to Major Instrument MAJR109 course description.

#### **M.I. Perf. Woodwind 5 MAJR710**

Refer to Major Instrument MAJR109 course description.

#### **M.I. Perf. Woodwind 6 MAJR810**

Refer to Major Instrument MAJR109 course description.

#### **Magazine Writing 1 JRNL302**

This course will concentrate on the skills required for writing for consumer, business, professional, corporate, and government publications.

#### **Major Inst. Bass 1 MAJR101**

Refer to Major Instrument Workshop MUSC105 course description.

#### **Major Inst. Bass 2 MAJR201**

Refer to Major Instrument Workshop MUSC105 course description.

#### **Major Inst. Bass 3 MAJR301**

Refer to Major Instrument Workshop MUSC105 course description.

#### **Major Inst. Bass 4 MAJR401**

Refer to Major Instrument Workshop MUSC105 course description.

#### **Major Inst. Bass 5 MAJR501**

Refer to Major Instrument Workshop MUSC105 course description.

#### **Major Inst. Bass 6 MAJR601**

Refer to Major Instrument Workshop MUSC105 course description.

#### **Major Inst. Guitar 2 MAJR203**

Refer to Major Instrument MAJR109 course description.



**Major Inst. Guitar 3 MAJR303**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Guitar 4 MAJR403**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Guitar 5 MAJR503**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Guitar 6 MAJR603**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Keyboard 1 MAJR104**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Keyboard 2 MAJR204**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Keyboard 3 MAJR304**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Keyboard 4 MAJR404**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Keyboard 5 MAJR504**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Keyboard 6 MAJR604**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Percussion MAJR405**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Percussion 1 MAJR105**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Percussion 2 MAJR205**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Percussion 3 MAJR305**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Percussion 5 MAJR505**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Percussion 6 MAJR605**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trombone 1 MAJR106**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trombone 2 MAJR206**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trombone 3 MAJR306**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trombone 4 MAJR406**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trombone 5 MAJR506**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trombone 6 MAJR606**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trumpet 1 MAJR107**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trumpet 2 MAJR207**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trumpet 3 MAJR307**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trumpet 4 MAJR407**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trumpet 5 MAJR507**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Trumpet 6 MAJR607**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Vocal 1 MAJR109**  
Major Instrument 1-6 is a series of 1/2 hour private lessons and/or master classes designed on a personal basis for each student, according to his or her individual needs. Emphasis will be placed on warmup routines, technical development, practice procedures and strategies, musicality of performance and performance techniques.

**Major Inst. Vocal 2 MAJR209**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Vocal 3 MAJR309**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Vocal 5 MAJR509**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Vocal 6 MAJR609**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Woodwind 1 MAJR110**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Woodwind 2 MAJR210**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Woodwind 3 MAJR310**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Woodwind 4 MAJR410**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Woodwind 5 MAJR510**  
Refer to Major Instrument MAJR109 course description.

**Major Inst. Woodwind 6 MAJR610**  
Refer to Major Instrument MAJR109 course description.

**Major Instrument Workshop 1 MUSC105**

This is a two-semester course in which topics of common interest will be examined through lectures, demonstration, listening and student performance. It is meant to be a supplement to the private lesson, dealing with problems which all students tend to share.

**Major Instrument Workshop 2 MUSC205**  
Refer to Major Instrument Workshop 137-101 course description.

**Marketing Design Objective 1 PACK103**

The student in the package design program must be made aware of the fact that, in a majority of successful firms today, the final decision as to the packaging of their products rest with the director or manager of marketing. Vital contributions may be made by

production, finance, materials handling, advertising and other experts...but management expects the marketing group to settle on the specific box, bag, jar or can that meets its objectives, for it is marketing (and only marketing) that produces revenue for a company. Hence, this course will introduce the student to the marketing concept and the marketing mix functions. It will give the student an understanding of marketing principles and objectives and show how each of them influences package design.

**Marketing Design Objectives 2 PACK306**

This course applies principles of marketing, learned in Marketing Design Objectives 1, directly to design or redesign of consumer goods packaging.

**Materials & Testing 2 PACK401**

Using the theories discovered through Materials & Testing 1 and the knowledge of machinery learned in Packaging Machinery 1, students will begin to apply these theories to actual materials used for projects such as those of 3-Dimensional Design 1 and 2.

**Materials and Testing 1 PACK301**

This course introduces students to the elementary tests and experiments a designer must become involved with to fully familiarize himself or herself with the materials available for packaging different products.

**Materials 1 INTR206**

Encyclopedia of finishing materials and their method of application.

**Materials 2 INTR306**

Encyclopedia of methods and materials of construction. Lectures on origins; history and current practice of building methods and materials. Lectures are illustrated with slides and samples of materials. A field trip to a construction site is organized.

**Materials 3 INTR406**

Encyclopedia of construction methods and materials.

**Mechanical Systems INTR502**

The course will provide basic examination of mechanical design theories. The relation between the designer and the mechanical engineer will be discussed.



**Mechanicals 1 GRAP302**

This course is an extension of Studio Methods 2 and designed to provide the student with the technical skills required to prepare professional camera-ready art. Emphasis will be upon the varied print media and will encompass line, line and screens, two colour line, halftone and four colour process, requiring keyline and acetate overlay separations for newspaper, magazine, gravure or screen processes.

Design projects are introduced to explore the different media from the start to the camera ready stage.

**Mechanicals 2 GRAP402**

Refer to course description of Mechanicals 1 (GRAP302).

**Media & Society JRNL101**

This course offers a broad introductory study of print and broadcast media in Canada, including daily and community newspapers, magazines and news services, radio and television stations and new forms of communication. An overview of the philosophy and practices of journalism is provided. The concept of freedom of expression is stressed and the ethics and social responsibilities of the media are examined. The course is designed as a backdrop for other studies in the Journalism Program.

**Movement 1 THTP101**

Movement 1 introduces performance students to the concepts of Laban Movement Analysis (LMA). Because the actor expresses him/herself not only with the voice but also with the body, an understanding of movement is valuable in the search for reaching full potential. LMA is a language for movement that helps identify and control qualities of action.

This first semester of movement emphasizes students' application of IMA to themselves; what are their own preferences, strengths and limitations as individuals.

**Movement 2 THTP200**

A continuation of the work begun in Movement 1, Movement 2 looks at movement from the perspective of Rudolf Laban and the application of Laban Movement Analysis to theatre work. This semester students will continue the process of getting to know themselves and others in a movement context. Some beginning focus on characterization will be included.

**Movement 3 THTP303**

The purpose of acting is to move and impress audiences with the subtle moment-to-moment changes in a character's thought content; to create authentic thoughts and behaviours that appear to be (and are experienced by the actor as being) spontaneous. The course will explore this purpose, attempting to have students experience the life of the character in relation to the "action" of the scene.

**Movement 5 THTP503**

This course is designed to facilitate creativity through an in-depth study of the body in motion, in solo work and within groups. Personal expressive styles will be encouraged and explored through stretching, bodywork, character work, improvisation and video-feedback. Movement observation and analysis will be an integral part of the course.

**Municipal Parks Operations LAND600**

Municipal Parks Operations is a study of the various types of parks organizations in Canada, with an emphasis on Municipal Parks. This course provides the understanding necessary to address the problems and solutions in the day-to-day operations of a park system. Maintenance management systems are discussed and students assist in the formulation of a maintenance budget.

**National Radio Sales 1 RBD.402**

This course will introduce the student to the world of national time sales. National presentations, the role of radio representatives, commissions and all basic aspects of time buying on a national basis will be discussed.

**Nature Interpretation Resources 1 NATR103**

This course is designed to be a balance between practical and theoretical aspects of interpretive resources. In-class discussion will cover information sources, helpful organizations and clubs, as well as awareness, cooperative, and simulation games. Students will also be exposed to a wide range of equipment, tools, and props available for field use in the more prominent interpretive subjects. Advantages, and disadvantages of equipment will be evaluated and discussed. Hands-on use of equipment will familiarize participants with the interpretive tools.

Resources for interpreting winter, weather, geography, creeks,

ponds, birds and wildflowers will be covered in this course.

**Nature Interpretation Resources 2 NATR200**

This course is designed to be a balance between practical and theoretical aspects of interpretive resources. In-class discussion will cover information sources, helpful organizations and clubs, as well as awareness, cooperative, and simulation games. Students will also be exposed to a wide range of equipment, tools, and props available for field use in the more prominent interpretive subjects. Advantages and disadvantages of equipment will be evaluated and discussed. Hands-on use of equipment will familiarize participants with the interpretive tools.

Resources for interpreting insects, forests, plants, soil, pollution, and mammals will be covered in this course.

**News Photography JRNL303**

This course will enable students to develop the skills to produce and to select news photographs for publication.

**Newspaper Layout & Design JRNL300**

This course is designed to enable students to understand the essentials of newspaper design through the interaction of type and illustrations. It will deal with the layout of news and feature pages in tabloid and broadsheet newspapers.

**Newspaper Reporting 1 JRNL203**

This is the second in a series of basic writing courses designed to develop reporting and writing skills needed in all areas of print journalism. Emphasis is placed on interviewing techniques — gathering information for news stories, feature articles, etc., both in person and by telephone.

**Newspaper Reporting 2 JRNL306**

This course constitutes a practical laboratory for the production of news copy, sports, features, columns and views for the student newspaper, "Coven". Students produce at least one story a week from assigned beats, working to deadline with instructor's guidance. Students file final rewrite on VDTs.

**Newspaper Reporting 2/Copy Edit JRNL307**

This course constitutes a practical laboratory for the production

of news copy, sports, features, columns and views for the student newspaper, "Coven". Students produce at least one story a week from assigned beats, working to deadline with instructor's guidance. Students file final rewrite on VDTs.

**Newspaper Reporting 3 JRNL404**

Refer to course description of Newspaper Reporting 2 (475-304).

**Newsroom Management JRNL507**

This course will introduce students to the variety of problems and tasks faced by broadcast news management teams. There will be lectures, classroom discussions, guest speakers and off-campus assignments.

**Nursery/Garden Centre Operations 1 LAND313**

This course is a study of Nursery/Garden Centre operations including their site selection, layout and development. The basic principles involved in establishing a plant nursery and methods for improving an established nursery are covered.

**Nursery/Garden Centre Operations 2 LAND414**

This course is a continuation of Nursery/Garden Operations 1. Propagation, harvesting, shipping and storage are discussed. Tree and shrub planting procedures and specifications are covered as well as the affects of cuts or fills on trees.

**Operating and Engineering 1 RBD.101**

This course is designed to provide practical and theoretical knowledge of basic radio broadcast systems. The student will also learn how to properly operate broadcast equipment.

**Operating and Engineering 2 RBD.202**

This course is designed to introduce the student to the essential engineering concepts of a variety of audio broadcast systems and equipment, including high technology digital audio.

**Orchestration 5 MELC511**

In this course audio and visual aids are used to provide the basis for an analysis of musical scores. Students are encouraged to examine scores, tapes and records in order to increase their sensitivity to orchestral colours and the numerous styles that have been adopted



by various composers and arrangers.

**Orchestration 6** MELC611  
Refer to MELC511.

**P.R. Research** PRD.405  
This course will provide the fundamentals of research theory and practice as used for PR purposes.

**Package Design** DGAS203  
In this course, students will be introduced to some of the materials and methods used in product package design, and the importance of economics in the package design process. A major area of study is graphic design as it relates to package surface design.

**Package Design Option** PACK503  
This course makes students aware of picking the right materials, colour, and printing method for their designs. The course also continues to offer insight into the regular methods used by professional designers in meeting the demands of the clients.

**Packaging Design 1** PACK101  
This course allows the student to explore Design in an open and creative manner. Projects are designed which communicate messages in a different manner or which challenge the student's ingenuity and thinking skills.

**Packaging Drawing 1** PACK105  
Drawing 1 is a highly practical course in which instructors will attempt to deal with theories as quickly as possible. By drawing, the student will then have the opportunity to demonstrate his or her understanding of these theories. The course will demand a high proportion of work done in the student's own time and sketch books will be required for submission on a continuous basis.

**Packaging For The Future** PACK501  
Students will be required to visit packaging plants, supermarkets, corner stores, etc., analyze present packaging and buying habits of consumers, then produce a package either of food products or household products, that will replace existing way of packaging. A written report, mock-up, and suitable finished art will also be required.

471-303 3-D Design 2

**Packaging Graphics 1** PACK100  
This course introduces the student to client-oriented design. Packaging Graphics has constant tie-in projects in other Packaging Design courses.

**Packaging Graphics 2** PACK200  
Using design tenets previously discovered in first semester courses, students apply these theories, together with other more advanced techniques, to projects relating to the design and marketing of packaged products.  
Studio Method Typography

**Packaging Machinery 1** PACK304  
Packaging Machinery 1 is designed to provide all Package Design and Development students with a better understanding of the technological demands, placed upon the designer, of high-speed machinery and the great variety of special packaging materials at the designer's disposal.

**Packaging Machinery 2** PACK404  
Packaging Machinery and the requirements of such equipment will be examined in relation to projects in 3-Dimensional Design 2; to design requirements for Resource Management 1; for technical design limitations connected with Materials and Testing 2 and printing limitations related to Printing Processes 2.

**Packaging Research 2** PACK204  
Direct contact with packaging manufacturers and users, in this research, provide students with an opportunity to meet with future clients and employers, and to research different packaging materials used in the industry.

**Packaging Research 3** PACK300  
Students will research printing methods directly associated with package reproduction.

**Packaging Research 4** PACK400  
Students will research quality control methods at various packaging plants in the Toronto area.

**Packaging Research 5** PACK500  
Students will research artwork, type, photography, colour separations plate costs and cost of printing their package designs. Students will visit various packaging and printing plants.

**Packaging Research 6** PACK601  
Working with Co-op semester employers, students will assess their strengths and weaknesses in their Co-op and see if that is the area of packaging for which they are best suited.

**Packaging Studio Methods 1** PACK104  
This course is designed to familiarize the students with many of the materials used in the Package Design field (felt markers, various pencils, drafting tools, etc.) to teach them how to present a piece of design to a client, how to present themselves, simple studio costing and numerous other requirements for doing a good piece of saleable package design.

**Packaging Studio Methods 2** PACK203  
This course presents an introduction to some of the demands in finished artwork for high-speed reproduction. The course also continues to offer insight into the regular methods used by professional designers in meeting the often urgent needs of clients.

**Packaging Technology 2** PACK202  
An introduction to basic drafting and its relationship to the simpler mechanical components and principles encountered in packaging machinery.

**Packaging Typography 1** PACK102  
The course demonstrates that communication by the printed work must, of necessity, be an art form in itself. The better the design, the greater the legibility, then the more possibility of a desire on the part of the viewer to read, comprehend and retain the message. In addition, however, there is a basic mechanical knowledge necessary before students can actually design with type so emphasis is placed on these technical areas. Hand lettering for both layout reproduction also plays an important part in this course, leading the student to an ability to identify, indicate and specify type in the classic faces.

**Packaging Typography 2** PACK201  
Further typographic design, with special reference to the demands of packaging graphics, type mark-up, special photographic distortion techniques and the identification of specific type styles.

**Packaging 1** GRAP305  
This course covers the basic three dimensional design skills the graphic designer would use in the design of packaging. Lettering, design, colour, folding and presentation as applied to the package.

**Perceptions and Colour** PACK206  
With students, the instructor will explore both colour aspects and their relationship to the specific areas of study in the students' own program of study. The course objectives are to examine colour and its effect on the senses and to expand students' awareness of the conscious and subconscious effects of colour.

**Perspective & Rendering 1** INTR205  
Emphasis will be placed on pen ink, pencil, water colour and full colour rendering for good project presentation. In conjunction with the above, the following aspects will be reviewed: two-point and one-point perspectives, shade and shadow in plan and elevations, shade and shadow in perspective and reflections in perspective.

**Perspective & Rendering 2** INTR305  
To explore and further study the techniques of presentation. Emphasis will be placed on related approaches, i.e., pencil, pen and ink (line), wash, water colour. Further practice in freehand drawing, perspective and colour, 3-d perspective.

**Perspective & Rendering 3** INTR405  
A continuation of Perspective and Rendering 2 with emphasis on improving basic watercolour techniques. Expanding knowledge of more advanced perspective methods will also be stressed. The sketch methods and media will be covered extensively.

**Perspective & Rendering 4** INTR505  
With the introduction of perspective charts and felt markers, the student will be encouraged to increase their efficiency and speed while maintaining a high level of accuracy. After technical skills are well established, short duration, in-class projects will be covered.

**Perspective 1** GRAP101  
The study of one point, two point, three point perspective study of light and shade to depict objects with dimension. Rendering



drapery, bottles, china, foil and paper objects in watercolour, markers, pencil and ink. Demonstrations of the media and techniques used in layout and design applications.

#### **Perspective 2 GRAP201**

Introducing the studies of anatomy and the drawing of the human form; the art of placing the human form in perspective in any environment; how the individual figure effects the clothing worn by it; an introduction to the mannequin figure as a basic structure used to indicate the figure in illustration and design.

#### **Perspective 3 GRAP405**

This course is meant to further your basic drawing skills. Drawings from this class will be used as material in some of your illustration projects.

#### **Persuasion & Promotion**

**PRD.500**

This course will examine the means of systematically influencing groups and individuals through persuasive communication.

#### **Pest Control LAND201**

Pest Control will cover the identification and control of insect, disease and weed infestations of ornamental plants. The material studied will prepare the student to write the Ministry of Environment Exterminators Exams, Classes 1 and 3.

#### **Pests of Woody Plants**

**LAND308**

This course offers the student the opportunity to become proficient at identification and control of pests of woody plants. Insects, mites, diseases and physiological disorders caused by environmental stresses are discussed in detail. Integrated pest management practices that favour less chemical pest control are emphasized.

#### **Photographic Design DGAS200**

The aim of this course is the development of a student's ability to understand the elements of design as they relate to the photographic image. Students are encouraged to move beyond documentation and into the realm of the creation of photographic imagery: making pictures rather than taking pictures. Lectures and assignments move from representational images, to abstract ones, to the creation of completely non-representational images.

#### **Photography - Graphics 1 FOTO307**

This course shows the close relationship of photography to graphic arts (printing) and graphic design (commercial). Lectures will introduce the types of reproduction techniques and operations and their inherent problems. This background on reproduction processes will enable the student/photographer to anticipate the requirements of the artist and the printer/engraver.

#### **Photography - Marketing/Business Management 2 MKTG440**

This course is designed to introduce the student to basic business systems and marketing, as practised by small business managers. The course will assist students in their efforts to establish their own photography business and/or to bring a business and marketing orientation to their future employers in creative photography.

#### **Photography for Graphics 1 GRAP102**

Basic Photography for Graphics is designed to take a student who has had no previous experience in photography through the process, so that at the end of the semester he/she will be able to make a photographic record of the images around him. It is intended that the student will be familiarized with the theoretical and practical aspects of the camera, the workroom and the darkroom, so that he/she will be able to apply his/her training in the direction of the major program.

#### **Photography for Graphics 2 GRAP202**

On successful completion of the Photography for Graphics 1 course, the second semester will further explore the discipline of photography as it applies to the major program. The medium of colour will be introduced and will be the major vehicle used for the final project at the end of the semester.

#### **Photography Applied 1 FOTO103**

This course is an introduction to the practical application of photography with hands-on assignments and projects. The knowledge attained in concurrent courses, such as darkroom, studio, theory and design will be applied to practical projects and assignments with instructors' supervision.

#### **Photography Applied 2 FOTO203**

A continuation of Applied 1. This course enters into the practical application studio and location assignments. Upon completion of this course, the student will be able to use more advanced approaches for the solution to photographic assignments as well as know how to apply a 120 or 4 x 5 camera for advanced studio work. The student employs all of the above to organize, to set up, to prepare and deliver the finished photo in a professional manner.

#### **Photography Applied 3 FOTO303**

This course will integrate with Lighting 3 for instructions and demonstrations. A practical experience will be provided in the production of assignments in an efficient and creative manner. Various facets of the industry will be discussed and suitable projects given. Time will be allotted for a "workweek". The student will find an unpaid position in a good studio for one week to work as an assistant, to gain experience will be provided a studio and to improve the work habits.

#### **Photography Applied 4 FOTO403**

This course is designed to prepare the final portfolio of work for presentation to prospective employers or clients. Critiques and lectures as well as shooting demonstrations will take place each week. Topics are "shooting to sized layout", graphic projects, field placement, field trips to large commercial studios, food illustration.

#### **Photography Colour Process FOTO306**

The common colour processes such as transparencies and colour negative material will be explained through lectures, demonstrations and practical assignments. Colour printing and filtration in the process will be skills the students will acquire and apply in the rest of the program. Hope colour processor is used.

#### **Photography Colour Techniques FOTO401**

Students will take photographs at various locations in Toronto under various lighting conditions and with demonstration and supervision by the Instructor. The best colour fidelity together with perfect composition is the criteria for this course. The work produced during this course will be

part of the students' portfolio. Large format cameras and transparency film is used throughout the assignments.

#### **Photography Darkroom Techniques 1 FOTO104**

This course will provide the student with basic black and white photographic darkroom skills. The objectives are to teach the materials and processes necessary for black and white photography. Topics covered are processing, printing, print finishing techniques, darkroom operating procedures, lab assignments.

#### **Photography Darkroom Techniques 2 FOTO204**

This course by lecture and demonstration, increases the knowledge and skill of the student in black and white darkroom techniques to industry. The course objectives are to teach and demonstrate as well as give assignments on "high contrast materials, posterization, toning, texture, screen printing, reductions, sensitometry".

#### **Photography Lighting 1 FOTO102**

This course on basic lighting techniques will familiarize the student with the various sources and types of lighting. The student will learn the operation and maintenance of common types of lighting equipment, the effects produced by natural (day light) and artificial (tungsten) light and will help manufacture lighting accessories such as diffusers, snoots, cookies.

#### **Photography Lighting 2 FOTO202**

Complex lighting techniques will be demonstrated in a natural progression from the basic lighting techniques learned in Lighting 1. Lighting techniques applicable to various subjects, including tungsten lights, are discussed and demonstrated in the classroom and in the studios.

#### **Photography Studio 1 FOTO100**

Is an introduction of the medium format camera, and its place in today's common photographic studio. The course will deal with the following topics: photo light meters, cameras — all types, normal and wideangle lenses, studio equipment, props and background. As well, studio and location assignments will be given.



**Photography Studio 2****FOTO200**

Through lecture and demonstration, this course will familiarize the student with techniques of a large format camera. With hands-on work the student will use a 4 x 5 studio camera for assignments. He/she will also process and print 4 x 5 sheet film as well as learn the correct perspectives, wings and tilts of a view camera.

**Photography Studio 3****FOTO300**

This course is designed to teach the student by demonstrations and assignments the professional approach to "illustrative portraiture". Each assignment will deal with a situation in the framework of a "client-photographer" relationship. The use of models and professional people will give the student expertise through participation and practical work. Studio and location assignments will familiarize the student with all types of portraiture to be used in today's annual reports, magazines, and advertising.

**Photography Studio 4****FOTO400**

Students will be introduced to the various approaches to handling people for the extensive branch of professional photography known by the title of "illustrative portraiture". Students will be called upon to produce photos for a wide range of clients such as art directors, newspaper editors, public relations, personnel, and business persons (annual reports). By completing his/her assignments the student will become accustomed to photographing people under various lighting conditions.

**Photography Theory 1****FOTO105**

This course is an introduction to the theory of light, the composition of light (natural and artificial), its characteristics and behaviour. The response of photographic emulsions to the different types of lighting, and an introduction to basic options (as related to simple and compound lenses) will be followed by demonstrations of lens performance and aberrations. Basic formulae will be explained in relation to optical laws. This course is taught by the lecture method in conjunction with demonstrations by the instructor and student participation in blackboard problem-solving exercises.

**Photography Theory 2****FOTO205**

This course is an extension of Theory 1 and is designed to provide detailed information on the property of lenses, their function, uses of filters and other lens accessories. It will deal with photo and copyright in Canada. Theory of filters and filter factors, perceptual changes and distortion will also be discussed.

**Photography Theory 3****FOTO305**

The student will acquire background information on specialized aspects of photography and the theories behind their use. Fields covered are: archival processing, aerial photography, colour retouching on prints and negatives, photo equipment, and medical photography.

**Photography Theory 4****FOTO405**

To introduce the student to the concept and practical workout of quality control, lectures and exercises will be given on the monitoring of black-and-white and colour materials.

**Photography 1****AVIS103**

This course will introduce the Audio Visual Technician student to basic photographic techniques and procedures. The student will become proficient in the operation of cameras and darkroom equipment and will be continually involved in processing and printing his own black and white pictures. In conjunction with the AV Media Applications, Introduction course, students will take colour slides for single and multi-image shows. The student will present his pictures after enhancing them with a variety of display formats.

**Plant Identification 1****LAND104**

Plant Identification 1 will introduce the student to standard botanical nomenclature and the morphological characteristics of plants relating to identification. By completion of the course the student will be able to identify annuals, common ground covers, deciduous trees and shrubs. This is the first of five Plant Identification courses required to complete the Landscape Technology Program.

**Plant Identification 2****LAND204**

This course builds on Plant Identification 1 and provides the student with knowledge of coniferous plants, broad-leaved evergreens and the most common interior plants. Bud identification of

deciduous plants is also introduced.

**Plant Identification 3****LAND307**

This course is an introduction to perennials and roses. Detailed plant use will be covered including the use of hedging and screening plants in the landscape. There will be a review of deciduous plant material covered in Plant Identification 1.

**Plant Identification 4****LAND409**

This course covers greenhouse grown plant materials. Included in the course will be a review of coniferous plants, broadleaved evergreens and deciduous winter wood.

**Plant Identification 5****LAND502**

This course offers the student an excellent opportunity to study ornamental plants during the growing season. A number of field trips will be arranged to botanic gardens, and other recognized collections.

**Plant Utilization****LAND606**

This course uses a case study approach to concentrate on correct plant usage in the landscape. Students are expected to demonstrate their knowledge of plant materials gained throughout their course work at the College.

**Post Production Techniques 1 -****16mm FMTV306**

The student will have to complete a 16mm film production. Technical aspects of picture and sound editing are discussed with respect to established procedures in the film and TV industry.

**Post Production Techniques 2 -****16mm FMTV405**

This course is designed to provide the student with the practical and theoretical knowledge necessary to complete a 16mm film production. Technical aspects of picture and sound editing are discussed with respect to established procedures in the film and television industry.

**Practical PR 1****PRD.303**

This course will examine the general field of Public Relations and social responsibility, particularly as applied to a variety of special areas of non-profit organization.

**Practical PR 2****PRD.503**

This course will examine basic PR practices as they apply to a variety of situations in which practitioners today find themselves. It

will consist of analyzing case histories; discussing problems and solutions; thorough knowledge and practical applications of the specific tools, media techniques of specialized P.R. for profit-making organizations.

**Presentation Tech.,****Commercials and Fashion****Videos 1****FASH300**

Course progresses from Basic T.V. Techniques 1. It will include the creation of original news and commercial copy performed and evaluated on camera.

**Presentation Tech.,****Commercials and Fashion****Videos 2****FASH400**

This course progresses from the creation of original news and commercials to direct application of skills learned in courses FASH102, FASH202 and FASH300.

The Colour Studio will be used for the demonstration of make-up tips; the delivery of a 'viewpoint' on current events; fashion consulting and/or skin care advice.

**Press Time 1****JRNL501**

This course is the fourth in a series designed to provide the student with the theoretical and practical knowledge necessary to produce a newspaper. The course will be taught as a lab in the newsroom. Simulating industry procedures, students will work to deadline, editing copy on the VDTs, developing and printing pictures, doing layout, writing editorials, writing headlines, pasting up and proof-reading. Students will also assume management positions as editor, news editor, sports editor, features editor and entertainment editor.

**Press Time 2****JRNL600**

This course is the last in a series designed to provide the students with the theoretical and practical knowledge necessary to produce a newspaper. The course will be taught as a lab in the newsroom. Simulating industry procedures, students will work to deadline, editing copy on the VDT's, developing and printing pictures, doing layout, writing editorials, writing headlines, pasting up and proof-reading. Students will also assume management positions as editor, news editor, sports editor, features editor, and entertainment editor.



### Principles of Floral Design 1 FLRS102

This course is an introduction to the fundamentals of floral design. The course will cover the various mechanical aids used in the florist industry, container types, design shapes and styles, types of flowers and foliage forms, and the necessary components of design that are utilized in floral arrangements including the elements and principles of design, colour and colour psychology.

### Principles of Floral Design 2 FLRS202

This course will complete the study of the principles of floral design. It will include: oriental designs, history of flower arranging, colour psychology, wedding gown and bouquet coordination and bridal settings, sympathy/funeral trends and suitable styles of tributes, and a comparison study of oriental designs with European and traditional design types.

### Print Internship 1 JRNLS04

Students are required to intern at a daily or community newspaper, wire service or magazine. Arrangements for the internship program will be worked out by the coordinator in consultation with the students.

### Print Internship 2 JRNLS02

Refer to course description of Print Internship 1 (475-505).

### Print Management JRNLS03

A detailed study of the organizational functions and operations required to publish a newspaper or magazine, this course is designed to provide the student with knowledge of the interactive relationships between publisher and department managers and their individual and collective responsibilities.

### Printing Processes 1 PACK303

This course applies the knowledge gained in the previous typography and studio methods course directly to the demands of the printing processes most likely to be used by packaging manufacturers.

### Printing Processes 2 PACK403

Printing processes will be re-examined with special detail relating to the projects originating in 3-Dimensional Design 2. Working drawings will be produced for all major projects in this course.

### Production Management 1 FMTV300

In this comprehensive study of business as it relates to Film and Television Production, emphasis is on adapting feature film production organizational methods to documentary film and television shows. This course is directly related to the practical organization of all second-year crews and assignments.

### Production Management 3\* FMTV503

This advanced course in Film/TV Business Management is mandatory for all third-year students and acts as the common production coordination for all third-year production assignments. More involved aspects of business are taught, covering the formation and operation of a production company, assisting the student to find employment, as well as discussing various government granting agencies, and film festivals where students may enter their production for possible awards.

### Production Management 4\* FMTV603

This advanced course in Film and Television Production Management deals in more depth with business aspects of production and serves as the organization course for third year thesis productions.

### Production Practices 1 THTP100

Basic Stagecraft. An introduction to basic theatrical equipment and techniques through the performance of various technical tasks required by individual productions or the department.

### Production Practices 2 THTP205

Refer to course description of Production Practices 1 (THTP100).

### Professional Practice INTR408

Interior Design as a profession: office practice, business formation, contracts with client, residential and commercial divisions, contract documents, legal council, estimates and budgets, fees and compensations, order forms, special factors.

Survey of office procedures from establishment of practice through to supervising a complete job. Lectures and weekly seminars with guest speakers.

### Professional Studies FOTO402

Guest lecturers will demonstrate their particular specialties

and discuss the problems and difficulties in their field of photography. This series of demonstrations will introduce new techniques and processes for the students to apply and/or modify for their own projects or client demands.

### Project Carpentry LAND408

This course is designed to allow the student to utilize basic carpentry skills in building various landscape features such as gazebos, fences, benches and bridges.

### Project Design and Presentation LAND500

This course is designed to familiarize the student with problem solving, structuring and presentation techniques used in bidding on projects in the landscape industry.

### Propertles 2 THTT405

This course is designed to introduce the student to more advanced property construction techniques through a series of more complex projects. While reviewing the organizational aspects of working with properties the student will be introduced to the responsibilities of the Head Properties Person.

### Public Relations PACK406

This course will provide the student with a general background of the public relations field but also focussing on the areas in which the package designer will be servicing this field. There will be an investigation of the ethics and professionalism required for good PR: the basis for which a designer forms an association with PR consulting firm or practitioner; both from the point of view of providing them service, and from that of obtaining good counsel in his own practice. The student will also obtain an understanding of the principles of a good PR relationship between client and design, between designer and industry, advertising agencies, and government agencies, with the view to establishing a smooth working relationship, and to professional self-policing.

### PR Lab 4 PRD.406

This course will give the student the opportunity to put into practice the techniques he has learned so far and to operate on his own with a minimum of direct supervision. There may be on and off-campus work in which he is asked to participate. In addition to the classroom work he will have four hours a week to carry out project work on his own or with a group. Prerequisite: PR Lab 3

### PR Lab 5 PRD.504

Students under general supervision, will prepare research, plans, recommendations, work procedures and engage in discussions in connection with the work they will be doing as part of their field work, seminar Practical P.R. 2 and Writing 5.

### PR Writing and PR Lab 2 PRD.202

The student will be expected to handle his/her writing assignments under some deadline pressure, and exercise growing self-criticism and independent approaches. A wider variety of styles for various media will be practised with some introduction to television and radio news and public service announcements. All assignments must be typewritten in acceptable professional format.

### PR Writing 1 and PR Lab 1 PRD.103

Writing is the keystone of the Public Relations program. It is the first step in a series of courses which will develop the knowledge, skills and judgements needed by the student for PR work.

After an introduction to the theories of communication, it will concentrate on perfecting the student's general use of English; on building his/her ability to recognize what makes news; on writing news releases for print media; on business letterwriting of all kinds. All writing must be submitted in typewritten form.

### PR Writing 3 and PR Lab 3 PRD.304

This course will give the student the opportunity to put into practice the techniques he/she has learned so far and to operate on his/her own with minimum of direct supervision. There will be on and off-campus work in which the student is asked to participate. In addition to the classroom work the student will be asked to spend two to three hours a week to carry out project work individually or with a group.

### PR Writing 4 PRD.403

This section of the writing course will be devoted to extensive application of the skills already acquired and will be related directly to lab work.

### PR Writing 5 PRD.502

This course deals more intensively with areas of specialized writing: speech writing, annual reports, financial writing, background and policy papers, digests



and analyses, magazine stories and feature stories, presentations. The student will also receive guidance in the writing he must do for Lab 5 and Internship. The work will be closely related to the projects undertaken in Lab 5 and Practical PR 2.

#### **Radio Lab 2 RBD.203**

Radio Labs 1-2-3 are training sessions that allow the student to apply the practical skills learned throughout the entire program. Each project is set up as an opportunity to utilize various pieces of equipment and challenge creativity in exactly the same way and under almost the same conditions as found in the broadcast industry.

#### **Radio Lab 3 RBD.501**

Every fifth semester student will have the opportunity to perform every skill that has been taught thus far in the Radio Program. Once each week the facilities of CHBR are transformed into a viable, realistic, broadcasting unit. Under the direction of the instructor, the students will program and operate a radio station under the strict regulations of the CRTC. Over the semester each student will perform in as many categories as possible i.e. P.D., announcer, copy writer, producer, operator, music programmer, news-writer-reporter, sports-writer-reporter, interviewer, etc. All the above duties will be carried out under actual broadcasting conditions.

#### **Radio News 1 JRNL201**

This course introduces the student to the world of radio news in all of its aspects. The techniques used in gathering, producing and disseminating radio news on a daily basis are studied. The course introduces the student to the unique style of writing radio news, interview skills for broadcast, announcing techniques and proper use of tape recorders and microphones. It also examines the differences between private radio news and the CBC, as well as exploring the importance of audience, ratings and advertising at stations.

#### **Radio News 3 JRNL402**

This course hones the skills that have been developed in the first two levels of Radio News. It concentrates on improving writing for radio news as well as sharpening production and line-up techniques. Students work on improving and further developing techniques of tape editing, producing

wrap-around reports, choosing actualities, writing bridges, and writing effective voicers. In addition, voice training will continue on a weekly basis with advanced exercises and techniques introduced.

#### **Radio News 4 JRNL508**

This is an advanced course that focuses on the actual production of radio news, particularly from the viewpoint of a reporter/writer. It examines a daily news operation in all of its aspects: finding the news, developing contacts, writing and rewriting, producing lively news reports, covering a beat, covering a major disaster, covering political campaigns and election nights, advanced production techniques and line-up and delivery of a newscast. As before, students will have regular voice training classes to begin each weekly session.

#### **Radio News 5 JRNL606**

This is the most advanced level of the Radio News courses in the program. Classes will operate as labs with students working one-to-one with the instructor on writing, voice skills, production techniques and development and follow-up of news stories. Students will regularly announce newscasts on Humber's radio station and will bring in air-checks of their newscasts for critique. Also, they will produce wrap-around reports and news features on a regular basis.

#### **Radio Seminar RBD.500**

This course is designed for graduating and certificate students. Since all aspects of radio broadcasting cannot be discussed within the framework of three years, students will be expected to conduct a seminar on the topics not discussed in formal classes.

#### **Repertoire Development 3 MELC313**

This course is designed to present students with material that illustrates the variety of musical styles expected of a professional jobbing musician. The material covered will expand the student's existing knowledge of contemporary commercial music.

#### **Repertoire Development 4 MELC413**

Refer to MELC313.

#### **Repertoire Development 5 MELC513**

Repertoire Development is a continuation of Rep. Dev. 3 & 4. This course is designed to present students with material that illus-

trates the variety of musical styles expected of a professional jobbing musician. The material covered will expand the student's existing knowledge of contemporary commercial music.

#### **Repertoire Development 6 MELC613**

Refer to MELC513.

#### **Resource Management PACK405**

An analysis of present resources, available to package converters (forests and oil reserves, etc.) and an investigation of possible new materials which will replace existing sources as these become depleted. Students will also analyse recycling and other attempts to preserve our diminishing resources.

#### **Retail Radio Sales RBD.300**

Selling "Air Time" is the highest-paid facet of radio broadcasting. As such, it is the most demanding on those who choose to take this pathway. This course will provide a grounding in Air Time Sales skills i.e. how to work with BBM figures; how to open and close a sale; how to make use of computerized services; how to prospect for new accounts, etc.

#### **Scene Study 5 THTP500**

This course will lead the student through an in-depth analysis of a series of texts representing the major periods of theatre, from the Elizabethan to the contemporary. An examination of staging aspects as well as thematic and structural perspectives of the play will provide the student with a set of "tools" with which he or she can approach any text, and break it down into acting units to facilitate both comprehension, and therefore performance.

#### **Scenic Painting 1 THTT302**

Students will be given an opportunity to learn, through observation and practise, the basic techniques of scenic art.

#### **Scenic Painting 2 THTT402**

A continuation of techniques from scenic painting and development to realize the breakdown of any picture into its basic elements for reproduction.

#### **Script Writing 1 FMTV100**

In this introduction to the basic skills needed to prepare, organize, and write scripts for film projects, the student will research, prepare, and write outlines, treatments, and shooting scripts, and will pre-

pare story boards and detailed scripts for several projects, including all assignments in the first semester Super-8 Film Production Workshop.

#### **Script Writing 3 FMTV305**

This course continues to develop journalistic writing skills for Film/TV, as well as writing interviews and researching the area of specific craft formats such as educational, industrial, instructional, PR, etc. In the winter semester it expands into the area of commercials and dramatic formats.

#### **Scripting 1 AVIS100**

This course provides an introduction to the basic skills needed to prepare, organize and write scripts for A.V. presentations, film and television projects. Students will learn how to research, prepare and write outlines, treatments and shooting scripts. They will also be required to prepare story boards for several A.V. projects.

#### **Seminar 1 PRD.404**

Investigation, analysis and discussions of public relations activities with specialists in fields selected for each seminar as a resource person.

#### **Service Management LAND602**

In this course the student develops an understanding of the elements of customer service in providing a competitive edge to companies.

#### **Singing 1 THTP103**

The course teaches students: a basic knowledge of theory, including note reading, rhythm, key signatures, time signatures, major and minor scales, a basic strength exercise for correct posture and relaxation, a series of voice warm-ups, and tongue relaxers, and isolation exercises, an understanding of correct breath control, effective vocal warmups, 2 - 3 - 4 part singing, solo singing, knowledge in choosing correct repertoire.

#### **Singing 2 THTP202**

Provided the student has successfully completed the necessary theoretical rudiments of music as required in the Singing 1 coursework, the Singing 2 students will expand their knowledge of note reading, key, time signatures, and rhythm at a more advanced level. At this level, the signing fundamentals involving exercises for posture, spinal alignment, articulation breath control will be expanded upon to include solo sing-



ing by all participants. Also a portion of the coursework will be devoted to discussion of appropriate repertoire selection for the various vocal categories.

#### Site Construction 1 LAND300

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

#### Site Construction 2 LAND400

This course is a continuation of Site Construction 1. Complete grading plans are interpreted and applied; some sub-surface drainage calculation is included. Also, students are introduced to Critical Path Management systems.

#### Site Layout & Survey Math 1 SURV901

Students are introduced to basic land surveying and its application in the landscape industry.

#### Small Business Management MOPS320

This course focuses on the principles and practices of small business management. Emphasis will be placed on the setting up of small, independent businesses in the horticultural industry.

#### Solo Performance 3 MELC332

This course is designed to prepare the student for his/her role as a soloist. The lecture series will provide information about stage presentation, appearance, dealing with nerves, and phrasing. An analysis of the work of the world's greatest soloists will be provided. Students will be required to perform assignments in class for evaluation by their peers and prepare for a mini recital.

#### Solo Performance 4 MELC432

Refer to MELC332.

#### Solo Performance 5 MELC512

These courses help the student acquire the skills that are necessary for concert performances. They are a follow up to the initial lecture series provided in Solo Performance 3 & 4. Students are given individual instruction to enable them to successfully perform the solo recital, which is the prime objective of the courses.

#### Solo Performance 6 MELC612

Refer to MELC512

#### Sound Recording Post Prod. Workshop 1 FMTV311

Refer to course description of Film, Sound & E.F.P. Workshops (FMTV307).

#### Sound Recording Post Prod. Workshop 2 FMTV411

Refer to course description of Film, Sound & E.F.P. Workshops (FMTV307).

#### Sound Recording Technique 1 FMTV302

The student will learn to record high quality sound for film & television productions. The course also will expand knowledge in sound studio recording techniques as well as sound mixing of multiple sound tracks for all media, film, T.V. & audio visual.

#### Specialized Turf Areas LAND503

Building on LAND102, Introductory Turf Management, this course deals with the specifics of sports field construction and maintenance, the care of lawn bowling greens, golf course maintenance and other specialized uses of turf.

#### Stage Management 2 THTT202

Refer to course description of Stage Management 1 (481-122).

#### Still Photography FMTV102

This course will introduce the student to basic techniques in black and white photography. Students will acquire all the necessary skills in photography, geared mainly towards cinematography. It will be demanding on student's technical skills, readiness and personal imagination and creativity.

#### Still Photography 2 FMTV203

This course will be expanding the skills and knowledge acquired in Still Photography 1 with emphasis on creativity, picture building, composition and use of lenses, lighting and printing techniques.

Some assignments will intertwine with projects in other courses.

#### Still Photography 3 FMTV309

The lectures will build on and refine the knowledge in black and white photography acquired in previous semesters and will expand to colour and black and white slide presentation and location lighting techniques, to enhance the 16mm cinematography course as well as to cover A/V production techniques.

#### Still Photography 4 (Col. Slide AV) FMTV410

The lectures will build on and refine the knowledge of black and white photography acquired in previous semesters. The field of colour and black and white slide presentation and location lighting techniques will be discussed. This will enhance the 16mm cinematography course. As well, audio visual production techniques will be covered. Some assignments will be combined with projects in other courses.

#### Structural Drawing DGAS103

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

#### Studio Methods 1 GRAP105

The Studio Methods course consists of a series of projects, each project designed to clarify one or more essential methods used in the production of layouts or camera-ready mechanical art. The student will learn the procedures necessary to produce layouts, from minis through to rough layouts or comprehensive layouts, and from these layouts the steps required to prepare mechanical art for the printing plate maker.

#### Studio Methods 2 GRAP205

Having satisfactorily completed Studio Methods 1 the student will develop further with projects that cover; methods of reproduction, keyline colour separation, embossing, water-colour rendering, die line drawings, operation of the photostat camera and the Luci.

#### Styling For Fashion and Beauty COSM302

Students work through a series of projects and demonstrations designed to develop skills in the styling and coordination of before and after shots, product photography, trade show design and newspaper ad layout.

Classroom sessions alternate with classes in a professional photographer's studio.

#### Styling For Fashion Photography 2 COSM403

Students use methods and techniques taught in Styling for Fashion and Beauty in practical applications on live models. Students gain "hands-on" experience with the problems associated with styl-

ing models for catalogue, editorial etc. Students increase their awareness of "behind the camera" modelling sessions with four photo sessions with a professional photographer.

#### Super 8 Production Workshop 2 FMTV202

This course is designed to provide the student with the technical and artistic knowledge and the practical skills required to complete the assignments, related to the elements of professional cinematography.

This will be accomplished through lectures, demonstrations and practical "hands-on" workshops in the studio and on location. Technical and artistic image quality is emphasized together with other important elements of film making, such as editing and sound techniques.

The main emphasis is on the use of the professional light meter for exposure and contrast control calculations.

#### Super-8 Production Workshop 1 FMTV101

Students will acquire the technical capability to complete a series of assignments of increasing technical difficulty. This course continues to develop the technical skills of the students by introducing sound recording techniques, Super-8 editing and sound projectors. Some assignments will intertwine with projects in other courses.

#### Supervision and Management LANO605

The goal of this course is to provide a clear understanding of the role of a supervisor in effective management. Areas studied include organizational relationships, motivation of staff, communication in organizations, leadership styles, delegation, interviewing, counselling and performance appraisal.

#### Survey of Film Music MELC303

The rise and development of the movie soundtrack will be examined through the use of recordings, videotapes, and scores. Special consideration will be given to the musical styles, aesthetics, and techniques employed in film scoring and the contributions of composers who have worked in the film medium.

#### T.V. News 1 JRNL202

This is the introductory television news course. It covers the basics of writing television news stories.



nes. with and without visual material. In addition, students will be introduced to the use of portable, black and white VTR equipment.

#### **T.V. News 2** JRNL304

This course continues the development of skills introduced in the first year television classes. It will concentrate on the basic techniques of television news writing and reporting including single color camera VTR field production and editing VTR for news.

#### **T.V. Production/Direction** FMTV204

While concentrating on directing, students will continue to learn studio production techniques and functions in small groups on a rotation basis. The course will begin with two classes which examine the correct use of mobile video cameras and recording equipment as well as the video editing facilities.

#### **Technical Illustration 1** PACK205

Students will develop their drawing and illustration skills learned in Drawing 1 (Perspective) and apply it to different media such as markers, line and wash illustration.

#### **Television Production 2** AVIS204

Students who have completed the basic television course will learn the operation of equipment in the colour television studio. They will have the opportunity to expand the basic skills learned in the previous semester by researching and preparing scripts which they will direct either on location or in the studio. Students will also perform as crew members for other student productions. Throughout the semester, students' progress and performance will be evaluated on program preparation, production, directing, coordination and crewing competency and attitude.

#### **Textiles** INTR204

This is an introduction to the aesthetic characteristics of textiles and their functions in the interior environment.

#### **Theory 2** MUSC207

This course is a continuation of Theory 1. Melody writing and analysis receive emphasis along with the study of chord function and harmonic analysis. Studies in harmonic progression are continued.

#### **Theory 4** MUSC406

This course is a continuation of Theory 3. It includes melody writing, melodic analysis, harmonic progression.

#### **Trade Calculations 1** HORT100

This course consists of basic surveying practice and applied mathematics. The apprentice learns how to use a surveyor's level, rod and chain as required to carry out grading operations. Also, plan interpretation and application are included. Typical mathematic problems are solved using both the S.I. and FPS measurement systems.

#### **Trade Calculations 2** HORT200

This course emphasizes the importance of accurate estimating of materials quantities and site preparation. Branch 1 apprentices cover this material through the study of greenhouse/nursery operations and production while Branch 2 apprentices concentrate on a variety of landscape situations.

#### **Trade Communications 1** HORT103

This is an applied communications course. The apprentice is instructed in proper communication methods necessary to work effectively in the industry. Verbal communication with customers, superiors, and peers, written reports and documentation, and comprehension are included.

#### **Trade Practice 1** HORT102

This is a composite practical course consisting of the following areas of study: the proper and safe use of hand and power tools; the construction of wood structures, hard surfaces and walls in the landscape; the maintenance of 2 and 4 cycle internal combustion engines commonly used in the landscape industry and the digging, planting, and after care of typical landscape plants in a variety of sizes.

#### **Trade Practice 2** HORT202

This is a composite practical course covering the following areas: in Branch 1, a continuation of the use of plant materials in the landscape together with a study of the production of plant materials in both a typical commercial greenhouse and nursery operation; in Branch 2, a continuation of the use of plant materials in the landscape together with a study of golf course operations and the construction of selected landscape settings using both hard and soft materials.

#### **Trade Theory 1** HORT101

This is a composite theory course consisting of the following areas of study: the proper nomenclature, cultural requirements and characteristics of typical landscape plants in Ontario; the identification, testing and using of soils commonly occurring in Ontario; the identification and treatment of plant diseases and pests; the identification and establishment of common turf grasses and the selection and application of fertilizers; the selection of timber and lumber for landscape construction and all aspects of plant development and growth including plant physiology and function.

#### **Trade Theory 2** HORT201

This is a composite theory course covering the following areas: a continuation of the cultural requirements and characteristics of typical landscape plants in Ontario together with their application in both residential and commercial landscapes. Branch 1 apprentices look at the theory behind the production of plant materials in both commercial nursery and greenhouse operations while Branch 2 apprentices focus on landscape design and construction together with golf course operations and associated turfgrass management.

#### **Tree Identification 1** TREE300

This course involves the identification of trees by winter wood samples and natural form.

#### **Tree Identification 2** TREE408

A continuation of LAND300, Tree Identification 1 with an emphasis on plant selection and suitability for a wide range of urban sites.

#### **Typography 1** GRAP103

The purpose of all printed matter, whether or not it is applied to advertising, must inform, sell a product, sell a service or create goodwill to a sponsor. Therefore, as an art form, the better the design, the greater the legibility, the easier it will become for the viewer to read and comprehend. A basic mechanical knowledge is necessary before we can actually design with type. Therefore, hand lettering for both layout and reproduction is an important part of this program. We cannot indicate or specify type unless we know the letter forms of the faces and styles we wish to use.

The projects in this course will familiarize students with sans-serif and serif type faces and train stu-

dents to render these styles in both layout and reproduction form, in a professional manner.

#### **Typography 2** GRAP203

Emphasis will be made on the measurement and fitting of typography to given areas. More and more art studios are leasing or purchasing computer style type processing machines. It is important to understand the fundamentals of accurate type mark-up to avoid expensive changes or revisions to type ordered incorrectly. The accurate rendering of various type faces will continue from Typography 1 to assure that the student is fully familiar with the mechanics of typography and lettering which is absolutely essential in the production of any advertising piece.

#### **Typography 3** GRAP303

Imaginative design with type and lettering is the important theme in this semester, finishing many of these original designs as camera ready art.

You will develop further lettering skills in commercial brush script and wedding style scripts in black and white and white on black. Reviewing the knowledge gained in type mark-up and copy fitting in Typography 2, you will further explore this area, readying your skills for the computer typesetting in the Coven Lab where you will use Morgenthaler-Linotron 202/N equipment and set both headings and text.

#### **Typography 4** GRAP403

This is the last and final semester. Deadlines and quality will be as important and demanding as those found in the advertising business. Every piece of artwork, whether it be layout, design or reproduction art will, of necessity, be professional in every way. Presentation, with ample margins, simply displayed in good taste, will reveal the true craftsman.

#### **TV News 3** JRNL403

In this course students use the skills learned in T.V. News 2 to produce television newscasts. Although the technical content of the course is considerable, the emphasis is on the journalistic aspects of television news broadcasts.

#### **TV News 4** JRNL506

In T.V. News 3 and Basic T.V. Production, students covered the basics of television news broadcasts. T.V. News 4 builds on these skills. The emphasis is on writing



and producing television news inserts and news programs although students will also work on documentaries and public affairs broadcasts.

#### TV News 5 JRNL603

In T.V. News 3 and 4, students learned and practiced the basics of television news production. T.V. News 5 builds on these skills. The emphasis is on writing and producing television news inserts and news programs. Students will also work on documentaries and current affairs broadcasts.

#### TV Production 3 AVIS304

The different aspects of television production and operations will be reviewed and expanded on at the beginning of this course. At the same time students will be preparing scripts for individual and/or group productions. The type of programs to be produced during this semester will be determined by the class in consultation with the instructor. These programs will reflect the types of production that a student might become involved with after graduation. All programs will integrate advanced production techniques in program planning, pre and post studio production, audio and video mixing, and special effects.

#### Urban Forest Management

LAND604

This course examines the use of trees in the urban environment, and the effects of man's activities on plant and animal life within the urban forest.

#### Voice 1 THTP102

This course is almost entirely participatory. When students are not actually making sounds themselves, they will be learning to listen intently and analytically to one another. In each class, exercises based on the course objectives and adapted to individual needs will be practised. In the second hour of the long class, work will be done on a wide variety of text material, coordinated with other subjects in the Theatre program. Self-discipline and commitment to quality will be required.

#### Voice 2 THTP201

Refer to course description of Voice 1 (THTP102).

#### Voice 3 THTP300

This second year of vocal training is meant to carry the student farther in the refining of his use of the vocal instrument. To this end there will be practical work in terms of regular warmups, reading

and speaking of scripted passages. Additionally, there will be work in phonetics designed to develop the student's ability to hear, not only his own sound, but those of others. The work with phonetics is meant to heighten the awareness of spoken sound generally but also to help students in the acquisition of different speech patterns i.e.: dialects for use in character work.

#### Voice 4 THTP400

Refer to course description of Voice 3 (THTP300).

#### Voice 5 THTP501

In this third year of training, students are expected to show a greater awareness of the specifics of speech production and apply these specifics to their work in class. The course will continue to involve a variety of reading and speaking situations with instructor, group, and self-evaluations with a view to maximizing feedback to each student.

The aim of the course is to turn the student loose with an ability to feel and hear his voice sufficiently that he can continue to work towards modifications even after he leaves the program. Additionally, there will be work in phonetics designed to help the student's ability in the acquisition of different speech patterns i.e.: dialects for use in character work.

#### Woodwind Minor 3 MELC316

This course is designed to familiarize the student, who is not a woodwind major, with the basic fundamentals of playing saxophone flute and/or clarinet. (While flutes and clarinets can generally be supplied, students who wish to study saxophone will need to provide their own instruments).

#### Work Experience Fieldwork AVIS400

The student spends the equivalent of five full days a week working at an Audio Visual related job as part of an organization's or institution's staff. While in the employ of the work experience operation, the student will be provided with on-the-job instruction and supervision by practising audio-visual supervisors or technicians. The student and employer will establish realistic performance objectives pertinent to the particular work environment.

#### Work Experience Presentation LAND603

In this course the student presents a research/demonstration/construction project that they

have carried out in Work Experience 3 to departmental staff and students.

#### Work Experience 1\* LAND203

It is a requirement of the program that students must be employed in the horticultural industry during the summer between semesters two and three. The student is responsible for keeping a daily log which must be submitted to the Program Coordinator at the start of semester three.

#### Work Experience 2\* LAND406

As a prerequisite to returning to third year the student must be employed in the horticultural industry during May and June. A daily log must be kept.

#### Work Experience 3\* LAND504

The student is required to work in the horticultural field after the fifth semester. During this time a research project will be prepared, in cooperation with the employer. The research/demonstration/construction project will be presented to faculty and fellow students in semester six.

#### Writing for Radio 1 RBD.200

This course provides an introduction to the field of writing creative commercials for radio. Classes are conducted in a lecture-lab format. All projects are completed in class.

#### Writing for Radio 2 RBD.301

This course will present the various components that constitute the radio commercial. Both the retail and national concepts will be studied. The course will be conducted on a lecture-laboratory concept. After the topic for the week has been presented, oral assignments will be given, and each student will be expected to complete the assignments within the class time allotted for same.

#### Writing for Radio 4 RBD.502

The course will be conducted in a laboratory setting. Each student will be expected to choose one area of interest other than commercial writing which will be compulsory. The student will be expected to write a detailed weekly contract including assignments in both commercial writing and the one chosen field. The student will prepare an instruction list under the instructor's supervision which will be brought to class weekly. The student will be expected to complete the assignment for final presentation within the classroom

hours. The instructor will review and critique each assignment on a weekly basis.

#### Writing For Radio 3 RBD.400

There are some specialized areas in radio writing that are not encompassed in commercial, news or sports broadcasting. After a verbal introduction to the scope and goals of the course, classes will consist of lectures, discussions and verbal assignments.

#### 16MM Cinematography 1 FMTV304

This course provides students with the theoretical and artistic knowledge as well as the practical skills required to complete a series of multi-discipline assignments of increasing technical difficulty. This will be accomplished through illustrated lectures, lighting and camera equipment demonstrations and workshops. Technical and artistic image quality is emphasized.

#### 2-Dimensional Design DGAS100

In this course, students will explore the fundamental methods of managing an image on a 2-dimensional surface. The course will deal with the process involved in excluding elements that are not important to a design, and including those that are crucial.

#### 3-Dimensional Design DGAS101

This course prepares students for the processes involved in thinking in 3 dimensions, and particularly the differences and commonalities between 2 and 3-dimensional problem-solving. Materials used include card, plastic, wax, and plaster.

#### 3-Dimensional Design 1 PACK302

This course marks the change from projects which relate to two-dimensional graphics and package designs, to the three-dimensional design demands of cartons, bottles, cans and other containers found in the supermarkets and chain stores.

#### 3-Dimensional Design 2 PACK402

Further design problems are set to explore the wide variety of answers open to the student of Package Design. Again, the major packaging materials are examined — but with an emphasis on both surface graphics and package construction.



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## Health Sciences Programs

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### **Please Note**

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The following Health Sciences programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## A Program in Health Care Aide and Activation Assistant Skills

### North Campus

#### Three semesters - 52 consecutive weeks, starting in September

The Health Care Aide works primarily with the older adults in an institution, community agency or private home. As the population ages, the need for Health Care Aides to attend to the basic needs of the older adult will increase in importance. The program is designed to prepare students, who have graduated from secondary school at the Basic level, to become involved in the delivery of health care at entry-level positions. Aides assist registered nursing staff, physiotherapists and occupational therapists in providing quality care to clients.

The curriculum is designed to give students the opportunity to develop their literacy and numeracy, decision making and vocational skills. On-the-job experience is part of the program, as students are placed in a work environment during a field placement component. In addition to vocational preparation, students will also have the opportunity for personal growth and development. A life skills component of this program is de-

signed to encourage students to enhance the problem solving, employment readiness and interpersonal skills required in the workplace and other activities in which they participate.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at the basic level
- letter of recommendation from a guidance counsellor or teacher or an interview with the Program Coordinator

#### Interests and Skills

The candidate should enjoy interacting with people and be a caring, patient individual with an interest in working with older adults. The candidate should also be in good physical and mental health. It is an asset to have spent time working in a long term care facility.

#### Job Opportunities

Graduates of this program can expect to work in Nursing Homes, Homes for the Aged, retirement homes, home support services, community agencies and private employment agencies.

### Curriculum

Semester 1 (24 hours/week)	Credits
HCAD101 Introduction to Long Term Care	4
HCAD102 Basic Care	4
HCAD103 Human Body	3
HCAS104 English - Health Care Aide	4
HCAS101 General Psychology - Health Care Aide	3
HCAS103 Personal Development Skills	4
HCAD104 Introduction to Life Enrichment	2

(January - April)

Semester 2 (26 hours/week)	Credits
HCAD201 Aging and Disease	3
HCAD202 Life Enrichment 1	4
HCAD203 Psychosocial Aspects of Aging	3
HCAD204 Field Placement - Health Care Aide	6
HCAS204 English Skills	4
HCAS106 Interpersonal Skills	4
HLTH104 Cardiopulmonary Resuscitation	1
HLTH107 First Aid & Accident Prevention	1

### May-August (First Half: May-June)

Semester 3 (19 hours/week)	Credits
HCAD301 Communication with the Disabled Elderly	1
HCAD302 Life Enrichment 2	2
HCAD303 Field Placement - Health Care Aide	3
HCAD304 Nutrition	2
HCAS105 Job Search Skills	2
HCAS102 Mathematical Skills for Health Care Aide	2

### (Second Half: July-August)

Semester 3 (35 hours/week)	Credits
HCAD305 Pre Grad Consolidation - Health Care Aide	18

## Advanced Studies in Early Childhood Education

### North Campus

This post-diploma program enhances the knowledge and skills used with children. These courses are challenging and are taught by professionals with extensive experience and special skills. Six courses must be completed to obtain the certificate.

#### Admission Requirements

- Diploma in Early Childhood Education or equivalent

Due to the contact that Early Childhood Education and Early Childhood Education For the Developmentally

Handicapped students have with children who are under the care of Humber College, we reserve the right to conduct a criminal record check on all approved students who will be working with these children.

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

#### Interests and Skills

- commitment to personal growth through professional development
- willingness to meet academic challenge
- creativity and openness to new ideas and experiences



## Advanced Studies in Early Childhood Education (cont'd.)

### Job Opportunities

Prior to entry into this program, the student must be qualified to work in a pre-school setting. She/he may be active in the field or may be pursuing other activities while furthering her/his professional

development through these courses. A student who successfully completes this program may move into the position of assistant supervisor or supervisor of a preschool centre.

### Curriculum

The student needs to complete any 6 of the course offerings in order to receive the certificate.

Semester		Credits
ECEA101	After-school Programming for 6-10 Year Olds	2
ECEA102	Cognitive Development: Theory & Practical Applications in Early Childhood	2
ECEA103	Developmentally Appropriate Activities	2
ECEA104	Development of Home Programming	2
ECEA105	Effective Supervision and Communication	2
ECEA106	Infant-Toddler Programming	2
ECEA107	Integration - Community-Based Services	2
ECEA108	Language Development in Young Children	2
ECEA109	Learning Through Movement	2
ECEA110	Music and Creative Movement	2
ECEA111	Parent-Teacher Relationships	2
ECEA112	Techniques of Individual Programming	2
ECEA113	Rhymes and Stories for the Very Young	2

## Ambulance and Emergency Care

### North Campus

Two semesters starting September and six weeks in the Spring

You will acquire the knowledge, skills and competence to provide basic emergency care and reduce situational hazards to patients. The program consists of courses in theoretical

and clinical aspects of emergency patient care, with supporting courses in biology and social sciences.

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

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- senior level biology and chemistry (both at the general level)
- attendance at an information-sharing and assessment session
- recommended age: 19 years minimum by end of December of first year at the College
- secondary school science comprehension questionnaire and English pretest
- health certificate
- valid driver's license (class G)
- current St. John or Red Cross standard certificate
- current O.H.F. C.P.R. Basic Rescuers Certificate

In addition, employers who provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placement for students with a criminal record.

### Curriculum

Semester 1 (24 hours/week)		Credits
AECA101	Ambulance Maintenance, Operation & Safety	1
AECA102	Ambulance Service 1	2
BIOS101	Human Anatomy and Physiology, Intro.	5
AECA103	Emergency Patient Care 1	7
AECA104	Emergency Patient Care Lab 1	1
LANG101	Writing Skills for Health Sciences	4
PSYC101	Applied Psychology 1	4
Semester 2 (24 hours/week)		Credits
AECA202	Ambulance Service 2	3
<i>Pre-Req:</i>	AECA101 Ambulance Maintenance, Operation & Safety, AECA102 Ambulance Service 1, AECA103 Emergency Patient Care 1	
AECA203	Emergency Patient Care 2	6
<i>Pre-Req:</i>	AECA103 Emergency Patient Care 1	
AECA204	Emergency Patient Care Lab 2	4

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

### Job Opportunities

The Ontario Ambulance Act requires the successful completion of this program before you can gain full-time employment in the ambulance system in Ontario.

You can work as ambulance officers in ambulance services or as technical assistants in hospital emergency departments and in some health and medical centres.

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

### Additional Costs

\$350 for uniforms and \$400 for books and supplies

### Profile of a Good Student

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



### Ambulance and Emergency Care (cont'd.)

HLTH103	Moral and Ethical Issues in Health	2
AECA205	Physical Education	2
PSYC102	Psychology - Applied 2 A.E.C.	3
AECA206	Rescue Procedures	2
BIOS102	Microbiology	1
AECA201	Emergency Patient Care Seminar	2
<i>Pre-Req:</i>	AECA103 Emergency Patient Care 1	
<b>Semester Spring Session (40 hours/week)</b>		<b>Credits</b>
AECA207	Applications in Emergency Patient Care	15
<i>Pre-Req:</i>	AECA202 Ambulance Service 2, AECA203 Emergency Patient Care 2, AECA201 Emergency Patient Care Seminar	

## Early Childhood Education

### North Campus

#### Four semesters starting September and February

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

The minimum age requirement for employment according to the Day Nurseries Act is 18 years. Some field placement settings may require a check with the Police Department to determine whether or not you have a criminal record of offenses. Students in this position may not be eligible for field placement.

Current population problems, such as public housing, high rise urban and suburban developments, and growing economic needs have increased public awareness of the importance of the early childhood years in establishing good social, emotional and play patterns.

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

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

This program has use of four lab/demonstration facilities. In this way, the student is able to practise the theory learned in the classroom set-

ting. The lab facilities include an activity centre, an integrated day care for children including those with special needs, a day care with a kindergarten program and a work-related day care in a nearby shopping mall. Children range in age from birth to 7 years. This wide range of learning opportunity is unique to the community college system.

To accommodate the expanding skills and knowledge required in this field, the College is planning to extend the program to 3 years, pending Ministry approval.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
  - personal health review and immunization record, certified by a qualified physician. No limitations that would prevent effective supervision of children.
  - written proof of experience with preschool children in a structured setting (day care, nursery school, parent co-op). Age range should be birth to 5 years. Experience does not include babysitting and the 40 hours minimum should be completed prior to March 1 and be recent in nature.
  - pre-admission testing, questionnaire and attendance at an orientation session
  - upon acceptance into the program, students will be required to complete on their own accord a basic standardized first aid certificate and a cardiopulmonary resuscitation course (Infant-Child or Heart Saver Baby). This must be completed prior to commencement of classes. Documentation must be submitted.
- In addition, employers who provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement

situation. This may restrict the opportunities of field placement for students with a criminal record.

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

Due to the contact that Early Childhood Education and Early Childhood Education For the Developmentally Handicapped students have with children who are under the care of Humber College, we reserve the right to conduct a criminal record check on all approved students who will be working with these children.

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

### Interests and Skills

- realistic attitude and an understanding of frustrations involved
- awareness of own identity and strengths
- able to organize time and meet deadlines
- outside interests and activities
- personal flexibility, emotional maturity and stability
- good communication skills

### Job Opportunities

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

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

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



### Early Childhood Education (cont'd.)

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

work hours are approximately one thousand. To succeed in this program, students must be able to speak/write English fluently.

#### Expected Workload

The workload is very heavy and you can expect a minimum thirty (30) assignments per semester. The overall field

#### Additional Costs

- textbooks \$400/year
- travel to field placements \$100/year
- expendable supplies \$200/year

### Curriculum

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

Semester 1 (24 hours/week)		Credits
ECE.101	Teaching the Young Child 1	4
ECE.102	Creative Activities Workshop 1	3
ECED102	Abused Child	1
ECE.103	Field Practice 1	6
ECED101	The Child with Special Needs 1	2
ECE.104	Psychology of Infancy & Early Childhood 1	4
COMM200	Communications 200	4
Semester 2 (25 hours/week)		Credits
ECE.201	Teaching the Young Child 2	4
ECE.202	Creative Activities Workshop 2	3
ECE.203	Field Practice 2	6
ECE.205	Observing and Recording Children's Behaviour	2
ECE.204	Psychology of Infancy & Early Childhood 2	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE	General Education	3
Semester 3 (23 hours/week)		Credits
ECE.304	Psychology of Later Childhood & Adolescence 1	2
ECE.303	Field Practice 3	9
ECE.306	Child in the Family	3
ECED301	The Child with Special Needs 3	2
ECE.307	Individual Program Planning	2
ECE.308	Infant/Toddler Care	2
GNE	General Education	3

Semester 4 (25 hours/week)		Credits
ECE.404	Psychology of Later Childhood & Adolescence 2	2
ECE.409	Administrative Procedures (E.C.E.)	3
ECE.403	Field Practice 4	9
ECE.410	Parent-Teacher Relationships	3
ECE.411	Comparative Studies in Early Childhood	2
ECED401	The Child with Special Needs 4	2
ECE.405	Kindergarten/After School Care	1
GNE	General Education	3

## Early Childhood Education For the Developmentally Handicapped

### North Campus

**Four semesters starting September plus one field placement split into two May/June block experiences (six weeks each)**

In this program you will learn the techniques and skills needed to provide an educational program for people with developmental special needs, from birth to early adult years. Major emphasis is placed on younger persons with developmental special needs in educational programs (birth to 10 years of age). As infant services, regular day care and nursery school programs are beginning to accept that all children, with or without developmental problems, have special needs, exposure to a wide range of children is a focus for this program.

The minimum age requirement for employment according to the Day Nurseries Act is 18 years. Some field placement settings may require a check with the Police Department to determine whether or not you have a criminal record of offenses. Students in this position may not be eligible for field placement.

During the first two semesters, students will have field placements with children with

out handicapping conditions in day care centres and nursery schools. In the third and fourth semesters, field placement will be in nursery schools for specific types of handicapping conditions and developmental classes in the school system. Some students may be placed in specialized settings such as Infant Stimulation Projects, Adult Developmental Programs or agencies serving specific handicapping conditions.

The 5th semester, or work semester, is broken down into May and June periods at the end of each year. The first period will be spent with children with developmental special needs in settings acceptable to the field coordinator. The second period will be spent with children without handicapping conditions in settings acceptable to the field coordinator. Students will not be paid for these two six-week periods, and will be charged a fee to cover supervision.

This program has the use of four lab/demonstration facilities. In this way, the student is able to practise the theory learned in the classroom setting. The lab facilities include an activity centre, an integrated day care for children including those with special



## Early Childhood Education For the Developmentally Handicapped (cont'd.)

needs, a day care with a kindergarten program and a work-related day care in a nearby shopping mall. Children range in age from birth to 7 years. This wide range of learning opportunity is unique to the community college system.

**Note:** To accommodate the expanding skills and knowledge required in this field, the College is currently evaluating the format of this program.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- personal health review and immunization record as certified by a qualified physician. No limitations that would prevent effective supervision of children.
- written proof of experience in a structured setting with children who have developmental special needs. Age range should be birth to 10 years, preferably with preschool children. Further exposure to preschool children who do not have a handicapping condition in a day-nursery is an additional asset. Experience (not babysitting), should be educational in focus; the 40 hours minimum should be completed prior to March 1st and be recent in nature.
- pre-admission testing, questionnaire and orientation session
- upon acceptance into the program, students will be required to complete on their own accord a basic standardized first aid certificate and a basic cardiopulmonary resuscitation course (Infant-Child or Heart Saver Baby). This must be completed prior to commencement of classes. Documentation must be submitted.

In addition, employers who

provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placement for students with a criminal record.

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

Due to the contact that Early Childhood Education and Early Childhood Education For the Developmentally Handicapped students have with children who are under the care of Humber College, we reserve the right to conduct a criminal record check on all approved students who will be working with these children.

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

### Interests and Skills

- realistic attitude and an understanding of the frustrations involved
- able to organize time and meet deadlines
- outside interests and activities
- awareness of own identity and strengths
- emotional maturity and stability
- good communication skills

### Job Opportunities

After graduation, students may complete two years of practical training at a recognized preschool and qualify for certification by the Association for Early Childhood Education. Students graduating from this program will be equipped to work in day nurseries, day care centres, nursery schools, community housing facilities, hospitals and treatment centres for young children with special needs.

With some experience, graduates have become supervisors, infant stimulation project workers, have started their own business in age-appropriate equipment and toys, and may qualify as Resource Teachers in integrated day nurseries as defined in the proposed Standards and Guidelines for staff qualification in the Day Nurseries Act.

All job opportunities listed for Early Childhood Education graduates are applicable because this is an E.C.E. diploma with a specialization in handicapping conditions.

The minimum age requirement for employment in this field according to the Day

Nurseries Act R.S.O. 1980, C. III Ontario Regulations 760/83 is eighteen (18) years of age.

### Expected Workload

The workload is very heavy and you can expect a minimum of thirty (30) assignments per semester. The overall field work hours are approximately twelve hundred. To succeed in this program, students must be able to speak/write English fluently.

### Additional Costs

- textbooks \$400/year
- travel to field placements \$100/year
- expendable supplies \$200/year

## Curriculum

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

Semester 1 (28 hours/week)		Credits
ECE.101	Teaching the Young Child 1	4
ECE.102	Creative Activities Workshop 1	3
ECED102	Abused Child	1
ECED103	Field Work 1	6
ECED101	The Child with Special Needs 1	2
ECED104	Seminar on the Child with Special Needs 1	2
ECED106	Elements of Human Behaviour 1	3
ECED105	Human Growth & Development 1	3
COMM200	Communications 200	4
Semester 2 (29 hours/week)		Credits
ECE.201	Teaching the Young Child 2	4
ECE.202	Creative Activities Workshop 2	3
ECED203	Field Work 2	6
ECE.205	Observing and Recording Children's Behaviour	2
ECED201	The Child with Special Needs 2	2
ECED205	Human Growth & Development 2	3
ECED204	Normalization within the Community	2
ECED206	Elements of Human Behaviour 2	3
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	



## Early Childhood Education For the Developmentally Handicapped (cont'd.)

Semester 3 (23 hours/week)		Credits
ECED308	Developmental Activities 1	2
ECED307	Individual Program Planning	3
ECED303	Field Work 3	6
ECED310	Parent-Teacher Relationships	3
ECED301	The Child with Special Needs 3	2
ECED304	Seminar on the Child with Special Needs 3	2
ECE.411	Comparative Studies in Early Childhood	2
GNEED	General Education	3
Semester 4 (22 hours/week)		Credits
ECED408	Developmental Activities 2	2
ECED403	Field Work 4	6
ECED401	The Child with Special Needs 4	2
ECED404	Seminar on the Child with Special Needs 4	2
ECED411	Family Dynamics	3
ECE.409	Administrative Procedures (E.C.E.)	3
ECED412	Advocacy in the Community	1
GNEED	General Education	3
Semester Spring Semester (May/June of each year)		Credits
ECED503	Field Work 5	12
ECED603	Field Work 6	12

## Early Childhood Education Resource Teacher Post-Diploma Certificate

### North Campus

#### Six 36-hour courses and three 105-hour field placements

Designed for graduates of an early childhood education program, the program will equip the educator with the theory and practical experience necessary to work with children who have special needs. The curriculum will focus on integration and on programming for individuals and groups. It includes demonstrations, discussions, lectures, reports, the use of resource materials and assignments.

#### Admission Requirements

- early childhood education diploma or equivalent
- one post diploma year of work with children in a group care setting
- 105 hours (minimum) with children who are developmentally delayed (as defined in the Day Nurseries Act)
- attendance at an orientation session with program coordinator

### Interests and Skills

- ability to work with children with special needs and their families in a sensitive, resourceful manner
- on-going career commitment
- leadership, initiative and understanding

### Job Opportunities

After this program, graduates are qualified to work as resource teachers (as defined in the Day Nurseries Act). You will work in day care settings where you can help each child and his/her family lead a more independent and productive life in the community.

### Curriculum

Incoming students will have to review basic information selected for its relevance to the course content. The package is designed to apply the knowledge acquired in introductory courses to the material of higher-level courses.

Semester		Credits
ECER101	Introduction to Resource Teaching	2
ECER102	Individual Development Planning 1	2
<i>Pre-Req:</i>	ECER101 Introduction to Resource Teaching	
ECER103	Field Practicum 1	7
<i>Pre-Req:</i>	ECER102 Individual Development Planning 1	
ECER201	Working with Families	2
<i>Pre-Req:</i>	ECER103 Field Practicum 1	
ECER202	Individual Developmental Planning 2	
ECER203	Field Practicum 2	7
<i>Pre-Req:</i>	ECER202 Individual Developmental Planning 2	
ECER301	Advocacy in the School and Community	2
<i>Pre-Req:</i>	ECER203 Field Practicum 2	
ECER302	Coordinating Resources	2
<i>Pre-Req:</i>	ECER301 Advocacy in the School and Community	
ECER303	Field Practicum 3	7
<i>Pre-Req:</i>	ECER302 Coordinating Resources	

Courses must be taken in this order. The workload is heavy and will demand consistent high quality effort.

## Funeral Service Education

### North Campus

#### Four semesters starting September

In this program you will encounter every aspect, both

practical and theoretical, of funeral service. As part of the Health Sciences Division, the program stresses the important therapeutic function



## Funeral Service Education (cont'd.)

which the funeral service has for the living. Behavioural science courses are designed to help you meet the needs of those who are to be served in a funeral service. A business management course has been included so that you will gain a more acute understanding of the inherent problems that exist in the operation of any business. You will accumulate the necessary practical experience through use of the Humber College facilities and co-operating funeral homes.

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

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- pre-admission assessment
- medical health certificate (medical health history and Physician's statement of health)
- applicant must have a Class G Driver's Licence
- applicant must provide proof of a minimum of 40 hours observation or work experience in a funeral home. This must be completed prior to March 1.
- valid St. Johns Standard First Aid Certificate (or equivalent). Applicants without this requirement would be expected to obtain it within the first semester.

### Criteria for Re-admission:

Due to the heavy oversub-

scription for this unique program, students are only allowed two attempts at each semester. Should applicants wish to further pursue this program, they are subject to the following re-admission criteria.

A. Meet 4 of the following 5 conditions:

1. Provide evidence of continued interest and experience in the field.

2. Provide evidence of continuing education (upgrading or general).

3. Provide evidence of continuing education (professional eg. attendance at professional meetings and conferences.

4. Demonstrate an awareness of current issues in the field.

5. Provide prescribed letters of recommendation from 3 professionals, one of whom is not a funeral director.

B. Attend interviews as required (minimum of 1).

C. Successfully complete the regular program pre-admission testing and procedures.

D. Student must maintain satisfactory academic progress.

### Job Opportunities

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

## Curriculum

Semester 1 (25 hours/week)		Credits
BIOS101	Human Anatomy and Physiology, Intro.	5
FSER101	Embalming Lab 1	3
FSER102	Embalming Theory 1	4
LANG101	Writing Skills for Health Sciences	4
BIOS102	Microbiology	1
HLTH103	Moral and Ethical Issues in Health	2
FSER103	Orientation to Funeral Service 1	4
GNED	General Education	3

Semester 2 (25 hours/week)		Credits
FSER201	Embalming Lab 2	3
<i>Pre-Req:</i>	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.	
FSER202	Embalming Theory 2	4
<i>Pre-Req:</i>	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.	
FSER203	Orientation to Funeral Service 2	4
<i>Pre-Req:</i>	FSER103 Orientation to Funeral Service 1	
BIOS201	Pathology	3
<i>Pre-Req:</i>	BIOS101 Human Anatomy and Physiology, Intro.	
PSYC104	Psychology of Grief	4
<i>Pre-Req:</i>	FSER103 Orientation to Funeral Service 1	
FSER205	Restorative Art	3
<i>Pre-Req:</i>	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1	
MKTG900	Small Business Mgmt.	4

Semester 3		Credits
FSER301	Theoretical Applic. 1 (Correspondence Course)	4

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

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

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



## Health Sciences Preparatory (General Arts & Science Pre Health\*)

This one year program is intended to provide the student with a stronger background in science-related courses in order to be more prepared to apply to the full-time post-secondary health science programs.

### Admission Requirements

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

\*For additional information regarding this program, please refer to the Human Studies Division section of this Calendar, which begins on page 102.

## Nursing Assistant

### North Campus

#### Two semesters and seven weeks in the spring

The role of the Nursing Assistant is to be an integral part of the nursing team, working mainly at the bedside with patients in long-term and acute-care settings. However, there are opportunities for the Nursing Assistant to take a leadership role in nursing homes. Our thirty-nine week course shares a common first semester with the nursing students, preparing them in the basic skills of nursing practice. Emphasis throughout the program is placed on increasing competence in the theory and practice of nursing. Clinical experience is obtained in both long-term and acute care settings. Supporting courses in the biological and human sciences are also taken.

### Admission Requirements

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

- pre-admission questionnaire
- pre-admission testing (Fee \$20)
- personal health record
- basic cardiac life-support (CPR Certificate)
- First Aid Certificate

### Interests and Skills

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve, good reading and writing skills are an asset.

### Job Opportunities

Graduates are eligible to write the Nursing Assistant Registration Examination through the College of Nurses of Ontario. Employment opportunities include acute and chronic-care hospitals, nursing homes, some community health agencies and doctor's offices.

### Additional Costs

The following expenses are in addition to tuition fees. The cost of textbooks is approximately \$650. Students are required to purchase nursing uniforms, shoes and stockings.

### Field Placement

Acute and chronic-hospitals in the cities of Etobicoke, York, North York and Toronto.

### Profile of a Good Student

A successful student will show a genuine interest in nursing as a career coupled with realistic personal expectations that facilitate the socialization process into the profession.

Also students should have an ability to interact with people of all ages thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

### Curriculum

Semester 1 (27 hours/week)		Credits
NURS100	Nursing Theory 1	5
NURS101	Nursing Practice 1	8
BIOS110	Basic Anatomy and Physiology	4
SOCI002	Introductory Sociology	3
PSYC001	Psychology - An Introduction	3
LANG101	Writing Skills for Health Sciences	4
Semester 2 (24 hours/week)		Credits
NURS212	Legal and Professional Issues for the Nursing Assistant	1
NURS210	Nursing Theory 2 (NA)	8
<i>Pre-Req:</i>	PSYC001 Psychology - An Introduction, BIOS110 Basic Anatomy and Physiology, NURS100 Nursing Theory 1, NURS101 Nursing Practice 1	
NURS211	Nursing Practice 2 (NA)	21
<i>Pre-Req:</i>	PSYC001 Psychology - An Introduction, BIOS110 Basic Anatomy and Physiology, NURS100 Nursing Theory 1, NURS101 Nursing Practice 1	
NURS214	Ethical Issues in Health Care	1
<b>Important notice to all Nursing Assistant students: In order to enter into Pre-graduate Experience (NURS311) you must first successfully complete all courses in Semesters 1 and 2.</b>		
Semester Spring Session (37.5 hours/week for 7 weeks)		Credits
NURS311	Pre-Graduate Experience	16



# Nursing Program

## North Campus

### Six semesters

The Nursing Program prepares the student to assist clients and their families stay well, adapt to conditions of illness and cope with the dying process. Through specific courses in the humanities, students acquire knowledge about the individual, the family and community, examining the influences on behaviour through lifestyle, growth and development. Throughout the program, professional, moral, legal and ethical issues encountered in nursing are discussed. Clinical practice is provided in a variety of settings with the supervision of the clinical teacher until the student demonstrates confidence in nursing judgement and decision making. Upon successful completion of the Program the student is eligible to write the Provincial Nurse Registration Examination.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- two different senior level sciences at the general level (chemistry, physics or biology)
- pre-admission testing (fee \$20)
- pre-admission questionnaire
- personal health review by a physician
- immunization record
- Basic Cardiac Life Support Certificate (CPR)
- First Aid Certificate

In-coming Registered Nursing Assistants must show proof of current registration with the College of Nurses of Ontario in order to be eligible for exemptions in some of the first semester courses.

### Interests and Skills

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve and good reading and writing skills are an asset.

### Job Opportunities

Graduates will be eligible to write the Provincial Nurse Registration Examination. Positions exist with acute and chronic-care hospitals, community health agencies, homes for the elderly, industry and doctors' offices.

### Additional Costs

The cost of textbooks varies each semester. Most program texts are purchased the first year of the Program and approximate costs are therefore distributed accordingly.

- Year 1 - \$800
- Year 2 - \$50
- Year 3 - \$50

The cost of uniforms including shoes and stockings is approximately \$180 in the first year of the Program. The cost of additional supplies ie. pens, paper, etc. is approximately \$100 per year.

### Field Placement Clinical Placement

Although our field placements are located mainly in the cities of Etobicoke and York, students will be required to access agencies in other areas of Toronto. Placements include acute care, long-term care, rehabilitation, psychiatric and community facilities.

### Profile of a Good Student

A successful student will show a genuine interest in

nursing as a career coupled with realistic personal expectations that facilitate the socialization process into the profession.

Also students should have an ability to interact with people of all ages thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

## Curriculum

**Important notice to all Nursing students: All courses in each year of the program must be successfully completed in order to progress into the subsequent year.**

Semester 1 (27 hours/week)		Credits
NURS100	Nursing Theory 1	5
NURS101	Nursing Practice 1	8
BIOS110	Basic Anatomy and Physiology	4
PSYC001	Psychology - An Introduction	3
PSYC002	Developmental Psychology	3
LANG101	Writing Skills for Health Sciences	4
Semester 2 (25 hours/week)		Credits
NURS200	Nursing Theory 2	8
NURS201	Nursing Practice 2	14
BIOS100	Physiology and Pathophysiology 1	3
Semester 3 (29 hours/week)		Credits
NURS300	Nursing Theory 3	7
NURS301	Nursing Practice 3	16
BIOS200	Physiology and Pathophysiology 2	3
SOC1002	Introductory Sociology	3
Semester 4 (29 hours/week)		Credits
NURS400	Nursing Theory 4	7
NURS401	Nursing Practice 4	16
BIOS300	Physiology and Pathophysiology 3	3
GNED	General Education	3
Semester 5 (26.5 hours/week)		Credits
NURS500	Nursing Theory 5 (Wks. 1-8)	3.5
NURS501	Nursing Practice 5 (Weeks 1-8)	8
NURS502	Leadership in Nursing (weeks 9-16)	3
NURS503	Nurse as a Leader (weeks 9-16)	8
NURS504	Computer Applications in Health Care	3
BIOS400	Physiology and Pathophysiology 4 (Wks. 1-8)	1
Semester 6 (34.8 hours/week)		Credits
NURS600	Pre-Graduate Theory	2
NURS601	Pre-Graduate Practice	32.8



# Pharmacy Assistant

## North Campus

Two sixteen week semesters plus 5 weeks work experience starting twice annually in September and in February.

This program (20 courses) is also available part-time evenings and some Saturdays. The part-time program would take approximately 3 1/2 years to complete depending on how many courses are taken each semester.

The Health Sciences Division has developed this program in cooperation with the Ontario College of Pharmacists, to train technical personnel to assist registered pharmacists in both community and hospital practice in the province of Ontario.

In addition to practical training using such commercial computer systems utilized in community pharmacies in Ontario and manual dispensing for both community pharmacy and hospitals, skills in communication and interpersonal relations will be developed. On-the-job experience in both community and hospital pharmacies will be arranged after successful completion of the pre-requisite course work.

## Admission Requirements

- Ontario Secondary School

## Curriculum

Semester 1 (24 hours/week)		Credits
LANG101	Writing Skills for Health Sciences	4
BIOS103	Introductory Human Physiology	4
OFAD100	Electronic Keyboarding	2
PHAR103	Orientation to Pharmacy	4
PHAR102	Community Pharmacy Prescriptions	4

Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status

- grade 11 or 12 business and consumers mathematics (general level)
- senior chemistry (general level) and one other senior science (general level) (biology or physics)
- pre-admission testing
- attendance at an orientation session
- health certificate (health history and physician's statement of health)

## Interests and Skills

- strong sense of responsibility
- initiative within the limits of the job
- ability to work quickly without sacrificing accuracy and neatness
- clear and effective communication with customers, patients and colleagues

## Job Opportunities

Qualified pharmacy assistants work in community and hospital pharmacies or clinics. Duties may involve dispensing, inventory control, records maintenance, typing, some cash register work and operation of computer terminals. With some experience, job opportunities expand to pharmaceutical representatives and possibly research laboratories and industry.

PHAR101	Pharmacy Science 1	4
PHAR104	Pharmaceutical Calculations 1	1
<b>Semester 2 (24 hours/week)</b>		<b>Credits</b>
MKTG901	Business Concepts for Pharmacy Assistants	4
BIOS102	Microbiology	1
PHAR204	Pharmaceutical Calculations 2	1
<i>Pre-Req:</i>	PHAR104 Pharmaceutical Calculations 1	
PHAR205	Hospital Pharmacy Procedures	2
<i>Pre-Req:</i>	PHAR103 Orientation to Pharmacy	
SOCI103	Interpersonal Skills for Pharmacy Personnel	2
PHAR201	Pharmacy Science 2	4
<i>Pre-Req:</i>	PHAR101 Pharmacy Science 1, BIOS103 Introductory Human Physiology	
PHAR209	Computer Prescription Records	2
<i>Pre-Req:</i>	PHAR103 Orientation to Pharmacy, PHAR102 Community Pharmacy Prescriptions	
PHAR207	Hospital Pharmacy Dispensing	3
<i>Pre-Req:</i>	PHAR102 Community Pharmacy Prescriptions, PHAR104 Pharmaceutical Calculations 1	
PHAR202	Aseptic Techniques	2
<i>Pre-Req:</i>	PHAR204 Pharmaceutical Calculations 2, BIOS102 Microbiology	
HLTH107	First Aid & Accident Prevention	1
OFAD200	Keyboarding (Intermediate)	2
<i>Pre-Req:</i>	OFAD100 Electronic Keyboarding	
<b>Semester Spring</b>		<b>Credits</b>
PHAR206	Hospital Pharmacy Work Experience	3
<i>Pre-Req:</i>	PHAR207 Hospital Pharmacy Dispensing, PHAR205 Hospital Pharmacy Procedures, PHAR202 Aseptic Techniques	
PHAR203	Community Pharmacy Work Experience	2
<i>Pre-Req:</i>	PHAR209 Computer Prescription Records	



## Post-Diploma Allied and Community Health

Humber offers a variety of programs which provide the opportunity for adults to develop specialized skills.

The Allied and Community Health Department offers two post-secondary certificate programs in a part-time format.

- Pharmacy Assistant program (see program section for further information)
- Health Care Aide program (upon request of a long term care agency)

The Post-Diploma programs which are of interest to practicing professionals are:

- Gerontology (Multidisciplinary)
- Human Sexuality: Counseling and Teaching
- Life Threatening Illness, Dying and Bereavement (Multidisciplinary)

The programs which are of interest to individuals who

have a post-secondary certificate and who may be seeking to develop specialized skills are:

- Ambulance Management Program
- Health Record Technician Advancement Program (in conjunction with the School of Business)
- Medical Surgical Supply Consultant Program
- Working with the Aged Certificate (Multidiscipline)
- Working with the Aged (specialist program for nursing assistants)

Other programs are offered in:

- Crisis Intervention
- Emergency Skills

Program brochures are available outlining the curriculum for each area of study. If you wish to obtain a copy, please call 675-3111 ext. 4317.

## Post-Diploma Nursing Programs

### Osler Campus

Humber College offers a selection of carefully designed post-diploma programs and courses to registered nurses and nursing assistants. For further information on these post-diploma nursing programs and courses, please contact the Chairman, Continuing Education Nursing, Osler Campus, 249-8301, ext. 210.

We publish a detailed brochure outlining the continuing education program and course opportunities. It includes the schedule for a full year and the course descriptions. For your copy, please call the above phone number, or write Chairman, Continuing Education, Nursing, Humber College, Osler Campus, 5 Queen'slea Avenue, Weston, Ontario, M9N 2K8.

### Curriculum

#### For Registered Nurses:

- Operating Room Nursing
- Contemporary Obstetric Nursing
- Coronary Care Nursing
- Emergency Nursing
- Mental Health Nursing
- Neuroscience Nursing
- Occupational Health Nursing
- Respiratory Nursing
- Clinical Nursing (Expanded Certificate Program)
- Refresher Nursing

#### For Registered Nursing Assistants:

- Operating Room Nursing

## RN Refresher

### Osler Campus & Selected Metro Hospitals One Semester-275 hours

(3-4 days/week over a 13 week period starting in September)

The Registered Nurse Refresher Program will prepare the returning nurse for work in acute-care, medical-surgical setting and long-term setting. The theory course is designed to review and update the nurse's knowledge and skills to acute and long-term care nursing concepts, and to assist the returning nurse to develop a beginning competency in dealing with age-related health and social problems of the elderly. The clinical component allows the student the opportunity to apply theory to practice and to ensure the development and safe practice of

nursing skills. The preceptorship model of clinical supervision will be implemented. Note: This program will not meet the needs of graduate nurses requiring a course for RN Examination Review.

### Admission Requirements

- mandatory proof of current registration as a Registered Nurse in Ontario
- OR
- a letter of eligibility from the College of Nurses of Ontario
- attendance at an interview
- pre-admission testing

### Job Opportunities

The returning nurse will be prepared for work in the acute-care, medical-surgical setting or the long term care setting.



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**Curriculum**

Semester		Credits
REFN102	RN Refresher Theory/Laboratory Practice (100 hours)	6
REFN101	RN Refresher Clinical Practice (175 hours)	11

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## RNA Operating Room Nursing

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### Osler Campus & Selected Metro Hospitals 480 hours (5 days/week over 16 weeks starting in October and February)

This post-diploma program, developed for Registered Nursing Assistants, has been designed to assist the student to acquire knowledge, understand technical skills, and learn attitudes necessary to function competently as a technical assistant in surgery and to provide nursing care to patients undergoing surgery.

Theoretical instruction, demonstrations, and related supervised clinical practice is

provided in selected hospitals. Nursing and surgical content, as well as supporting content from the physical and social sciences, provide the theoretical framework for the concurrent practical experience which the student receives in a variety of selected surgical situations.

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### Admission Requirements

- proof of current registration as a Registered Nursing Assistant in Ontario
- pre-admission testing
- information sheet
- medical certificate of health

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**Curriculum**

OPER100	RNA Operating Room Theory	8
OPER103	RNA Operating Room Lab	18
BIOS104	Anatomy and Physiology (RNA-OR)	2
OPER104	Human Relations (RNA-OR)	2



# Course Descriptions

## Abused Child ECED102

Child abuse has become a serious problem in our society. This course will focus on some of the common reasons why it occurs. We will also discuss the signs that teachers can look for when they suspect abuse and what the responses should be.

## Administrative Procedures (E.C.E.) ECE.409

Students will become familiar with the basic principles and procedures of administering a nursery school or day care centre. Special attention is given to the requirements of the Day Nurseries Act. A hypothetical day care centre will be created and procedures, problems and concerns common to the set up of new schools will be explored.

## Advocacy in the Community ECED412

The focus for this course will be to help students understand their role as an agent of change. Students will explore ways to help children and their families achieve a life of the highest possible quality. The concept of advocacy as a form of social action to achieve access, public awareness and resources will be investigated. A number of advocacy techniques will be discussed.

## Advocacy in the School and Community ECER301

This course explores and examines methods of working with preschool children with special needs in the community, home and school. Students will learn to be an effective resource consultant to classroom teachers; establish priorities and coordinate programs in the home and school; support parents in handling and overcoming difficulties; and, develop liaisons with other agencies serving the family.

The course assignments will involve work with children, their families, teachers and other professionals. Each student will be responsible for locating appropriate families and obtaining permission to work with them.

## After-school Programming for 6-10 Year Olds ECEA101

Many day care centres now provide after-school care for the school-age child. The skills and needs of this age group differ from those of the preschool child. This course will focus on the kinds of activities that would interest the child and aid him in his regular school program. Included are activities that deal with fine and gross motor abilities, social games and intellectual games.

## Aging and Disease HCAD201

This course is an overview of the biological aspects of aging and the causes, symptoms and management of the major chronic diseases and conditions affecting the elderly.

## Ambulance Maintenance, Operation & Safety AECA101

This course will concentrate on vehicular equipment, operations and environmental care. An awareness of possible problems and their appropriate preventive measures is essential for successful patient transport.

## Ambulance Service 1 AECA102

This course provides the student with background knowledge in areas of administration, radio communication, legislation, and operating procedures.

## Ambulance Service 2 AECA202

This course provides practical third-person observer experience in an ambulance service. Students will observe, participate in and analyse emergency situations which will form a basis for their professional practice in the future.

## Anatomy and Physiology (RNA-OR) BIOS104

This course highlights selected areas of human anatomy and physiology that will enable the student to better understand the surgical procedures that they will encounter in their work experience.

## Applications in Emergency Patient Care AECA207

This course involves a continuation of the field-placement in the ambulance service. This will allow

the student additional exposure to emergency patient care settings and refinement of practical skills.

## Applied Psychology 1 PSYC101

This course examines the human behaviour aspects of the work of the Ambulance Attendant. It has been developed to suit the needs of the people entering the Ambulance and Emergency Care Field.

## Aseptic Techniques PHAR202

Practical experience will be gained in the preparation of various classes of parenteral products. Emphasis in this course is on the development of techniques, accuracy and strict adherence to protocol rather than speed.

## Basic Anatomy and Physiology BIOS110

This course required for Nursing and Nursing Assistant programs in the Health Sciences Division is designed for the student with limited background in the area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concepts of health and disease processes.

## Basic Care HCAD102

This course is designed to complement the course, introduction to Long Term Care. Emphasis is placed on the special needs of the geriatric client. Students are introduced to and provided with the opportunity to practice basic nursing skills which can be performed under the direction of Registered Nursing staff.

## Business Concepts for Pharmacy Assistants MKTG901

Specifically developed for pharmacy technicians, this course is intended to provide the future hospital or retail store technicians with basic knowledge of business procedures.

## Cardiopulmonary Resuscitation HLTH104

This course will teach the student the practical skills of cardiopulmonary resuscitation (CPR) and airway obstruction for the adult. Consideration will be given to causes of sudden death, heart attack and stroke. The student will, upon successful completion of the course, be awarded the Heart and Stroke Foundation Heart Saver Certificate.

## Child in the Family ECE306

This is a study of the many aspects of parent-child relationships within the various patterns in which families are organized. These relationships to the development of the child as an individual will be analyzed and discussed. This knowledge will be used by the students in their professional approach to assist the parents in their care as well as in understanding the children themselves.

## Cognitive Development: Theory & Practical Applications in Early Childhood ECEA102

This course is designed to provide teachers with current thinking on cognitive development. The major emphasis will be the work of Jean Piaget and how his findings relate to the developing child. The course will develop a theoretical base and will then make a transfer to practice. The majority of class time will be spent in developing approaches for implementation.

## Communication with the Disabled Elderly HCAD301

To be able to communicate effectively with the disabled adult will be the focus of this course. Emphasis will be placed on interaction with the client who has neurological disease and hearing impairment.

## Community Pharmacy Prescriptions PHAR102

Students will be required to dispense medications that would be encountered in either a community pharmacy or in the outpatient (ambulatory) department in a hospital. Students will dispense approximately 200 prescriptions: stamping, typing labels, pricing, preparing forms and maintaining appropriate records.

## Community Pharmacy Work Experience PHAR203

Two weeks will be spent in field placement in a community pharmacy. Experience will be gained in all aspects of the role of the dispensary assistant. No remuneration is given for this period.

## Comparative Studies in Early Childhood ECE411

There are many different themes and methods dealing with how to teach children. Some of the older and newer theories will be discussed along with the reasons for their importance and their relationship to the method taught at Humber College.



### Computer Applications in Health Care NURS504

This course is designed to give the student a knowledge of computer concepts and experience in applying these concepts in the areas of clinical practice, education, research and management. The role of the nurse in relation to the design, selection and implementation of computer-based information systems will be addressed. Major issues related to the effect of technology on the individual society and the profession will also be discussed. Upon course completion, the student will be able to function in situations where technology plays a major role in the decision-making process.

### Computer Prescription Records PHAR209

Students will prepare a minimum of 185 prescription records using computerized pharmacy systems. In addition, third party prescription claim forms will be completed manually.

### Coordinating Resources ECER302

This course is designed to help students develop the skills necessary to independently conduct research into specific areas of children's special needs and to effectively communicate the results to others. The course will provide opportunities to integrate program content and to make plans for continued professional developments.

### Creative Activities Workshop 1 ECE.102

This course will study the theories behind the creativity of young children, focussing on a variety of creative materials. It is designed to help the student plan and establish appropriate stimulating activities for all types of preschool programs. This should ensure a healthy learning environment for the development of the whole child.

Classes will offer the opportunity to learn theory, exchange ideas and practise skills in a workshop environment.

### Creative Activities Workshop 2 ECE.202

Refer to course description for Creative Activities Workshop 1 (ECE.102).

### Development of Home Programming ECEA104

Increasing numbers of children with special needs are being inte-

grated into regular day care settings. Whenever possible, programming in the centre is followed up by individual home programming. This course will provide the student with some of the knowledge and skills necessary for the home component.

### Developmental Activities 1 ECED308

This course is designed to put the developmental theory into its practical application. Programming for infants, children and adults with special needs is taught by a multi-faceted approach utilizing discussion, resource people and a hands on approach. The use of age appropriate activities in a therapeutic, educational or vocational mode is a major emphasis. Students will learn how to develop a program for individuals and groups at different functional levels in a variety of settings.

### Developmental Activities 2 ECED408

Refer to course description of Developmental Activities 1 (ECED308).

### Developmentally Appropriate Activities ECEA103

The major areas of emphasis in this course will be on: reviewing knowledge of developmental sequence and the interdependence of prerequisite skills in all areas of development; assessing the present functioning level of children in each area of development; participation in workshops involving implementation of activities to enhance development of specific skills.

### Effective Supervision and Communication ECEA105

The topics to be discussed include: budgeting, purchasing, scheduling, interviewing and assessing staff, in-service training and professional development.

### Electronic Keyboarding OFAD100

The student will receive instruction in basic alpha-numeric keyboarding techniques and the preparation of typewritten communications associated with the specific program of study. Some topics may include microcomputer applications where facilities are available.

### Elements of Human Behaviour 1 ECED106

This course is designed to introduce students to the basic concepts involved in the study of psy-

chology in general and human behaviour specifically. Particular aspects of behaviour are studied to enable the student to understand the patterns within the range of 'normal'.

### Elements of Human Behaviour 2 ECED206

Refer to course description of Elements of Human Behaviour 1 (ECED106).

### Embalming Lab 1 FSER101

This course will introduce the student to a variety of techniques that may be utilized in embalming. Following major demonstrations, the students will work in small groups for embalming practice. (Due to the nature of the situation, this is a non-timetabled event — students are withdrawn from regular classes at least twice for this experience. Students are responsible to obtain material from missed classes.)

From the small group practice, students will prepare and present their lab reports in class. Hypothetical cases will also be used.

### Embalming Lab 2 FSER201

This course is a continuation of the practice and approach used in Embalming Lab 1. During this course, students are required to incorporate the material from all related courses completed or in process.

### Embalming Theory 1 FSER102

This course will cover the responsibilities of funeral service personnel related to the technical aspects as well as the historical development and theoretical principles.

### Embalming Theory 2 FSER202

Embalming Theory 2 will expand on the Embalming Theory 1. Disease processes and their influence on embalming procedures will be examined in order for the student, after consideration of the theory, to select the most appropriate procedure to follow.

### Emergency Patient Care Lab 1 AECA104

This course will provide students with practical experience in a number of chronic care settings. This clinical is designed so the students can use the theory studied in Emergency Patient Care 1 and apply it to basic patient care skills.

### Emergency Patient Care Lab 2 AECA204

This clinical allows students to learn of the many hospital areas and how to care for patients, especially in acute and emergency situations.

### Emergency Patient Care Seminar AECA201

This course is offered concurrently with Emergency Patient Care 2 and will refine practical skills, assessment and treatment techniques necessary for adequate patient care.

### Emergency Patient Care 1 AECA103

This course introduces the student to the basic principles and skills which form the basis of pre-hospital patient care. Topics covered include: lifting and transfer techniques, patient assessment, fluid, electrolyte and acid-base balance/imbalance, shock, oxygen therapy and airway disorders.

### Emergency Patient Care 2 AECA203

Emphasis in this course is placed on the development of an understanding of disease processes and trauma, their basic pathophysiological features, their clinical manifestations and management in the pre-hospital setting.

Topics covered include respiratory and cardiovascular disorders, neurological and metabolic disorders, musculo-skeletal injuries, environmental disorders, emergency child-birth, neonatal and pediatric disorders.

### English - Health Care Aide HCAS104

This course is organized around ten core assignments involving the practice of the basic skills needed to speak and write well. These assignments will help you to improve the presentation of material in your courses by emphasizing the importance of such elements of clear communication as focusing, organizing, and precise word choice. They will require that you recognize the different demands speaking and writing make on you when your goal is to communicate effectively in both media.

Class instruction will focus on helping you acquire the skills necessary to complete the core assignments successfully and will be lowered or raised or the assignments themselves may be altered to suit the particular needs of your class.



**Ethical Issues In Health Care**  
NURS214

This course covers a survey of the major health issues which will currently, or in the future, pose serious ethical and moral questions to health care workers, as well as to the community at large. By participation in class lectures and discussions, as well as by completion of readings and assignments, the student will be introduced to the process of identifying problems and clarifying values.

**Family Dynamics** ECED411

This course will deal with the complexities of family relationships. The role of mother, father and child will be discussed as well as the changing concept of family in today's society. Families with special needs and their problems and pressures will also be covered.

**Field Placement - Health Care Aide** HCAD303

This clinical course will afford students the opportunity to apply acquired knowledge and skills in a variety of settings.

**Field Placement - Health Care Aide** HCAD204

This course offers the student the opportunity to practice skills learned in the courses "Basic Care" and "Life Enrichment". The student will spend 6 hours per week for 8 weeks in a Nursing Department and 6 hours per week for 8 weeks in an Activation Department. This placement will be either in a Long Term Care Facility or Community Agency. The student will be supervised by a faculty advisor.

**Field Practice 1** ECE.103

The student will spend one full day each week in a Nursery School or Day Care Centre setting under supervision. The student will also do a one week block placement in one of the Humber lab/demonstration facilities each semester.

**Field Practice 2** ECE.203

Refer to course description for Field Practice 1 (ECE.103).

**Field Practice 3** ECE.303

In this course, a student will spend two days a week working in the community. One of these placements will be in a Metro Toronto Day Care, the other may be in a special setting. In addition, one week each semester will be spent in the Humber College Day Care, Humber Child Development Centre or the Humber Woodbine Day Care Centre.

**Field Practice 4** ECE.403

Refer to course description of Field Practice 3 (ECE.303).

**Field Practicum 1** ECER103

The student will be helped to integrate theory and practice by working in an integrated setting for 105 hours of supervised field placement. Students will observe and analyse the role of the resource teacher and work as a team member with staff to assess, plan, implement and evaluate Individual Development Plans.

**Field Practicum 2** ECER203

Students will be helped to integrate theory and practice by working — over an extended period of time — with young children and their families for a total of 105 hours of supervised placement. Minimum placement time will be twelve weeks. Students will prepare, implement and evaluate long-term individual developmental plans using input from families, staff and other professionals; help families meet their special needs throughout this long-term placement; and demonstrate, through home visits and professional consultants, the ability to integrate individual developmental plans with the family's perspective.

**Field Practicum 3** ECER303

The student will integrate theory and practice by applying the cumulative skills from this program. This will involve working as a member of the team, demonstrating leadership, problem-solving abilities and consultative skills. This field practice will be an opportunity for students to work more intensively in an area of special interest.

**Field Work 1** ECED103

Students will spend one full day each week in a day care or nursery school setting, under supervision. The students will also do a one week block placement in one of the Humber lab/demonstration facilities each semester.

**Field Work 2** ECED203

Refer to course description of Field Work 1 (ECED103).

**Field Work 3** ECED303

The Field Work consists of exposure in a variety of settings including Nursery Schools for children with mental retardation, facilities providing services to children with physical handicaps and emotional disturbances, as well as programs for infants with special needs and adults with se-

vere to profound mental retardation. In some cases, there are exceptions and other placements are considered provided they address the needs of children with exceptionalities. Placements are done either two mornings per week, one full day per week, or one full day and one half-day per week, depending on the need of the placement. In addition, another component of this course involves block placements in the lab/demonstration schools at the college in Semester 3 and/or 4. Each block placement is one full week in length and the date of placement is determined by the administration or the faculty. (Students miss class during this time and are responsible for all notes, handouts, etc. given in class through a buddy-system.) This course is practical in nature and is one of the core courses of the program.

**Field Work 4** ECED403

Refer to course description of Field Work 3 (ECED303).

**Field Work 5** ECED503

During May and June at the end of the first year, students will work in settings approved by the field coordinator to improve their teaching skills. This session will be spent with children who have special needs.

**Field Work 6** ECED603

During May and June, at the end of the second year, students will work in settings approved by the field coordinator to improve their teaching skills. This session will be spent with children who are not developmentally handicapped.

**First Aid & Accident Prevention**  
HLTH107

This course teaches practical first aid skills based on the principles and procedures related to the emergency treatment of persons in accident situations. Consideration is given to causes and prevention of accidents and related injuries. Upon successful completion of the course, students are awarded the St. John Ambulance Standard First Aid Certificate.

**General Psychology - Health Care Aide** HCAS101

The purpose of this course is to introduce you to some basic principles of human behaviour, and through discussion, to gain an understanding of ourselves and others that can be applied to the workplace and to life generally.

**Hospital Pharmacy Dispensing**  
PHAR207

Practical experience in methods of drug distribution in institutions will be emphasized. Unit dose, traditional and individual patient prescription dispensing will be encountered as will profiling and associated record keeping.

**Hospital Pharmacy Procedures**  
PHAR205

Students will receive instruction in hospital organization, departmental responsibilities, methods of inventory control, drug distribution and record keeping.

**Hospital Pharmacy Work Experience**  
PHAR206

Students will be assigned to a hospital pharmacy where they will be exposed to methods of drug distribution, inventory control, various aspects of record keeping, out-patient dispensing and other facets of hospital pharmacy procedures.

**Human Anatomy and Physiology, Intro.** BIOS101

This course, required for Allied Health programs in the Health Sciences Division, is designed for the student with limited background in this area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concepts of health and of disease processes.

**Human Body** HCAD103

This course is designed to introduce the student to the structure and function of the human body, as well as to the important concepts in Microbiology.

**Human Growth & Development 1** ECED105

This course is a study of growth and development from conception to adulthood. The course will examine basic developmental concepts and principles and their relation to the growth of the complete individual. Particular emphasis will be placed on normal development of the preschooler and school-aged child. Classes will consist of open discussion, lecture and films.

**Human Growth & Development 2** ECED205

Refer to course description for Human Growth & Development 1 (ECED105).



**Human Relations (RNA-OR)****OPER104**

A specialized course in Human Relations. The major emphasis is to deal with specific work situations, the difficulties of close team co-operation both in the individual and the team. The effects of stress, ways of resolving interpersonal conflicts and effective communication are emphasized.

**Individual Development****Planning 1****ECER102**

This course examines the preparation of individual developmental plans. Students will learn to assess individual children's development levels; utilize assessment tools appropriately; develop objective and specific developmental goals; teach goal-directed lessons; integrate the individual child into the group and evaluate progress.

**Individual Developmental****Planning 2****ECER202**

Refer to course description of ECER102.

**Individual Program Planning****ECED307**

Examination of various program methodologies used for developing group and individual programs will be the focus here. Emphasis will be placed on learning all components of individual program planning and developing functional formats for writing up, evaluating and measuring the program. Students will learn to prioritize behavioural objectives and to evaluate the effectiveness of programs.

**Individual Program Planning****ECE.307**

This course will introduce students to the concept of individual program planning, its components, function and application. Functional assessments, program format and methods of data collection will be examined and critiqued. The main approach to this course is the lecture format.

**Infant-Toddler Programming****ECEA106**

This course will take a look at the types and quality of care available for infants and toddlers. Topics will include: age-appropriate programming and activities, discipline, indoor and outdoor equipment, physical exercise and nutrition.

**Infant/Toddler Care****ECE.308**

This course will take a look at the types and quality of care available for infants and toddlers. Top-

ics will include: infant/toddler development; age-appropriate programming and activities; indoor and outdoor equipment; physical exercise; nutrition; legislated program requirements; the role of the teachers.

**Integration - Community-Based Services****ECEA107**

This course will examine the concepts of normalization and integration in terms of their implications for the future development of children's services. The impact of the community itself will also be discussed. Time will also be spent on examining various approaches to the development of integrated educational programs and critical issues yet to be resolved in the overall movement towards integration. Classroom sessions will primarily be in the form of discussion in an attempt to provide input from as many perspectives as possible in order to allow students to become conversant with the major issues surrounding the development of children's services.

**Interpersonal Skills****HCAS106**

Excellent communications, interpersonal and assertiveness skills are needed in any college or work situation. The ability to actively listen, to be understood, to understand non-verbal cues, to deal with anger and conflict when interacting with peers or supervisors will ensure success. Students are given the opportunity to practise these skills.

**Interpersonal Skills for****Pharmacy Personnel****SOCI103**

Students will learn to present ideas clearly, concisely and effectively. The course attempts to help students perfect their oral skills so they can perform efficiently in both vocational and social situations. Human relations and interpersonal communications will be stressed, and will include a component on dealing with patients and professionals in the work setting.

**Introduction to Life Enrichment****HCAD104**

This course will introduce the student to quality of life issues affecting the older adult and measures that can be taken to promote wellness.

**Introduction to Long Term Care****HCAD101**

This course is designed to introduce the student to the field of long term health care, provided

for the elderly and disabled, both in the institution and the community. This course is divided between classroom and field observation in a long term care facility.

**Introduction to Resource Teaching****ECER101**

This course will introduce students to the role and function of resource teachers, provide a philosophical basis for integration and normalization, examine the current legislation affecting the care and education of children with special needs, and explore modes of using community resources effectively.

**Introductory Human****Physiology****BIOS103**

This course is designed to provide the student with an understanding of the functions of each of the body systems and how each system contributes to the maintenance of homeostasis.

**Job Search Skills****HCAS105**

Finding a job is a job in itself! Students will learn the steps involved in a job hunt. Application forms, covering letters and resumes are completed. Preparation and practise for telephone and job interviews are given with the use of role plays and video. Human rights and labour standards are discussed.

**Keyboarding (Intermediate)****OFAD200**

Students will be given instruction in typing and office procedures. The emphasis will be on accuracy and attention to detail since these abilities are essential to the job.

**Kindergarten/After School****Care****ECE.405**

Day care has expanded to include programs for children ages four to nine years. This course explores program ideas for these children.

**Language Development In****Young Children****ECEA108**

This course will deal with language development and the role of the adult in promoting language skills. The student will study how the child acquires the ability to talk and what factors may hinder normal development. Topics will include: programming for good language development, recognition of language problems, when and where to refer children with problems, the teacher's role in speech therapy.

**Leadership In Nursing (weeks 9-16)****NURS502**

This 8 week course is designed to prepare the student for the pre-graduate experience and to provide a foundation for the transition into the new graduate role. The course will focus on the responsibilities of a professional nurse in the broad areas of leadership and management. Content will address the image of nursing, conflict resolution, mentor relationships and strategies for planned changes. Students will also gain an awareness of selected issues in leadership and management through presentations and discussions.

**Learning Through Movement****ECEA109**

Dealing with hows and whys of physical education for young children, this course will demonstrate the importance of physical education to psychological and motor development. Topics will include: movement exploration, rhythmic activities, exercises for physical fitness, homemade equipment, active games, perceptual — motor and cognitive learning.

**Legal and Professional Issues for the Nursing Assistant****NURS212**

The purpose of this course is to prepare the student for the legal and professional responsibilities of a Registered Nursing Assistant. In order to do this, the student must have an appreciation of the past, present and future trends and developments in nursing and health care delivery. Of primary importance to the RNA is a knowledge of legislation and organizations as each applies in Ontario.

**Life Enrichment 1****HCAD202**

In this course, the student will focus on quality of life issues raised in the Introduction to Life Enrichment course. Interventions to enrich the lives of the elderly to promote physical, cognitive and social abilities will be discussed. As well, the student will learn the principles involved in therapeutic transfers and lifts.

**Life Enrichment 2****HCAD302**

This course is designed to introduce students to strategies involved in individual and group program planning. Group dynamics and roles of the leader and participant will be discussed.



**Management Skills for Nurses**

761-801

This 30 hour course is designed for the nurse in a leadership position or the nurse contemplating a move to a management role. The nurse will be introduced to management and organizational skills particular to the health field. Emphasis will be placed on practical applications of current managerial principles for the first-line nursing manager.

**Mathematical Skills for Health Care Aide**

HCAS102

This course will provide the student with a working knowledge in mathematics with the emphasis being put upon practical application. Topics to be covered include signed numbers, fractions, decimals, percentages, ratio and proportion, metric conversions and measurement, and budgeting.

**Microbiology**

BIOS102

Students will be introduced to the basic concepts of microbiology. Special emphasis will be placed on the study of pathogenic organisms, infection control, methods of sterilization, and in the handling and the application of microbiology to the particular vocational settings.

**Moral and Ethical Issues in Health**

HLTH103

This course covers a survey of major health issues which will currently, or in the future, pose serious ethical and moral questions to caring-profession people as well as to the community at large. The student will be introduced to the process of identifying problems and clarifying values of an ethical and moral nature in health issues.

**Music and Creative Movement**

ECEA110

The major areas of emphasis will be: enhancing the student's repertoire in traditional early childhood music and in folk music that has been handed down over the years; practical sessions focusing on how the child expresses his thoughts and feelings through the use of his body.

Topics will include: use of space, body awareness, planning appropriate creative movement experiences for children. Wear comfortable clothing.

**Normalization within the Community**

ECED204

An examination of the community and its relationship to the person with special needs is the focus of this course. Existing agencies

will be discussed in terms of their function, and how they fit into the overall structure of the community. The organization of government resources will also be examined. The concept of people with special needs being viewed as deviant will be discussed, as well as normalization and integration in terms of potential effect on the community at large, and people with developmental handicaps in particular. The students will be examining their own attitudes and beliefs towards people with mental retardation and handicaps.

**Nurse as a Leader (weeks 9-16)**

NURS503

This 8 week course is designed to prepare the student for the pre-graduate clinical experience and to provide a beginning foundation for transition into the new graduate role.

The student will continue to practise and perfect nursing skills in increasingly complex situations while giving care to clients and their families. Utilizing the nurse process, the student will be able to organize, prioritize and implement care for increasing numbers of clients of varying dependency.

Additionally, the student will begin to observe and apply basic elements of leadership and management in the clinical setting.

Experience is provided in adult medical-surgical setting.

**Nursing Practice 1**

NURS101

This course is designed to assist the student to practise skills appropriate to the assessment of well individuals across the life span. The student will have the opportunity to practise Nursing skills which promote the wellness and maintain the health of the individual and his/her family. Community visits to Senior Citizen's residences are part of the course experience.

**Nursing Practice 2**

NURS201

The clinical component of this course will afford students the opportunity to apply their acquired knowledge and skills in a variety of settings. Simple health problems encountered across the lifespan will be the focus for nursing intervention.

**Nursing Practice 2 (NA)**

NURS211

This clinical course will afford students the opportunity to apply acquired knowledge and skills in a variety of settings. Common health problems encountered across the lifespan will be the fo-

cus for nursing intervention. The dependent/independent/-interdependent role of the Nursing Assistant will be emphasized.

**Nursing Practice 3**

NURS301

The laboratory component of this course will afford students further opportunity to apply their acquired knowledge and skills in Psychiatric and Active Rehabilitative settings.

**Nursing Practice 4**

NURS401

The laboratory component of this course will afford students a further opportunity to apply their acquired knowledge and skills in obstetrical and pediatric settings.

**Nursing Practice 5 (Weeks 1-8)**

NURS501

This 8 week course is designed to assist the students to practise the skills necessary in giving nursing care to clients across the lifespan in acute care facilities. The student will have opportunities to implement nursing measures that promote and restore optimal health for selected clients and their families.

**Nursing Theory 1**

NURS100

This course introduces the student to nursing. Concepts and methodology will be introduced which are necessary for the student to employ in the assessment of the individual's adaptive responses through the lifespan.

The course consists of four modules: Introduction to Nursing; Roy's Model; Adaptive Modes; Nursing Process.

**Nursing Theory 2**

NURS200

This course is designed to build on the student's knowledge of the Nursing process. Health problems encountered across the lifespan have been selected for discussion and deal with Introductory Concepts, Gastro-Intestinal, Endocrine systems and special senses. Approaches to support or modify client responses will be explored. Professional, moral and ethical issues in nursing will be examined.

**Nursing Theory 2 (NA)**

NURS210

This course is designed to build on the student's knowledge of the Nursing process and its application. Common health problems encountered across the lifespan will be discussed related to long-term and short-term care settings. The role of the Nursing Assistants will be considered from two aspects: those tasks delegated by the Registered Nurse and those Nurs-

ing interventions which she/he performs independently.

**Nursing Theory 3**

NURS300

This course deals with more complex health problems. Students will increase their repertoire of approaches and skills required to support adaptive responses for various age groups. Moral and ethical issues related to complex health problems will be explored. The focus will be mental health, psychopathology, neurological, musculoskeletal, and renal system health problems. This course will be taught concurrently with Nursing Theory 4 and will be repeated in Semester 4.

**Nursing Theory 4**

NURS400

This course is designed to introduce the student to the concepts of the reproductive, integumentary, immune and respiratory systems. Moral, legal, ethical and professional issues to Nursing Practice will be examined. This course will be taught concurrently with Nursing Theory 3 and will be repeated in Semester 4.

**Nursing Theory 5 (Wks. 1-8)**

NURS500

This 8 week course is designed to further expand the student's knowledge of the nursing process developed through the Foy Adaptation Model. The student will continue to apply knowledge from assessments of wellness to assessments of simple and complex health problems encountered across the lifespan as they relate to the cardiovascular and multiple body systems.

Nursing interventions to support or modify psychophysiological adaptation of clients with specific disorders will be discussed. Legal, moral and ethical issues that impact on the nurse's practice will be examined.

**Nutrition**

HCAD304

This course aims to familiarize the student with the nutritional requirements of the older adult. It is designed to develop an understanding of the essential nutrients of food, their course and function in the body. The course will also examine the therapeutic diets to meet the dietary needs of adults with particular conditions.

**Observing and Recording Children's Behaviour**

ECE.205

This course emphasizes objective observational techniques as basic tools for assessing children and developing and evaluating their programs. Students will ex-



amine the philosophy behind the regular use of observations. Topics will include operational definitions and basic format of Individual Program Plans. A large component of the course will consist of laboratory sessions in the Humber College Day Care Centres.

#### **Orientation to Funeral Service 1** **FSER103**

This course is an introduction to Funeral Service as it is practised currently in North America. The history and evolution of the profession are examined. Customs are compared with those of other countries. Past, present and future roles of the funeral director are discussed. The students are introduced to funeral service procedures, practices and equipment which are common to most funeral home operations in Canada. Pertinent legislation is discussed. Students develop some specific skills regarding equipment use.

#### **Orientation to Funeral Service 2** **FSER203**

This course is a continuation of Orientation to Funeral Service 1. The students will continue to be introduced to funeral service procedures and practices as well as religious and fraternal rites and rituals. Current and future roles of the funeral director will be discussed in relationship to these practices. Students will be exposed to the theory of interviewing and will develop some basic skills regarding arrangement counselling.

#### **Orientation to Pharmacy** **PHAR103**

This course will concentrate on the federal and provincial legislation which govern community pharmacy. Students will become familiar with the role of the dispensary assistant and the relationship with other professional personnel as well as customers. Students will be introduced to materials handling and purchasing procedures, clerical functions related to record keeping and third party prescription plans.

#### **Parent-Teacher Relationships** **ECE.410**

A teacher's relationship with parents can be one of the most important yet demanding of his/her roles. To facilitate this relationship all areas of communication will be examined and discussed; for example, newsletters, parent meetings, bulletin boards and any other effective means of promoting parent education. Special emphasis

will be placed on understanding parents of children with special needs. The course will also examine parent's rights, their role in the education of their children and the various support services developed to help meet the needs of parents.

#### **Parent-Teacher Relationships** **ECED310**

Refer to course description of Parent-Teacher Relationships (ECE.410).

#### **Parent-Teacher Relationships** **ECEA111**

This course will be structured to provide advanced level training for teachers in relating to parents. It will assist the teacher in developing effective communication skills: better understanding of parents and their needs; planning and providing orientation and in-service training for participating parents; developing appropriate parent education programs.

#### **Pathology** **BIOS201**

This course is an overview of the major diseases affecting the organ systems of the human body. Special attention will be paid to the pathological conditions existing at death, which might affect the embalming process. There will also be discussions on the roles of the pathologist and coroner and their interaction with the Funeral Director.

#### **Personal Development Skills** **HCAS103**

In a group setting, students will enhance their communications and problem solving skills in order to be successful at college and eventually in the workplace. Personal strengths, skills and values are identified. Effective group behaviour is explored and practised. Study skills workshops are also included. Other content areas involve stress management, time management and decision making.

#### **Pharmaceutical Calculations 1** **PHAR104**

This course includes a review of arithmetic manipulations and their application to pharmacy calculations. Emphasis will be placed on retail math, prescription pricing and medication calculations.

#### **Pharmaceutical Calculations 2** **PHAR204**

This course concentrates on pharmaceutical calculations likely to be encountered in a hospital setting.

#### **Pharmacy Science 1 PHAR101**

This course presents an introduction to pharmaceutical dosage forms, and factors which influence the administration of drugs accurately, conveniently and safely by various routes. The laboratory component provides practical experience in the preparation of some dosage forms.

#### **Pharmacy Science 2 PHAR201**

Pharmacy Science 2 will introduce the student to the effects of drugs on the human body, to the pharmacological classification of drugs and their use in the treatment of various diseases.

#### **Physical Education AECA205**

This course will examine the purpose and methods of achieving cardio-respiratory endurance, flexibility, muscular strength and lifting abilities and tension-releasing exercises as they apply to the field of Ambulance Service. Students will also explore back problems and how these relate to exercise and lifting.

#### **Physiology and Pathophysiology 1** **BIOS100**

This course introduces the basic concepts of homeostasis and disease. These concepts will be expanded upon to include the adaptation of the Gastro-Intestinal, Endocrine systems and special senses.

#### **Physiology and Pathophysiology 2** **BIOS200**

This course deals with the physiology and pathophysiology of the neurological, musculoskeletal and renal systems.

#### **Physiology and Pathophysiology 3** **BIOS300**

This course deals with the physiology and pathophysiology of the reproductive, respiratory and integumentary systems.

#### **Physiology and Pathophysiology 4 (Wks. 1-8)** **BIOS400**

This course deals with the physiology and pathophysiology of the cardiovascular system.

#### **Pre Grad Consolidation - Health Care Aide** **HCAD305**

This clinical experience will assist the student to make the transition from the student to the graduate Health Care Aide role. Eight consecutive weeks will be spent in a long term care institution or community agency, either in a nursing or activation department.

#### **Pre-Graduate Experience**

##### **NURS311**

The pre-graduate experience is a seven (7) week course to facilitate the transition of the student to the graduate Nursing Assistant role.

The pre-graduate experience is designed to provide the student with an opportunity to perform as a contributing team member, consolidating the knowledge and skills of all previous courses and life experiences in the practical administration of patient care in acute care and/or long term care settings. Throughout this experience, emphasis will be placed on the student's application of the Nursing Process in the promotion, maintenance and restoration of health as a member of the Nursing team under the direction of a Registered Nurse.

Upon completion of this concentrated clinical experience, it is expected that the student's role will closely resemble the expectations of the graduate Nursing Assistant as delineated by the standards of Nursing Practice of the College of Nurses of Ontario.

#### **Pre-Graduate Practice**

##### **NURS601**

This course is designed to facilitate the transition of the student to the Graduate Nurse role. The pre-graduate experience will assist the student to synthesize and consolidate the nursing skills and abilities gained in previous clinical practice courses, and provide opportunities for increasing judgement, skill and independence in a work experience. It will also provide experience in the application of the nursing process in the prevention of illness, in the promotion, maintenance and restoration of the health of individuals of all ages, and their families. Opportunity will be provided within the team framework to exercise leadership skills and technique.

Eight (8) consecutive weeks will be spent in an acute medical surgical unit in a general hospital and the remaining time will allow for some students to be exposed to and to gain experience in a special care area. The experience will include time on the three tours of duty with possible experience within the twelve-hour shift framework. Weekend experience will also be incorporated. The experience will provide for the student to function independent of the teacher and under the supervision of the nursing service staff.



**Pre-Graduate Theory NURS600**

This course is designed to assist the student to synthesize and consolidate the knowledge gained in previous courses, and to facilitate the transition of the student nurse to the Graduate Nurse role.

Through pre-tests, the student will have an opportunity to assess his/her knowledge and preparedness in dealing with patient care situations in relation to concepts and principles outlined in the College of Nurses of Ontario Blueprint for Nursing.

**Psychology - Applied 2 A.E.C. PSYC102**

The primary emphasis in this course is abnormal behavioural patterns that the ambulance officer will likely be exposed to in emergency situations.

**Psychology of Grief PSYC104**

This course encompasses elements of philosophy and sociology so that the aspects of the psychology of grief may be examined from a very practical perspective. Successful completion of this course will prepare the student to deal more sensitively and helpfully with those whom he/she has the opportunity to serve in the practise of Funeral Service.

**Psychology of Infancy & Early Childhood 1 ECE.104**

This course is a study of the interaction of a child's heredity and his environment as they influence his development from conception to age six. The general areas studied include physical, emotional, social and cognitive development. Attention will be given to methods which encourage this development to achieve maximum involvement in a purposeful life.

**Psychology of Infancy & Early Childhood 2 ECE.204**

Refer to course description of Psychology of Infancy & Early Childhood 1 (791-113).

**Psychology of Later Childhood & Adolescence 1 ECE.304**

In this two-semester course, the student will study the school age child; the adolescent and young adult in the area of cognitive, social and emotional growth and development.

**Psychology of Later Childhood & Adolescence 2 ECE.404**

Refer to course description of Psychology of Later Childhood & Adolescence 1 (791-329).

**Psychosocial Aspects of Aging HCAD203**

This course will provide students with an introduction to the psychosocial processes relating to the older adult. Psychosocial needs, stress, loss and roles will be among the topics brought forth for discussion. As well, both internal and external determinates of behaviour will be discussed. The course will include 30 hours theory and 18 hours lab.

**Rescue Procedures AECA206**

This course discusses all components of vehicle rescue and patient extrication. Theory and practical use of equipment and rescue techniques will be involved throughout this course.

**Restorative Art FSR205**

The general topic of Restorative Art will be covered in each of its classifications as follows: reduction of swelling; treatment of emaciation; treatment of fractures and lacerations; treatment of erosion; cosmetics — professional and commercial. This course will include theory, demonstration and practice in simulated conditions.

Students will develop some specific skills in each of the previously mentioned areas.

**Rhymes and Stories for the Very Young ECEA113**

This course is intended for Early Childhood Educators, who want to build a repertoire of nursery lore that can be produced at apt moments without the benefit of a book. Students will learn a multitude of rhymes and chants as well as folk tales.

The workshop will offer an opportunity to experience the value of storytelling, both as an art and as a dynamic activity that can foster many developmental areas.

**RN Refresher Clinical Practice (175 hours) REFN101**

The clinical component of the program allows the student the opportunity to practise and apply the knowledge and skills learned in the RN Refresher Theory/Lab Practice course both in acute and long-term settings. This component will be integrated with the theory component in order to facilitate the application of theory to practise; and to ensure the development and safe practise of nursing skills, and to allow the student an opportunity to bring back concerns from the clinical area to the classroom for discussion. Each student will be required to complete 119 hours in the acute-care

setting, i.e. 17 8-hr. shifts over 4 weeks, and 56 hours in the long-term care setting, i.e. 8-8 hr. shifts over 2 weeks, in order to finish the program.

During the clinical experience the student will apply the nursing process to the care of patients with various problems. The planned experiences will be of increasing difficulty with the goal of enabling students to function at the level expected of a beginning graduate nurse. The student will be expected to seek learning opportunities to meet their own learning needs. Patient care conferences will be held with either the staff members on the unit or with the preceptor. The preceptorship model of clinical supervision will be implemented.

**RN Refresher Theory/Laboratory Practice (100 hours) REFN102**

This course is designed to review and update the nurse's knowledge and skills related to acute and long-term care nursing concepts, and to assist the returning nurse to develop a beginning competency in dealing with age-related health and social problems of the elderly.

The course consists of 4 major areas of study; each area is referred to as a Module, as follows: Module 1 - Introduction - Bridge the Gap; Module 2 - Nursing Theory - Principles and Practice; Module 3 - Laboratory Practice; Module 4 - Trends in Health Care and the Nursing Profession.

**RNA Operating Room Lab OPER103**

The clinical component of the program consists of practical experience in operating rooms and other surgical settings, and provides opportunity for application of operating room theory and supporting knowledge. The major emphasis will be placed on the scrub nurse's role.

**RNA Operating Room Theory OPER100**

Operating Room Nursing Theory encompasses much of the knowledge needed for an Operating Room Nurse. It includes: principles and practices of asepsis, preparation for surgery and perioperative care of the patient during common operative procedures. Moral and ethical issues are highlighted.

**Seminar on the Child with Special Needs 1 ECE104**

In this course, historical, traditional and emerging perspectives, issues, approaches and legislation to the field of special education will be the focus.

**Seminar on the Child with Special Needs 3 ECE1304**

This course explores a number of techniques/strategies to enhance performance in the field of early childhood education and special needs. Specific skills in observation and recording operant conditioning and task analysis will be emphasized.

**Seminar on the Child with Special Needs 4 ECE1404**

This course will utilize a survey approach to various syndromes. The causes and essential characteristics of each will be presented and students will examine the implications of this information with reference to appropriate programming. Students will also explore the philosophical issues involved in working with children who have these syndromes and their families. Specific issues and trends in the field of special needs will be explored.

**Small Business Mgmt. MKTG900**

This course was specifically developed for the Funeral Service professional. The course should provide the student with an overview of the purely business aspects of Funeral Service in sufficient depth to be of obvious and tangible value.

**Teaching the Young Child 1 ECE.101**

This course lays the foundation for all practical work with young children. In it, we will explore the philosophy of Early Childhood Education, the teacher's role, the physical setting, the importance of routines and play, communication skills and methods of discipline.

**Teaching the Young Child 2 ECE.201**

Refer to course description for Teaching the Young Child 1 (ECE.101).

**Techniques of Individual Programming ECEA112**

With the movement toward integration and the increased emphasis on individual programs for all children, this course is designed to introduce students to strategies involved in individual program planning. Topics include:



functional assessment; goal setting and prioritizing; method of instruction; models of instruction; measurement and evaluation.

**The Child with Special Needs 1**  
**ECED101**

This course is designed to give students a background knowledge of children with special needs that they may encounter in a regular/integrated/segregated preschool or day care setting. This overview will emphasize a positive approach to the field of special needs. To advocate for each child's right to attain full participation in community life and promote acceptance of all children will be highlighted. Teacher skills, characteristics and attitudes will be the focus.

**The Child with Special Needs 2**  
**ECED201**

The second semester is designed to familiarize the student with a variety of developmental disabilities such as Down's Syndrome, Cerebral Palsy, Spina Bifida and Epilepsy. Programming suggestions, guidelines and specific management techniques for these developmental disabilities will be emphasized. Teacher skills and attitudes will be a focus.

**The Child with Special Needs 3**  
**ECED301**

The course is designed to familiarize the student with a variety of developmental disabilities such as Mental Retardation, communication disorders, learning, visual, hearing, and emotional disabilities. Programming suggestions, guidelines and specific teaching techniques will be emphasized. Programming philosophies, in-

cluding the commitment to normalization and the concept of integration will be investigated together with resources to assist in the review of teaching strategies.

**The Child with Special Needs 4**  
**ECED401**

This course is designed to familiarize the student with the role of the resource teacher in an integrated day nurseries setting. Using a case study approach, students will explore and examine the teacher's role in early identification of special needs, in making referrals to appropriate agencies, in analyzing assessment reports, in planning individual program plans, in acting as a liaison between home, school and various agencies. For the Early Childhood Education student, emphasis will be placed on working as a team member with the Resource teacher. For the Early Childhood Education for the Developmentally Handicapped student, emphasis will be placed on coordination and supporting parents. This will be reflected in the assignments and degree/complexity of disability in the case study approach of the lesson plans. A variety of developmental disabilities will be used that have not been previously discussed.

**Working with Families**  
**ECER201**

This course focuses on work with preschool children with special needs in the home setting. Students will learn to demonstrate empathy for, and provide support to families; help families accept and understand their own special needs; aid parents in finding and evaluating appropriate treatment for their children's special needs.



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## Hospitality, Tourism & Leisure Management Programs

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### Please Note

The following Hospitality, Tourism & Leisure Management programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## Arena Management

### North Campus

**Three semesters (two of which are field work) starting in May**

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

### Admission Requirements

\*two years of previous post secondary study in Recreation Leadership or two years of equivalent experience in the industry (3,000 hours minimum)

### Job Opportunities

The employment rate is excellent, but most graduates enter the field in maintenance jobs or as arena attendants. After three to four years of field experience, advancement to management positions is possible. In a city arena with a \$350,000 budget and five or six employees, a serious graduate can earn a salary between \$35,000 to \$40,000 annually.

### Curriculum

#### (Practitioner Students)

Semester 5		Credits
ARNA500	Structure and Finance - Arena Mgmt.	4
ARNA501	Program Scheduling 1 - Arena Mgmt.	2
ACCT102	Basic Accounting Principles	2
ARNA502	Refrigeration & Ice Making 1	4
ARNA503	Arena Construction, Design and Maintenance	4
ARNA504	Concessions 1	2
ARNA505	Personnel Administration - Arena Mgmt.	2
COMM200	Communications 200	4
Semester 6 and 7		Credits
ARNA600	Work Experience	8
ARNA506	Field Orientation 4 (for Recreation Leadership graduates)	4

## Cook (Cuisine) Apprentice

### North Campus

#### Basic and Advanced Program

**Each consists of 15 hours per week (2 days) fo 30 weeks.**

#### Programs begin in September

In the apprenticeship program the student attends an in-class session two days a week at Humber College while continuing to work for his/her employer the remainder of the week. This arrangement provides immediate benefits to both the student and the employer since the student is able to apply newly acquired skills and knowledge to his/her job each week.

The curriculum has been designed to be flexible and innovative without deviating from the requirements set by the Provincial Committee.

#### How to Register

Employers can register interested employees through the local Skills Development Office of the Ministry of Colleges and Universities.

A completed application form must be submitted along with proof of education transcripts and the registration fee to an Industrial Training Consultant at a local Branch Office. Applicants may also be

required to submit documented evidence of previous experience in the field.

Once the applicant has met the above requirements and has been accepted, he/she will be asked to undertake a contract of apprenticeship with the Ministry of College and Universities. Only after the above process has been completed will an applicant be scheduled to attend the program at Humber College.

### Admission Requirements

To be eligible for the program the applicant must be at least 16 years of age, have a grade 10 education or equivalent, be literate in English, and be currently employed in a commercial or institutional kitchen for a period of eight weeks prior to the commencement of the program. A scheduled meeting with program co-ordinator prior and after application to the Ministry of Skills Development office is strongly recommended.

### Additional Costs

Textbooks and consumables will be supplied by Humber College. Students will be expected to provide their own uniforms and knives.

### Curriculum

Semester Basic:		Credits
CAPR100	Sanitation Safety and Equipment - Basic	2
CAPR101	Practical Food Preparation - Basic	12
CAPR102	Theory & Demo Food Preparation - Basic	12
CAPR103	Kitchen Management - Basic	4
Semester Advanced:		Credits
CAPR200	Sanitation Safety and Equipment - Advanced	2
CAPR201	Practical Food Preparation - Advanced	12



**Cook (Cuisine) Apprentice (cont'd.)**

CAPR202	Theory & Demo Food Preparation - Advanced	12
CAPR203	Kitchen Management - Advanced	4

**Culinary Management****North Campus****Four semesters beginning in September**

In this program you will receive basic and advanced theory and practical experience in professional food preparation and management control of food operations. Emphasis is placed on knowledge of foods, economy in food preparation, food sanitation and personal hygiene, control of quality and quantity of prepared food, portion control, planning and supervising food production enterprises, operational accounting, food and labour cost control, and production safety.

The aim of the Culinary Management Program is to prepare students who aspire to become cooks and who seek growth as, Commis de Cuisine, Chefs de Partie, Sous Chefs and Chefs de Cuisine.

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 business and consumers mathematics (general level) and grade 12 English (general level) are highly recommended and may be taken into account for selection purposes

**Interests and Skills**

- you should be interested in a service-oriented career
- you should have a good atti-

tude towards team work and human relations skills. Have good health and stamina, be willing to work hard and variable hours

- you should be interested in a leadership career and you must be prepared to accept rigid discipline, particularly as it relates to safety, sanitation, personal hygiene, and dress code in all classes

**Job Opportunities**

As the industry expands there is a great demand for well-trained, creative cooks, knowledgeable not only in the preparation of fine French, International, and Canadian Cuisines, but also proficient in menu planning, purchasing, and in the supervision of kitchen staff.

There is a high demand for well-trained Culinary Management graduates in entry level positions in hotels, restaurants, resorts, industry, and related fields.

**Profile of a Good Student Professional Recognition:**

a) Upon completion of four semesters (two academic years) of the Culinary Training program you will have qualified for the in-college portion of the Ontario Provincial Apprenticeship program for cooks. b) Upon successful completion of the Culinary Management Diploma Program and two years or (4000 industry hours), you will be qualified to write the Certificate of Qualification examina-

tions set by the Ontario Ministry of Manpower for certification of Journeyman Cooks.

**Curriculum****Refer to Semester 1 Common Core Program (Culinary Programs)**

Semester 1		Credits
CULN100	Practical Baking	4
CULN101	Food Production Practical	4
CULN102	A'la Carte Short Order	7
CULN105	Food Service & Safety Sanitation	2
CULN103	Food Production Theory	2
COMM200	Communications 200	4
CULN104	Applied Interpersonal Communications 1	2
MATH904	Math Upgrading*	3

\*(If Needed)

**Note: Semesters 2, 3 & 4 require the completion of the appropriate prerequisites**

Semester 2		Credits
CULN200	Pastry 1	4
CULN189	Practical Cuisine	4
CULN201	A La Carte Cuisine 1	7
CULN202	Food and Labour Costing Concepts	2
CULN180	Cuisine Theory	2
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNEC	General Education	3

Semester 3 (24 hours/week)		Credits
CULN300	Pastry 2	4
CULN301	Gardemanger - Buffet	5
CULN309	A'la Carte Cuisine 2	7
CULN304	Menu Planning Concepts	2
CULN302	Gardemanger Theory	2
CULN303	Hotel Butchery	4
GNEC	General Education	3

Semester 4 (22 hours/week)		Credits
CULN400	Confectionary	4
CULN401	Advanced Gardemanger	5
CULN402	Advanced A'la Carte Cuisine	7
CULN403	Food and Labour Cost Controls	3
CULN404	Culinary Dimensions	2
CULN405	Applied Interpersonal Communications 2	2
GNEC	General Education	3



## Entry Level Cook Certificate

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

The aim of the entry-level program is to prepare you for the minimum expectations of the industry, or to help you to make a choice between the variety of programs offered, such as Hotel Patissier, Culinary Management, Cuisiner Apprentice program, and Hotel and Restaurant Management Program.

A new concept of "core programming" will ensure that all students in the Culinary Program will have the same basic training in the theory and practical aspects of the Culinary arts. Initially, all students will be admitted to the Culinary Certificate Program (2 semesters). This procedure

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

After the first semester you will be able to choose between the two year Culinary Management Diploma program, the one year Certificate program, the Hotel Patissier, and the Hotel and Restaurant Management program.

Note: This program will be offered pending approval.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- interview with Program Coordinator may be required for selection purposes.
- attendance at an orientation session is strongly recommended

### Curriculum

Semester 1		Credits
CULN100	Practical Baking	4
CULN101	Food Production Practical	4
CULN102	A'la Carte Short Order	7
HOTL100	Hospitality First Aid & Sanitation	2
CULN103	Food Production Theory	2
CULN104	Applied Interpersonal Communications 1	2
MATH904	Math Upgrading*	3
COMM200	Communications 200	4
Semester 2		Credits
CULN203	Larder Preparations	4
CULN284	Food Production Practical 2	4
CULN201	A La Carte Cuisine 1	7
CULN205	Field Placement	8

## Equine Studies - Management

### North Campus

This option will only run if there is sufficient student interest.

Building upon the skills taught in the Horse Care and Equine Skills Certificate Program or equivalent life skills, this program is designed to prepare students for entry-level positions in the management of show, breeding, training, or racing stables.

### Admission Requirements

- A. Successful completion of the Horse Care and Equine Skills Program OR
- B. Equivalent life skills as detailed below:
  - 1) must hold a current St.

John's Ambulance General First Aid Certificate (or higher)

2) have achieved a score of at least 65% on the Nelson Denny Reading Test

3) must have at least two years of acceptable work experience in the horse industry

Semesters 1 & 2 are common with the Horse Care and Equine Skills Certificate Program.

### Job Opportunities

Racing operations, breeding farms, show stables, Western establishments, and boarding and training operations as well as horse-related businesses are all potential areas of employment, offering positions in junior management.

### Curriculum

Semester 1		Credits
EQNE100	Basic Nutrition (Equine)	2
EQNE101	Driving & Breaking Skills 1	2
EQNE102	English & Western Riding Skills 1	3
EQNE103	Horse Industry 1	1
EQNE104	Practical Horse Care 1	4
EQNE105	Facility Operations 1	2
OFAD100	Electronic Keyboarding	2
COMM200	Communications 200	4
GNED	General Education	3
Semester 2		Credits
EQNE200	Horse Industry 2	1
EQNE201	Thoroughbred Racing Industry*	3
EQNE202	Practical Horse Care 2	3
EQNE203	Facility Operations 2	2
EQNE204	Basic Horse Health	2
EQNE205	Driving & Breaking Skills 2	1
EQNE206	English & Western Riding Skills 2	3
Pre-Req:	EQNE102 English & Western Riding Skills 1	
HLTH107	First Aid & Accident Prevention	1



## Equine Studies - Management (cont'd.)

COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNEC	General Education	3

\*Includes a two-week Field Placement at a thoroughbred racetrack

Semester 3		Credits
EQNE301	Anatomy & Physiology 1	2
EQNE306	Riding Skills 1	3
EQNE302	Showing & Judging 1*	2
EQNE303	Equine Nutrition 1	1
EQNE307	Management Techniques 1	3
ACCT102	Basic Accounting Principles	2
SOCI004	Human Relations	
GNEC	General Education (2)	6

\*Includes a ten-day Field Placement at the Royal Winter Fair

Semester 4		Credits
EQNE401	Anatomy & Physiology 2	2
EQNE408	Riding Skills 2	3
EQNE409	Management Techniques 2*	10
EQNE404	Showing & Judging 2	1
EQNE405	Nutrition 2	1
AVIS102	Computer Systems, Intro.	3

\*Includes two two-week Field Placements; one at a breeding farm and the other at a training stable

## Equine Studies Coaching

### North Campus

#### Two semesters beginning September

Upon completion of this program, students will take one of the Level 1 or Level 2 Equestrian Coaching examinations administered by the appropriate sports body. In order to take these examinations, students must hold Senior Membership cards in the Canadian Equestrian Federation which cost approximately \$45.00 annually. Before taking the actual Coaching Examina-

tion (fee: \$100.00), students will be required to take a Technical Clinic, also at a cost of \$100.00, payable to the Canadian Equestrian Federation.

#### Admission Requirements

• A. successful completion of the Horse Care and Equine Skills Certificate Program with a minimum grade of 75% in the discipline in which you wish to specialize and 60% in the alternative discipline in English & Western Riding 1 and 2

OR

• B. equivalent life skills as detailed below:

1) must hold a current St. John's Ambulance General First Aid Certificate (or equivalent)

2) achieve a minimum score of 65% on the Nelson Denny Reading Test

3) have at least two years work experience in the horse industry

4) English Coaching applicants must ride at the Canadian Pony Club 'C3' level or higher

5) Western Coaching applicants must ride at the Western level 2 or above

6) applicants will be required to come to the Equine

Centre for a riding and practical evaluation to confirm that they meet these skills levels

Semesters 1 & 2 are common with Horse Care and Equine Skills Certificate Program

### Job Opportunities

Positions open to graduates include full and part-time teaching positions in private and public stables, competitive coaching and training (beginner and intermediate levels), free-lance teaching, and pony club instruction. There are a considerable number of part-time positions available in the industry, but the number of full-time positions is limited.

### Curriculum

Semester 1		Credits
EQNE100	Basic Nutrition (Equine)	2
EQNE101	Driving & Breaking Skills 1	2
EQNE102	English & Western Riding Skills 1	3
EQNE103	Horse Industry 1	1
EQNE104	Practical Horse Care 1	4
EQNE105	Facility Operations 1	2
OFAD100	Electronic Keyboarding	2
COMM200	Communications 200	4
GNEC	General Education	3

Semester 2		Credits
EQNE200	Horse Industry 2	1
EQNE201	Thoroughbred Racing Industry*	3
EQNE202	Practical Horse Care 2	3
EQNE203	Facility Operations 2	2
EQNE204	Basic Horse Health	2
EQNE205	Driving & Breaking Skills 2	1
EQNE206	English & Western Riding Skills 2	3
<i>Pre-Req:</i> EQNE102 English & Western Riding Skills 1		
HLTH107	First Aid & Accident Prevention	1
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNEC	General Education	3

\*Includes a two-week Field Placement at a thoroughbred racetrack



## Equine Studies Coaching (cont'd.)

Semester 3		Credits
EQNE300	Instructional Theory	2
EQNE301	Anatomy & Physiology 1	2
EQNE302	Showing & Judging 1*	2
EQNE303	Equine Nutrition 1	1
EQNE304	Equine Sports Psychology	3
EQNE305	Equestrian Skills 1	6
SOC104	Human Relations	
GNED	General Education	3

\*Includes a ten-day Field Placement at the Royal Winter Fair

Semester 4		Credits
EQNE400	Theory of Coaching, Level 1	1
EQNE401	Anatomy & Physiology 2	2
EQNE402	Equestrian Skills 2	6
EQNE403	Coaching Awareness Theory	3
EQNE404	Showing & Judging 2	1
EQNE405	Nutrition 2	1
EQNE406	Equine Exercise Physiology	3
EQNE407	Teaching Skills*	3
GNED	General Education	3

\*Includes a two-week in-house placement

## Food And Beverage Service

### North

This is a one-year program that will provide the student with a practical hands on experience suitable to ensure successful employment in any restaurant or hotel.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- interview with Program Coordinator may be required for selection purposes

### Curriculum

Semester 1		Credits
HOTL101	Front Desk Operations*	2
HOTL102	Front Office Theory*	2
HOTL100	Hospitality First Aid & Sanitation	2

HOTL103	Theory of Wines, Spirits & Beer*	2
HOTL104	Practical Bar Service*	2
CULN103	Food Production Theory	2
CULN101	Food Production Practical	4
COMM100	Language Skills	

Semester 2		Credits
HOTL105	Food & Beverage Service Practical 1*	6
HOTL106	Food & Beverage Service Theory*	2
CULN189	Practical Cuisine	4
CULN180	Cuisine Theory	2
CULN100	Practical Baking	4

## Food Industry Technician

### North Campus

#### Four semesters beginning September

This program prepares students for jobs in many areas of the food industry which develops marketable forms of food. The emphasis is on an experimental approach to food development, a knowledge of its components, ingredients and nutrients, as well as sensory evaluation of the product, product development, and food marketing.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- senior chemistry and English (general level) are recommended

### Curriculum

Semester 1 (24 hours/week)		Credits
FOOD100	Nutrition 1	2
FOOD101	Sensory Evaluation	3
FOOD102	Food Science 1	4

### Interests and Skills

- ability to make decisions and assume responsibility
- capacity to relate one subject to another and put theory into practice
- ability to work well with people

### Job Opportunities

The employment rate of this program's graduates is good. The food industry provides jobs in quality control, product development, production line supervision, product surveys, and sensory evaluation. Work and projects in product testing laboratories are organized through a team approach. With experience graduates can improve their position through responsible application to their job and continued interest in courses recommended by their employers.



**Food Industry Technician (cont'd.)**

CHEM901	Intro. to Chemistry of Foods	4
MATH903	Mathematics for Food Technicians	4
COMM200	Communications 200	4
GNE D	General Education	3

<b>Semester 2(24 hours/week)</b>		<b>Credits</b>
FOOD200	Nutrition 2	3
<i>Pre-Req:</i> FOOD100 Nutrition 1		
FOOD201	Food Science 2	4
<i>Pre-Req:</i> FOOD102 Food Science 1		
FOOD202	Research Techniques	4
FOOD203	Field Practice 1	2
CHEM902	Food Chemistry 1	4
<i>Pre-Req:</i> CHEM901 Intro. to Chemistry of Foods		
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNE D	General Education	3

<b>Semester 3 (23 hours/week)</b>		<b>Credits</b>
FOOD300	Food Marketing 1	4
FOOD301	Food Packaging	2
FOOD302	Field Practice 2	2
FOOD303	Quality Control	4
FOOD304	Ingredient Technology	4
CHEM903	Microbiology	4
GNE D	General Education	3

<b>Semester 4 (24 hours/week)</b>		<b>Credits</b>
FOOD400	Food Marketing 2	4
<i>Pre-Req:</i> FOOD300 Food Marketing 1		
FOOD401	Supervisory Techniques	3
FOOD402	Field Practice 3	2
FOOD403	Product Development	4
FOOD404	Food Processing	4
CHEM904	Food Chemistry 2	4
<i>Pre-Req:</i> CHEM902 Food Chemistry 1		
GNE D	General Education	3

<b>Semester 5</b>		<b>Credits</b>
FOOD500	Internship 4 weeks (one 4-week field placement)	6

# Horse Care and Equine Skills Certificate

## North Campus

Have you ever thought of preparing for a career with horses? If so, you might seriously consider our two-semester Horse Care and Equine Skills Certificate Program. This program is designed to offer you a number of options within the horse industry such as obtaining employment upon graduation as a skilled stable attendant or continuing your education in our Equestrian coaching or Equine Management programs. In this program you will learn the rudiments of equine nutrition and horse health and such necessary practical skills as bandaging, braiding, and clipping. As well you will be taught such skills as tractor operation, arena maintenance and stable repair.

## Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent or mature student status
- an interest in horses

## Interests and Skills

- self discipline and a sense of maturity and responsibility

## Curriculum

<b>Semester 1</b>		<b>Credits</b>
EQNE100	Basic Nutrition (Equine)	2
EQNE101	Driving & Breaking Skills 1	2
EQNE102	English & Western Riding Skills 1	3
EQNE103	Horse Industry 1	1
EQNE104	Practical Horse Care 1	4
EQNE105	Facility Operations 1	2
OFAD100	Electronic Keyboarding	2
COMM200	Communications 200	4
GNE D	General Education	3

- ability to work as part of a team or on your own
- a willingness to work hard and take pride in your accomplishments
- communications skills

## Job Opportunities

Numerous jobs exist for skilled labour at breeding farms, show stables, racing stables, and boarding and training operations. Employment in equine care usually involves a six day work week; the work is physically demanding and a large percentage of the work is done outdoors. Fringe benefits may include: room and/or board, board for a horse, the opportunity for travel and further education. A low salary should be anticipated.

## Additional Costs

Personal riding, working and grooming apparel, and equipment can total \$350.00 or more. Students are also expected to pay for their meals and transportation during Field Placements. On the average, costs should not exceed the day-to-day costs of meals and travel during regular class sessions.



## Horse Care and Equine Skills Certificate (cont'd.)

Semester 2		Credits
EQNE200	Horse Industry 2	1
EQNE201	Thoroughbred Racing Industry*	3
EQNE202	Practical Horse Care 2	3
EQNE203	Facility Operations 2	2
EQNE204	Basic Horse Health	2
EQNE205	Driving & Breaking Skills 2	1
EQNE206	English & Western Riding Skills 2	3
Pre-Req:	EQNE102 English & Western Riding Skills 1	
HLTH107	First Aid & Accident Prevention	1
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNE200	General Education	3

\*Includes a two-week Field Placement at a thoroughbred racetrack

## Hotel and Restaurant Management Diploma Program

### North Campus

#### Four semesters beginning in September and January

The Hotel and Restaurant Management Program trains you in both theoretical and practical aspects of hospitality management, preparing you for professional growth in your chosen career. The program provides you with training in managerial and hospitality business subjects; at the same time, attention is given to communications skills, Hospitality Law, marketing, personnel, supervision of food and beverage operations, financial control and computer operations.

To obtain the necessary culinary skills, you will receive extensive practical training in food preparation. This training embraces a variety of international cuisines.

The Humber Room, a 100-seat restaurant/classroom, provides you with hands-on experience in Dining room

service, bar operations, and a Remanco computerized control system.

The aim of the Hotel and Restaurant Management Program is to prepare you for supervisory positions within the industry, positions from which you can grow, specializing in such areas as hotel, restaurant, motel, club and resort management, catering, and related segments of the industry.

#### Admission Requirements

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

#### Interests and Skills

- you must like people, possess determination, be willing to work hard, have good health, and have good human relations skills
- you must be prepared to accept rigid discipline, particularly as it relates to safety, sanitation and personal hygiene

#### Job Opportunities

Here, at Humber College, the Career Planning and Placement Department can assist you in obtaining employment. This Department, along with the Hospitality Division, organizes on-campus interviews with representatives of major hotels, restaurants, catering companies, clubs, and resorts. In the past years, our students have gained wide recognition from the Canadian Hospitality Industry for their dedication, knowledge, and professional attitude. There is always a strong demand for graduates of Humber's Hotel and Restaurant Management

Program — and we're proud of that fact!

Upon completion of the first two semesters of study, should you wish to start gaining experience, you will find that there are many opportunities for part-time employment through Placement Services at Humber.

Note: Canada's immigration laws do not permit international students who enter Canada for study to work in Canada without a work permit.

#### Additional Costs

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

Text books - \$250.00

Kitchen uniform - \$120.00

Humber Room Uniform - \$100.00

Kitchen tools - \$240.00

Total - \$710.00

These costs occur in order to complete the first year's tuition.

#### Curriculum

Semester 1		Credits
COMM200	Communications 200	4
GNE200	General Education (2)	6
HOTL100	Hospitality First Aid & Sanitation	2
CULN103	Food Production Theory	2
CULN101	Food Production Practical	4
HOTL101	Front Desk Operations*	2
HOTL102	Front Office Theory*	2
HOTL103	Theory of Wines, Spirits & Beer*	2
HOTL104	Practical Bar Service*	2
HOTL105	Food & Beverage Service Practical 1*	6
HOTL106	Food & Beverage Service Theory*	2
HOTL180	Basic Finance Operation	4
Pre-Req:	Hosp. Math Test	
CULN189	Practical Cuisine	4
CULN180	Cuisine Theory	2

Semester 2		Credits
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNE200	General Education (2)	6



## Hotel and Restaurant Management Diploma Program (cont'd.)

HOTL200	Hospitality Marketing**	4
HOTL202	Management Techniques for Hospitality**	3
HOTL203	Hospitality Law	3
HOTL204	Food, Beverage and Labour Cost Control**	4
HOTL205	Menu Planning	2
CULN100	Practical Baking	4
HOTL206	Computer Applications	3
HOTL207	Personnel in the Hospitality Industry**	4
CULN201	A La Carte Cuisine 1	7
HOTL280	Advanced Finance Operations**	4
<i>Pre-Req:</i>	HOTL180 Basic Finance Operation	
HOTL208	Food & Beverage Service Practical 2**	3
<i>Pre-Req:</i>	HOTL105 Food & Beverage Service Practical 1*	
HOTL201	Purchasing for Hospitality Industry**	2

## Jockey Training & Exercise Rider

### North Campus

September - December: in class at Humber College

January: log 600 hours working at Racetrack

The spectacle of thoroughbred horse racing is thrilling, dynamic, and everchanging. To reach this final pinnacle of race riding, the aspiring jockey must first spend several years learning about horses, care, basic riding, galloping techniques, working horses, breaking from the gate, and apprenticing for a minimum of one year.

Humber College's 16-week Jockey Training & Exercise Rider Program provides young people with the preliminary training required for a successful start in such a career. Also, since the percentage of apprentice jockeys with the necessary talent, strength, size, and feel to go on to be-

come journeymen jockeys is relatively small, the program also provides back-up training for exercise riding and grooming.

### Admission Requirements

- personal interview
- age 16 to 18 is recommended
- applicants should weigh approximately 100 to 135 pounds
- literate in the English language
- a medical certificate confirming suitability for requirements of a Jockey license
- some experience with horses to verify interest in horses and an understanding of the kinds of jobs available

### Job Opportunities

Graduates of the program will find employment at the various tracks and racing

farms throughout Ontario and the western provinces. Starting positions may involve the graduate as a hot walker, groom or exercise rider, depending on the individual's past experience with horses and their degree of expertise.

### Additional Costs

- 1st semester - \$350, payable in September
- co-op fee - \$125

### Equipment Requirements

- Galloping boots
- Galloping helmet
- Whip

## Curriculum

Semester 1		Credits
EQNE104	Practical Horse Care 1	4
EQNE100	Basic Nutrition (Equine)	2
EQNE105	Facility Operations 1	2
EQNE106	Racetrack Riding	5
HLTH107	First Aid & Accident Prevention	1
EQNE107	Career Skills	2
EQNE108	Physical Education & Weight Control	1
EQNE204	Basic Horse Health	2
EQNE201	Thoroughbred Racing Industry*	3

For further information about this program contact: The Equine Centre Humber College 205 Humber College Blvd. Rexdale, Ontario M9W 5L7 (416) 675-5025

## Recreation Administration (Pending Ministry Approval)

### North Campus

(One-year full time post diploma to Recreation graduates in the province)

(or 3rd year option to Recreation Leadership students)

The overall purpose of this program is to provide advanced training in the areas of management and administration to recreation personnel. The program is directed to-

wards providing prospective managers and administrators with both the philosophical and practical skills base required to respond to a sophisticated consumer in our growing leisure conscious society.

Typical courses in this one-year program include Financial Management, Computer Utilization, Interpersonal Communication, Fund Raising, Administrative Report Writing, and an Administrative Internship.



## Recreation Club Management (Pending Ministry Approval)

### North Campus

#### (16 week semester; Full-time Post Diploma)

The overall purpose of the program is to train personnel to function in a management role in a Recreation club setting. This program would be of interest to university and college graduates from Recreation, Physical Education, Arts, Business Administration and Hotel and Restaurant Management programs. This

is an opportunity to specialize in the growing field of Club Management. Typical courses include:

Personnel Administration and Operation Structures  
Finance and Administration  
Operations and Facilities  
Membership Services and Program Organization  
Food and Beverage Management  
Field Placement  
Pro Shop Operations  
Recreation Trends

### Curriculum

Semester Compulsory:		Credits
RECC100	Personnel Admin. & Oper. Syst.	2
RECC101	Finance & Administration	2
RECC104	Operations & Facilities	2
RECC102	Membership Serv. & Prog. Organ.	2
RECC107	Food and Beverage Mgmt.	2
RECC109	Field Placement	3
Semester Elective (Choice of 2)		Credits
RECC103	Pro Shop Operations	1
RECC106	Recreation Trends	1
RECC108	Applied Communications	1
RECC105	The Art of Negotiation	1

## Recreation Leadership

### North Campus

#### Four semesters beginning September

This four-semester program is designed to train professional personnel in the areas of leadership, organization, administration, supervision, and

evaluation of a variety of recreation programs and facilities serving all ages. The curriculum will combine academic and professionally-related courses, skill laboratories, residential seminars, field practice, and conference and

workshop involvement into a significant learning experience. To satisfy the field practice requirements, direct experience in specific recreation agencies or departments is emphasized in the last three semesters.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 business and consumers mathematics (general level) and grade 12 English (general level) are highly recommended and may be taken into account for selection purposes
- resume

### Interests and Skills

- experience in the recreation field in a leadership capacity
- general awareness of the nature and scope of recreation and career expectations consistent with the program content
- understanding of human behaviour and ability to relate effectively with a variety of people
- ability to independently par-

ticipate in all recreation activities and outdoor education/recreation skills sessions

### Job Opportunities

Graduates of this program will find opportunities in a variety of recreational agencies including: the municipal government, therapeutic institutions, conservation authorities and outdoor education centres, volunteer agencies, correctional institutes, private organizations, and commercial establishments.

After a few years, the practitioner will be equipped to function at a management level where more administrative tasks are performed. Most positions involve flexible schedules, often requiring some evening and weekend work.

Each semester there are additional travel and residential experiences which are important to the learning process and raise the profile of our students with future employers.

These additional activities are subsidized by the College with a minimal fee of \$200 per year to cover travel and living expenses charged to each participating student. Alternative comprehensive projects are assigned to those students who may be unable to attend.

### Curriculum

Semester 1		Credits
RECL100	Introduction to Recreation and Leisure Services	6
RECL101	Leisure Programming 1	4
RECL102	First Aid/C.P.R.	3
RECL103	Field Practice 1 (Recreation Leadership)	3
RECL104	Intro. to Psychology	3
COMM200	Communications 200	4
Semester 2 (25 hours/week)		Credits
RECL200	Leadership and Group Dynamics	2
RECL201	Recreation Facilities	4
RECL202	Leisure Programming 2	5
RECL203	Human Growth and Development	3
RECL204	Field Practice 2 (Recreation Leadership)	7



## Recreation Leadership (cont'd.)

COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
RECL300	Outdoor Education/Recreation	4
RECL301	Philosophy of Leisure	3
RECL302	Recreation Personnel Management	4
RECL303	Recreation Finance	3
RECL304	Intro. to Sociology	3
RECL305	Field Practice 3	7
<b>Semester 4 (25 hours/week)</b>		<b>Credits</b>
RECL400	Physical Fitness & Lifestyle Skills	3
RECL401	Recreation Administration	6
RECL402	Recreation for Specific Populations	3
RECL403	Field Practice 4	7
GNED	General Education (2)	6

## Ski Resort Operations and Management

### North Campus

#### Four semesters beginning in September

Students will learn the skills they can use immediately in a range of situations. They will also become familiar with the various international tools needed to get the job done. The combination of business and technical content will prepare the graduate or mature student to operate an alpine or a cross-country ski area. Because the ski industry is still developing, the program content is highly flexible to keep abreast of current developments. This flexibility has the advantage of giving the student a very personalized academic plan.

#### Admission Requirements

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

• grade 12 business and consumers mathematics (general level) and grade 12 English (general level) are recommended

#### Job Opportunities

For mature students, this program will usually bring them a step higher than the position they held before the course. For those who had no experience, the entry jobs will probably be snowmaker, rental shop attendant, lift operator or ski instructor. Opportunities exist across Canada and relocation may be required.

In time, graduates reach the supervisory level up to middle management positions at larger resorts. In smaller resorts, they become area managers. Other jobs exist in ski shops or schools, in the merchandising of snow-making and grooming machinery, and in the distribution of ski equipment to retailers.

## Curriculum

Semester 1		Credits
HOTL180	Basic Finance Operation	4
<i>Pre-Req:</i> Hosp. Math Test		
HOTL206	Computer Applications	3
COMM200	Communications 200	4
HOTL106	Food & Beverage Service Theory*	2
SKI.100	Rental Shop Operation	2
HOTL103	Theory of Wines, Spirits & Beer*	2
HOTL104	Practical Bar Service*	2
Semester 2		Credits
SKI.181	Ski Area Layout & Design 1	3
HOTL207	Personnel in the Hospitality Industry**	4
HOTL203	Hospitality Law	3
HOTL202	Management Techniques for Hospitality**	3
HOTL200	Hospitality Marketing**	4
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNED	General Education	3
Semester 3		Credits
SKI.202	Snowmaking & Hillgrooming	4
SKI.201	Lift Operation & Maintenance	4
SKI.280	Area Layout & Design 2	3
<i>Pre-Req:</i> SKI.181 Ski Area Layout & Design 1		
SKI.204	Risk Management & Ski Patrol	4
SKI.203	Ski School Oper. & Resort Mkt.	4
SKI.208	Ski Area Electrical Systems	4
Semester 4		Credits
SKI.206	Field Placement	14
SKI.207	Area Operations Review	4

## Ski Resort Operations Management Certificate

### North Campus

#### (1 or 2 semesters depending on experience)

This program focuses on ski-related courses which are broken down into three areas:

- outside operations including ski school, snowmaking, hillgrooming and lifts

- inside operations such as rental shops, restaurants and cafeterias
- summer operations including equipment maintenance, slopes and trails, marketing, and promotion

After these in-class courses a one semester field placement



## Ski Resort Operations Management Certificate (cont'd.)

will then provide you with the opportunity to practice and develop new skills within a job setting. If you have been employed in the industry for over 2,000 hours, you can be exempt from field placement.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- 2,000 hours of on-the-job experience
- letter of recommendation from employer
- personal interview or Hotel & Restaurant Management Diploma or equivalent

### Curriculum

Semester 1		Credits
SKI.280	Area Layout & Design 2	3
<i>Pre-Req:</i> SKI.181 Ski Area Layout & Design 1		
SKI.201	Lift Operation & Maintenance	4
SKI.202	Snowmaking & Hillgrooming	4
SKI.203	Ski School Oper. & Resort Mkt.	4
SKI.204	Risk Management & Ski Patrol	4
SKI.205	Ski Area Field Research	4
Semester 2		Credits
SKI.206	Field Placement	14
SKI.207	Area Operations Review	4

## Sports Equipment Specialist (Pending Ministry Approval)

### North Campus

#### Two semesters - certificate program

With advances in technology, sports equipment has become extremely complex and sophisticated. Sports equipment is big business! This program will train students to work with manufacturers, distributors and retailers in the installation, maintenance, repair and sale of sporting goods equipment. The specialty sport areas in the program include racquets, footwear, bicycles, alpine and cross-country skis.

### Admission Requirements

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

### Job Opportunities

- sport manufacturing
- sport distributors
- maintenance, installation and repair of sports equipment
- customer service
- sports retail sales

## Travel and Tourism

### North and Lakeshore Campuses

#### Four semesters beginning September and January

You will learn to work effectively in positions that require very good communication skills, sales techniques, organization, and experience in office procedures and business practices. You will become thoroughly familiar with many manuals used in the travel industry, ticketing, travel destinations, and a wide range of current travel products. Accuracy and attention to details will constantly be stressed. This program is not intended to qualify our graduates for careers as flight attendants.

### Admission Requirements

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

(general level) are highly recommended and may be taken into account for selection purposes

### Job Opportunities

The program qualifies graduates for careers as travel agents, tour operators, reservation agents, and sales representatives. Many graduates now hold a responsible management position within the travel industry. The current graduate placement in travel related employment is over 98%.

### Expected Workload and Expenses

Some courses require considerable self-directed learning. During the second year, students are assigned to appropriate working locations for field practice. You should plan for some travel expenses. Depending on the availability of accommodations, students may wish to take the opportunity to go on an orientation trip to a major tourist destination.

### Curriculum

Semester 1 (26 hours/week)		Credits
TRAV100	Intro. to Tourism	2
TRAV101	Destinations Travel Geog.	3
TRAV102	Introduction to Airline Documentation	3
TRAV103	Tech. A1 (Airline Guides)	3
TRAV104	Tech. A2 (Travel Manuals)	3
COMM200	Communications 200	4
GNEED	General Education (2)	6
OFAD100	Electronic Keyboarding	2
Semester 2 (24 hours/week)		Credits
TRAV200	Tourism-Pacific/Asia	4
TRAV201	Tariff & Ticketing, North America	3
TRAV202	Office Procedures	3



**Travel and Tourism (cont'd.)**

TRAV203	Computer Applications	2
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNED	General Education (2)	6
TRAV204	Inclusive Tour Charters	2
<b>Semester 3 (22 hours/week)</b>		<b>Credits</b>
TRAV300	Tourism-Europe/Africa	4
TRAV301	Tariff & Ticketing, International	3
TRAV302	Field Practice 1	3
<i>Pre-Req:</i>	All 1st and 2nd semester classes	
TRAV303	Product Update 1	2
TRAV304	Computer Applications 2	1
TRAV305	Tech. B1 Rail Transportation	2
TRAV306	Tech. B2 Cruise/Coach/Insurance	3
TRAV307	Travel Sales/Group Travel	4
<b>Semester 4 (20 hours/week)</b>		<b>Credits</b>
TRAV400	Tourism-Americas/Caribbean	3
TRAV401	Tariff & Ticketing International Adv.	3
TRAV402	Computer Application 3	2
TRAV403	Field Practice 2	4
TRAV404	Product Update 2	2
TRAV405	Tech. 'C' Handicapped Trav./Law	3



# Course Descriptions

## A La Carte Cuisine 1 CULN201

This course provides a study in advanced professional cookery. Emphasis is on food production under industry conditions in the Humber Room kitchens.

Students will operate 'Partie' system covering preparation of: appetizers, forcemeats for fish, meat dishes, shellfish cookery, hot and cold entrees.

All standards for safety, food and personal hygiene will be observed.

## A la Carte Cuisine 2 CULN309

Using the Humber Room as an outlet, students are trained in the a la carte preparation of moderately difficult French and international dishes. Emphasis is on preparation and presentation.

## A la Carte Short Order

CULN102

This course provides a basic study of cooks training in quality food production. Students will learn: principles of food production, culinary terminology, safe and correct use of kitchen equipment and professional tools.

Emphasis is on correct and safe handling of raw and prepared foodstuffs.

All standards for safety, food and personal hygiene will be observed.

## Advanced A la Carte Cuisine

CULN402

In this final semester course, students are thoroughly trained and familiarized with the finer aspects of French and international cookery. Emphasis is on organization, time management, preparation and presentation of menu items.

## Advanced Finance

Operations\*\*

HOTL280

This course shows how sound financial management can be applied to business planning, decision making and also lead to increased profitability.

## Advanced Gardemanger

CULN401

This course provides the student an opportunity to advance in buffet preparation, to refine the skills learned in Food Prep. Buffet

1 and apply them to the production of centrepieces, platter designs, terrines and pates.

## Anatomy & Physiology 1

EQNE301

This course involves the study of both the musculo-skeletal and reproductive systems of the horse. A study of common unsoundnesses and lameness analysis will cover the locating of the lame limb, the site of the lameness, signs, causes and treatments. Also covered will be the reproductive anatomy of the horse, various reproductive diseases and causes of reproductive failure, and common breeding practices.

## Anatomy & Physiology 2

EQNE401

This course involves the study of the structures and functions of the respiratory, cardiovascular and gastrointestinal systems. The various states of these systems will be examined with emphasis on an understanding of the pathology involved and its treatment.

## Applied Interpersonal

Communications 1 CULN104

This course provides the student with a communication skill model, that should enable him to obtain and maintain employment. Emphasis is on self-development to a congruent person, and to prepare the student upon industry expectations.

## Applied Interpersonal

Communications 2 CULN405

This follow-up course will make the student aware of the basic needs of personnel management. Emphasis is upon the student's understanding and practising motivations, rewarding systems and organization of self and co-workers.

## Area Layout & Design 2 SKI.280

This course is intended to further develop the basic design principles and planning factors related to ski resort development. Downhill trail and slope design, construction and maintenance will be discussed as well as cross-country trail development. Variety of facility combinations relevant to winter and summer operations will be studied.

## Arena Construction, Design and Maintenance ARNA503

Students learn the architectural designs and construction of arenas including technical set-ups and how the maintenance should be carried out in an arena with regard to mechanical equipment, building and structural maintenance.

## Basic Accounting Principles

ACCT102

This course provides an introduction to the basics of accounting. The accounting cycle is covered in brief outline from the introduction of data to the preparation of financial statements. The use of special journals and the general ledger is explained, along with the maintenance of subsidiary ledgers and payroll records.

## Basic Finance Operation

HOTL180

This course explains the importance of sound financial management, giving the student a knowledge of the general principles and specific techniques that are involved such as bookkeeping, accounting and analysis.

A prerequisite to this course is a Math Pretest.

## Basic Horse Health EQNE204

This course will deal with various common health problems of the horse. Based upon initial discussion of the healthy horse, students will then cover common injuries and their treatment by practical first-aid. Other major areas of emphasis will be common diseases, their symptoms and treatments; identification and location of lamenesses; and lameness care and therapy.

## Basic Nutrition (Equine)

EQNE100

Basic Equine Nutrition will cover the fundamentals of equine nutrition so that the student can gain a thorough understanding of the horse's digestive system, basic nutrition and why the horse needs them, grain and hay identification, balancing the equine diet. The value of commercial feeds, and the feeding of special types of horses will be studied.

## Career Skills

EQNE107

This course will assist the student in developing proficiency in the following areas: basic grammar, personal turnout, basic mathematics, checkbook balancing, obtaining an agent, public speaking, job interviews.

## Coaching Awareness Theory

EQNE403

This course is comprised of weekly three hour discussion sessions covering such topics as rider turnout for the exam, preparation for the oral segment of the examination, practical skills, current equine publications, familiarization with the rulebook, lungeing and lung-lining techniques as well as application, usage and fitting of specialized equipment.

## Computer Applications

TRAV203

Provides the required skills and techniques in the use of airline automated systems. Students will be trained to use the airline systems as a sales tool for instant and updated travel counselling. Currently, training is performed on the Air Canada Reservex system.

## Concessions 1

ARNA504

An examination of the procedures involved in ordering, serving and controlling the various concession items in an arena operation. Specifics such as types of stock, facility location and methods of dispensing will be studied.

## Confectionary

CULN400

The student is provided with the knowledge of advanced pastry work in the following areas: assorted plated desserts; petit four glace; a variety of centre pieces in gum paste; sugar and chocolate work. Assembling and decoration of wedding cakes. The emphasis will be on quality, cost control and artistry.

## Cuisine Theory

CULN180

Cuisine Theory 2 is designed to give the student advanced knowledge in various types of cooking methods, food preparation, menu analysis, fish, and meat dishes.

## Culinary Dimensions CULN404

Culinary Dimensions provides an inroad to all areas of a professional kitchen, stations and positions. Students will research the necessary disciplines of all departments within a kitchen, highlighting classical, international, Canadian and contemporary cooking environments. The emphasis will be upon quality and standards of prepared foods, safety, food sanitation, personal hygiene, nutritional needs, culinary and presentation perfection.

## Destinations Travel Geog.

TRAV101

Designed to familiarize the student with the location of all nota-



ble countries and cities worldwide. This course involves a considerable amount of structured self study.

#### Driving & Breaking Skills 1 EQNE101

In these courses students will be taught how to start a green horse to both ride and drive. The driving segment will provide students with instruction in harnessing, hitching and methods of driving. The breaking segment will cover a range of topics from the halter breaking of the foal to final schooling and will include various training and schooling techniques.

#### Driving & Breaking Skills 2 EQNE205

Refer to course description of Driving & Breaking Skills 1 (162-131).

#### Electronic Keyboarding OFAD100

The student will receive instruction in basic alpha-numeric keyboarding techniques and the preparation of typewritten communications associated with the specific program of study. Some topics may include microcomputer applications where facilities are available.

#### English & Western Riding Skills 1 EQNE102

These courses will provide the student with the necessary, correct basics of English and Western equitation. They will cover such major areas as correct body position, effective use of aids and the psychology of horse control in a sequential manner.

#### English & Western Riding Skills 2 EQNE206

Refer to course description of English & Western Riding Skills 1 (EQNE102).

#### Equestrian Skills 1 EQNE305

This intensive riding program, both on the flat and over fences, is designed to prepare both horse and rider to meet the riding requirements of the Levels 1 and 2 Equestrian Coaching Certificate. Correct body positioning, effective use of aids, longitudinal and lateral schooling of the horse, gymnastic jumping, course work, and the psychology of training will be the major areas of concentration. The ultimate objective is the development of stylish, effective riders both on the flat and over fences.

#### Equestrian Skills 2 EQNE402

Refer to course description of Equestrian Skills 1 (162-328).

#### Equine Exercise Physiology EQNE406

This course covers the basic function of "how the animal works as a biological machine". It includes studies at the cellular, tissue and body systems levels. Selected aspects of function and performance will be covered as will muscle function and the dependence of muscle on other body systems to maintain function during exercise, which will constitute the main theme of this course. Other topics will include biological adaptation, etc.

#### Equine Nutrition 1 EQNE303

Students will learn the fundamentals of animal nutrition which will then aid students to understand feed nutrients, why the horse needs them, where and how they are obtained and how they are used. Digestive physiology, lab tests for nutrient adequacy and the identification of common grains and feed supplements will also be covered.

#### Equine Sports Psychology EQNE304

This course will serve as an introduction to the principles and concepts of motor learning and their application to the teaching of equestrian skills. Students will study the distinction between learning and performance, the classification of motor skills, and the learner and the environment. Equestrian skills will be analyzed and the analysis used as a basis for developing teaching techniques. Theory of Coaching, Level 1 will comprise a section of this course.

#### Facility Operations 1 EQNE105

In these consecutive courses students will learn and practice the day-to-day skills called for in the horse industry including: general facility maintenance, paddock construction, jump building and repair, tractor maintenance and driving, inventory control, arena maintenance and stall construction and maintenance. Students, as part of this course, will be expected to, on a rotating basis, participate in the feeding of facility horses, mucking out stalls and tack cleaning.

#### Facility Operations 2 EQNE203

Refer to course description of Facility Operations 1 EQNE105.

#### Field Orientation 4 (for Recreation Leadership graduates) ARNA506

(Rec. Graduates)  
A series of field trips and seminars to various arena facilities where the facilities will be examined and analyzed in relation to the overall course content.

#### Field Practice 1 TRAV302

Two 4-week hands-on assignments in selected travel offices designed to give students the opportunity to apply learned theories and techniques in an industry environment. This assignment also enhances the employment potential of students.

#### Field Practice 1 FOOD203

Field Practice 1 is an orientation to the food industry through field trips to food processing plants and guest speakers representing the industry. This familiarization should focus the students' attention on the work setting and underline the relationship of the course to the industry.

#### Field Practice 1 (Recreation Leadership) RECL103

This course is designed to provide an introduction to a variety of agencies and personnel in the recreation field. This awareness will assist students and prepare them for selection of field practice assignments and possible career placements.

#### Field Practice 2 FOOD302

Field Practice 2 is practical work experience related to classroom theory. The initial placement will allow the student experience in the work setting. Written and oral reports highlight the variety of placements.

#### Field Practice 2 (Recreation Leadership) RECL204

This course offers the student an opportunity to acquire first-hand practical experience with the ultimate end result to assist in obtaining full-time employment in the recreation field. Students take full responsibility in designing a proposal, developing a learning agreement, implementing, documenting and evaluating the field work experience in cooperation with agency or resource personnel. All students are assigned a College Advisor who will approve field practice proposals and assist in the evaluation of the student and appropriateness of the recreation agency or department.

#### Field Practice 3 FOOD402

Field Practice 3 is practical work experience related to classroom theory. A variety of placements will enable students to understand the types of jobs suited to program graduates and help them become a valuable industry employee within a shorter period of time.

#### Field Practice 3 RECL305

Refer to course description of Field Practice 2 (RECL204).

#### Field Practice 4 RECL403

Refer to course description of Field Practice 2 (RECL204).

#### First Aid & Accident Prevention HLTH107

This course teaches practical first aid skills based on the principles and procedures related to the emergency treatment of persons in accident situations. Consideration is given to causes and prevention of accidents and related injuries. Upon successful completion of the course, students are awarded the St. John Ambulance Standard First Aid Certificate.

#### Food & Beverage Service Practical 1\* HOTL105

This course will familiarize the student with all aspects of job descriptions and duties of dining room personnel and practical operations of a dining room.

#### Food & Beverage Service Practical 2\*\* HOTL208

Students will be actively involved in the actual operation of the Humber Room Restaurant. They will learn how to coordinate all tasks required for the business operation of the dining room.

Emphasis will be placed on the development of supervisory skills, professional attitudes towards customers and the establishment, practice of French and Russian table service, Gueridon cookery and services, bar merchandising and marketing.

Included in this course are the functional organization, duties and responsibilities of the dining room manager, maitre d'hotel, cashier and bartender.

Students will assist in training the newly enrolled students in the various tasks required in the restaurant operation.

#### Food & Beverage Service Theory\* HOTL106

The course provides a detailed study of the role, functions, and duties of a dining room manager, catering manager, or a food and beverage manager of the hotel.



club, restaurant, or industrial food service enterprises. Emphasis is on theoretical knowledge of food and beverage service, staff supervision, cash control, professional attitude, satisfactory service of the customers, knowledge of menu and the bar list, also management control through the Remanco computer.

#### Food and Labour Cost Controls CULN403

The professional cook must have a knowledge of accounting methods in order to run a profitable operation. This is even more so in a smaller operation where the chef may also do all of the administrative work.

The course provides an overview of the basic fundamentals of accounting. Included in the course will be bookkeeping, budget and forecasting. Emphasis will be on payroll control procedures, value of inventories and cost of sales.

#### Food and Labour Costing Concepts CULN202

This course will enable the student to develop menu and labour costings-concepts for various types of food service operations; analyse different cost centers within the kitchen; and assist in preparing an overall operating budget for a kitchen operation.

#### Food Chemistry 1 CHEM902

To continue the development of a basic literacy in the language, concepts and procedures of chemistry as they apply to the food industry.

#### Food Chemistry 2 CHEM904

This course will introduce the students to chemistry as applied more specifically to the food industry. The main emphasis is on biochemistry both in lecture and laboratory.

#### Food Marketing 1 FOOD300

Food Marketing 1 introduces the marketing concept and includes an indepth study of one aspect of the marketing mix — the product and product development in the food industry.

#### Food Marketing 2 FOOD400

Food Marketing 2 completes the marketing mix with the study of product distribution, promotion and price. A knowledge of marketing decision making increases the student's potential contribution to the food industry.

#### Food Packaging FOOD301

This course involves a study of the techniques and materials used in the packaging of food products. Emphasis will be placed on the practical aspects as applicable to the food industries and their packaging requirements.

#### Food Processing FOOD404

This is an introductory course intended to provide a basic understanding of various food manufacturing practices utilized in modern food processing industries. Emphasis will be on practical applications, without too many technical details.

#### Food Production Practical CULN101

In this lab situation, the student will produce food items following a demonstration by the instructor. The student will have the opportunity to apply his acquired knowledge in a practical lab setting, including convenience food items for comparison to freshly made items.

#### Food Production Theory CULN103

The course provides a detailed study of the basic theory of professional food preparation, as pertaining to the cooking principles.

Students will learn the culinary basics, terminology, technology and develop self-confidence toward food production.

#### Food Science 1 FOOD102

Food is a basic commodity in the home and in the food industry. Understanding of individual foods, their composition and quality can lead to more effective use and cost control. Experimental practice and theory of foods in this course are combined with an introduction to the basics of written reports.

#### Food Science 2 FOOD201

Food components and ingredients will be studied and combined using food industry models to increase the students' understanding of current processing methods.

#### Food Service & Safety Sanitation CULN105

First Aid and Sanitation is designed to:

1. Introduce the student to correct food handling procedures that will avoid costly and embarrassing incidents of food borne illness in the restaurant.

2. Teach the student practical skills based on emergency first aid and cardio-pulmonary resuscitation.

3. Introduce the student to the basic principles of fire safety. The student may write the exams for the St. John Ambulance Certificate and the National Sanitation Training Certificate Program, upon satisfactory completion of this course.

#### Food, Beverage and Labour Cost Control\*\* HOTL204

This course gives the student a working knowledge of the forms and methods needed to control food, beverage and labour in a restaurant setting from menu development to yearly operating statements.

#### Front Desk Operations\* HOTL101

This course allows the student to experience the practical application of registration, posting to the guest account and audit of folio's through the use of modern front office equipment.

#### Front Office Theory\* HOTL102

This course will give the student a basic knowledge of the front of the house operations in a typical hotel. Specific emphasis is placed on reservations, night audit, and front desk procedures.

#### Gardemanger - Buffet CULN301

This course provides a detailed study in the production of hot and cold buffets. Throughout the course the student will learn to prepare hot hors d'oeuvre, cold hors d'oeuvre, cold canapes, salads and decorated platter presentations.

#### Horse Industry 2 EQNE200

In continuation of Horse Industry 1, this course will cover the history, development and aims of the many segments within the multi-faceted horse industry via guest speakers, films, videos and demonstrations. Additionally, students will be provided with information by their instructor to keep them up to date on current events in various areas within the industry. Information concerning graduate employment will also be covered as it relates to each industry segment as it is discussed.

#### Hospitality Marketing\*\* HOTL200

This course includes a study of hotels, motels, and resort marketing; market analysis; marketing plans, package travel; public relations; direct mail advertising; internal promotion; group and convention sales. Also covered is the job of the sales representative,

how to make a sales call, and convention service functions.

#### Hotel Butchery CULN303

This course provides a detailed study of the theoretical techniques, and the methods of hotel style butchery of veal, lamb, beef, pork, poultry, game and fish.

The student will learn boning, portioning, stuffing, larding and barding and preparation of various cuts of meat for cooking.

Emphasis is on practical work with butchery tools, production safety and personal hygiene.

#### Human Growth and Development RECL203

In this study of human growth and development patterns from conception to old age, social, emotional, intellectual and physical aspects of each development stage will be examined and implications for recreation programs will be considered.

#### Ingredient Technology FOOD304

This course is designed to help the student become familiar with a wide range of commercial food ingredients. To help the student gain a good understanding, each student will use these ingredients for product formulation.

#### Instructional Theory EQNE300

This course will prepare the student for practical involvement when teaching riding. The student will learn the theory of teaching, the methods of organizing lesson plans, dealing with different personalities and coping with possible problems that might occur during a lesson.

#### Intro. to Chemistry of Foods CHEM901

The student will be introduced to the fundamentals of general chemistry and to some manipulative skills commonly required in the food industry.

#### Intro. to Psychology RECL104

The purpose of this course is to introduce the student to some basic principles of human behaviour and through discussion, to relate these principles to one's own experience, thereby gaining a better understanding of oneself and others.

#### Intro. to Sociology RECL304

This course examines sport from a sociological perspective. It analyzes human behaviour within the context of the institutions of sport and cultural activities. The



myths around sport are examined in the areas of business, politics, coaching, cheating, drugs and gambling. These concepts are evaluated for all members of society: children, women, men and minorities.

#### Introduction to Airline Documentation TRAV102

Provides the basic, intermediate and advanced skill necessary for the calculation of simple and complex airline fares on domestic and international routes. The complete course also covers Bank Settlement Plan reporting and the issuance of every type of airline ticket.

#### Introduction to Recreation and Leisure Services RECL100

This course will define recreation and trace its historical development with particular emphasis on Ontario. Students will become knowledgeable in various legislative acts affecting recreation in Ontario, and study in detail the committee and staff structures governing municipal recreation.

Program activities by season, age group, and sex will be studied through an examination of the activities and staffing, and organizational procedures for a year-round activity program. A detailed survey of the minor sport program organization at the community, provincial and national levels will be conducted through an examination of philosophy and operation.

#### Kitchen Management - Advanced CAPR203

This course of the Cook (Cuisine) Apprentice Program covers areas such as the internal areas involved in effective food cost control, refined menu costing, labour relations and management responsibilities. Other areas covered pertaining to the development of a professional chef are the appreciation of wines and the production of them, and the development of a compatible wine list for a restaurant operation. The values of all of these areas cannot be underestimated — and a successful cuisine administrator must have a comprehensive knowledge of the above areas.

#### Kitchen Management - Basic CAPR103

This course in the Cook (Cuisine) Apprentice Program introduces the student to various concepts in the planning and administration of the kitchen. The chef in the kitchen of today's hospitality

industry needs to have a basic knowledge of costing food items. Other important areas covered to develop the cuisinist is effective menu planning for various types of functions/operations. Students will study basic nutritional needs in menu planning, kitchen layouts, and the various types of styles in food service - French, Russian, American and the characteristics of each.

#### Leadership and Group Dynamics RECL200

This study of the principles of leadership and effective working with groups will include current theories and their application. The course also provides an opportunity to practice and develop basic communication skills and experiment with different styles of group leadership. The fundamentals of parliamentary procedure and the preparation of constitutions and by-laws of organizations will be explored through an experiential approach.

#### Leisure Programming 1 RECL101

This course is designed to introduce students to programming through a developmental sequence of topics including: concepts, planning process, classification of activities, structure and formats and evaluating program effectiveness. In addition, principles and practices relative to personal organization and time management will be discussed.

#### Leisure Programming 2 RECL202

This course will examine the basics of marketing as applied to recreation and focus upon the acquisition of winter outdoor skills through a residential seminar. In addition, all students will actively participate in presenting a variety of recreation activities with a particular emphasis on organizational variables.

#### Lift Operation & Maintenance SKI.201

To provide the students with an understanding of a ski lift design, construction and maintenance. Chairlifts and T-bars will be discussed in detail including various mechanical and electrical components. To compliment the technical part of this course the students will be exposed to ticketing methods, lift revenue forecasting and budgeting.

#### Management Techniques for Hospitality\*\* HOTL202

This course provides a detailed study of the principles and practice of management in the Hospitality Industry. Students will study the theory of management planning, organizing, control and supervising. The students will learn how to motivate employees, manage time wisely, communicate, make decisions, solve problems, handle conflict, delegate and work effectively with people.

#### Management Techniques 1 EQNE307

These courses will assist the student to develop managerial abilities in the areas of stable construction, organization and landscaping; breeding farm techniques; record keeping, insurance and liability; personnel management techniques; marketing; inventory control; and various office skills. Students will also discuss the ethics of buying and selling horses, commissions, etc. Other topics will include farm equipment and hardware. Students in these courses will participate in two two-week Field Placements, one at a breeding farm and the other at a training centre. Additionally, they will both participate in, as well as supervise, stable duty at the Equine Centre.

#### Management Techniques 2\* EQNE409

Refer to course description of Management Techniques 1 (EQNE307).

#### Mathematics for Food Technicians MATH903

Mathematics for Food Technicians is a course designed to provide students who are entering the food industry, the basic mathematical skills that will be required to solve problems in industry. This course will review basic mathematics, algebraic and statistical concepts through a problem solving approach.

#### Menu Planning Concepts CULN304

This course will teach the student how to develop a food, beverage and alcoholic beverage (wine) selection from the initial concept stage to the final printed format, with topic areas such as feasibility studies, print selection, and menu planning economics.

#### Microbiology CHEM903

This course will furnish the student with an understanding of basic microbiology and its applica-

tion in food preservation, preparation and sanitation.

#### Nutrition 1 FOOD100

A knowledge of nutrition will form a basis for understanding how nutrition is an important element in food technology, preparation and use by the ultimate consumer. The areas of study include the principles of good nutrition, the forms and sources of the major nutrients and their function in the body.

#### Nutrition 2 FOOD200

The course continues the study of nutrients with emphasis on contemporary issues and the application of nutritional knowledge in understanding these issues in relation to the food industry.

#### Nutrition 2 EQNE408

Using the theoretical knowledge of nutrients and nutrient requirements discussed in Equine Nutrition 1, students will apply themselves in ration formulation. As well, identification of common hays and pasture management will be covered. Other topics will include investigations of various commercial horse feed products and the feeding requirements of the foal, the broodmare, the fat horse and other special cases in equine nutrition.

#### Office Procedures TRAV202

Practical coverage of specific procedures and practices relative to wholesale and retail travel offices.

#### Outdoor Education/Recreation RECL300

This course will provide an awareness of the outdoor education/recreation field through classroom involvement and participation in a residential outdoor skills seminar. Topics include: outdoor leadership principles, Conservation Authorities, Provincial Parks Systems, Environment Canada Parks and the National Parks System, Organized Camping and Professional Associations and Organizations of particular interest to outdoor recreationists.

#### Pastry 1 CULN200

This course develops the students' experiences into producing more advanced products such as japonaize, brandy snaps, danish pastries, black forest torte, special occasion gateau, wine jellies, souffles and bavarois.



**Pastry 2 CULN300**

The student is provided with the knowledge of advanced pastry work in the following areas: petit four sec, assorted desserts, ice cream and sherbets, hors d'oeuvre, international tortes and gateaux, croissants and cheese cakes. The emphasis will be on quality and artistry.

**Personnel in the Hospitality Industry\*\* HOTL207**

This course provides a study of the principles and practice of Personnel Management in the Hospitality Industry. The student will learn basic knowledge, to write job descriptions, recruit, interview, select, hire, train, appraise, supervise and discipline employees. The student will become familiar with legislation affecting the personnel function — Ontario Human Right's Code, Labour Relations Act, Employment Standard's Act and the Occupational Safety Act. The student will be introduced to job opportunities in the industry, how to conduct a job search, and present oneself in an interview.

**Personnel Administration - Arena Mgmt. ARNA505**

A study of the techniques of hiring, supervising, and evaluating staff; the keeping of necessary records and other related topics.

**Philosophy of Leisure RECL301**

Students develop their own "philosophy of leisure" through an introduction of concepts of leisure and recreation, their effect on the delivery of leisure services today and in the future. The major factors affecting leisure patterns and the theories of contemporary authorities relative to current and future social, economic and other conditions are examined.

**Physical Education & Weight Control EQNE108**

This course is designed to expose students to the principles of good nutrition and weight control, the importance of exercise and fitness, conditioning and strength training. Individual exercise programs will be developed for each student with the aim of developing his or her optimum level of physical fitness.

**Practical Baking CULN100**

This course teaches the student the fundamentals of bakery ingredients and technology of bakery products. The preparation of

bread and rolls, sponge and fruit cakes, pie crusts, choux paste, puff pastry, tea biscuits and muffins will be covered.

**Practical Bar Service\* HOTL104**

The student will be able to mix the top 40 cocktails with an understanding of the layout, mixing methods and control of a bar.

**Practical Cuisine CULN189**

Using Food Production Practical as a stepping stone, students will become more adept in the preparation of soups, sauces, and methods of cooking, under supervision in a lab.

**Practical Food Preparation - Advanced CAPR201**

This course of the Cook (Cuisine) Apprentice program introduces students to advanced culinary techniques and preparations. Students will practice: advanced soups, sauces, hors-d'oeuvre, fish, seafood, meat, game and poultry dishes. The student also practices basic and advanced garde mange techniques and applications. The patisserie topics include the preparation of puff pastry products, French pastries, tortes, meringues, mousses, bavaois, petits fours, ices, sorbets, bombes, and dessert table-centre pieces.

Students will be enlightened on the importance of food styling and presentation in all food preparations being cooked and presented, with emphasis on quality cuisine and artistry.

**Practical Food Preparation - Basic CAPR101**

This course provides basic practice in professional food preparation. The student will practise: culinary basics, short-order cooking, the preparation of non-alcoholic beverages, pasta, cereals and rice. The student will also prepare meats, seafood, poultry, sandwiches, and the pre-cooking of foods for service. Vegetable cookery and the methods of cooking seafood, fish, poultry, offal and meat.

Also included will be elementary baking and patisserie methods, how to make pies, tarts, rolls, cakes and desserts, the practical use of weights and liquid measurements, and correct mixing methods when baking will also be covered.

**Practical Horse Care 1 EQNE104**

Practical Horse Care 1 will introduce students to various aspects of horse care and handling,

including: mucking out, clipping, trimming, horse clothing, methods of restraint, bedding materials, stable vices, and preparation for travel and loading. Students will also be instructed in the selection, care, repair and fitting of English and Western tack. Another segment of this course will see the student assigned the responsibility for the care of one of the school horses. The student will then be responsible for the care of this horse including trimming, grooming and any health treatment.

**Practical Horse Care 2 EQNE202**

Practical Horse Care 2 will deal with additional instruction and practice aimed at perfecting some of the skills acquired in Practical Horse Care 1 as well as introducing several new aspects of horse care such as trimming and shoeing procedures, preparing the horse for show riding and bandaging. Students will also continue with the care of a project horse as outlined in the earlier course.

**Product Development FOOD403**

This course is designed to introduce the student to the basics of "New Product Development", as applicable to the food industry. Emphasis will be on the practical aspects of developing new products and improving existing products by using various commercial food ingredients in product formulations or by changes in processing methodology.

The final experience will be the development and presentation of one new food product.

**Product Update 1 TRAV303**

Weekly presentations by selected travel industry professionals designed to provide students with current information on travel programs, services, packages and destinations.

**Product Update 2 TRAV404**

See course description for Product Update 1 (TRAV303).

**Program Scheduling 1 - Arena Mgmt. ARNA501**

The principles and techniques of scheduling, booking and arranging for the efficient use of the facilities involved in an arena operation will be examined. In addition, the fundamentals of publicity for arena attractions will be introduced.

It will also examine the aspects of the preparation and application of publicity material, the skills of

promotion of special events, and the fundamentals of effective relationships with the various publics.

**Purchasing for Hospitality Industry\*\* HOTL201**

The aim of this course is to help the students understand the purchasing function; learn various purchasing systems; and understand the laws, contracts, and warranties related to purchasing.

**Quality Control FOOD303**

This course will outline the responsibilities of a quality control department in a food company. Through classroom instruction and laboratory practice, the student will learn how to measure and evaluate the quality of food products.

**Racetrack Riding EQNE106**

This course will be in two sections. The first section will cover the basic skills of English equitation with the aim of developing a safe and effective rider. The second section covers the basics of good galloping techniques with stress being placed on maintaining pace control.

**Recreation for Specific Populations RECL402**

This course will emphasize the role of the Recreationist in working with groups and individuals who have special needs. A wide variety of special groups will be explored to obtain a better understanding of recreational requirements of different user groups. Classroom activities will focus on special guest speakers, group presentations, in-class discussions and workshops.

**Recreation Administration RECL401**

This is a basic introduction to organizational and administrative processes and techniques involved in recreation. The course will focus on administrative structure and organizational considerations; policy development; legal aspects and liability; contracts and insurance; the role of computers; and research.

**Recreation Facilities RECL201**

This course will introduce the student to the major recreation facility components found in a community. The process of planning, designing, constructing and operating outdoor/indoor facilities will be covered.



**Recreation Finance RECL303**

This course is designed to provide a basic introduction to the area of recreation finance. The techniques and processes involved in budgeting, accounting, purchasing, grantsmanship, and fund raising will be examined.

**Recreation Personnel Management RECL302**

An introduction to the leadership requirements of the recreation profession with special emphasis on personnel management. Current theory related to personnel management will be examined and leadership skills will be developed through experiential learning situations.

**Refrigeration & Ice Making 1 ARNA502**

The theory of refrigeration including an examination of the various systems in current use and of the problems and techniques involved in the operation and maintenance of ice making equipment will be explored. The student will receive the theoretical and practical grounding required to be examined for Ontario Department of Labour Certification. The techniques of ice making for various specific needs will also be studied.

**Rental Shop Operation SKI.100**

This course is designed to prepare students for an operation of a rental shop with focus on management of staff and physical resources. Students will study various shop floor designs, purchasing of equipment as well as basic principles of efficiency improvements. Salomon and Norvinca representatives will be lecturing on equipment design and purchasing as well as discussing proven marketing methods as they apply to rental shops located at ski areas.

**Research Techniques FOOD202**

Research Techniques is a continuation of Sensory Evaluation. Other forms of research which are effective in a profitable marketing program are studied: surveys, interviews, and questionnaires. The development of problem solving and report writing skills make this course very applicable to the needs of industry.

**Riding Skills 1 EQNE306**

Building on the skills acquired in English & Western Riding Skills 1 and 2, these courses will offer the opportunity to advance in the areas of Western and/or English Riding and/or Racetrack Ex-

ercise Riding. Students will develop their riding skills in order to be a more effective stable manager.

**Riding Skills 2 EQNE408**

Refer to course description of Riding Skills 1 (EQNE306).

**Risk Management & Ski Patrol SKI.204**

In recent years many ski areas have found themselves in an unenviable situation having to defend themselves against litigations arising from liability cases. This course is designed to create an awareness of the means future managers have at their disposal to decrease liability risk situations. The material will give the student a broad overview of risk management practices including a list of services offered by the Canadian Ski Patrol System.

**Sanitation Safety and Equipment - Advanced CAPR200**

Refer to course description of Safety and Equipment - Basic (CAPR100).

**Sanitation Safety and Equipment - Basic CAPR100**

This course in the Cook (Cuisine) Apprentice Program is the study of harmful bacterial development within the food service kitchen due to poor hygienic practices - learning basic knowledge on effective sanitation practices for the food service industry in line with the Canadian Sanitation code. Another area covered is that of equipment knowledge, safety systems - including fire and fire safety - and basic first aid. The above areas are important since the food service operator should strive for an "injury free" workplace.

**Sensory Evaluation FOOD101**

Sensory Evaluation is an introduction to the techniques used to determine the acceptability of food products in the market place. The main areas of study are sensory evaluation techniques and development of the student's sensory skills.

**Showing & Judging 1\* EQNE302**

This course will teach the student the principles of conformation assessment as they relate to different breeds of horses, the rules and regulations of judging hunters, jumpers, equitation, dressage and 3-day eventing, and the preparation of horses for shows and sales. The student will

also learn to run a horse show, design and construct courses, and will gain experience working at a major horse show (The Royal Agricultural Winter Fair) in administration, sales, or an equine related field in their area of interest.

**Showing & Judging 2 EQNE404**

This course will continue with specific breed type conformation and the rules relating to their judging. Students will also discuss the preparation of horses and riders for shows, purchasing and selling horses, and the "how tos" of judging.

**Ski Area Electrical Systems SKI.208**

Ski areas are big users of electrical energy. Lifts, snowmaking and night lighting all use high voltage. It is imperative for any outdoor employee to have some knowledge of fundamentals of electricity. Material will cover direct and alternating current generators, transmission of electrical power, switching gear, various types of electric motors and gauges. Emphasis will be placed on energy conservation and safety.

**Ski Area Field Research SKI.205**

Students will visit several ski areas and resorts in Southern Ontario. These visits will provide an opportunity to examine all three types of ski centres and their facilities. Students can discuss inside and outside departments with their managers. Lift and snowmaking equipment will be looked at, at this time to enhance students theoretical knowledge.

**Ski Area Layout & Design 1 SKI.181**

Topics covered in this course will provide the student with the basic design principles and planning factors as they relate to a development of major year-round facility or an urban centre. Such topics are discussed as balancing all facilities, calculation of uphill and downhill capacities, environmental restrictions, government legislation determining the extent and limitations of development.

**Ski School Oper. & Resort Mkt. SKI.203**

Ski School Operation & Resort Marketing  
The content of this course is designed to provide students with fundamentals of ski school operation and administration. The course will also examine and allow

students to perform various tasks associated with public relations, advertising, marketing and communication aspects of effective Resort and Ski Area Operations. Students will explore both basic principles and creative approaches to market research, market strategy, budgeting and effective advertising.

**Snowmaking & Hillgrooming SKI.202**

The students will be exposed to principles of snowmaking, snowmaking equipment and Plants, and snowmaking equipment operation. The course will introduce snowmaking operations planning as well as monitoring of equipment. In the latter part hillgrooming equipment and its uses will be discussed. Students will also learn about snow preparation, control and various snow retention devices.

**Structure and Finance - Arena Mgmt. ARNA500**

Topics covered in this course are an examination of legislation affecting the construction and operation of arenas; the organization and function of Boards and Committees and the responsibilities of staff in the various structures.

A study of procedures and practices involved in the organization and operation of the business office with emphasis on budget, budget control, financial statements, costing, purchasing, etc. will be examined.

The techniques involved in ticket sales, promotions, season tickets, etc., and the various types of legal contracts involved in the operation of arenas will also be studied.

An analysis of the problems involved in dealing with large crowds - parking, fire regulations, emergency procedures, crowd movement, etc.

And an in-depth study of the various types of insurance necessary in the operation of an arena, the implications of public liability and other legal concerns in the arena industry are discussed.

**Supervisory Techniques FOOD401**

Graduates of the Food Technician Program can reasonably expect to be offered supervisory positions during their careers. This course examines the theory and practice of effective supervision. The human relations skills necessary for supervisors, the nature of organizations, and the technical aspects of supervision are central



to the course. Labour and human rights legislation affecting the workplace in Ontario are also studied. To the extent possible — through case histories, role playing, etc. — this is a practice-oriented course.

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**Teaching Skills\*** EQNE407

Students will gain teaching experience by actively observing Teaching Masters in both arena and stable situations. Additionally, they will act as assistant instructors for a ten week evening course. Students will also have an intensive two-week in-house Field Placement in which they will teach both one another and other students.

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**Theory & Demo Food Preparation - Advanced**

CAPR202

This course is an ongoing theory, demonstration, and development program totally in line with the topics within the "Food Preparation Practical Classes". Students will learn the theory background for advanced culinary preparations of soups, sauces, hors-d'oeuvre, fish, seafood, meat, game, garde mange, and patisserie work.

Emphasis will be put on cost control, quality, and standards of food. Traditional and contemporary food styling aspects will be an important unit of food demonstrations development.

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**Theory & Demo Food Preparation - Basic** CAPR102

The course provides a detailed study of basic theory of food preparations which is based on the art of French Cuisine. Students will learn applications of the basic theory of cooking for menu planning, organizing of *mis en place*, production techniques, and garnishing methods when serving food. Areas to be covered include: culinary basics, short-order items, non-alcoholic, farinaceous products, soups and sauces, larder, vegetables and potatoes, seafood and fish, poultry, meat and offal, elementary baking.

The emphasis is upon cost control, quality and standards of prepared foods, also upon group work, methods, production, disci-

pline, safety, food sanitation, personal hygiene, and culinary perfections.

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**Theory of Coaching, Level 1**

EQNE400

The Ontario Coaching Development Program provides coaches with formal training in the science and art of coaching to improve leadership skills and upgrade coaching knowledge. This program awards accredited certification to successful participants. Topics include the role of the coach, leadership and communication, sport psychology, motor learning and motivation, growth and development, biomechanics, exercise physiology, sports medicine, and principles of athletic conditioning.

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**Theory of Wines, Spirits & Beer\***

HOTL103

A study of wines from France, Italy, Germany, Spain, Portugal, U.S.A., Canada and other major wine countries as well as the laws governing these productions. "Wine and Food" and the Service of Wine. This course also provides a study of the production of the various alcoholic beverages and its uses.

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**Thoroughbred Racing Industry\***

EQNE201

thoroughbred Racing Industry involves a study of the many administrative and technical aspects of thoroughbred racing. Students will gain a comprehensive picture of backstretch activities, conditioning methods, the administration and control of racing, government involvement in the industry, thoroughbred history and horse selection principles. As a part of this course students will be involved in a two-week Field Placement at a thoroughbred racetrack.

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**Work Experience** ARNA600

A course involving regular placement in an approved arena, where the student will have the opportunity to apply the theory to practice under the guidance of competent, certified practitioners. This placement will involve a wide range of skills and practices, so that the graduate may emerge with a working knowledge of all phases of the operation of an arena.



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## Human Studies Programs

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### **Please Note**

The following Human Studies programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## Communications Courses

Business, industry and the professions require people who can communicate effectively. To graduate from most two or three year post-secondary programs, you must obtain credits in the following three courses: Language Skills, Communications 1 and Communications 2. Students in shorter programs will have their Communications requirements designated on a divisional basis.

The Language Skills course is a special service provided free of charge to full-time students who have basic writing difficulties. Classes are small and teachers have specialized skills in the area of developmental writing.

The Communications 1 course is designed to make you aware of the importance of effective expression in life and the workplace. You will develop basic research and writing techniques and be required to write clear, simple, expository prose. You will move towards the goal of achieving a concise, concrete and logical style. You will learn to use the library efficiently. Working from a detailed outline, you will be required to set up a documented essay with footnotes and a bibliography. Many of the writing assignments will be on vocationally relevant topics.

The Communications 2 course builds on and reinforces language skills developed in Communications 1 and concentrates on formal writing patterns and critical discussion. Analysis, interpretation, and criticism are the central types of writing in the course. These forms will be practiced in a variety of writing assignments of both a general and a vocational nature. The course will emphasize the integration of reading, writing, speaking, and listening skills.

Humber has two facilities to help students who are weak in the basic skills of English and Math. One, the Language Development Centre, provides assistance to students needing extra help in English. They may drop in anytime for specific help on a problem, or they may come on a regular basis to work on a program we will design to meet their individual needs. In the other, the Math Development Centre, Basic Math courses are offered for students whose pretests have shown their skills to be weak. Some individualized help is also offered on a drop in basis.

The Math Development Centre is in E345, and the Language Development Centre, in E344. We're open from 9 - 4:15 Monday - Thursday and from 9 - 3:20 on Friday.

## General Arts and Science

### North and Lakeshore Campuses

#### Certificate: 2 Semesters

#### Diploma: 4 Semesters

The General Arts and Science Program offers the following profiles for students committed to post secondary education.

#### 1. University Preparation Profile

This stream is designed for those students who wish to improve their chances to qualify for university programs or who wish to gain advanced standing for certain university courses. Students applying to this profile must demonstrate a mastery of both language and reading skills. Students who do not qualify for this stream will be eligible for other General Arts and Science profiles according to the general admission requirements.

#### 2. Regular Profile

You may be interested in this profile for one of the following reasons.

a) **You have not yet made a definite career choice.**

General Arts and Science has course options such as career planning which will help you make career decisions. As well, in some cases it is possible to "try out" one or more program courses while you are enrolled in G.A.S.

b) **You want to enter a Humber Career Program at a future date.**

If you don't yet qualify for entry into a specific program or the program is already full, General Arts and Science will help you build basic learning skills while you earn general education and communica-

tions credits. These credits count towards most career diplomas. Specific programs include: Design Foundation, Theatre Preparatory, Music Preparatory, Health Preparatory, and Introduction to Human Services.

c) **You want to improve your basic academic skills.**

Do you need to improve your basic academic skills? G.A.S. courses are specifically designed to build on and improve your writing, reading, and mathematics skills. As a result, when you enter your career program you should do even better.

#### Admission Requirements

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

#### Admission to Preparatory Programs:

- General Arts offers preparatory programs designed to help students meet the admission requirements of Health Science programs, Music, Theatre Arts, Human Services and Design Foundation programs.

- the student must meet the general admission requirements of the General Arts and Science program. For further information, please refer to the Index for: Theatre Preparatory (Applied and Creative Arts), Design Foundation (Applied and Creative Arts), Music Preparatory (Applied and Creative Arts), Health Preparatory (Health Sciences) and Introduction to Human Services (Lakeshore).



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## Curriculum

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Semester 1	Credits
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Curriculum varies with student interests and needs as determined by placement tests but focuses on Language Arts and Liberal Arts.

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Semester 2	Credits
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Communications - plus general education courses such as Sociology, Literature, Psychology, and Canadian Studies.\*

Questions? Want help or information? Call the G.A.S. Program Coordinator at 675-3111 ext. 4606 North Campus or 252-5571, ext. 3216 Lakeshore Campus.

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## General Education

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Like most post-secondary students you will be required to complete General Education courses before graduating. General Education classes are composed of students from a variety of different programs. These courses are designed to broaden your understanding of your social, cultural, political, and economic environments.

General Education courses are drawn largely from the areas of Social Sciences, Humanities, and Literature. Examples of courses include Psy-

chology, Philosophy, Sociology, Canadian Literature, Film Study, and Politics. Between six and ten courses are generally offered in each timetable module. You will need to obtain your timetable or contact your Program Coordinator to determine which specific courses are available in your timetable module. Course descriptions of all the General Education offerings are described at the end of the Human Studies section in this Calendar.

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## Language and Mathematics Development Centres

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Humber has established facilities at four campuses to help students who are weak in the basic skills of English and Mathematics.

### Lakeshore Campus

The Lakeshore Campus houses two Communications Labs that offer assistance to post-secondary and Academic Upgrading students needing extra help in English.

The lab servicing post-secondary students is located in Room B204 and is open during normal day-time operations - Monday to Friday.

### North Campus

The North Campus has two facilities to help students who are weak in the basic skills of English and Math.

The Language Development Centre provides assistance to students needing extra help in English. They may drop in any time for specific help on a problem or they may come on a regular basis to

work on a program we will design to meet their individual needs.

The Math Development Centre offers Basic Math courses for students whose pretests have shown their skills to be weak. There is also some individualized help offered on a drop-in basis.

The Math Development Centre is located in Room E345, and the Language Development Centre is located in Room E344. They are open from 9:00 - 4:15 p.m. Monday to Thursday, and Friday from 9:00 - 3:20 p.m.

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## Languages

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### French Programming — Cours en français

Committed to meeting the needs of an ever-growing population of French-speaking students, Humber offers courses in French. In this way, graduates of high school immersion programs can main-

tain and improve their level of proficiency in the French language.

Plus vous serez nombreux, plus nous pourrions vous offrir de cours en français. Communiquez avec Raymond Doucet pour plus de détails 675-5006.

Nous offrons déjà un programme: la Bureautique.



# Course Descriptions

## A Question of Morality

**HUMA019**

The purpose of this course is to explore the problems involved in making moral and ethical decisions. The basic theoretical principles will be applied to important moral issues and we will study the role of schools in teaching morality.

## Aesthetics

**HUMA100**

The lectures will cover the basic philosophies of art and relate these by way of example to the history of art, architecture and design. Contemporary concerns will be covered by the students who will write two short papers on any of the topics outlined in the suggested readings.

## Anthropology - An Introduction

**SOCI003**

Anthropology - the study of man - recognizes that man has devised many ways of coping with life whether in the jungles of the Amazon, the ice of the Arctic, or the penthouses of Toronto. No "one way" of solving our constant concerns about self, others, and how we relate to our environment is appropriate for all cultures. By investigating man in his teepees, mud huts, and suburban bungalows we see how different people answer such questions as: is man innately aggressive; why do we have religion; is psychiatry really magic and witchcraft?

## Applied Psychology

**PSYC103**

This course will provide students in the Law Enforcement & Security Program with the specific knowledge from the field of scientific psychology that applies most directly to law enforcement. Special emphasis will be placed on psychological knowledge and skills necessary for effective interaction with those clients who have been identified as psychologically abnormal. Students taking this course will have already successfully completed a course in Introductory Psychology as a prerequisite.

## Canada and the Third World

**POLS010**

This course will introduce students to the study of the Third

World and Canada's involvement with these countries. The international structures of trade, investments, foreign-aid, and financial institutions, among other things, will be examined closely. It will explore the ties that bind the developing countries to Canada and the West, and the domestic factors which militate against economic growth.

## Canada in the Twentieth Century

**HIST010**

In 1900 Wilfred Laurier said "The Twentieth Century will belong to Canada as the Nineteenth belonged to the United States". Probably Laurier overstated the case but in 1900 Canada looked forward optimistically to growth and prosperity in the Twentieth Century. This course will show how Canadians participated in two world wars and a Cold War, how they were hit by the "Dirty Thirties" and how they have reacted to the Nuclear Age. Since life, including national life, is not all struggle, the prosperous years and Canada's rapidly changing population and customs after 1945 will receive special attention.

## Canada's Native People

**SOCI014**

The purpose of this course is to review the history of the relationship between native Canadians and the Government, and to examine what changes are occurring and likely to occur with respect to the relationships between native Canadians and the rest of Canadian society.

## Canadians: A New Look at the Canadian People

**HUMA018**

This course takes a new and original approach to Canadian studies. Taken from a "people's" perspective, it has been designed specifically to inform you, as a Canadian and a community college student, of what you need to know about your society to survive and prosper in Canada.

## Children's Literature

**ENGL012**

The student who is interested in children and what they read, or have read to them, will gain a detailed understanding of the multifaceted world of children's litera-

ture. Books which appeal to early childhood, the primary school child, and the young adolescent will be discussed. Specific emphasis will be placed on how to select and use books practically and creatively with children.

## Communications 200

**COMM200**

Communications 200 is designed to help students develop their writing skills. Basic research, writing techniques, and ways to improve comprehension are included.

## Communications 300

**COMM300**

Communications 300 will build on and reinforce writing skills developed in Communications 200 and concentrate on applying these skills to vocational writing assignments. Students will practice presenting their ideas clearly, precisely, and effectively in writing and in speaking. This course will emphasize the integration of writing, speaking, reading, and critical thinking.

## Computers and Society

**SOCI015**

This introductory course examines the uses, both real and projected, of computers and their influences on society. There will be a brief overview, during the first few meetings of the course, of basic computer concepts including hardware, programs, and languages; however, the major focus on the course is on the sociological implications of the use of computers in such fields as education, business, transportation, communications medicine, and the home.

## Contemporary Art in Canada

**HUMA010**

This course introduces students to contemporary Canadian art and artists and examines both sources of information and methods used to create works of art. A wide range of representational, abstract, and conceptual works are examined. This course is based, in part, on the "VISIONS" series from TV Ontario.

## Conversational French 1

**FREN001**

The French courses encourage active participation by the student. Aided by textbooks, and special pronunciation tapes, students learn French as used in everyday situations. In French 1, the student acquires basic vocabulary and grammatical skills. It is a course designed for students with no background in French.

## Conversational French 2

**FREN002**

French 2 develops the fundamentals to more complex structures such as expanded questions and answers in past and future tenses.

## Crime and Punishment in Literature

**ENGL017**

Through specific examples of myth and fiction, we will study individuals and groups that seem to have defied the laws of society. We will see some very unusual crimes and some equally unusual punishment.

## Developmental Psychology

**PSYC002**

In this course, you will trace human development from conception to death. You will study the physical and the psychological growth of human beings throughout life. Included will be: the interaction of heredity and environment, the brain and its relation to behaviour, age group characteristics and physiological and psychological problems that appear from early childhood through the aging process.

## Deviant Behaviour

**SOCI016**

Various kinds of behaviours in our society have traditionally been classified as "deviant", "wrong", or "immoral". We will examine examples of deviance in many areas and examine why these acts are seen as threatening to society. The questions "what is normal", "what is natural" will be explored in our attempt to understand "normalcy" and "deviance".

## Effective Reading

**LANG010**

Effective Reading is a course designed for the college student who possesses average reading skills but who realizes that proficiency in reading is essential for success both in college study and in career work after graduation.

## Effective Speaking

**LANG011**

Effective oral communication is one mode by which first impressions are created. This course attempts to help students perfect these skills so they can perform efficiently in both vocational and social situations.

## Experience of Human Love

**ENGL023**

Everyone who is or has been part of a human couple knows that such a relationship is the source of some of life's most sublime joys and satisfactions - and also some of life's most poignant heartbreaks. Why is that?



### Exploring Human Sexuality SOC1017

This course has been designed to encourage the open discussion of human sexuality in a safe, non-threatening environment which will facilitate participation in the free exchange of ideas. Students will be encouraged to share their ideas and thoughts about issues of relevance to the class.

### Famous Musicians HUMA011

This course focuses on the life, time, and style of some of the major figures of 18th, 19th, and 20th century music. The musicians covered include a mixture of classical composers, jazz musicians, and popular rock musicians.

### Fantasy and the Subconscious ENGL014

This is a course for those who are not afraid to delve beneath the surface of things to seek out the profound meanings of life. Through reading and discussion, the student will discover how existence is shaped by myths, fantasies, memories, dreams, metaphors, and symbols.

### Film Study HUMA013

This course is an introduction to the art and history of film. We will examine film as a 20th Century medium which reflects and perhaps influences the experiences of modern man. Works of established film makers will be used to provide concrete examples which will lead to a discussion of the structure, grammar, aesthetics, history, and social significance of film.

### Films and the Arts in Canada HUMA012

Canadians are unique. We have our own history and tradition, literature, art, film, and lore. Through the literature and film of Canada, you will study, discuss, and learn these aspects of Canada.

### History of Western Canada HIST011

Western Canada, comprising the two regions of B.C. and the Prairies, has always been an area of extreme. Whenever a boom raises the economy for a few years, a deep slump and high unemployment follows almost inevitably. Changes like these have fueled anger, dismay, alienation, and political protest ever since the regions were settled. In this course, the geographic, economic, and historic reasons why the West continues to be significantly different from Ontario will be explored.

### Human Relations SOC1004

Most living requires interaction with people - at work, socially, and personally. This course gives you the opportunity to learn more about such interactions. The student will be guided, together with others in the class, into seeing how your behaviour affects others, and how the behaviour of others affects you.

### Human Resources Develop. for Law Enf. SOC101

The role of the contemporary law enforcement officer in today's society is an extremely complex one. The police officer, to be successful in his/her tasks must be flexible in his/her behaviour in dealing with varied situations. The public has many expectations which are placed upon police officers. This can create stress for the officers in trying to fulfill expectations of the public. In this course, we will examine the multi-faceted role of the police officer, and what skills are necessary to be effective on the job. The focus of this course will be the practical application of interpersonal communication skills which will benefit law enforcement personnel. The willingness of students in this course to participate in classroom activities, utilizing these skills, is an important part of the class process.

### Humour in Literature and Other Media ENGL015

This course will explore the world of laughter and the comic. Through a study of T.V., radio, film, recordings, critical works, and various literary selections, Humour in Literature and Other Media will examine the assorted philosophical and psychological explanations for laughter and theories of the comic.

### International Politics POLS011

This course focuses on a study of international politics. Important aspects of the world's political scene, including the triangular superpower relationship of the United States, the Soviet Union, and China will receive attention.

### Introductory Sociology SOC1002

Sociology is a science concerned with the structure of human organization and the sub-systems of human relationships. It looks for sources of human behaviour in an individual's social "history". It is this interaction with other people and the systems and institutions created and operated by people within a particular cul-

tural environment that plays a major part in shaping behaviour.

### Language Skills COMM100

Most students must complete Communications 1 and 2 as part of their program. On the basis of a pretest, students may be required to take Language Skills before Communications 1. The primary aim of this course is to help students improve their writing. Since reading and writing are interdependent skills, the course will also devote some time to reading as a source of information for writing. Assignments will often integrate practice in both reading and writing. This course will emphasize sentence structure but will introduce the entire writing process. With each assignment, students will be taught to choose and limit their topic and define audience and purpose for writing.

### Literature For the '80's ENGL016

The process of growing up in Canada encompasses several themes. Through a consideration of different Canadian writings you will study and discuss these themes i.e. man in conflict with himself, nature and his fellow-man, as well as regionalism as it is presented in the selection of writings.

### Logic HUMA021

This course will help the student to develop correct thinking patterns and to distinguish good arguments from bad ones. The main objectives of the course are to familiarize the student with the rules and standards of sound reasoning, without which meaningful communication is impossible.

### Macroeconomics ECON002

Macroeconomics is the study of Canadian production and spending, and how the government controls the economy to achieve certain basic goals which are in the interest of all Canadians. The purpose of this course is to enable the student to reason out and make sound judgements of those issues which s/he will face as an individual and a voter through the development and application of proven principles.

### Magazines as Literature ENGL018

Concentrating on the current international field of quality journalism, the course centres around the American and British elite, the best journalism available in all areas - politics, entertainment,

fashion, sports, and human interest. Other aspects of the press will be discussed: layout, design, and photography. The popular press (Time, Newsweek, etc.) and the role of specialty magazines will frequently form a basis for classroom discussion.

### Man and His Environment SCIE010

This introductory course, designed for non-science majors, explores many of the complex issues related to man and his environment. After reviewing the historical background, political, economic, and social implications will be integrated with scientific information in order to examine ecology, the natural world, and "pollution".

### Marriage and the Family SOC1010

The family, no matter how it is structured, is the most basic social institution in all societies. In most Western societies, including our own, very little attention is given to the training of young people in preparation for forming their own families. This course will focus on family formations, how they can cope with stresses such as marital discord, child raising, family finances, family disputes, separations, and divorces.

### Micro Economics ECON001

Microeconomics is the study of business, and the market system in which it operates, and how individuals operate and affect the market system. Microeconomics focuses on consumer demand, supply and prices, role of big business labour unions, and the economics of particular industries such as oil.

### Mind Game, The LANG012

This course will develop your ability to think: to isolate the extraneous and to focus on the information necessary to make a decision. It will teach you to spot fallacies in reasoning, to form your hypothesis and support it, and to straighten out your thinking process.

### Moral Conflicts in Modern Society PHIL011

This course, based on the O.E.C.A. series "The Moral Question", will examine some of the perpetual problems and conflicts that trouble modern man: abortion, capital punishment, censorship, sexual permissiveness, euthanasia and war.



**Multiculturalism: Faces of Toronto** SOC1013

Canada has chosen to encourage and support the development of the culture mosaic. The government has said, "A policy of multiculturalism must be a policy for all Canadians." But is this policy accepted and supported by Canadians? The course will study those factors which have a bearing on multiculturalism in Canada today.

**Music of Man** HUMA014

This course is designed for the student who has an interest in the art of music, but has little or no prior training or experience in music. Basic terminology, the role of the composer and performer, and various styles of music will be discussed.

**Myth and Mysticism** ENGL020

This course is a dark journey into the soul and an exploration of the adult never-never worlds of the imagination, the subconscious and the supernatural; it is a probe into the "underworld" of our unconscious. The symbols of myth and magic, religion and superstition will be explored, utilizing legends from ancient times to the literature of the modern day.

**Nature of Ontario** GEOG010

This course is designed to give the student a working knowledge of the nature of Ontario; nature as in the character of the province and nature as a study of the workings of the physical environment of the province. To facilitate this study, the province will be examined as a set of interacting systems, of which man is an integral part.

**Novel and the Film, The** HUMA016

This course examines contemporary novels and the films based on those novels in order to discern how recent writers and film makers view our world. An analysis and comparison of these works should serve as a basis for understanding various psychological, sociological, and philosophical perspectives on today's world.

**People as Consumers: Getting the Most for Your Money** ECON010

The purpose of this course is to examine the role of the consumer in the traditional buyer-seller-market relationship. It does so by drawing and integrating concepts from economics, psychology, and sociology. This course will focus on the relative power and position of the consumer.

**Personal Finance** ECON011

This course deals with the basics of personal financial planning in the Canadian context. The myth that you have to have a lot of money before you worry about what you do with money is passe. From basic budgeting to commodity investments, this course covers it all.

**Philosophy of God & Man** PHIL012

In this course we will study what the greatest thinkers of West and East had to say about the nature and meaning of man (Philosophy of Man), how man relates to man (Ethics and Politics), and how man relates to God both through reason and life experience alone (Metaphysics), and through religion.

**Philosophy: An Introduction** PHIL001

This course will review what the greatest thinkers of East and West have to say on the basic topics of philosophy. We will cover God, man, religion, ethics, politics, logical thinking and truth, and the unknown universe, through lectures, seminars, discussions, films, and guest lectures.

**Physical Geography** GEOG011

This course is a study of the geography of the physical world and of the earth as the interaction of systems. Specific topics include the earth-sun system, climate and weather, the water cycle, earth plates and earthquakes, rocks and soils, the physical and biological systems, and the science of ecology.

**Political Science for Public Relations** POLS102

Refer to course description of Political Science for Radio Broadcasting (POLS103).

**Political Science for Radio Broadcasting** POLS103

To introduce the student to the broad and complex subject of contemporary government and politics of the province of Ontario in a way that will: 1) provide a better understanding of political behaviour and institutions; 2) serve as a foundation for possible future studies in political science; and 3) provide to students, standards for critical evaluation of the decision-making process in future roles.

**Political Science 1 for Journalism** POLS100

Refer to course description of Political Science for Radio Broadcasting (POLS103).

**Political Science 2 for Journalism** POLS101

To provide insight and information on the growth and development of national political parties in Canada. As we have evolved into a multi-party political system, it is useful to trace through the historical patterns of parties in Canada. The course will also focus on the men and women as well as the issues at the center of the political system.

**Population and Social Change** SOCI018

This course provides students the opportunity to study the problems associated with world overpopulation. Topics such as the problem of food scarcity and world hunger, fertility control, social change, job security and technology, aging, immigration, and world stability will be studied.

**Psychology - Abnormal** PSYC004

Through the use of lectures, and audio-visual materials, this course will focus on a number of psychological perspectives. Then, through the use of the case method, a variety of abnormal conditions including schizophrenia, manic-depressive psychosis, sexual deviations, psychosomatic reactions, and situational disorders will be examined. Since this course does not have as one of its aims the preparation of therapists, treatment methods will be given limited attention.

**Psychology - An Introduction** PSYC001

The purpose of this course is to introduce you to some basic principles of human behaviour and, through discussion, to relate these principles to our own experiences, thereby gaining a better understanding of ourselves and others.

**Psychology - Social** PSYC003

Social psychology concerns itself with the social nature of the human person; those social influences that have affected and continue to affect our behaviour. We will examine the media - our music, television, and movies. What are their effects on our sex role identity? How do they affect our predispositions toward violence and aggression? The psychology of bystander apathy, blind obedience to authority and strength are examined. Other topics include humour, leadership, stress, non-verbal communication and self-esteem.

**Racial and Ethnic Group Relations** SOCI100

This course has been specifically designed for students intending to enter occupations which have a significant amount of interaction with persons from differing backgrounds which usually place them in a minority group status. It is believed by many social scientists, government leaders, and law enforcement officials that a knowledge of the cultural differences of people and a grasp of the nature of prejudice and discrimination is essential if we are to ward off confrontations and decrease racially-based hostilities.

**Religions of the World** PHIL013

This course will familiarize students with some of the major religions which exert a great influence upon mankind and make them aware of the thought-patterns and significance of the phenomena of religion. The course consists of two parts: (1) A study of basic tenets, beliefs, practices, philosophies and histories of major religions. (2) A critical analysis of general questions relating to religion, such as: existence of God, problem of evil, after-life, religious experience, religion vs. science and philosophy, etc.

**Science Fiction - It's Your Future** ENGL021

When Mary Shelley wrote Frankenstein in 1817, it was inconceivable that man would ever be able to reproduce himself artificially. Today, scientists have made into fact what was only science fiction in Mary Shelley's era. Now that cloning, organ transplantation, test-tube babies, and robotics have arrived, more and more people are discovering that science fiction has a valuable role to play in shaping an awareness of the benefits and dangers of technological change.

**Short Story, The** ENGL024

The aims of this course are to read, talk, and write about short fiction, i.e. stories which can usually be read, understood, and appreciated in one sitting. Each story will be dealt with as something which illuminates our own lives as much as presenting the published thoughts of a writer.

**Sport and Society** SOCI019

This course examines sport from a sociological perspective. It analyses human behaviour within the context of the institutions of sport, including the areas of competition and socialization. The is-



sue of upward social mobility through sports and the influence of business and politics on sport will be studied as well as coaching, the role of minorities, and women in sport.

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**Tales of Terror ENGL022**

Tales of Terror explores the development of horror literature throughout the ages. From the 18th century Gothic works like *The Castle of Otranto*, through the Victorian world of *Dracula*, to modern masters of fright like Stephen King, you will discover how writers evoke fear for your dreadful delight in the novel, short stories, and poetry, and see how the Gothic themes have influenced modern horror films.

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**Technological Change & Society SOCI011**

The purpose of this course is to help students understand and critically assess the impact of technological change. Emphasis will be placed on the economic and social consequences of new technologies and their effect on society as a whole over the next decade.

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**The Canadian Experience ENGL011**

This course is designed to help you understand how and why people create myths and legends and see how they apply to us today. Class discussions and presentations include comparisons drawn from the Eskimo, the English, the French and the Indian.

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**The Great Thinkers PHIL014**

This course will introduce the students to the major makers of Western thought with some references to their Eastern counterparts. The students will be given a guideline, a chart of the great thinkers, and a bird's-eye view of their major ideas.

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**The Japaning of Canada POLS013**

No country, aside from the U.S.A., is so strongly influencing the Canadian economic and political scene as is the rising power and presence of Japan. This course will examine effects on such fields as: technology, trade, labour/management relations, worker productivity, education, and government policies.

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**Understanding Movies-Critical Approach HUMA017**

Understanding Movies is a course designed to increase film appreciation. Visual techniques of film involving photography, light-

ing, editing, etc. will be discussed and the class will view films which illustrate these techniques. A discussion of the basic problems that face all film-makers in telling a story in visual terms will be an essential element of the course.

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**Unions, Employers and Society POLS014**

The purpose of this course is to introduce students to the Canadian union movement. Students will study the history and development of unions in Canada and explore the social, political, and economic conditions that contributed to their growth.

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**Values and Choices SOCI021**

Students will become more acquainted with their own sense of values — the things in life they wouldn't want to live without. The class will also explore what other well-known individuals and societies have valued and what results these beliefs have had on their lifestyles and opportunities. Interpersonal skills and power of observation will be developed during discussions of responses to various art forms (painting, popular song, film and poetry) encountered.

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**Ways of Shaping Our World PHIL015**

This course explores our responsibility in shaping the future of our technological world. The consideration will be divided into three parts: 1) Ways of Shaping the World; 2) Moral Rules for Acting in Our World; 3) Shaping Our World: applications of parts 1 and 2 — to some specific problems in our world.

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**Why Nations Go To War POLS016**

In this course you will learn about the political causes of war, the utility and role of war, and generally about the prospects for peace in the nuclear age. World and regional wars will be covered, as well as nuclear technology and its military and civilian applications, nuclear weapons arsenals of the major powers, and disarmament and arms limitation/reduction measures.

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**Writing Skills for Health Sciences LANG101**

Communications is designed to help develop writing and speaking skills which become an invaluable asset in meeting the requirements of the College and the Health Science field. You will master basic research and writing techniques. You will also learn effective

speaking techniques which will give you the confidence to handle the essential tasks required by your job.

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**20th Century History HIST100**

History courses play an important role as background for students in understanding contempo-

rary issues. To understand Canada today, one must understand how it came to be. Only with such understanding can there be direct interest and practical involvement in the political life of our nation. The study of history will provide the student with an integrated view of his/her society and its development.



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## Lakeshore Campus Programs

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### Please Note

The following Lakeshore Campus programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## Lakeshore Campus

Humber's Lakeshore Campus is located in a park-like setting on the shores of Lake Ontario in the south-east corner of the City of Etobicoke.

The Lakeshore Campus is small. But, with an enrolment of approximately 1500 students, it offers the kind of atmosphere where friendships flourish. A sense of pride, dedicated staff and faculty, and currency in curriculum and technology are the hallmarks of the Campus.

Services include student and program associations, a housing office to help with accommodation needs, a large cafeteria where snacks and meals are served at a reasonable cost, counselling, placement to assist with the job search process, a learning resource centre, a gymnasium, and a weight training room.

The student population is varied. They come from all parts of the Province and bring with them energy, en-

thusiasm, and anticipation. They are drawn to programs in the human services, communications, travel, and business.

In fact, rapid changes in technology and in the economy have challenged Humber to maintain and develop additional programming. For instance, a unique three-year Financial Administration Services program and a Microcomputer Management Diploma program have recently been developed by the School of Business.

At the Lakeshore, students are given every opportunity to succeed. And, succeed they do. Hundreds of successful graduates attest to this fact. Each bears testament to the quality of education, to the active support and encouragement of faculty, and to the congeniality of student life at Humber's Lakeshore Campus.

John D. Liphardt  
Campus Dean

## Business Programs

### Accountancy Diploma\*

#### Lakeshore Campus

Students may choose either the Four Semester or Six Semester program starting in September

This program is designed to assist students in forming a base of studies so that they can assume the duties of an accountant in today's changing

economy. In addition to accounting procedures, the program offers training in data processing, marketing, tax and corporate law, and management studies.

#### Admission Requirements

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

#### Job Opportunities

The graduates of the Accounting Program find jobs in accounts payable, accounts receivable, cost accounting, inventory control, internal au-

diting, and payroll departments.

If you are seeking a professional designation, taking this program is a good way to start. Within two to three years of graduation it is possible for you to become a CGA (Certified General Accountant) or a CMA (Certified Management Accountant). These respective accounting associations will allow credits from this program towards their professional designations.

\*Please refer to the School of Business section of this Calendar on page 150 for detailed course descriptions.

#### Curriculum

##### 2/3 Year Accounting Diploma

Semester 1		Credits
ACCT111	Intro. to Accounting 1	4
HRMS101	Personnel	3
ISYS102	Intro. to P.C.	3
MKTG100	Marketing 1	4
ECON001	Micro Economics	3
COMM200	Communications 200	4

Semester 2		Credits
ACCT211	Intro. to Accounting 2	4
<i>Pre-Req:</i>	ACCT111 Intro. to Accounting 1	
BMAT200	Business Mathematics*	4
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
ECON002	Macroeconomics	3
GNED	General Education	3

Semester 3		Credits
ACCT341	Cost Accounting 1	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
ACCT332	Intermediate Accounting 1 A	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
LAWS101	Elements of Law	3
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
GNED	General Education	3



**Accountancy Diploma\* (cont'd.)**

Semester 4		Credits
ACCT441	Cost Accounting 2*	6
<i>Pre-Req:</i>	ACCT341 Cost Accounting 1	
ACCT432	Intermediate Accounting 1 B	4
<i>Pre-Req:</i>	ACCT332 Intermediate Accounting 1 A	
ACCT461	Introduction to Income Tax	4
<i>Pre-Req:</i>	ACCT332 or ACCT331	
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
ISYS237	Business Systems Analysis	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
GNED	General Education	3

\*Equivalent to 1 1/2 courses + Math Assessment Test students may graduate in the four semester program or continue on and graduate after completing the additional courses set out in semesters five (5) and six (6)

\*\*\*New Program Semesters 1 to 4 as shown. The courses offered in semesters five and six included more advanced accounting courses and also place an emphasis on Finance and Computer Applications. Successful graduates will receive additional credits towards receiving their professional designation as described on previous page.

Semester 5		Credits
ACCT531	Intermediate Accounting 2	6
<i>Pre-Req:</i>	ACCT332 Intermediate Accounting 1 A	
ACCT561	Income Tax 2	4
<i>Pre-Req:</i>	ACCT461 Introduction to Income Tax	
ISYS224	Personal Computer Applications	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
ACCT541	Financial Controllorship 1	4
<i>Pre-Req:</i>	ACCT531 Intermediate Accounting 2	
ACCT551	External Auditing	4
<i>Pre-Req:</i>	ACCT531 Intermediate Accounting 2	

Semester 6		Credits
ACCT651	Internal Auditing	4
<i>Pre-Req:</i>	ACCT551 External Auditing	
ACCT321	Computerized Accounting	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
ACCT641	Financial Controllorship 2	4
<i>Pre-Req:</i>	ACCT541 Financial Controllorship 1	
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
GNED	General Education	3

**Business Administration  
(Regular and Co-op Options\*)****Lakeshore Campus****Six Semesters Beginning  
September and February**

There are eligibility requirements for the co-op work terms. Students who do not qualify will have the option of continuing in the regular stream.

This diploma program provides students with practical skills and comprehensive knowledge of all basic business functions, such as: accounting, human resource management, marketing and computer usage.

Lakeshore Campus  
Options:  
Regular  
Microsystems Management  
Co-op

**Admission  
Requirements**

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

This program has a co-op option at the Lakeshore Campus only. Students should apply to the regular or co-op op-

tion. Minimum academic standards will be set for all students to qualify for all co-op semesters. Please contact the College for further details. Please note that co-op fees will apply to all co-op semesters. (At the time of printing the placement of work terms had not been determined.)

Students who do not meet the minimum requirements for co-op terms will be able to continue in the regular stream of the program.

**Co-op Admission  
Requirements**

- same as regular stream plus:
- grade 12 English and mathematics (general level) mid term evaluations may be used in selecting candidates for the co-op option

**Job Opportunities**

Three-year Business Administration graduates are well received by the business community. Graduates normally accept employment in entry-level positions in general management, accounting, finance, computer-related environments, sales in industry, and retail sales, as well as junior positions in advertising and marketing.

\*Please refer to the School of Business section of this Calendar on page 150 for detailed course descriptions.

**Curriculum****Regular Profile**

Semester 1		Credits
ACCT111	Intro. to Accounting 1	4
MKTG100	Marketing 1	4
ISYS102	Intro. to P.C.	3
BMAT200	Business Mathematics*	4
COMM200	Communications 200	4
GNED	General Education	3



**Business Administration (Regular and Co-op Options\*) (cont'd.)**

Semester 2		Credits
ACCT211	Intro. to Accounting 2	4
<i>Pre-Req:</i>	ACCT111 Intro. to Accounting 1	
MKTG200	Marketing 2	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
HRMS101	Personnel	3
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
	Info Systems	4
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEB	General Education	3
Semester 3		Credits
ECON001	Micro Economics	3
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
ISYS236	Elements of Systems	4
<i>Pre-Req:</i>	ISYS101 Elements of Information Systems	
LAWS101	Elements of Law	3
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
GNEB	General Education	3
Semester 4		Credits
ECON002	Macroeconomics	3
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
ACCT315	Managerial Accounting	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
ISYS237	Business Systems Analysis	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
	Business Elective	4
GNEB	General Education	3
Semester 5		Credits
HRMS312	Business Policy 1	4
MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*, BSTA300 Business Statistics	
ECON105	Money, Banking & Finance	4
<i>Pre-Req:</i>	ECON002 Macroeconomics	
	PC Applications	4
	Business Elective	4

Semester 6		Credits
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting, BSTA500 Quantitative Analysis 2, ACCT200, ACCT205	
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	HRMS302 Business Policy 1, ACCT315 Managerial Accounting	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	
ECON102	International Economics	4
<i>Pre-Req:</i>	ECON002 Macroeconomics	

\*A minimum grade of 60% is required in all courses in order to graduate.

**Micro Profile**

Semester 1		Credits
ACCT111	Intro. to Accounting 1	4
MKTG100	Marketing 1	4
ISYS102	Intro. to P.C.	3
BMAT200	Business Mathematics*	4
COMM200	Communications 200	4
GNEB	General Education	3
Semester 2		Credits
ACCT211	Intro. to Accounting 2	4
<i>Pre-Req:</i>	ACCT111 Intro. to Accounting 1	
MKTG200	Marketing 2	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
HRMS101	Personnel	3
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEB	General Education	3
Semester 3		Credits
ECON001	Micro Economics	3
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
ISYS160	Programming 1, Micro	4
<i>Pre-Req:</i>	Co-Req: ISYS101 Elements of Information Systems	
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
LAWS101	Elements of Law	3
GNEB	General Education	3



**Business Administration (Regular and Co-op Options\*) (cont'd.)**

Semester 4		Credits
ECON002	Macroeconomics	3
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
ACCT315	Managerial Accounting	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
ISYS260	Comparative Languages 1	4
<i>Pre-Req:</i>	ISYS160 Programming 1, Micro	
ISYS262	Data Base Management Systems 1	4
<i>Pre-Req:</i>	ISYS160 Programming 1, Micro	
GNEB	General Education	3
Semester 5		Credits
HRMS312	Business Policy 1	4
MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*, BSTA300 Business Statistics	
ISYS362	Data Base Management 2	4
<i>Pre-Req:</i>	ISYS262 Data Base Management Systems 1, ISYS260 Comparative Languages 1	
	Hardware/Software Systems	4
ISYS263	Micro Systems Analysis 1	4
<i>Pre-Req:</i>	ISYS160 Programming 1, Micro	
Semester 6		Credits
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting, BSTA500 Quantitative Analysis 2, ACCT200, ACCT205	
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	HRMS302 Business Policy 1, ACCT315 Managerial Accounting	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	
	PC Applications	4

\*A minimum grade of 60% is required in all courses in order to graduate.

## Executive Assistant Program - Post Diploma (Pending Ministry Approval)

### Lakeshore Campus

#### Two semesters (plus work study)

In response to an increasing demand on the part of business for professional executive assistants, a new one-year full-time program has been developed. This specialized program will be available to university graduates, college graduates, and mature students who have a minimum of five years' business experience.

The course will prepare the student to become an integral part of the management team. The student will acquire hands-on experience in computer technology as it applies

to business using the latest and most popular software packages. Accounting, management, marketing, and administrative skills will be taught, with the emphasis on developing decision-making and problem-solving skills.

The mode of delivery is unique to the college system since rather than using traditional in-college teaching methods, Humber will be utilizing specialized seminar processes, team-teaching, and business simulations. A mentor system, incorporating executives presently working in industry, will assist the student to gain a realistic understanding of business needs today.

### Curriculum

Semester 1 (Proposed Curriculum)	Credits
Marketing Seminar 1	
Human Resources Seminar 1	
Accounting Seminar 1	
Computer Applications Seminar 1	
Computer Technology 1	
Semester 2 (Proposed Curriculum)	Credits
Computer Applications	
Administrative Simulations	
Data Communication Simulations	
Managerial Analyses	
Marketing Seminar 2	
Consultations With Industry	



# Financial Services Administration Diploma\*

## Lakeshore Campus

### Six Semesters Beginning Fall and Winter

This program is part of our Management Studies group. These programs provide the student with a fundamental management training.

This three-year program is geared particularly for the growth and the developments in the financial services industry of the next ten years.

In the first year students will be trained in a common core of courses before they begin specialized courses related to this industry.

\*One year Post-Diploma available Fall 1989.

### Admission Requirements

- Ontario Secondary School

## Curriculum

### Financial Services Administration Program

Semester 1	Credits
HRMS101 Personnel	3
MKTG100 Marketing 1	4
ACCT111 Intro. to Accounting 1	4
ECON001 Micro Economics	3
LAWS101 Elements of Law	3
COMM200 Communications 200	4
GNEC General Education	3
Semester 2	Credits
ISYS101 Elements of Information Systems	4
BMAT200 Business Mathematics*	4
MKTG200 Marketing 2	4
<i>Pre-Req:</i> MKTG100 Marketing 1	
ACCT211 Intro. to Accounting 2	4
<i>Pre-Req:</i> ACCT111 Intro. to Accounting 1	
GNEC General Education	3
COMM300 Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200	

Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status

- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)

### Job Opportunities

In addition to the entry-level management positions now available to graduates, new opportunities in the financial services sector will develop. These include positions related to technical support, customer service representatives, and order takers. These entry-level positions would lead to careers as Financial Counselors, and Financial Planners.

Semester 3	Credits
HRMS201 Organizational Management 1	3
<i>Pre-Req:</i> HRMS101 Personnel	
ISYS221 Personal Computing 1	3
<i>Pre-Req:</i> ISYS100 Introduction to Information Systems	
FINA300 Financial Institutions & Services	4
FINA301 Personal Finance Planning	4
LANG011 Effective Speaking	3
ECON002 Macroeconomics	3
Semester 4	Credits
HRMS301 Organizational Management 2	3
<i>Pre-Req:</i> HRMS201 Organizational Management 1	
FINA400 Investment Analysis	4
FINA401 Taxation 1	4
FINA402 Selling Services	4
FINA403 Financial Services Seminar 1	4
GNEC General Education	3
Semester 5	Credits
ISYS236 Elements of Systems	4
<i>Pre-Req:</i> ISYS101 Elements of Information Systems	
FINA500 Taxation 2	4
FINA501 Elements of Law 2 - Real Estate	4
FINA502 Portfolio Management	4
FINA503 Insurance, Pensions & Group Benefits	4
ECON105 Money, Banking & Finance	4
<i>Pre-Req:</i> ECON002 Macroeconomics	
Semester 6	Credits
ISYS222 Personal Computing 2	4
<i>Pre-Req:</i> ISYS221 Personal Computing 1	
FINA600 Management by Communications	4
FINA601 Credit Management	4
FINA602 Financial Counselling	4
FINA603 Estate Planning	4
FINA604 Financial Services Seminar 2	4



## General Business\*

### Lakeshore Campus

#### Four semesters beginning September.

The General Business program offers students a business education with emphasis on the development of practical skills for employment in entry-level jobs within a business environment.

#### Admission Requirements

- Ontario Secondary School

Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status

- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)

\*Please refer to the School of Business section of this Calendar on page 150 for detailed course descriptions.

### Curriculum

#### Business Management Profile

Semester 1		Credits
ACCT111	Intro. to Accounting 1	4
MKTG100	Marketing 1	4
ISYS102	Intro. to P.C.	3
BMAT200	Business Mathematics*	4
COMM200	Communications 200	4
GNEED	General Education	3
Semester 2		Credits
ACCT211	Intro. to Accounting 2	4
<i>Pre-Req:</i>	ACCT111 Intro. to Accounting 1	
MKTG200	Marketing 2	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
HRMS101	Personnel	3
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEED	General Education	3
Semester 3		Credits
ECON001	Micro Economics	3
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
ISYS237	Business Systems Analysis	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
LAWS101	Elements of Law	3

	Business Elective	4
GNEED	General Education	3
Semester 4		Credits
ECON002	Macroeconomics	3
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
HRMS210	Organizational Communications	4
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
	Business Elective	4
GNEED	General Education	3
*A minimum grade of 60% is required in all courses in order to graduate.		

## Microcomputer Management

### Lakeshore Campus

#### Four Semesters Fall and Winter

This program will teach students to operate a microcomputer in a business environment. Graduating students will possess detailed knowledge in accounting practices, automated accounting, spreadsheets, wordprocessing, data base management, programming, and systems. In addition to their computer knowledge, fundamental business courses such as personnel, law, marketing, and organizational management will provide a solid business background.

English communications is also an integral part of the student's education as the graduate may provide an interface between different departments. This may require the graduate to produce reports and promotional literature or conduct classes or seminars.

The aim of the program is to create a graduate who can problem solve in the business world utilizing computer relat-

ed tools in both an efficient and effective manner.

#### Admission Requirements

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

#### Job Opportunities

The fact that microcomputers have become more accessible to small businesses, and large corporations can distribute their processing among microcomputers in their branch operations. This provides the necessary niche for these microcomputer specialists. Since applications for microcomputers are found everywhere, employment prospects are also high.



**Curriculum**

Semester 1		Credits
BMAT200	Business Mathematics*	4
ACCT111	Intro. to Accounting 1	4
ISYS160	Programming 1, Micro	4
<i>Pre-Req:</i>	Co-Req: ISYS101 Elements of Information Systems	
ISYS161	Micro Fundamentals	4
ISYS101	Elements of Information Systems	4
COMM200	Communications 200	4
Semester 2		Credits
HRMS101	Personnel	3
ISYS260	Comparative Languages 1	4
<i>Pre-Req:</i>	ISYS160 Programming 1, Micro	
ISYS262	Data Base Management Systems 1	4
<i>Pre-Req:</i>	ISYS160 Programming 1, Micro	
ISYS263	Micro Systems Analysis 1	4
<i>Pre-Req:</i>	ISYS160 Programming 1, Micro	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education	3
Semester 3		Credits
MKTG100	Marketing 1	4
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
LAWS101	Elements of Law	3
ISYS361	Micro Applications	4
<i>Pre-Req:</i>	ISYS260 Comparative Languages 1, ISYS263 Micro Systems Analysis 1	
ISYS362	Data Base Management 2	4
<i>Pre-Req:</i>	ISYS262 Data Base Management Systems 1, ISYS260 Comparative Languages 1	
ISYS265	Automated Accounting	4
<i>Pre-Req:</i>	ACCT111 Intro. to Accounting 1, ISYS161 Micro Fundamentals	
GNEC	General Education	3
Semester 4		Credits
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
ECON001	Micro Economics	3
ISYS360	Comparative Languages 2	4
<i>Pre-Req:</i>	ISYS260 Comparative Languages 1	
ISYS261	Automated Office Management	4
<i>Pre-Req:</i>	ISYS161 Micro Fundamentals	
ISYS264	Data Communications	4
<i>Pre-Req:</i>	ISYS101 Elements of Information Systems	
GNEC	General Education	3

## LAKESHORE CAMPUS PROGRAMS

For a complete listing of all Humber's Business programs, at both the Lakeshore and North Campuses, please see the School of Business section of this Calendar, which begins on page 131.

## Programmes en Français/French La Bureautique

### Lakeshore Campus

#### 32 Semaines La Bureautique

Le campus Lakeshore offre à ses étudiants francophones les services aux étudiants en français ainsi qu'un programme enseigné entièrement en français, La Bureautique.

De plus, certains cours, à l'intérieur des programmes d'études en Techniques Administratives (Business Administration), sont disponibles en français. Pour les étudiants de ces programmes d'études, le cinquième semestre peut se compléter au CEGEP de Ste Foy, à Québec, selon un protocole d'entente signé avec le Collège Humber et rencontre toutes les exigences requises au diplôme de l'École des études Commerciales.

La Bureautique: fonctionnement des systèmes informatisés est un programme de 32 semaines qui permet aux participants de se familiariser de façon théorique et pratique avec des systèmes informatisés de bureau.

Les cours se donnent en français et le travail pratique se fait avec des logiciels bilingues.

#### Admission Requirements

##### Conditions d'admission:

- DESO Diplôme d'Études Secondaires de l'Ontario au niveau général, ou l'équivalent ou étudiant mature
- ou Niveau 4: Cours Prépara-

toires à la Formation Professionnelle

• Dactylo = 40 mots/minute

#### Job Opportunities Possibilités d'emploi

Opérateur d'ordinateur  
Vendeur-technicien du traitement électronique de données  
Secrétaire de direction  
Secrétaire spécialiste du traitement de textes

#### Additional Costs

##### Dépenses Supplémentaires:

La Main d'Oeuvre du Canada

Ce programme a été approuvé par la Commission de l'Emploi et de l'Immigration du Canada. Si vous devenez éligible, la commission paiera les frais d'inscription et vous remettra une allocation hebdomadaire pour la durée des cours. Pour obtenir des renseignements au sujet de l'éligibilité au programme, contacter le Centre d'Emploi du Canada.

#### Prêt aux Étudiants

Le gouvernement de l'Ontario possède un plan de prêt pour les étudiants qui y sont éligibles. Les conditions d'admission au plan sont:

- avoir 18 ans ou plus et
- être citoyen canadien ou posséder un statut officiel d'immigrant.

Pour obtenir des renseignements au sujet des prêts et subventions, contacter le Financial Aids Office de Humber College au (416) 252-5571, poste 3235.



**Curriculum**

Semester 1er Semestre		Credits
LABU100	Eléments de Base en Informatique	4
LABU101	Programmation de Chiffriers	4
LABU102	Initiation a la Comptabilité	4
LABU103	Traitement de Textes 1	8
LABU104	Rédaction de Rapports	4
LABU105	Le Bureau et les Systemes Info	4

Semester 2ieme Semestre		Credits
LABU200	Processus d'enregistrement	4
LABU201	Systèmes de Communication des Données	4
LABU202	Traitement des Textes et des Données en Finance at en Comptabilite	4
LABU203	Traitement de Textes 2	8
LABU204	Relations Interpersonnelles	4
LABU205	Initiation aux Affaires	4

Pour des renseignements au sujet de ces programmes, contacter Raymond Charette, (416) 252-5571, poste 3232.

**Hospitality, Tourism and Leisure Management Program**  
**Travel and Tourism**

**Lakeshore Campus**

**Four semesters beginning September and January**

You will learn to work effectively in positions that require very good communication skills, sales techniques, organization, and experience in office procedures and business practices. You will become thoroughly familiar with many manuals used in the travel industry, ticketing, travel destinations, and a wide range of current travel products. Accuracy and attention to details will constantly be stressed. This program is not intended to qualify our graduates for careers as flight attendants.

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 business and consumers mathematics (general level) and grade 12 English (general level) are highly recommended and may be taken into account for selection purposes

**Job Opportunities**

The program qualifies graduates for careers as travel agents, tour operators, reservation agents, and sales representatives. Many graduates

now hold a responsible management position within the travel industry. The current graduate placement in travel related employment is over 98%.

**Expected workload and expenses**

Some courses require considerable self-directed learning. During the second year, students are assigned to ap-

propriate working locations for field practice. You should plan for some travel expenses. Depending on the availability of accommodations, students may wish to take the opportunity to go on an orientation trip to a major tourist destination.

Please refer to the Hospitality, Tourism & Leisure Management section of this Calendar on page 95 for detailed course descriptions.

**Curriculum**

Semester 1 (26 hours/week)		Credits
TRAV100	Intro. to Tourism	2
TRAV101	Destinations Travel Geog.	3
TRAV102	Introduction to Airline Documentation	3
TRAV103	Tech. A1 (Airline Guides)	3
TRAV104	Tech. A2 (Travel Manuals)	3
COMM200	Communications 200	4
GNEB	General Education (2)	6
OFAD100	Electronic Keyboarding	2

Semester 2 (24 hours/week)		Credits
TRAV200	Tourism-Pacific/Asia	4
TRAV201	Tariff & Ticketing, North America	3
TRAV202	Office Procedures	3
TRAV203	Computer Applications	2
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEB	General Education (2)	6
TRAV204	Inclusive Tour Charters	2

Semester 3 (23 hours/week)		Credits
TRAV300	Tourism-Europe/Africa	4
TRAV301	Tariff & Ticketing, International	3
TRAV302	Field Practice 1	3
<i>Pre-Req:</i>	All 1st and 2nd semester classes	
TRAV303	Product Update 1	2
TRAV304	Computer Applications 2	1
TRAV305	Tech. B1 Rail Transportation	2
TRAV306	Tech. B2 Cruise/Coach/Insurance	3
TRAV307	Travel Sales/Group Travel	4

Semester 4 (20 hours/week)		Credits
TRAV400	Tourism-Americas/Caribbean	3
TRAV401	Tariff & Ticketing International Adv.	3
TRAV402	Computer Application 3	2
TRAV403	Field Practice 2	4



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**Travel and Tourism (cont'd.)**


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TRAV404	Product Update 2	2
TRAV405	Tech. 'C' Handicapped Trav./Law	3

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## Human Services Programs

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The Human Services group of programs provides training for students who are interested in working with people. Because of the broad range of topics covered in the curriculum of these six programs, many community-based occupational groups employ the graduates.

Although the majority of these programs have been established for close to twenty years, they continue to be flexible and dynamic. Future plans include some of the programs adopting a co-op model, and Winter Semester intakes are soon to be implemented.

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## Child and Youth Worker Program (formerly Child Care Worker Program)

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### Lakeshore Campus

#### Six Semesters Beginning September

(also available on a part-time basis)

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

When a child or adolescent has psychiatric, psychological, emotional, or behavioural problems that affect them in their family, school, or community, the Child and Youth Worker works with the child or teenager and their family in settings such as Children's Aid Societies, open custody group

homes for young offenders, residential and day care programs in Children's Mental Health Centres, special education classrooms, and psychiatric hospitals.

You will work with teachers, social workers, psychologists, or psychiatrists as part of a clinical "team". You will often be responsible for implementing the treatment or service plan developed by the team. You may work with children and adolescents singly or in groups and they may be withdrawn, depressed, violent, manipulative, seductive, have been involved with the law, have learning difficulties or family conflicts.

### Admission Requirements

#### I Physical

- a medical certificate of health (to ensure freedom from communicable diseases)
- special needs students should identify their needs on application

#### II Cognitive

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

#### III Interpersonal

- written documentation from employers of at least 80 hours of paid or volunteer experience working with disturbed or normal children or adolescents in a treatment agency, co-op program, school, day-care, summer camp or group home. This should be completed prior to March 1st. Babysitting experience is not eligible
- attendance at an orientation session which will include a group interview
- additional testing that determines aptitude and attitude suitability for this program will be a part of the overall assessment process for admission

### Job Opportunities

The majority of entry-level positions involve shift work (weekends and evenings) in residential programs some-

times on a part-time or contract basis. Other positions involve work in day treatment programs, behavioural classrooms or work with families.

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

Over the last 10 years, the Child and Youth Worker program has averaged 98% placement in related employment. The majority of these were full-time positions. In 1986, 100% of graduates found full or part-time related employment. The average number of graduates each year is approximately 25. In 1986, the salary range was \$13,000 - \$20,000 (average \$18,000).

### Additional Costs

From the second semester until the end of this program, you will complete 1,472 hours of field placement. You should budget travel expenses for these placements which will be in and around Metro Toronto. Textbooks and supplies will average \$350 per semester. Special trips and programs during the course cost about \$100.

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### Curriculum

Semester 1 (24 hours/week)		Credits
CYW.100	Behavioural Foundations 1	3
CYW.101	Human Growth & Development 1	4
CYW.102	Theory & Practice of Therapeutic Act. 1	3
CYW.103	Community Services	2
CYW.104	Introduction to Professional Skills	2
COMM200	Communications 200	4
GNED	General Education (2)	6
Semester 2 (28 hours/week)		Credits
CYW.200	Behavioural Foundations 2	3
CYW.201	Human Growth & Development 2	4



## Child and Youth Worker Program (formerly Child Care Worker Program) (cont'd.)

CYW.202	Theory & Practice of Therapeutic Act. 2	3
CYW.204	Integrative Seminar 1	2
CYW.205	Field Work 1	12
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
CYW.300	Child Care Work Methodology 1	4
CYW.301	Family Dynamics 1	2
CYW.302	Interviewing & Counselling Skills 1	2
CYW.303	Psychopathology of Childhood 1	2
CYW.304	Integrative Seminar 2	2
CYW.305	Field Work 2	12
<b>Semester 4 (29 hours/week)</b>		<b>Credits</b>
CYW.400	Child Care Work Methodology 2	2
CYW.401	Family Dynamics 2	2
CYW.402	Interviewing & Counselling Skills 2	2
CYW.403	Psychopathology of Childhood 2	4
CYW.404	Integrative Seminar 3	4
CYW.405	Field Work 3	12
GNED	General Education	3
<b>Semester 5 (27 hours/week)</b>		<b>Credits</b>
CYW.500	Family Intervention 1	2
CYW.501	Group Theory 1	2
CYW.502	Treatment Philosophies 1	2
CYW.503	Human Sexuality	3
CYW.504	Integrative Seminar 4	2
CYW.505	Field Work 4	16
<b>Semester 6 (26 hours/week)</b>		<b>Credits</b>
CYW.600	Family Intervention 2	2
CYW.601	Group Theory 2	2
CYW.602	Treatment Philosophies 2	2
CYW.603	Community Intervention	2
CYW.604	Integrative Seminar 5	2
CYW.605	Field Work 5	16

## Developmental Services Worker

### Lakeshore Campus

#### Four semesters beginning September

#### (also available on a part-time basis daytime only)

In the D.S.W. program you will learn to develop the skills to work with developmentally handicapped people of all ages and functional levels. You will develop the skills to educate people with developmental handicaps in the basic areas of life skills, behaviour development, vocational readiness, and social integration. Your focus will be on supporting people to lead productive, fulfilling, and independent lives according to individual potential. The program combines valuable "hands on" experience with classroom information and knowledge to contribute to a well rounded education. The practicum placements will allow you the opportunity to apply the classroom information in a variety of placement settings thus creating the ideal learning situation.

Note: Students applying for this program, who have some disability, should seek a faculty member's opinion as to the feasibility of the completion of the program and possible job opportunities.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- grade 12 English, general level
- medical certificate of health (OHIP - personal or family coverage - is essential)
- attendance at an interview

• working or volunteer experience with developmentally handicapped people

#### Job Opportunities

Shaping a future graduate for job opportunities is maximized in the individualized (5 month) internship just prior to graduation. Upon graduation, the Developmental Services Worker can now choose her/his preferred employment setting from this field of work known for its wide range of job opportunities with children and adults. These job opportunities include providing support to individuals and families in the community either of a group home or apartment nature, and in provincially operated facilities.

Employment can also be obtained in educational settings of a segregated and integrated nature, adult developmental training centres, and vocational rehabilitative programs such as supportive employment.

Due to the fact that some developmentally handicapped people require 24-hour care, employees in some settings must be prepared to do shift work. Opportunities for advancement in this field are excellent. Promotion to supervisory positions may occur soon after commencing employment.

Those who succeed in this field are graduates with a keen interest in maximizing the potential of the developmentally handicapped.

#### Additional Costs

Textbooks for the entire program will cost \$200 to \$400.



## Curriculum

Semester 1 (23 hours/week)		Credits
DSW.100	Human Growth & Develop. 1	4
DSW.101	Adaptive & Maladaptive Behaviour 1	3
DSW.102	Intro. to Developmental Disabilities 1	3
DSW.103	First Aid	1
DSW.104	Community Orientation	3
DSW.105	Individual Program Planning	2
DSW.106	Instructional Strategies	3
DSW.107	Field Practice 1	4
Semester 2 (27 hours/week)		Credits
DSW.203	Human Growth & Development 2	3
DSW.200	Field Practice 2	4
DSW.204	Intro. to Developmental Disabilities 2	3
DSW.202	Developing Interpersonal Skills	2
DSW.205	Adaptive & Maladaptive Behaviour 2	3
DSW.201	Human Sexuality	2
DSW.206	Behaviour Management	2
DSW.207	Basic Pharmacology 1	2
DSW.208	Caring for People With Multiple Handicaps 1	2
COMM200	Communications 200	4
Semester 3 (26 hours/week)		Credits
DSW.300	Field Practice 3	4
DSW.301	Basic Pharmacology 2	2
DSW.302	Community Living	3
DSW.303	Counselling Skills	3
DSW.304	Sign Language & Bliss Symbolics	3
DSW.305	Educational & Recreational Practices	2
DSW.306	Caring for People With Multiple Handicaps 2	2
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEB	General Education	3
Semester 4 (25 hours/week)		Credits
DSW.400	Community Living Practicum	5
DSW.401	Developmental Education Practicum	5
DSW.402	Multi-Handicapped Practicum	5
DSW.403	Family Care Practicum	5
DSW.404	Vocational Rehabilitation Practicum	5

## Introduction to Human Services

### Lakeshore Campus

#### Two semesters

This one-year program is intended to provide the student with a stronger background in courses related to the Human Services field. This program will prepare applicants for Human Service programs such as Child and Youth Worker, De-

velopmental Services Worker, etc.

#### Admission Requirements

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

## Law and Security Administration (with co-op option)

### Lakeshore Campus

#### Four semesters beginning September

This two-year program will prepare you for a career in the Criminal Justice System. Your courses will cover police, security, customs, corrections and applied behavioural sciences designed to help you understand the dynamics of human behaviour. As well, you will study the administration of justice in Canada, law enforcement concepts and practices, and the human dimensions involved in this type of work.

We are pleased to announce a cooperative component has been added to the LASA program. Co-op education is a proven realistic and practical system of career education. It relates theory to practice by making work terms an integral and reportable part of the student's program.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or

equivalent or mature student status

- medical certificate of health (due to the strenuous nature of the physical fitness activities in this program a satisfactory medical will be required)
- attendance at an orientation session which will help you understand the employment reality, discuss career opportunities, outline the personal characteristics of a successful candidate, and explain the philosophy of the program
- English placement test

This program has a co-op option. Students should apply to the regular or co-op option. Minimum academic standards will be set for all students to qualify for all co-op work terms. Please note that co-op fees will apply to all co-op semesters. (At the time of printing, the placement of work terms had not been determined. Please contact the College for further details.)

Students who do not meet the minimum requirements for co-op terms will be able to continue in the regular stream of the program.



## Law and Security Administration (with co-op option) (cont'd.)

### Co-op Admission Requirements

- same as regular stream plus:
  - grade 12 English and mathematics (general level)
- completion of a questionnaire
- interview may be required

### Interests and Skills

Several law enforcement agencies require specific height, weight, and vision standards, good mental and physical health, good moral character and habits, and Canadian or British citizenship

### Job Opportunities

Job opportunities open to LASA graduates include such front-line positions as police officer, customs officer, correctional officer, and loss prevention or plant protection officer, subject to age requirements. In addition entry-level jobs available include a number of civilian positions in the criminal justice system such as police dispatcher, police station duty operator, court security officer, and others.

## Curriculum

Semester 1 (23 hours/week)		Credits
LASA100	Nature of Crime 1	4
LASA101	Introduction to Law	4
LASA102	Philosophy of Law Enforcement 1	4
LASA103	Police Physical Fitness 1	1
LASA104	Computers for L.A.S.A.	3
LASA105	Human Resources Develop. 1	3
COMM200	Communications 200	4
Semester 2 (26 hours/week)		Credits
LASA200	Security Practices	4
LASA201	Nature of Crime 2	4
<i>Pre-Req:</i>	LASA100 Nature of Crime 1	
LASA202	Police Physical Fitness 2	1
LASA203	Criminalistics 1	4
LASA204	Criminal Legislation 1	4
<i>Pre-Req:</i>	LASA101 Introduction to Law	
HLTH007	First Aid St. John's Standard	1
HLTH003	Basic C.P.R.	1
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEDE	General Education	3
Semester 3 (29 hours/week)		Credits
LASA300	Politics & Power Structures	3
LASA301	Field Practice 1	4
LASA302	Police Physical Fitness 3	1
LASA303	Criminal Legislation 2	4
<i>Pre-Req:</i>	LASA204 Criminal Legislation 1	
LASA304	Criminalistics 2	4

LASA403	Philosophy of Law Enforcement 2	4
SOCI100	Racial and Ethnic Group Relations	3
GNEDE	General Education	3
Semester 4 (23 hours/week)		Credits
LASA401	Criminal Justice Administration	2
LASA402	Customs and Immigration Procedures	2
LASA305	Crisis Intervention	3
LASA404	Criminology and Corrections	3
LASA405	Police Physical Fitness 4	1
PSYC103	Applied Psychology	4
GNEDE	General Education	3

During the second year you will spend at least 80 hours in field placement. The college reserves the right to alter the order of teaching of these subjects.

## Rehabilitation Worker

### Lakeshore Campus

#### Four Semesters Beginning September and January

#### Available on a part-time basis as well, through the day program

The field of rehabilitation needs frontline personnel to assist special needs adults to improve their physical, mental, social, and vocational options. This program has been developed in cooperation with professional rehabilitation personnel who work in agencies and associations of the public and private sectors. The program structure supports the integration of special needs persons into work opportunities suited to their goals, functional level, and labour-market conditions. Persons who are interested in providing residential program services for special needs persons will also find this program rewarding.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or

above the general level or equivalent or mature student status

- grade 12 English (general level)
- the ability to work with people with special needs must be shown through an employment or volunteer work history
- senior biology (general level) is recommended
- letters of reference from rehabilitation professionals or past employers are desirable
- attendance at an orientation session
- willingness to complete a health screening review prior to assignment to field

### Job Opportunities

Graduates work in the vocational rehabilitation or employment services systems, in residential program services, in special needs education, and in the insurance industry. We try to match your field placement to your entry-level employment goal. In many cases, graduates have been hired where they did their field work.



## Rehabilitation Worker (cont'd.)

In a career path study made in 1983, two paths emerged among graduates who remained in the rehabilitation field. Some graduates attended university either full-time or part-time to upgrade skills. These graduates then entered clinical and administrative positions in municipal and provincial government and private agencies. Other graduates obtained work rapidly and progressed through the ranks to positions as supervisors or coordinators of programs for residential or vocational services.

### Additional Costs

Text costs are approximate-

ly \$350 per semester. Supplies cost approximately \$125. Transportation costs may vary with field placements. Students will need clothing which is appropriate to field placement sites and to campus activities. Special trips or projects occur during the year which provide valuable learning experiences. Costs for the special activities vary but we estimate \$150 will meet these needs.

### Field Placement

Various agencies throughout Metro Toronto, Halton and Peel provide learning opportunities for program students.

## Curriculum

Semester 1 (25 hours/week)		Credits
RHBK100	Lifespan Development	3
RHBK101	Psychology 1: Understanding Human Behaviour	3
RHBK102	Urban Sociology-City Issues	3
RHBK103	Introductory Methods (R.W.)	3
RHBK104	Interpersonal Skills	3
RHBK105	Human Services Seminar	3
COMM200	Communications 200	4
GNED	General Education	3
Semester 2 (26 hours/week)		Credits
BIOS106	Accommodation for Physical Disability	2
RHBK200	Programming (R.W.)	4
RHBK201	Basic Living Skills 1 (R.W.)	2
BIOS101	Human Anatomy and Physiology, Intro.	5
RHBK202	Field Practicum 1	7
GNED	General Education	3
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
Semester 3 (26 hours/week)		Credits
RHBK300	Assessment & Evaluation	6
RHBK301	Field Work 3 (R.W.)	10
RHBK302	Placement Services	3
RHBK303	Application of Rehabilitation Process	4
RHBK304	Ergonomics 1	3

RHBK305	Integrative Seminar	1
Semester 4 (26 hours/week)		Credits
RHBK400	Medication & Substance Abuse	3
RHBK401	Administrative Management	3
RHBK402	Field Work 4 (R.W.)	10
RHBK403	Integrative Seminar	1
RHBK404	Life Skills Training	6
RHBK405	Income Maintenance Systems	3

English literacy is a critical worker function in Rehabilitation Work. To achieve strong written communication skills, this program encourages students to learn and to refine writing skills. The Advisory Committee and Field Work Supervisors have agreed that students must complete English Communications 1 before they begin field work.

## Social Service Worker

### Lakeshore Campus

#### Four semesters beginning September

#### (also available on a part-time basis/day time only)

The program prepares you to assist individuals who are experiencing social problems because their basic needs have not been adequately satisfied. You learn about human behaviour and development and how circumstances can alter or stop satisfactory growth. You will acquire helping skills to help individuals obtain the resources they need or enable them to improve their coping and problem-solving abilities.

Remedies may include financial aid, counselling, and teaching life skills. Field work in a social service organization two days a week (semester two, three, four) provides an opportunity to practice skills and methods of helping through case management, group work, or community outreach. Students may be involved in work with a variety of age groups (except children) with the physically ill or disabled, with situations of financial need, emotional or

mental health problems, or in the field of correctional services.

In the second year, students can elect to develop skills and knowledge in the area of community work, by studying community development, planning, and evaluation.

You will be encouraged to develop self-confidence, assertiveness and awareness of people from different social and ethnic backgrounds. You will improve your speaking and written communication skills.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- a minimum of 50 hours of documented volunteer experience in a recognized human service and a letter of reference from someone within the profession
- a second letter of reference from a person of your choice
- attendance at an orientation session
- medical certificate of health



## Social Service Worker (cont'd.)

### Interests and Skills

- capacity to develop self-awareness, maturity and initiative
- demonstrate tolerance of individual and group differences
- demonstrate strength under stress and ability to meet deadlines
- good communication skills, both written and oral
- ability to work both independently and interdependently

### Job Opportunities

Graduates have found jobs in provincial and municipal social services, correctional services, community work, services to the aged, mental health programs and residential settings, ethnic and immigrant aid organizations, self-help organizations, etc.

### Additional Costs

Students should budget \$200.00 per semester for supplies and are responsible for transportation costs to their field placement (in Metro Toronto).

## Curriculum

Semester 1 (27 hours/week)		Credits
SSW.100	Social Psychology	3
SSW.101	Urban Sociology	3
SSW.102	Human Growth & Behaviour	3
SSW.103	Orientation to Human Services	3
SSW.104	Information and Referral Skills	3
SSW.105	Interpersonal Skills	3
SSW.106	Field Practice Orientation	2
COMM200	Communications 200	4
GNE D	General Education	3
Semester 2 (23 hours/week)		Credits
SSW.200	Group Work Skills	3
<i>Pre-Req:</i>	SSW.105 Interpersonal Skills	
SSW.201	Political Process	3
SSW.202	Interviewing & Counselling Skills 1	3
<i>Pre-Req:</i>	SSW.104 Information and Referral Skills	
SSW.203	Field Practice 1	7
<i>Pre-Req:</i>	COMM100 Language Skills	
SSW.205	Integrative Seminar 1	1
SSW.204	Family Dynamics	3
GNE D	General Education	3
Semester 3 (30 hours/week)		Credits
SSW.300	Agency Administration & Fundraising	3
SSW.301	Spec. Needs Populations	3
SSW.302	Field Practice 2	7
SSW.303	Integrative Seminar 2	1
SSW.304	Current Social Policy Issues	3

COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE D	General Education	3
Options: Select one		
SSW.305	Community Development*	3
SSW.306	Interviewing & Counselling 2*	3
<i>Pre-Req:</i>	SSW.202 Interviewing & Counselling Skills 1	
Semester 4 (27 hours/week)		Credits
SSW.400	Cross Cultural Skills	3
SSW.401	Legislation in Human Serv.	3
SSW.402	Field Practice 3	7
SSW.403	Integrative Seminar 3	1
SSW.404	Intro. to Life Skills	3
SSW.405	Volunteer Development	1
Options: Select two		
SSW.406	Planning and Evaluation**	3
SSW.407	Case Management & Advocacy**	3
SSW.408	Residential Work**	3

## Human Studies Program

## General Arts and Science

### Lakeshore Campus

#### Certificate: 2 Semesters

#### Diploma: 4 Semesters

The General Arts and Science Program offers the following profiles for students committed to post secondary education.

#### 1. University Preparation Profile

This stream is designed for those students who wish to improve their chances to qualify for university programs or who wish to gain advanced standing for certain university courses. Students applying to this profile must demonstrate a mastery of both language and reading skills. Students who do not qualify for this stream will be eligible for oth-

er General Arts and Science profiles according to the general admission requirements.

#### 2. Regular Profile

You may be interested in this profile for one of the following reasons.

a) You have not yet made a definite career choice.

General Arts and Science has course options such as career planning which will help you make career decisions. As well, in some cases it is possible to "try out" one or more program courses while you are enrolled in G.A.S.

b) You want to enter a Humber Career Program at a future date.

If you don't yet qualify for entry into a specific program



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**General Arts and Science (cont'd.)**


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or the program is already full, General Arts and Science will help you build basic learning skills while you earn general education and communications credits. These credits count towards most career diplomas. A specialized program to assist students with the fundamentals of careers in the Human Services field is offered at the Lakeshore Campus.

**c) You want to improve your basic academic skills.**

Do you need to improve your basic academic skills? G.A.S. courses are specifically designed to build on and improve your writing, reading, and mathematics skills. As a result, when you enter your career program you should do even better.

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**Admission Requirements**

- Ontario Secondary School

Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status

**Admission to Preparatory Programs:**

- General Arts offers preparatory programs designed to help students meet the admission requirements of Health Science programs, Music, Theatre Arts, Human Services, and Design programs.
- the student must meet the general admission requirements of the General Arts and Science program. For further information, please refer to the Index for: Theatre Preparatory (Applied and Creative Arts), Music Preparatory (Applied and Creative Arts), Health Preparatory (Health Sciences), Introduction to Human Services (Lakeshore), and Design Foundation (Applied and Creative Arts).

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**Curriculum**


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<b>Semester 1</b>	<b>Credits</b>
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Curriculum varies with student interests and needs as determined by placement tests but focuses on Language Arts and Liberal Arts.

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<b>Semester 2</b>	<b>Credits</b>
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Communications - plus general education courses such as Sociology, Literature, Psychology and Canadian Studies.\*

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**Questions? Want help or information? Call the G.A.S. Program Coordinator at 675-3111 ext. 4498 North Campus or 252-5571, ext. 3216 Lakeshore Campus.**

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# Course Descriptions

## Adaptive & Maladaptive Behaviour 1 DSW.101

A study of the biological, psychosocial, and sociocultural factors which shape adaptive and maladaptive behaviour. In Semester one the emphasis is on those forces which shape personality development.

## Adaptive & Maladaptive Behaviour 2 DSW.205

Semester two emphasizes the causes, manifestation, and management of maladaptive behaviour. Specifically, the psychoses, psychoneuroses, and various conduct disorders are closely examined.

## Administrative Management RHBK401

This course will highlight management aspects of rehabilitation programming. A wide range of necessary topics will be introduced, with emphasis on grant proposal writing, budgeting and project management, financial planning and recording, and program evaluation procedures.

## Agency Administration & Fundraising SSW.300

To acquire an understanding of the management functions and process of a human service agency. To become aware of the administrative elements of a human service worker's job responsibilities. To develop work load management skills (organizing, prioritizing, and time management). To acquire simple budgeting and bookkeeping skills. To develop information management skills, record keeping, statistics.

## Application of Rehabilitation Process RHBK303

The rehabilitation process includes assessment, adjustment, and placement. Assessment refers to the determination of the handicapping effects of disability or special needs. Placement refers to the attainment of the goal for the client which is optimally placed into competitive employment. Between the initial determination of the handicap or special needs and the final resolution of the problems or barriers presented by the handicap or special needs, a very

broad area of activities describe the adjustment process. This course will focus on those adjustment activities specifically related to the individualized training plans.

## Basic C.P.R. HLTH003

This course teaches the lifesaving techniques of cardiopulmonary resuscitation.

## Basic Living Skills 1 (R.W.) RHBK201

This course is intended to introduce the student to those activities which constitute basic living skills. Reasons are explored to answer the question why special needs groups are considered disadvantaged. Further, concepts of adult learning are presented. Specific problems of life skills content and models are presented. Please see the syllabus which is provided for this course.

## Basic Pharmacology 1 DSW.207

This course presents an overview of drug therapy and provides the students with a basis of pharmacology which they can supplement throughout their professional lives.

## Basic Pharmacology 2 DSW.301

This course presents an overview of drug therapy and provides the students with a basis of pharmacology which they can supplement throughout their professional lives.

## Behaviour Management DSW.206

This course is designed as an introduction to help the student become familiar with the language and application of general principles of behaviour modification.

## Behavioural Foundations 1 CYW.100

This course is an introduction to the major areas of psychology. Topics covered will include physiological psychology, learning, intelligence, motivation, personality, adjustment, psychotherapy, abnormal psychology, sexual behaviour, and social psychology.

## Behavioural Foundations 2 CYW.200

A continuation of Behavioural Foundations 1.

## Business Mathematics\* BMAT200

Various instructional approaches will be used to enable the student to pursue and to achieve a satisfactory level of competence in the following areas: arithmetic operations; percentages; basic algebra; simple interest; compound interest; present value; annuities and bonds. This is a prerequisite for Business Statistics and Quantitative Analysis.

## Carling for People With Multiple Handicaps 1 DSW.208

This course introduces students to basic human anatomy and physiology and looks at several physical handicaps often associated with developmental delay. Students will develop practical nursing care skills as well as an understanding of elementary concepts of health promotion and illness prevention.

## Carling for People With Multiple Handicaps 2 DSW.306

A continuation of Part 1 - DSW.208.

## Case Management & Advocacy\*\* SSW.407

This course will teach the student the role and function of case management. The student will learn appropriate advocacy skills.

## Child Care Work Methodology 1 CYW.300

This course deals with the Child Care Worker, who he is, and what his role is; the emotionally disturbed child or adolescent, what his problems are, and some of the reasons for this; the relationship sought between Child Care Worker and child/adolescent; practical day-to-day problems faced in child care work and ways of handling them; various sometimes conflicting methods of treatment. The emphasis will be on the development of practical child care work skills.

## Child Care Work Methodology 2 CYW.400

A continuation of Child Care Work Methodology 1 with an emphasis on developing practical day-to-day Child Care Work skills.

## Community Development\* SSW.305

The purpose of the course is to provide the student with an overview of the community development process from a Canadian perspective. Discussion of community development theory, coupled with a practical examination of cases, will help the student understand the developmental concept in community work.

## Community Intervention CYW.603

In this course, the student will be introduced to community-based Child Care Work. He/she will develop the skills necessary to develop and implement intervention strategies outside the confines of a direct service treatment agency.

## Community Living DSW.302

This course explores the D.S.W.'s unique and general role in the human service delivery system. The professional ethics and strategies involved in providing direct and indirect service to the developmentally handicapped and their families are addressed. Throughout this role effective participation as an agency employee, team member, supervisor, and as a member of either management or a labour union is examined as basic to the D.S.W.'s professional identification and effective service delivery.

## Community Living Practicum DSW.400

This course will give practical experience in daily living, integration as well as program design and implementation.

## Community Orientation DSW.104

This course is designed to provide students with an introduction to the services for developmentally handicapped people. Through visits to various agencies and in-class discussions, you will gain an understanding of the role of a Developmental Services Worker in residential and special services.

## Community Services CYW.103

This course will familiarize the student with the relevant legislation and community resources that he/she will use in their work with disturbed children and their families.

## Computers for L.A.S.A. LASA104

Introductory, hands-on course in computer usage. The object of



the course is to teach the skills necessary to enable the student to compute in a word processing mode. Elementary data base management will be included.

#### **Counselling Skills DSW.303**

In this course students will learn the essential elements of counselling as well as gain basic knowledge of a variety of counselling strategies. Some of the areas to be studied are: individual, group, and family counselling; group dynamics; crisis intervention; and specific counselling strategies; such as client centered counselling, reality counselling and Gestalt counselling among others.

#### **Credit Management FINA601**

This course is designed to give the student a general understanding of credit in the economy with emphasis on credit instruments in both domestic and international transactions. An analysis of trade credit and control of credit as well as the techniques used by financial institutions in analyzing and evaluating financial credit will be studied.

#### **Criminal Justice Administration LASA401**

To provide the student with a basic understanding of the Criminal Justice system in Canada today, including the statutes involved and the personnel and structures created by the statutes.

#### **Criminal Legislation 1 LASA204**

To provide students with the theory of procedural criminal law and its application. Emphasis will be placed on the legitimate use of force, powers of arrest, search and seizure, and compelling the appearance of both the accused and witnesses. Bail procedures and pre-release of offenders will be discussed in detail as they apply to the Police Officer's role.

#### **Criminal Legislation 2 LASA303**

Students will conduct in-depth studies of the application and interpretation of substantive law in specific offences. Investigative procedures, preservation and presentation of evidence will be studied in selected offences where expertise is required because of the nature of the crime.

#### **Criminalistics 1 LASA203**

The course will provide the students with basic knowledge and skills in the areas of fingerprinting, forensic science, and evidence; its forms, values and significance to a prosecution.

#### **Criminalistics 2 LASA304**

Refer to course description for Criminalistics 1 (LASA203).

#### **Criminology and Corrections LASA404**

This course is the study of crime and punishment. It includes a survey of the many current theories of criminal behaviour. The course investigates the issues confronting our understanding of deviant, criminal behaviour. The course also looks at the sentence of the courts. Emphasis will be placed on the effect of the various court sentences.

#### **Crisis Intervention LASA305**

The student will be made aware of the nature of crisis occurring in a variety of human relationships for the purposes of understanding the quality of life as it relates to the urban technological environment.

This course will give priority to various conflict patterns requiring the involvement of the police at the public request and in the public interest.

#### **Cross Cultural Skills SSW.400**

This course is designed to provide a basic introduction to the multicultural and multiracial character of Canadian society. The new challenges faced by the human services will be examined. Emphasis will also be given to developing problem-solving and cross-cultural skills.

#### **Customs and Immigration Procedures LASA402**

The course will be divided into two parts; the first part will deal with the Immigration Department as it pertains to the duties of an immigration officer; the immigration act and its application to admissible and non-admissible classes of persons.

The second aspect of the course will deal with the Customs Department as it pertains to the duties of a Customs Officer; the Customs Act as it relates to importing of goods into Canada.

#### **Developing Interpersonal Skills DSW.202**

The emphasis in this course is on the acquisition of those skills which are necessary in order to become an effective helper. Several counselling models will be practiced through role playing.

#### **Developmental Education Practicum DSW.401**

This course will give practical experience in agencies/schools

that train/educate developmentally handicapped people.

#### **Educational & Recreational Practices DSW.305**

Through the use of lectures, guests, films, experiential workshops and community resources you will be introduced to a variety of leisure and educational activities for people with physical and developmental disabilities.

#### **Elements of Information Systems ISYS101**

This course provides a detailed study, at the elementary level, of the computer and computer applications in terms of historical evolution, files, flowcharting in the relationship to problem solving, and an introduction to personal computing, using PC software to solve business-related problems. An introduction to systems concepts and to systems analysis is also provided. The student should gain sufficient understanding of computer capabilities and be able to use them to their advantage in a variety of business applications.

#### **Elements of Law LAWS101**

This course will provide an introduction to the study of Canadian legal systems with a particular emphasis on the law in Ontario. The course will primarily concern itself with business law, however, there will be time spent on the other aspects of Ontario and Federal law. The major objective of the course is to give the student sufficient understanding of law that they will be able to use in whatever type of occupation they may undertake.

#### **Elements of Law 2 - Real Estate FINA501**

This course covers the law as it relates to real estate. The topics covered include the function of the real estate market, the role of the agent, the costs of property maintenance and risk factors in property investment.

#### **Elements of Systems ISYS236**

This course is an introduction to the techniques of Systems Analysis. It will cover such topics as: concepts of analysis, data gathering, forms and field design, and procedures to implement a computer system. The student, using a case study, tries to improve a typical business system and demonstrate their ability by writing reports and presenting a proposal describing the changes.

#### **Ergonomics 1 RHBK304**

This course, required for students in the Rehabilitation Worker Program, is designed for the student with a limited background in ergonomics. The course content is structured to progress from a general overview of ergonomics and barrier free design, to the consideration of the specific ergonomic requirements of clients in residential and vocational rehabilitation.

#### **Estate Planning FINA603**

This is an advanced course aimed to further the development of financial planning in a more complex form for professional and executives concentrating on the management aspect of financial planning.

#### **Family Care Practicum DSW.403**

This course is designed to provide the student with basic nursing care skills and practical experience in administration of medications.

#### **Family Dynamics SSW.204**

This course will explore dynamics of the contemporary family from a sociological and a psychological point of view. Various styles and problems of modern living will be looked at. The student will also study the dynamics of the functioning family and the family in trouble.

#### **Family Dynamics 1 CYW.301**

This course will deal with the family from a systems viewpoint. Topics covered will include the family life cycle, task and accomplishment, boundaries, triangles, roles, birth order, circularity, complementary and symptom function. Role playing and experiential exercises will be used to develop conceptual and perceptual skills in assessing family dynamics.

#### **Family Dynamics 2 CYW.401**

A continuation of Family Dynamics 1.

#### **Family Intervention 1 CYW.500**

This course will deal with the development of skills in working with families. Each will role play a therapist and receive supervision from peers and the instructor on their skills. Topics covered will include assessment, contracting, treatment and termination, as well as a variety of intervention techniques.

#### **Family Intervention 2 CYW.600**

A continuation of Family Intervention 1.



**Field Practice Orientation****SSW.106**

This course will provide an overview of the various field training sites and their learning opportunities.

**Field Practice 1****DSW.107**

This course will introduce students to the role of the Developmental Services worker. You will be assigned to an agency that serves developmentally handicapped people for a four-week block placement.

**Field Practice 1****SSW.203**

Students will spend fourteen hours a week in a social service agency performing tasks which will promote the development of basic helping skills.

**Field Practice 2****DSW.200**

This field placement will give the student further experience in the practical aspects of being a D.S.W.

**Field Practice 2****SSW.302**

Second year students will spend two semesters of 14 hours per week in a social service agency which is different from the type of setting and clientele experienced in Field Practice 1. Supervision and instruction will be provided by an employee of the Field Placement Agency in association with the Program Faculty.

**Field Practice 3****DSW.300**

Field Practice 3 will introduce the student to another agency that serves developmentally handicapped individuals. During this practicum the student will apply the knowledge acquired during the course of study and develop further skills.

**Field Practice 3****SSW.402**

Refer to course description of SSW.302 Field Practice 2.

**Field Practicum 1****RHBK202**

This field practicum places special emphasis on communication functions and communications disorders shown by special needs persons. The primary emphasis of the course is: 1) knowledge about communication disorders and their impact on child and adult development; 2) cooperation with diagnostic services which develop plans to remediate communication problems; 3) introduction to alternate communication systems such as sign language, Braille, Blissymbolics, word/picture/symbol boards, and microcomputer or technical aids; and 4) develop-

ment of "beginners" literacy in sign language.

**Field Work 1****CYW.205**

The student will spend two days a week in settings for children and adolescents with emotional problems. This will take place in residential treatment centres, group homes, special nurseries, etc.

**Field Work 2****CYW.305**

The student will spend two days a week in settings for children and adolescents with emotional problems. This will take place in residential treatment centres, group homes, special nurseries, etc. The placement will carry over two semesters.

**Field Work 3****CYW.405**

A continuation of Field Work 2.

**Financial Counselling FINA602**

This course is designed to develop specialized financial counselling skills, in the area of diagnosing client needs. This diagnostic process would normally include referrals to a specialist within the financial institution or an outside supplier. This course would also emphasize simple problem-solving where the standard array of financial products and services meet the investment needs of the client.

**Financial Institutions & Services****FINA300**

This course provides insight into the financial institutions in Canada, their structure and function with emphasis on the services they offer.

**Financial Services Seminar 1****FINA403**

This course gives students practical experience in analyzing and solving realistic financial concerns of individuals and businesses through the use of case studies and group projects. Special emphasis will be placed on the development of communication and interpersonal skills.

**Financial Services Seminar 2****FINA604**

This course builds on Financial Services Seminar 1. Students will analyze and solve complex financial concerns of individuals and businesses. Case studies and individual projects will form the basis of this course.

**First Aid****DSW.103**

This course will provide the student with the skills needed to deal with emergency health-related situations.

**First Aid St. John's Standard****HLTH007**

This course teaches practical first aid skills based on the principles and procedures related to the emergency treatment of persons in accident situations. Consideration is given to causes and prevention of accidents and related injuries. Upon successful completion of the course, students are awarded the St. John Ambulance Standard First Aid Certificate.

**Group Theory 1****CYW.501**

This course involves the study of group dynamics, what occurs in groups and why, the stages of development groups go through, roles of leaders and participants, techniques of dealing with groups of children, adolescents and their parents and the therapeutic use of groups. Use will be made of the class group itself for experiential learning.

**Group Theory 2****CYW.601**

A continuation of Group Theory 1.

**Group Work Skills****SSW.200**

One of the major skills required by a human service worker is the ability to work in a group context. Whether one is working with fellow staff members, community boards, committees or advisory groups, the success or failure of these groups is often dependent on the ability of individuals to work collectively. Poorly-run groups are often non-productive, time-consuming and frustrating while a well-run group is generally creative, efficient and rewarding. This course will prepare the student for their role of assisting the process of group development and maintenance.

**Human Anatomy and Physiology, Intro.****BIOS101**

This course, required for Allied Health programs in the Health Sciences Division, is designed for the student with limited background in this area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concepts of health and of disease processes.

**Human Growth & Behaviour****SSW.102**

This course studies human growth and behaviour from conception to old age. "Normal" patterns of growth will be studied as a framework for differentiating atypical behaviour and development.

**Human Growth & Develop. 1****DSW.100**

This section of the course will introduce you to the developmental process that occurs from fertilization to adolescence. The main focus will be on normal development but some attention will be placed on delays that may occur. The cognitive, physical, social and emotional aspects of development will be addressed. One segment of the course will look at the abuse that children may be exposed to. This will cover such things as indicators of abuse, legislation, report writing and treatment.

**Human Growth & Development 1****CYW.101**

A study of growth and development during the prenatal, infant and preschool periods. The physical, mental, social and emotional factors will be considered. Special emphasis will be placed on factors that contribute to emotional problems during this developmental process. This course, followed by Human Growth and Development 2 in the second semester, deal with adolescent, youth and adult years.

**Human Growth & Development 2****CYW.201**

This course is a study of growth and development during middle childhood and adolescence. The physical, mental, social and emotional factors will be considered. Special emphasis will be placed on factors that contribute to emotional problems during this developmental process. This course is a sequel to Human Growth and Development 1.

**Human Growth & Development 2****DSW.203**

This course deals with the developmental process that occurs through adolescence and adulthood and includes the aging process. The main focus will be on normal development and some attention will be given to the individual circumstances of developmentally delayed persons. The cognitive, physical, social and emotional aspects of development will be discussed.

**Human Resources Develop. 1****LASA105**

The role of the contemporary law enforcement officer, in today's society is an extremely complex one. The police officer, to be successful in his tasks must be flexible in his behaviour in dealing with varied situations. The public has many expectations which are



the course is to teach the skills necessary to enable the student to compute in a word processing mode. Elementary data base management will be included.

#### **Counselling Skills DSW.303**

In this course students will learn the essential elements of counselling as well as gain basic knowledge of a variety of counselling strategies. Some of the areas to be studied are: individual, group, and family counselling; group dynamics; crisis intervention; and specific counselling strategies; such as client centered counselling, reality counselling and Gestalt counselling among others.

#### **Credit Management FINA601**

This course is designed to give the student a general understanding of credit in the economy with emphasis on credit instruments in both domestic and international transactions. An analysis of trade credit and control of credit as well as the techniques used by financial institutions in analyzing and evaluating financial credit will be studied.

#### **Criminal Justice Administration LASA401**

To provide the student with a basic understanding of the Criminal Justice system in Canada today, including the statutes involved and the personnel and structures created by the statutes.

#### **Criminal Legislation 1 LASA204**

To provide students with the theory of procedural criminal law and its application. Emphasis will be placed on the legitimate use of force, powers of arrest, search and seizure, and compelling the appearance of both the accused and witnesses. Bail procedures and pre-release of offenders will be discussed in detail as they apply to the Police Officer's role.

#### **Criminal Legislation 2 LASA303**

Students will conduct in-depth studies of the application and interpretation of substantive law in specific offences. Investigative procedures, preservation and presentation of evidence will be studied in selected offences where expertise is required because of the nature of the crime.

#### **Criminalistics 1 LASA203**

The course will provide the students with basic knowledge and skills in the areas of fingerprinting, forensic science, and evidence; its forms, values and significance to a prosecution.

#### **Criminalistics 2 LASA304**

Refer to course description for Criminalistics 1 (LASA203).

#### **Criminology and Corrections LASA404**

This course is the study of crime and punishment. It includes a survey of the many current theories of criminal behaviour. The course investigates the issues confronting our understanding of deviant, criminal behaviour. The course also looks at the sentence of the courts. Emphasis will be placed on the effect of the various court sentences.

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#### **Family Dynamics 2 CYW.401**

A continuation of Family Dynamics 1.

#### **Family Intervention 1 CYW.500**

This course will deal with the development of skills in working with families. Each will role play a therapist and receive supervision from peers and the instructor on their skills. Topics covered will include assessment, contracting, treatment and termination, as well as a variety of intervention techniques.

#### **Family Intervention 2 CYW.600**

A continuation of Family Intervention 1.



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This course will provide an overview of the various field training sites and their learning opportunities.

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This course will introduce students to the role of the Developmental Services worker. You will be assigned to an agency that serves developmentally handicapped people for a four-week block placement.

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**Field Practice 3****SSW.402**

Refer to course description of SSW.302 Field Practice 2.

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This field practicum places special emphasis on communication functions and communications disorders shown by special needs persons. The primary emphasis of the course is: 1) knowledge about communication disorders and their impact on child and adult development; 2) cooperation with diagnostic services which develop plans to remediate communication problems; 3) introduction to alternate communication systems such as sign language, Braille, Blissymbolics, word/picture/symbol boards, and microcomputer or technical aids; and 4) develop-

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A continuation of Field Work 2.

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**Financial Services Seminar 2****FINA604**

This course builds on Financial Services Seminar 1. Students will analyze and solve complex financial concerns of individuals and businesses. Case studies and individual projects will form the basis of this course.

**First Aid****DSW.103**

This course will provide the student with the skills needed to deal with emergency health-related situations.

**First Aid St. John's Standard****HLTH007**

This course teaches practical first aid skills based on the principles and procedures related to the emergency treatment of persons in accident situations. Consideration is given to causes and prevention of accidents and related injuries. Upon successful completion of the course, students are awarded the St. John Ambulance Standard First Aid Certificate.

**Group Theory 1****CYW.501**

This course involves the study of group dynamics, what occurs in groups and why, the stages of development groups go through, roles of leaders and participants, techniques of dealing with groups of children, adolescents and their parents and the therapeutic use of groups. Use will be made of the class group itself for experiential learning.

**Group Theory 2****CYW.601**

A continuation of Group Theory 1.

**Group Work Skills****SSW.200**

One of the major skills required by a human service worker is the ability to work in a group context. Whether one is working with fellow staff members, community boards, committees or advisory groups, the success or failure of these groups is often dependent on the ability of individuals to work collectively. Poorly-run groups are often non-productive, time-consuming and frustrating while a well-run group is generally creative, efficient and rewarding. This course will prepare the student for their role of assisting the process of group development and maintenance.

**Human Anatomy and Physiology, Intro.****BIOS101**

This course, required for Allied Health programs in the Health Sciences Division, is designed for the student with limited background in this area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concepts of health and of disease processes.

**Human Growth & Behaviour****SSW.102**

This course studies human growth and behaviour from conception to old age. "Normal" patterns of growth will be studied as a framework for differentiating atypical behaviour and development.

**Human Growth & Develop. 1****DSW.100**

This section of the course will introduce you to the developmental process that occurs from fertilization to adolescence. The main focus will be on normal development but some attention will be placed on delays that may occur. The cognitive, physical, social and emotional aspects of development will be addressed. One segment of the course will look at the abuse that children may be exposed to. This will cover such things as indicators of abuse, legislation, report writing and treatment.

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A study of growth and development during the prenatal, infant and preschool periods. The physical, mental, social and emotional factors will be considered. Special emphasis will be placed on factors that contribute to emotional problems during this developmental process. This course, followed by Human Growth and Development 2 in the second semester, deal with adolescent, youth and adult years.

**Human Growth & Development 2****CYW.201**

This course is a study of growth and development during middle childhood and adolescence. The physical, mental, social and emotional factors will be considered. Special emphasis will be placed on factors that contribute to emotional problems during this developmental process. This course is a sequel to Human Growth and Development 1.

**Human Growth & Development 2****DSW.203**

This course deals with the developmental process that occurs through adolescence and adulthood and includes the aging process. The main focus will be on normal development and some attention will be given to the individual circumstances of developmentally delayed persons. The cognitive, physical, social and emotional aspects of development will be discussed.

**Human Resources Develop. 1****LASA105**

The role of the contemporary law enforcement officer, in today's society is an extremely complex one. The police officer, to be successful in his tasks must be flexible in his behaviour in dealing with varied situations. The public has many expectations which are



placed upon police officers. This can create stress for the officers in trying to fulfill expectations of the public.

In this course, we will examine the multi-faceted role of the police officer, and what skills are necessary to be effective on the job.

The focus of this course will be the practical application of interpersonal communication skills, which will benefit law enforcement personnel. The willingness of students in this course to participate in classroom activities, and utilizing these skills, is an important part of the class process.

#### **Human Services Seminar** RHBK105

This course focuses on the development and use of community resource information and referral skills. Students will explore resources and problem-solving strategies needed to identify needs of clients and to locate programs or resources and to refer clients to necessary services in a community.

#### **Human Sexuality** CYW.503

This course will focus on sexuality from a development point of view, emphasizing both physiological and psychological variables. In addition, several special topics within the area will be studied (e.g. sexual attitudes). Also, emphasis will be placed on an examination of sexual issues which relate to the role of the child care worker in treatment of programming and implementation. Finally, there will be some emphasis on personal self-exploration of sexual attitudes and feelings as they relate to your work and your general life style.

#### **Human Sexuality** DSW.201

This course is designed to help the student understand human sexuality in general and the social-sexual development of the mentally handicapped person in particular.

#### **Individual Program Planning** DSW.105

This course introduces the student to the underlying philosophy and basic components or steps of a planning process which offers a framework for the provision of coordinated, comprehensive and effective service to people who are developmentally delayed.

#### **Information and Referral Skills** SSW.104

This course focuses on the development of interviewing skills

for information provision and referrals, and the use of human services as client resources. Students will develop problems-solving skills to identify client needs, to locate resources, and to refer clients to the appropriate services in the community.

#### **Instructional Strategies** DSW.106

This course will address the role of the D.S.W. in the school system. It will give strategies for teaching individuals with exceptional needs which can be generalized to any setting. Some time will be spent on intervention techniques that can be used to diffuse or avoid crisis situations.

#### **Insurance, Pensions & Group Benefits** FINA503

This course is a study of the legal environment surrounding personal insurance and the operations of insurance companies as well as an analysis of group insurance benefits and employee benefit plans. In addition, this course deals with the basic features of pension plans, profit-sharing plans, other retirement plans and deferred compensation arrangements.

#### **Integrative Seminar 1** CYW.204

This seminar provides students with the opportunity to integrate theoretical course material with their own development as individuals and as child care workers, using their field work experience as a focus. Problems and concerns that arise in the students' field placements will be discussed. The students will also be helped to develop a concept of child care work and methods to deal with children in a variety of child care work settings.

#### **Integrative Seminar 1** SSW.205

This small group seminar provides students with an opportunity to discuss their experiences in field practice and use learning acquired from the academic courses.

#### **Interpersonal Skills** SSW.105

Interpersonal skills is designed to introduce human service students to the communication process which characterizes the field. Effective spoken communication determines your efficiency and effectiveness as a worker. Communication skills also influence your client's sense of satisfaction with the counselling or service experience. The course will focus on the factors which influence the ways in which people send and receive

verbal and non-verbal messages; which determine assertiveness, shyness, and effectiveness in communication.

#### **Interpersonal Skills** RHBK104

Interpersonal skills was designed to introduce human services students to the communication process which characterizes our field. Effective written and spoken communication determine your efficiency and effectiveness as a worker. Communication skills also influence your client's sense of satisfaction with the counselling or service experience. Our course will focus on the factors which influence the ways in which people send and receive verbal and non-verbal messages; which determine assertiveness, shyness, and effectiveness in communication; and, which constitute the skills of a balanced self-determined person.

#### **Interviewing & Counselling Skills 1** SSW.202

A study of the structure and process of helping clients resolve their problems in social functioning through the use of basic interviewing skills.

#### **Interviewing & Counselling 2\*** SSW.306

As a continuation of Interviewing & Counselling 1, students will learn how to structure and conduct interviews which will enable clients to learn problem-solving skills. Students will also learn how to deal with various crisis situations.

#### **Intro. to Accounting 1** ACCT111

This course assumes no accounting background on the part of the student. It covers the complete accounting cycle with emphasis on the conceptual as well as the procedural elements of the cycle. The course concludes with a chapter on accounting for cash.

#### **Intro. to Accounting 2** ACCT211

This course provides a detailed study of the accounting for the various items appearing on the balance sheet, their control and effects upon related items of income and expense, including accounting differences for each type of business enterprise.

#### **Intro. to Developmental Disabilities 1** DSW.102

This is a two-semester course which thoroughly examines Developmental Delay — formerly referred to as Mental Retardation. Historical and current trends in identification, causes, and man-

agement of the condition will be a primary focus in the course, as well as the philosophy behind current practices and critical issues facing practitioners in the field.

#### **Introduction to Law** LASA101

This course will familiarize the student with our legal system as a whole. The course will focus on the definition of law, its elements and role in a democratic society, the form of our government, the history of English Law, The Constitution Act, the elaboration of Federal and Provincial Legislation, the concept of civil liberties, and the fundamentals of natural justice.

#### **Introduction to Professional Skills** CYW.104

This course is an introduction to basic professional and personal skills that the Child Care Work student will build on in the future in both field and classroom.

#### **Introductory Methods (R.W.)** RHBK103

This course introduces students to adult developmental theory with a systems approach to individual, family, and career development issues. Students will also explore the impact of sex disability and ethnicity on these developmental phenomena. These knowledge objectives will be integrated with skill objectives as students engage in anecdotal recording, case studies, and research paper which includes review of a developmental stage with interviews of age/stage appropriate representatives.

#### **Investment Analysis** FINA400

This course covers various topics related to business financial statements including the basic concepts of accounting, the format and content of financial statements and techniques of financial statement analysis.

#### **Legislation In Human Serv.** SSW.401

Legislation is having an increasing impact on the delivery of human services. To provide clients with appropriate service, the worker must be familiar with the relevant pieces of legislation in the areas such as: Family Law, Community Law and Human Right Legislation. This course will provide the student with the knowledge necessary to work within the parameters of such legislation.



**Lifespan Development****RHBK100**

This course studies human growth and behaviour from conception to late adolescence. "Normal" patterns of growth will be studied as a framework for differentiating a typical behaviour and development. Special emphasis will be placed on the developmental theories of Piaget and Erikson.

**Management by Communications****FINA600**

The course provides practical assistance with communication and administration in preparation for the role of employee and supervisor in business. A variety of projects gives the student practice in composing letters, memos, reports, policy statements and feasibility studies relating to the decision making and the communication process. Projects are given to enhance oral communication as it relates to both presenting ideas to lower, middle and upper management, and to directing the activities of subordinates.

**Marketing 1****MKTG100**

This course is designed to introduce the student to the systems idea of the marketing concept as practiced in business management. It will assist the student in developing a functional judgment of the role each of the controllable variables plays in the marketing mix. This course will also provide a base for future marketing courses such as, Marketing 2, Marketing Research, Marketing Management, Retailing, Advertising, Salesmanship, Sales Management, Sales Promotion, Physical Distribution, etc.

**Marketing 2****MKTG200**

Marketing 2 is a continuation of Marketing 1. On completion of this course, students will be able to: demonstrate an understanding of marketing planning; formulate a marketing mix; evaluate a marketing effort.

**Medication & Substance Abuse****RHBK400**

This course is designed to introduce the student to basic concepts of pharmacology such as the processing of drugs by the body, the actions, uses and major side effects of a select number of drug categories. Other areas to be discussed include drug regulations, the appropriate storage and administration of medications as well as the abuse potential of certain medications.

**Multi-Handicapped Practicum****DSW.102**

This course will give practical experience in care, handling and programming for multi-handicapped people.

**Nature of Crime 1****LASA100**

Although a "Typology of Crime" has not gained unanimous support, such a study will definitely assist the student to develop a better understanding of the various forms of criminal behaviour in society.

Special attention is given to social institutions that play significant roles in the increase or decrease of the crime problem as it exists in Canada and other cultures. In dealing with the individual offenders, the course will emphasize environmental and personality factors that influence criminal behaviour, and trace such behaviour over time.

**Nature of Crime 2****LASA201**

This course is a continuation of Nature of Crime 1 and will, for approximately 5 weeks, concentrate on the typology of crime studies. In the weeks following, the major focus in this course will be given to the nature of crime and conflict. Factors discussed will include which "wrongs" should be considered "crimes"; the violence of conditions justifying the violence of persons, and other contemporary moral issues.

**Organizational Management 1****HRMS201**

The goal of the course is to provide a clear understanding of an approach to effective management and some of the skills required to implement this approach. The course examines the functions of a manager: planning, organizing, staffing, directing, and controlling, particularly from the first-level supervisor's point of view.

**Organizational Management 2****HRMS301**

Since Organizational Management 2 combines long-range planning with the maximum utilization of human resources through people development, this course is an extension of Organizational Management 1. It focuses on the planning, leadership and directing functions through the major intervention in most Organizational Development programs and Management by Shared Objectives (M.B.S.O.). A major experiential study will be included.

**Orientation to Human Services****SSW.103**

This course is designed to orient the student to the field of the human services, the basic roles, functions, methods and techniques of delivering services to people experiencing problems in social functioning.

**Personal Computing 1****ISYS221**

This course is an introduction to the hardware and software of the personal computer for business use. In the hardware area, the student will become familiar with the various components of the personal computer and their operation. The section on software looks at various packages to get an insight into the use of PC-DOS, spreadsheets, word processing and data base. Much of this course will involve hands-on experience on IBM PC's.

**Personal Computing 2****ISYS222**

While PC-1 gives an introduction to the personal computing area, this course goes into greater depth in the use of the software. Packages such as LOTUS 1-2-3, dBASE 3 and others will be explored in depth to build a high level of expertise in the use of this business software. The course will involve a lot of hands-on experience with numerous practical applications.

**Personal Finance Planning****FINA301**

This is an introductory course that introduces the students to the financial services offered to the public including saving and borrowing money, basic tax planning, investments, life insurance, registered retirement and savings plans. In addition skills in data gathering, relationship building and counselling will be stressed. The nature of personal financial consulting and the planning process will also be covered.

**Personnel****HRMS101**

As an introduction to personnel administration, this course covers a wide range of personnel topics. Emphasis throughout is to illustrate how line management can effectively utilize personnel concepts and techniques in administering the human resources of their respective operating area. As a result of this course, students should be aware of personnel policies, procedures and programs as a staff function and their accomplishment as a line responsibility.

**Personnel Mgmt. & Development****HRMS401**

This course outlines the methods of personnel development in business and industrial organizations. The objective is to acquaint the student with methods of personnel development as a general responsibility of all levels of management, and as a necessary adjunct to organization management.

**Philosophy of Law****Enforcement 1****LASA102**

This course is designed to thoroughly familiarize the student with working conditions and prejudices to be encountered in his chosen field of law enforcement and security.

**Philosophy of Law****Enforcement 2****LASA403**

In this course, law enforcement will be reviewed and analyzed as a sociological phenomena. Basic sociological concepts (e.g. alienation, status, role norms, values, etc.) will be used as tools to gain an understanding of a variety of topics (e.g. attitudinal structures at the societal level, problems related to selective enforcement). We will also discuss the emotional/psychological hazards of police work, such as stress and its manifestations (i.e. alcohol abuse, suicide, marital problems).

**Placement Services****RHBK302**

Placement services are an advanced and specialized stage of the rehabilitation process. Vocational and residential placements must be developed which recognize the functional skills and developmental levels of clients. This course will demonstrate the use of assessment and adjustment information for placement planning, client support and follow up. As well, affirmative action concepts in competitive employment and consumer/tenant rights in residential program services will be introduced.

**Planning and Evaluation\*\*****SSW.406**

A program without a purpose or with a purpose which is not fully understood runs the risk of losing both its target population and its funding. In an era where most of the funds available to Human Service organizations are program or project based, program development, planning and evaluation have become prerequisite for agency survival. This program will provide the student with the opportunity to sharpen their pro-



gramming skills by: examining the planning process; reviewing the current literature on program planning and evaluation; problem solving, and developing program strategies. The methods used in the course will include simulations, role playing and directed reading. The course will be designed to help the student to deal with the practical problems they are currently addressing in the field, and to provide a forum for feedback, consultation and peer support.

#### Political Process SSW.201

This course is designed to provide a basic introduction to the political decision-making process which affects community and social services in Ontario. The course will examine how governments develop policies, as well as the methods used by agencies, communities and special interest groups to influence government.

#### Portfolio Management FINA502

This course is designed to provide the student with the basic principles, techniques and theories to making sound investment decisions. Topics covered will include determining investment goals, identifying sources of investment information, constructing and managing a portfolio, analyzing risk and return, selecting stock, evaluating various investment alterations and determining the effects of taxation on investment.

#### Programming (R.W.) RHBK200

This course is intended to provide an overview of the key players, principle issues, and resources required to support rehabilitation programming for special needs persons. The issues will include identification of special needs target groups, funding sources and resource persons, and prerequisite activities which must occur in the rehabilitation process. Emphasis will be placed on contrasting service delivery models including institutional, normalization (community-based), and consumer models of service. Basic skills for client interaction, such as interviewing and counselling skills, will be reviewed.

#### Psychology 1: Understanding Human Behaviour RHBK101

The course will examine the various factors that influence the behaviour of organisms — especially humans. While many psychological theories will be examined throughout the course, em-

phasis will be given to the practical application of these theories so that students will see how psychology influences on various aspects of their everyday life. The aim is to give students an understanding of how behaviour is acquired, how it is maintained, and how it can be changed.

#### Security Practices LASA200

This course will give the student an understanding of security and crime prevention as it relates to a variety of settings. Emphasis in the course will be directed towards all aspects of physical/personal security in the form of crime prevention techniques which reduces the opportunity to commit crime. It is designed to make the student aware of the careless behaviours which increase the vulnerabilities to crime.

#### Selling Services FINA402

This course provides the student with an understanding of the selling process particularly as it pertains to selling services. Such techniques as prospecting, approaching the customer, making sales presentations, answering objections and closing the sale are introduced.

#### Sign Language & Bliss Symbolics DSW.304

This course will introduce the student to the practical use of basic manual communication and Bliss Symbolics. The main focus will be on total communication as it applies to developmentally handicapped people at home, school, workshop or residence.

#### Social Psychology SSW.100

Students will study the psychological factors which influence human behaviour. Psychological theories will be examined which have practical application to the human services field.

#### Spec. Needs Populations SSW.301

This course will introduce the student to the special needs client and his/her community. Emphasis will be placed on the developmentally, physically and emotionally handicapped. Students will learn the pathology of these handicaps. They will study how families cope with the special needs child/adult; the special needs client in the community; and the politics of institutionalization.

#### Taxation 1 FINA401

Income taxation has a significant impact on both individuals

and businesses. The first course in taxation provides students with the basic knowledge of the structure and nature of the taxation system in Canada. This course centres on the provisions of the Income Tax Act that apply to individuals and businesses.

#### Taxation 2 FINA500

This second course in taxation provides students with a further knowledge of the structure and nature of the taxation system in Canada. The course concentrates on the provisions of the Income Tax Act that apply to corporations. In addition the course contains an introduction to sales tax.

#### Theory & Practice of Therapeutic Act. 1 CYW.102

This will deal with various forms of creative activities (painting, clay, paper mache, drama, woodwork, etc.), children's games, sports activities, outdoor education and camping skills. These activities will provide the student with ideas and some practical experience in carrying them out. Also included will be discussions on creative and therapeutic values of the different activities with children and adolescents. General age groups to be covered are primary, middle and late childhood and adolescence for both the disturbed and the average child.

#### Theory & Practice of Therapeutic Act. 2 CYW.202

A continuation of Theory & Practice of Therapeutic Activities 1.

#### Treatment Philosophies 1 CYW.502

This course will help the student become aware of the major schools of thought involved in helping disturbed clients. The focus will be on history, basic concepts, techniques, case examples and evaluation of each. This course is aimed at helping the student consolidate his/her own theories and views of the therapeutic process as well as to aid the student in his/her knowledge of the helping profession.

#### Treatment Philosophies 2 CYW.602

A continuation of Treatment Philosophies 1.

#### Urban Sociology SSW.101

This course will provide students with a basic understanding of sociological principles and their relevance to contemporary urban

life. The course will examine the impact of urbanization on the human conditions and how groups and communities deal with the stresses of urban life. Finally the course will examine the current trends and social problems which exist in urban environment and their implications for human services.

#### Urban Sociology-City Issues RHBK102

This course will provide students with a basic understanding of sociological principles and their relevance to contemporary urban life. The course will examine the impact of urbanization on the human conditions and how groups and communities deal with the stresses of urban life. Finally the course will examine the current trends and social problems which exist in urban environment and their implications for human services.

#### Vocational Rehabilitation Practicum DSW.404

This course will give practical experience in vocational training for handicapped people.



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## School of Business Programs

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### **Please Note**

The following School of Business programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



# Accountancy Diploma \*\*\*

## North and Lakeshore Campuses

Students may choose either the Four Semester or Six Semester program starting in September

This program is designed to assist students in forming a base of studies so that they can assume the duties of an accountant in today's changing economy. In addition to accounting procedures, the program offers training in data processing, marketing, tax and corporate law, and management studies.

## Admission Requirements

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

## Curriculum

### 2/3 Year Accounting Diploma

Semester 1	Credits
ACCT111 Intro. to Accounting 1	4
HRMS101 Personnel	3
ISYS102 Intro. to P.C.	3
MKTG100 Marketing 1	4
ECON001 Micro Economics	3
COMM200 Communications 200	4
Semester 2	Credits
ACCT211 Intro. to Accounting 2 <i>Pre-Req:</i> ACCT111 Intro. to Accounting 1	4
BMAT200 Business Mathematics*	4
ISYS103 Info. Systems Concepts <i>Pre-Req:</i> ISYS102 Intro. to P.C.	3
COMM300 Communications 300 <i>Pre-Req:</i> COMM200 Communications 200	4
ECON002 Macroeconomics	3

\*grade 12 business and consumers mathematics (general level)

## Job Opportunities

The graduates of the Accounting Program find jobs in accounts payable, accounts receivable, cost accounting, inventory control, internal auditing, and payroll departments.

If you are seeking a professional designation, taking this program is a good way to start. Within two to three years of graduation it is possible for you to become a CGA (Certified General Accountant) or a CMA (Certified Management Accountant). These respective accounting associations will allow credits from this program towards their professional designations.

GNED	General Education	3
Semester 3		Credits
ACCT341 Cost Accounting 1 <i>Pre-Req:</i> ACCT211 Intro. to Accounting 2		4
ACCT332 Intermediate Accounting 1 A <i>Pre-Req:</i> ACCT211 Intro. to Accounting 2		4
LAWS101 Elements of Law		3
HRMS201 Organizational Management 1 <i>Pre-Req:</i> HRMS101 Personnel		3
BSTA300 Business Statistics <i>Pre-Req:</i> BMAT200 Business Mathematics*		4
GNED	General Education	3
Semester 4		Credits
ACCT441 Cost Accounting 2* <i>Pre-Req:</i> ACCT341 Cost Accounting 1		6
ACCT432 Intermediate Accounting 1 B <i>Pre-Req:</i> ACCT332 Intermediate Accounting 1 A		4
ACCT461 Introduction to Income Tax <i>Pre-Req:</i> ACCT332 or ACCT331		4
HRMS301 Organizational Management 2 <i>Pre-Req:</i> HRMS201 Organizational Management 1		3
ISYS237 Business Systems Analysis <i>Pre-Req:</i> ISYS102 Intro. to P.C.		4
GNED	General Education	3
*Equivalent to 1 1/2 courses + Math Assessment Test students may graduate in the four semester program or continue on and graduate after completing the additional courses set out in semesters five (5) and six (6)		
***New Program Semesters 1 to 4 as shown. The courses offered in semesters five and six include more advanced accounting courses and also place an emphasis on Finance and Computer Applications. Successful graduates will receive additional credits towards receiving their professional designation as described previously.		
Semester 5		Credits
ACCT531 Intermediate Accounting 2 <i>Pre-Req:</i> ACCT332 Intermediate Accounting 1 A		6
ACCT561 Income Tax 2 <i>Pre-Req:</i> ACCT461 Introduction to Income Tax		4
ISYS224 Personal Computer Applications <i>Pre-Req:</i> ISYS102 Intro. to P.C.		4
ACCT541 Financial Controllorship 1 <i>Pre-Req:</i> ACCT531 Intermediate Accounting 2		4
ACCT551 External Auditing <i>Pre-Req:</i> ACCT531 Intermediate Accounting 2		4
Semester 6		Credits
ACCT651 Internal Auditing <i>Pre-Req:</i> ACCT551 External Auditing		4
ACCT321 Computerized Accounting <i>Pre-Req:</i> ACCT211 Intro. to Accounting 2		4



### Accountancy Diploma\*\*\* (cont'd.)

ACCT641	Financial Controllorship 2	4
Pre-Req:	ACCT541 Financial Controllorship 1	
BSTA400	Quantitative Analysis 1	4
Pre-Req:	BMAT200 Business Mathematics*	
GNED	General Education	3

## An Introduction to Management Studies

The Management Studies Diploma Programs at Humber College provides the student with a thorough background in all aspects of basic management training. In line with our goal of meeting the needs of the student, we have adopted what is referred to as the 'through-way option' concept. This concept provides the student with the highest degree of flexibility in choosing courses appropriate to individual career goals.

The Business Administration Diploma Program (36 courses, three years, six semesters) offers the student the opportunity to study in depth, each of the business subject areas. The various program options also allow the student to study a particular area of interest in detail.

The General Business Diploma Program (25 courses, two years, four semesters) offers the student the opportunity to study each of the business subject areas, but with less intensity. The program also allows the student to study a particular area of interest, according to the electives chosen.

In General Business or Business Administration students take a common first year curriculum that allows them relative ease in making program changes. To assist in this process, course and career coordinators are available.

The following highlights the flexibility of the program:

1. Students have the opportunity of choosing a specialized subject and career area.

2. The student may enter at higher levels than first semester, upon receiving advanced standing for courses from Grade 13 or another college.

#### Business Programs in the French Language

Many employment opportunities are available for the Business graduate with bilingual language skills. We are able to offer students two program offerings to study part of their program in the French language.

#### I. General Business - Office Systems Operation

Semester 1 and Semester 2 will be conducted in the English language with the option of some General Studies courses in the French language.

Semesters 3 and 4 will be conducted in the French language. Please see the La Bureautique program for the course curriculum, page 116. A diploma will be offered to those students completing the four semester program.

#### II. Business Administration

We are making preliminary arrangements with a college in Quebec for a possible exchange program for our French speaking students. Students who have prepared for this exchange and have sufficient French language skills will spend the fifth semester of the program studying in Que-

bec. Financial assistance will be available for this exchange.

Some course work in the French language will be offered during the first four semesters at Humber.

#### Un Introduction Aux Etudes En Gestion

#### Techniques Administratives En Français

Les possibilités d'embauche pour les diplômés en administration sont bonnes pour les personnes bilingues. Nous offrons deux programmes dans lesquels des cours sont enseignés en langue française.

#### I. General Business - Office Systems Operation/La Bureautique

Les deux premières sessions sont données en anglais. Des complémentaires peuvent être offertes en français. La troisième et la quatrième sessions seront offertes en français. Ce sont les cours du programme LA BUREAUTIQUE qui constituent les sessions 3 et 4 de ce nouveau programme (Voir programme LA BUREAUTIQUE). Un diplôme sera décerné aux finissants de ce programme.

#### II. Business Administration

Le Québec et l'Ontario ont un programme d'échange d'étudiants au niveau post-secondaire. Humber et Sainte-Foy en sont aux pourparlers préliminaires afin d'assurer à des étudiants des deux prov-

inces la possibilité de compléter leur cinquième session en techniques administratives dans la province qui n'est pas la leur.

Le financement du projet est sous la responsabilité des deux provinces.

Les quatre premières sessions du programme à Humber vont donner aux participants la possibilité de développer leurs acquisitions au niveau de la langue.

#### PART-TIME STUDIES

The Management Studies Department offers several management certificates in the evening. A student may choose any of the following areas of study.

Business Administration Certificate - 15 courses

General Business Certificate - 12 courses

Business Management Certificate - 8 courses

Operations Management Certificate - 8 courses

Personnel Management Certificate - 8 courses

These certificate programs would be of interest to people currently within the industry, or for the more mature person wishing to update their business skills and knowledge on a part-time basis.

For further information on registration, time offered, etc. please consult the Continuous Learning Inroads brochure, or call 675-5016 or 252-5571.

## Business Administration Diploma\*

### North and Lakeshore Campuses

#### Six Semesters Beginning September and February

This diploma program provides students with practical skills and comprehensive knowledge of all basic business functions, such as: accounting, human resource

management, marketing and computer usage.

#### North Campus Options

Operations Management  
Human Resources Management

Marketing Administration  
Regular Option

Lakeshore Campus Options  
Microsystems Management  
Regular Option



## Business Administration Diploma\* (cont'd.)

(available as co-op)  
Financial Services

For more information please call the Business Department at 252-5571. It should be noted that program requirements are under constant review and subject to revision.

Students may select their option after completion of Semester 2.

### Admission Requirements

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

•grade 12 business and consumers mathematics (general level)

### Job Opportunities

Three-year Business Administration graduates are well received by the business community. Graduates normally accept employment in entry-level positions in general management, accounting, finance, computer-related environments, sales in industry, areas related to production, distribution and inventory control, and retail sales, as well as junior positions in advertising and marketing.

Students interested in the Computer Information System Management Diploma please refer to 216.

### Curriculum

Semester 1	Credits
HRMS101 Personnel	3
MKTG100 Marketing 1	4
ISYS102 Intro. to P.C.	3
ACCT111 Intro. to Accounting 1	4
ECON001 Micro Economics	3
COMM200 Communications 200	4
Semester 2	Credits
LAWS101 Elements of Law	3
BMAT200 Business Mathematics*	4
MKTG200 Marketing 2 <i>Pre-Req:</i> MKTG100 Marketing 1	4
ACCT211 Intro. to Accounting 2 <i>Pre-Req:</i> ACCT111 Intro. to Accounting 1	4
ECON002 Macroeconomics	3
COMM300 Communications 300 <i>Pre-Req:</i> COMM200 Communications 200	4

\*Math Assessment Test score of 65% or higher OR Basic Business Math BMAT100 with 60% or higher

### North and Lakeshore Campuses Regular Option

This option allows for a higher concentration in Economic studies, as well as for a degree of choice with four business electives in semesters 4 and 5.

### Curriculum

Semester 3	Credits
ACCT315 Managerial Accounting <i>Pre-Req:</i> ACCT211 Intro. to Accounting 2	4
HRMS201 Organizational Management 1 <i>Pre-Req:</i> HRMS101 Personnel	3
ISYS103 Info. Systems Concepts <i>Pre-Req:</i> ISYS102 Intro. to P.C.	3
BSTA300 Business Statistics <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
GNEB General Education	3
ECON102 International Economics <i>Pre-Req:</i> ECON002 Macroeconomics	4
ECON105 Money, Banking & Finance <i>Pre-Req:</i> ECON002 Macroeconomics	4
ECON103 Economic Development <i>Pre-Req:</i> ECON002 Macroeconomics	4
Semester 4	Credits
HRMS301 Organizational Management 2 <i>Pre-Req:</i> HRMS201 Organizational Management 1	3
ISYS237 Business Systems Analysis <i>Pre-Req:</i> ISYS102 Intro. to P.C.	4
MOPS200 Manufacturing Operations <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
BSTA400 Quantitative Analysis 1 <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
GNEB General Education	3
ECON102 International Economics <i>Pre-Req:</i> ECON002 Macroeconomics	4
ECON105 Money, Banking & Finance <i>Pre-Req:</i> ECON002 Macroeconomics	4
ECON103 Economic Development <i>Pre-Req:</i> ECON002 Macroeconomics	4
Semester 5	Credits
HRMS302 Business Policy 1 <i>Pre-Req:</i> ACCT315 Managerial Accounting	4
ISYS224 Personal Computer Applications <i>Pre-Req:</i> ISYS102 Intro. to P.C.	4



**Business Administration Diploma\* (cont'd.)**

BSTA500	Quantitative Analysis 2	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*, BSTA300 Business Statistics	
	2 Business Electives	4
GNED	General Education	
<b>Semester 6</b>		<b>Credits</b>
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	HRMS302 Business Policy 1, ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting, BSTA500 Quantitative Analysis 2, ACCT200, ACCT205	
	Business Elective	4
<i>Pre-Req:</i>	223-212 Managerial Accounting	
GNED	General Education	3

**North Campus  
Marketing  
Administration Option**

This option will enable the Business Administration student to acquire specific background in the consumer marketing field. Basic training in marketing strategies will be

provided in the early semesters. Training in advanced theories is scheduled for the final year. The student will be able to choose from four broad areas of specialization. These include the areas of marketing research, advertising and sales, marketing logistics and retail operations.

**Curriculum**

<b>Semester 3</b>		<b>Credits</b>
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
ACCT315	Managerial Accounting	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
MKTG300	Advertising 1	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
GNED	General Education	3
<b>Semester 4</b>		<b>Credits</b>
ISYS237	Business Systems Analysis	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	

HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
MKTG310	Marketing Research 1	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
GNED	General Education (2)	6
<b>Semester 5</b>		<b>Credits</b>
MKTG305	Professional Selling 1	4
HRMS302	Business Policy 1	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*, BSTA300 Business Statistics	
MKTG425	Marketing Research 2	4
<i>Pre-Req:</i>	MKTG310 Marketing Research 1	
	OR	
MKTG315	Physical Distribution	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
MKTG205	Retailing 1	4
<i>Pre-Req:</i>	MKTG100 Marketing 1	
	OR	
MKTG420	Advertising 2	4
<i>Pre-Req:</i>	MKTG300 Advertising 1	
GNED	General Education	3
<b>Semester 6</b>		<b>Credits</b>
MKTG445	Computer Applic. in Marketing	4
<i>Pre-Req:</i>	ISYS236 Elements of Systems	
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting, BSTA500 Quantitative Analysis 2, ACCT200, ACCT205	
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	HRMS302 Business Policy 1, ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
MKTG450	Export Marketing	4
<i>Pre-Req:</i>	MKTG200 Marketing 2	
	OR	
MKTG460	Retailing 2	4
<i>Pre-Req:</i>	MKTG205 Retailing 1	
	OR	
ISYS224	Personal Computer Applications	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	



**Business Administration Diploma\* (cont'd.)****North Campus  
Operations Management  
Option**

In order to respond to the need for highly-qualified graduates in the manufacturing community, the Operations Management Option has been structured to allow the Business Administration Graduate to specialize in such important

areas as methods improvement, purchasing, production and inventory control, work measurement and physical distribution. This option also provides the graduate with management-related courses necessary for employment in manufacturing companies, service companies, or distribution companies.

**Curriculum**

Semester 3		Credits
ACCT315	Managerial Accounting <i>Pre-Req:</i> ACCT211 Intro. to Accounting 2	4
HRMS201	Organizational Management 1 <i>Pre-Req:</i> HRMS101 Personnel	3
ISYS103	Info. Systems Concepts <i>Pre-Req:</i> ISYS102 Intro. to P.C.	3
BSTA300	Business Statistics <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
MOPS200	Manufacturing Operations <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
GNE	General Education	3
Semester 4		Credits
HRMS301	Organizational Management 2 <i>Pre-Req:</i> HRMS201 Organizational Management 1	3
ISYS237	Business Systems Analysis <i>Pre-Req:</i> ISYS102 Intro. to P.C.	4
MOPS330	Methods Improvement <i>Pre-Req:</i> MOPS200 Manufacturing Operations	4
BSTA400	Quantitative Analysis 1 <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
MOPS300	Principles of Purchasing	4
GNE	General Education	2
Semester 5		Credits
HRMS302	Business Policy 1 <i>Pre-Req:</i> ACCT315 Managerial Accounting	4
MOPS400	Work Measurement <i>Pre-Req:</i> MOPS200 Manufacturing Operations	4
MOPS310	Production Inventory & Management <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
MKTG315	Physical Distribution <i>Pre-Req:</i> MKTG100 Marketing 1	4
BSTA500	Quantitative Analysis 2 <i>Pre-Req:</i> BMAT200 Business Mathematics*, BSTA300 Business Statistics	4

GNE	General Education	3
Semester 6		Credits
HRMS402	Business Policy 2 <i>Pre-Req:</i> HRMS302 Business Policy 1, ACCT315 Managerial Accounting	4
HRMS401	Personnel Mgmt. & Development <i>Pre-Req:</i> HRMS301 Organizational Management 2	4
MKTG405	Advanced Marketing Admin. <i>Pre-Req:</i> ACCT315 Managerial Accounting, BSTA500 Quantitative Analysis 2, ACCT200, ACCT205	4
ACCT415	Corporate Finance <i>Pre-Req:</i> ACCT315 Managerial Accounting	4
MOPS400	Work Measurement <i>Pre-Req:</i> MOPS200 Manufacturing Operations	4
GNE	General Education	3

**North Campus  
Human Resource  
Management Option****Curriculum**

Semester 3		Credits
ACCT315	Managerial Accounting <i>Pre-Req:</i> ACCT211 Intro. to Accounting 2	4
HRMS201	Organizational Management 1 <i>Pre-Req:</i> HRMS101 Personnel	3
ISYS103	Info. Systems Concepts <i>Pre-Req:</i> ISYS102 Intro. to P.C.	3
BSTA300	Business Statistics <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
HRMS204	Elements of Salary Compensation <i>Pre-Req:</i> HRMS101 Personnel	4
GNE	General Education	3
Semester 4		Credits
HRMS301	Organizational Management 2 <i>Pre-Req:</i> HRMS201 Organizational Management 1	3
ISYS237	Business Systems Analysis <i>Pre-Req:</i> ISYS102 Intro. to P.C.	4
MOPS200	Manufacturing Operations <i>Pre-Req:</i> BMAT200 Business Mathematics*	4
HRMS207	Human Resources Computer Applications <i>Pre-Req:</i> HRMS101 Personnel	4
HRMS206	Elements of Pension Plans & Employee Benefits <i>Pre-Req:</i> HRMS101 Personnel	4
	Employee Benefits	4
GNE	General Education	3



**Business Administration Diploma\* (cont'd.)**

Semester 5		Credits
HRMS302	Business Policy 1	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
HRMS205	Labour Relations	4
HRMS208	Occupational Health and Safety	4
<i>Pre-Req:</i>	HRMS101 Personnel	
HRMS203	Interviewing Techniques	4
<i>Pre-Req:</i>	HRMS101 Personnel	
GNED	General Education	3
Semester 6		Credits
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	HRMS302 Business Policy 1, ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*, BSTA300 Business Statistics	
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting, BSTA500 Quantitative Analysis 2, ACCT200, ACCT205	
GNED	General Education	3

**Business Administration — Enriched Program****Six semesters**

In the Fall of 1988 we will be offering a limited number of seats in an *enriched* Business Administration program.

This program will have the same requirements as our regular Business Administration program but will also require that students have an average of over 75% in their Grade 12 courses (or equivalent on the Mature Student Test for applicants nineteen and over).

This program will cover the same course material as the

regular Business Administration program but it will be taken over a slightly shorter period of time each semester.

This will allow for at least *two weeks* in each semester to be devoted to:

- field trips to industries, government agencies, the stock exchange, etc.
- field work experience with companies, service industries and non profit organizations.
- French programming opportunities including exchange with Community Colleges in Quebec.

• special tours, guest lectures, etc.

Please indicate Business

Administration — ENRICHED PROGRAM on your application if you would like to be considered for this exciting new opportunity.

**General Business****North and Lakeshore Campuses****Four semesters beginning September.**

The General Business program offers students a business education with emphasis on the development of practical skills for employment in entry-level jobs within a business environment.

**Admission Requirements**

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

**Curriculum**

All options follow a common curriculum in the first year (two semesters) of the program except where noted (\*):

Semester 1	Credits
HRMS101 Personnel	3
MKTG100 Marketing 1	4
LAWS101 Elements of Law	3
BMAT200 Business Mathematics*	4
ECON001 Micro Economics	3
COMM200 Communications 200	4

\*A Math assessment test is required before this course begins.

Semester 2	Credits
MKTG200 Marketing 2	4
<i>Pre-Req:</i> MKTG100 Marketing 1	
ACCT111 Intro. to Accounting 1	4
ISYS102 Intro. to P.C.	3
COMM300 Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200	
GNED General Education (2)*	6

Semester 3	Credits
HRMS201 Organizational Management 1	3
<i>Pre-Req:</i> HRMS101 Personnel	



**General Business (cont'd.)**

MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
GNED	General Education	3
	3 Business Electives	
<b>Semester 4</b>		<b>Credits</b>
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
GNED	General Education	3
	4 Business Electives	

## Human Resource Management Post-Diploma

### North Campus Human Resource Post-Diploma Program

In response to the need for professional course and program preparation to gain entry into the field of Human Resource Management, a new one-year full-time program has been developed. This specialized program will be available to university graduates, college graduates and mature students with two to five years HRM or related business experience. This program will provide an opportunity for

students to develop the knowledge and skills necessary to pursue an effective career in Human Resource Management. Field placement will be an integral part of the program.

#### Admission Requirements

• College Diploma or University Degree or mature students with 2-5 years Human Relations Management experience or related business experience

### Curriculum

Semester 1		Credits
HRMS101	Personnel	3
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	HRMS101 Personnel	
HRMS204	Elements of Salary Compensation	4
<i>Pre-Req:</i>	HRMS101 Personnel	
HRMS206	Elements of Pension Plans & Employee Benefits	4
<i>Pre-Req:</i>	HRMS101 Personnel	

HRMS207	Human Resources Computer Applications	4
<i>Pre-Req:</i>	HRMS101 Personnel	
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
<b>Semester 2</b>		<b>Credits</b>
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	
HRMS203	Interviewing Techniques	4
<i>Pre-Req:</i>	HRMS101 Personnel	
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
MANF901	Occupational Health & Safety	4
HRMS205	Labour Relations	4
ACCT201	Finance and Accounting	4

## Independent Business Certificate (Pending Ministry Approval)

This unique certificate is designed for people who operate or intend to operate their own small business. The program consists of 18 seminar-style modules and participants take only those modules that fit their personal needs. Modules run about 15 hours each.

Throughout this 32 week full-time day program, there is a strong emphasis on individual consultation with our professional faculty. On completion of the certificate, each student has the opportunity of having his/her business plan assessed by a forum of bankers, accountants, consultants, etc.

For up-to-date information please contact the Program Coordinator at 675-3111.

Types of Business:  
 Product/Service  
 Independent Franchise  
 Market Research  
 Understanding Your Customer  
 Site Selection

Marketing For Small Business  
 Marketing Plan  
 Introduction to Small Business & Successful Management  
 Developing The Business Plan  
 Production and Operations Management  
 People Management & Leadership  
 Purchasing & Inventory Risk Management  
 Controlling & Managing Your Business For Growth  
 Organizing The Business  
 Bookkeeping; Accounting Cycle; Financial Statement  
 Internal Control For Small Business  
 Financial Management & Analysis  
 Financial Decisions & Planning For Small Business  
 The Computer and Small Business



## Law Clerk (Final Program name pending Ministry review of all Colleges' Titles)

### North Campus Law Clerk Diploma Program

Graduates are employed by organizations such as large legal firms, government departments and their agencies, life and general insurance companies and trust companies. Their duties generally require them to perform tasks with some legal complexity without requiring the extensive training of a lawyer, for example, title searches, conveyancing, document preparation, real estate closings and claims adjusting.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)
- grade 12 English and mathematics grades may be taken into consideration for admission purposes

### Curriculum

Semester 1 (20 hours/week)		Credits
LAWS101	Elements of Law	3
LAWS202	Court & Tribunal Pro. 1	4
HRMS101	Personnel	3
ISYS102	Intro. to P.C.	3
COMM200	Communications 200	4
GNEED	General Education	3
Semester 2 (22 hours/week)		Credits
LAWS201	Commercial Law	4
<i>Pre-Req:</i> LAWS101 Elements of Law		
LAWS302	Court & Tribunal Pro. 2	4
<i>Pre-Req:</i> LAWS202 Court & Tribunal Pro. 1		
ACCT311	Law Office Accounting	4
ISYS240	Law Office Computer Applications	3
<i>Pre-Req:</i> ISYS102 Intro. to P.C.		
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNEED	General Education	3
Semester 3 (22 hours/week)		Credits
LAWS203	Title Searching	4
<i>Pre-Req:</i> LAWS101 Elements of Law		
LAWS204	Real Estate 1	4
<i>Pre-Req:</i> LAWS101 Elements of Law		
LAWS205	Family Law	4
<i>Pre-Req:</i> LAWS101 Elements of Law		

LAWS206	General Insurance Law	4
<i>Pre-Req:</i> LAWS101 Elements of Law		
GNEED	General Education (2)	6
<i>Pre-Req:</i> LAWS101 Elements of Law 1		
Semester 4 (24 hours/week)		Credits
LAWS301	Legal Research	4
<i>Pre-Req:</i> LAWS101 Elements of Law, (to be taken in this semester only)		
LAWS304	Real Estate 2	4
<i>Pre-Req:</i> LAWS204 Real Estate 1		
LAWS305	Wills & Intestate Succession	4
<i>Pre-Req:</i> LAWS101 Elements of Law		
LAWS306	Insurance Claims	4
<i>Pre-Req:</i> LAWS206 General Insurance Law		
LAWS401	Field Practice	8

The above program is a General Business Modification - pending approval.

## Computer Information Systems 3-year Program (Regular or Co-op format available)

### North Campus

#### Regular Option

Six semesters beginning September. (Optional graduation after 4 semesters with Data Processing Diploma)

(Regular option or Information Systems Administration option. Co-op format also available.)

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

Each year of this program offers progressively more professionally oriented courses.

Included in the curriculum are courses on the major computer languages: PL/1, COBOL and 4th Generation Languages, personal computer applications, systems analysis and design, and advanced top-

ics relating to data base, communications networks, systems audit and security, and systems structure and management. Students wishing to graduate after four semesters must inform their coordinator during third semester.

Co-op Format (Eight Semesters)

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

### Admission Requirements

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



## Computer Information Systems 3-year Program (Regular or Co-op format available) (cont'd.)

### Job Opportunities

Graduates of this program will be able to enter the demanding and highly dynamic area of information systems in a wide range of modern business environments. They will be able to progress in such careers as: computer operations, programming, systems analy-

sis and design, or eventually into information system management.

Graduates who choose the two year diploma should be able to function either as a junior programmer or in any other capacity where a knowledge of small and/or large computers is a requirement, such as, a familiarity with user application software.

### Curriculum

Semester 1		Credits
ISYS102	Intro. to P.C.	3
BMAT200	Business Mathematics*	4
MKTG100	Marketing 1	4
ACCT112	Accounting Concepts 1	4
HRMS101	Personnel	3
COMM200	Communications 200	4
GNEC	General Education	3

\*A math assessment test is required before this course.

Semester 2		Credits
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i> ISYS102 Intro. to P.C.		
ISYS104	Program Design	2
ISYS107	Programming Fundamentals	4
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i> HRMS101 Personnel		
ACCT212	Accounting Concepts 2	4
<i>Pre-Req:</i> ACCT112 Accounting Concepts 1		
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNEC	General Education	3

\*Must be taken with or after Programming Fundamentals, but not before.

Semester 3		Credits
ISYS206	Cobol 1	4
<i>Pre-Req:</i> ISYS107 Programming Fundamentals, ISYS104 Program Design		
ISYS220	System Control Functions	4
<i>Pre-Req:</i> ISYS103 Info. Systems Concepts		
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i> HRMS201 Organizational Management 1		
LAWS101	Elements of Law	3

ISYS210	Intro to Systems Analysis 1	4
<i>Pre-Req:</i> ISYS103 Info. Systems Concepts		
GNEC	General Education	3

Semester 4		Credits
BSTA300	Business Statistics	4
<i>Pre-Req:</i> BMAT200 Business Mathematics*		
ISYS223	Cobol 2	4
<i>Pre-Req:</i> ISYS206 Cobol 1		
ISYS218	Data Base	4
<i>Pre-Req:</i> ISYS206 Cobol 1		
ISYS211	Intro. to Systems Analysis 2	4
<i>Pre-Req:</i> ISYS210 Intro to Systems Analysis 1		
ISYS224	Personal Computer Applications	4
<i>Pre-Req:</i> ISYS102 Intro. to P.C.		
ECON001	Micro Economics	3

\*\*\*Footnote: Students choosing the two year program must take a general studies elective instead of micro economics in their fourth semester.

ISYS200	Co-op Work Term (for students qualifying for and choosing the co-op format)	4
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Semester 5		Credits
ISYS209	4th Generation Language	4
<i>Pre-Req:</i> ISYS206 Cobol 1		
ISYS213	Systems Structure and Mgmt.	4
<i>Pre-Req:</i> ISYS211 Intro. to Systems Analysis 2		
ISYS212	Structured Systems Analysis	4
<i>Pre-Req:</i> ISYS211 Intro. to Systems Analysis 2		
ISYS238	Network Design and Architecture	4
<i>Pre-Req:</i> ISYS100 Introduction to Information Systems, OR, ISYS103 Info. Systems Concepts		
ISYS214	Project Management	4
<i>Pre-Req:</i> ISYS211 Intro. to Systems Analysis 2		
HRMS210	Organizational Communications	4
<i>Pre-Req:</i> HRMS201 Organizational Management 1		
ISYS300	Co-op Work Term	4

Semester 6		Credits
ISYS239	C.I.C.S.	4
<i>Pre-Req:</i> ISYS223 Cobol 2		
ISYS219	Data Base Admin. and Design	4
<i>Pre-Req:</i> ISYS218 Data Base		
ISYS217	System Audit, Control and Security	4
<i>Pre-Req:</i> ISYS211 Intro. to Systems Analysis 2, ACCT112 Accounting Concepts 1		
ISYS203	Assembler 1	4
<i>Pre-Req:</i> ISYS107 Programming Fundamentals		
ISYS207	Local Area Networks	4
<i>Pre-Req:</i> ISYS238 Network Design and Architecture		
GNEC	General Education	3



## Computer Information Systems 3-year Program (Regular or Co-op format available) (cont'd.)

Information Systems Administration Option: In response to the current competitive environment, business, marketing and accounting managers are turning to computer information systems to improve both the efficiency and effectiveness of the firm's operation. Moreover, information systems' effectiveness depends not only on the computer specialist, but on the ability of managers and users to understand its implication and effectively manage and control its implementation, and once implemented, the management of its information resources. The Information Systems Administration option of the Computer Information Systems program is designed to enhance the student's understanding of this area and enable him/her to serve as an effective interface between the information systems function and accounting, marketing and administration functions in a mainframe and/or personal computer environment.

Semester 1 & 2 - Same as Regular Option		Credits
<b>Semester 3</b>		
ISYS210	Intro to Systems Analysis 1	4
<i>Pre-Req:</i>	ISYS103 Info. Systems Concepts	
LAWS101	Elements of Law	3
MKGT200	Marketing 2	4
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
ECON001	Micro Economics	3
GNED	General Education	3
<b>Semester 4</b>		
ISYS211	Intro. to Systems Analysis 2	4
<i>Pre-Req:</i>	ISYS210 Intro to Systems Analysis 1	
ISYS206	Cobol 1	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals, ISYS104 Program Design	
ACCT315	Managerial Accounting	4
<i>Pre-Req:</i>	ACCT211 Intro. to Accounting 2	
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
ISYS224	Personal Computer Applications	4
<i>Pre-Req:</i>	ISYS102 Intro. to P.C.	
GNED	General Education	3
<b>Semester 5</b>		
ISYS238	Network Design and Architecture	4
<i>Pre-Req:</i>	ISYS100 Introduction to Information Systems, OR, ISYS103 Info. Systems Concepts	
ISYS213	Systems Structure and Mgmt.	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2	
ISYS214	Project Management	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2	

MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
HRMS302	Business Policy 1	4
<i>Pre-Req:</i>	ACCT315 Managerial Accounting	
HRMS210	Organizational Communications	4
<i>Pre-Req:</i>	HRMS201 Organizational Management 1	
<b>Semester 6</b>		<b>Credits</b>
ISYS212	Structured Systems Analysis	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2	
ISYS209	4th Generation Language	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS207	Local Area Networks	4
<i>Pre-Req:</i>	ISYS238 Network Design and Architecture	
ISYS217	System Audit, Control and Security	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2, ACCT112 Accounting Concepts 1	
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	HRMS302 Business Policy 1, ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req:</i>	HRMS301 Organizational Management 2	

## Computer Programming

### North Campus

#### Sixty-four weeks starting September, January and May

The successful, mature candidate will be a person with several years of business experience or one who is transferring from another college or university. For four academic semesters, the student in this program will undergo studies in computer programming, systems and related areas. These academic semesters compare favourably with the three-year Computer Information Systems program.

The program starts three times per year (September, January and May) and if they wish, students can graduate at the end of four consecutive se-

mesters without the normal summer semester break of most other programs.

A number of students in this program receive sponsorship from CEIC, but this still leaves a number of openings for other applicants to the program.

#### Admission Requirements

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



**Curriculum**

Semester 1		Credits
ISYS100	Introduction to Information Systems	4
ISYS107	Programming Fundamentals	4
ISYS104	Program Design	2
ACCT112	Accounting Concepts 1	4
BMAT200	Business Mathematics*	4
COMM200	Communications 200	4
GNEED	General Education	3

\*A math assessment test is required before this course begins.

Semester 2		Credits
ISYS206	Cobol 1	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals, ISYS104 Program Design	
ISYS210	Intro to Systems Analysis 1	4
<i>Pre-Req:</i>	ISYS103 Info. Systems Concepts	
ISYS220	System Control Functions	4
<i>Pre-Req:</i>	ISYS103 Info. Systems Concepts	
ACCT212	Accounting Concepts 2	4
<i>Pre-Req:</i>	ACCT112 Accounting Concepts 1	
HRMS101	Personnel	3
ISYS221	Personal Computing 1	3
<i>Pre-Req:</i>	ISYS100 Introduction to Information Systems	
GNEED	General Education	3

Semester 3		Credits
ISYS223	Cobol 2	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS218	Data Base	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS211	Intro. to Systems Analysis 2	4
<i>Pre-Req:</i>	ISYS210 Intro to Systems Analysis 1	
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEED	General Education	3

Semester 4		Credits
ISYS226	C Language	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals	
ISYS222	Personal Computing 2	4
<i>Pre-Req:</i>	ISYS221 Personal Computing 1	
ISYS238	Network Design and Architecture	4
<i>Pre-Req:</i>	ISYS100 Introduction to Information Systems, OR, ISYS103 Info. Systems Concepts	
ISYS203	Assembler 1	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals	

ISYS217	System Audit, Control and Security	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2, ACCT112 Accounting Concepts 1	

ISYS219	Data Base Admin. and Design	4
<i>Pre-Req:</i>	ISYS218 Data Base	

ISYS239	C.I.C.S.	4
<i>Pre-Req:</i>	ISYS223 Cobol 2	

**Computer Programming Co-op****North Campus****Six semesters beginning September or January**

This program offers an educational opportunity in Computer Programming with a unique combination of academic training and 'on-the-job' experience. For four academic semesters the successful, mature candidate will undergo studies in computer programming, systems and related areas. These academic semesters are the same as the 64-week Computer Programming program and compare favourably with the three-year Computer Information Systems program.

During the Co-op program, students will alternate the academic semesters with two semesters of related work experience. During this time, successful students will be employed in the data processing field to become aware of the real-life business situation and prepare them for a career in this profession. The work term will also offer the student an understanding of the various computer-related career paths.

Since the work terms are an integral part of the program, they will be treated as academic credits with an assignment component.

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status, plus two years of business experience
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)

**Job Opportunities**

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

**Curriculum**

Semester 1		Credits
ISYS100	Introduction to Information Systems	4
ISYS107	Programming Fundamentals	4
ISYS104	Program Design	2



**Computer Programming Co-op (cont'd.)**

ACCT112	Accounting Concepts 1	4
BMAT200	Business Mathematics*	4
COMM200	Communications 200	4
GNED	General Education	3

\*A Math assessment test is required before this course begins

Semester 2		Credits
ISYS206	Cobol 1	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals, ISYS104 Program Design	
ISYS210	Intro to Systems Analysis 1	4
<i>Pre-Req:</i>	ISYS103 Info. Systems Concepts	
ISYS220	System Control Functions	4
<i>Pre-Req:</i>	ISYS103 Info. Systems Concepts	
ACCT212	Accounting Concepts 2	4
<i>Pre-Req:</i>	ACCT112 Accounting Concepts 1	
HRMS107	Personnel	3
ISYS221	Personal Computing 1	3
<i>Pre-Req:</i>	ISYS100 Introduction to Information Systems	
GNED	General Education	3

Semester 3		Credits
ISYS200	Co-op Work Term (for students qualifying for and choosing the co-op format)	4

Semester 4		Credits
ISYS223	Cobol 2	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS218	Data Base	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS211	Intro. to Systems Analysis 2	4
<i>Pre-Req:</i>	ISYS210 Intro to Systems Analysis 1	
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNED	General Education	3

Semester 5		Credits
ISYS300	Co-op Work Term	4

Semester 6		Credits
ISYS226	C Language	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals	
ISYS222	Personal Computing 2	4
<i>Pre-Req:</i>	ISYS221 Personal Computing 1	
ISYS238	Network Design and Architecture	4
<i>Pre-Req:</i>	ISYS100 Introduction to Information Systems, OR, ISYS103 Info. Systems Concepts	

ISYS203	Assembler 1	4
<i>Pre-Req:</i>	ISYS107 Programming Fundamentals	
ISYS217	System Audit, Control and Security	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2, ACCT112 Accounting Concepts 1	
ISYS219	Data Base Admin. and Design	4
<i>Pre-Req:</i>	ISYS218 Data Base	
ISYS239	C.I.C.S.	4
<i>Pre-Req:</i>	ISYS223 Cobol 2	

## Marketing

### North Campus

#### Four semesters beginning September.

The aim of this program is to introduce students to the broad scope of marketing in today's consumer market. Emphasis is placed on the analysis of new product decisions, distribution, promotion, and pricing strategies and their administration in practice.

The program offers several specialization options through the choice of marketing electives. Initially, semesters one and two familiarize students with the basic state of the art. Semesters three and four offer the choice of a specific career option in the general marketing and merchandising areas. For further information, contact the Program Chairman. A common core of required business courses has been introduced in the marketing and

management areas to make program transfer easier.

#### Admission Requirements

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

#### Job Opportunities

This program generally leads to retail and wholesale sales and general administrative marketing positions. Other entry jobs may include customer service, distribution or management trainee. If you need more specific information on the placement of our graduates, come to our Placement Office to research the job listings.

### Curriculum

#### General Marketing Option

Semester 1		Credits
HRMS101	Personnel	3
MKTG100	Marketing 1	4
BMAT150	Mathematics for Marketing	4
<i>Pre-Req:</i>	65% Math Assessment Test or 60% Basic Math	



<b>Marketing (cont'd.)</b>		
ISYS102	Intro. to P.C.	3
COMM200	Communications 200	4
GNEC	General Education	3
<b>Semester 2</b>		<b>Credits</b>
ACCT103	Accounting for Marketing	4
MKTG200	Marketing 2	4
<i>Pre-Req:</i> MKTG100 Marketing 1		
MKTG205	Retailing 1	4
<i>Pre-Req:</i> MKTG100 Marketing 1		
ISYS103	Info. Systems Concepts	3
<i>Pre-Req:</i> ISYS102 Intro. to P.C.		
ECON001	Micro Economics	3
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNEC	General Education	3
<b>Semester 3</b>		<b>Credits</b>
MKTG300	Advertising 1	4
<i>Pre-Req:</i> MKTG100 Marketing 1		
MKTG305	Professional Selling 1	4
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i> HRMS101 Personnel		
MKTG310	Marketing Research 1	4
<i>Pre-Req:</i> MKTG100 Marketing 1		
LAWS102	Business Law for Marketing	3
GNEC	General Education	3
<b>Semester 4</b>		<b>Credits</b>
MKTG400	Marketing Admin.	4
<i>Pre-Req:</i> MKTG200 Marketing 2		
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i> HRMS201 Organizational Management 1		
	3 Marketing Electives	12
GNEC	General Education	3
<b>Semester Marketing Elective courses offered in the Fourth Semester:</b>		<b>Credits</b>
MKTG315	Physical Distribution	4
<i>Pre-Req:</i> MKTG100 Marketing 1		
MKTG410	Sales Promotion/Direct Mktg.	4
<i>Pre-Req:</i> MKTG100 Marketing 1		
MKTG420	Advertising 2	4
<i>Pre-Req:</i> MKTG300 Advertising 1		
MKTG455	Sales Management	4
MKTG460	Retailing 2	4
<i>Pre-Req:</i> MKTG205 Retailing 1		
MKTG415	Starting a New Business	4
<i>Pre-Req:</i> MKTG200 Marketing 2		
MKTG450	Export Marketing	4
<i>Pre-Req:</i> MKTG200 Marketing 2		

MKTG435 Professional Selling 2  
*Pre-Req:* MKTG305 Professional Selling 1

## Marketing Management (Pending Ministry Approval)

### North Campus 1 Year Post Diploma Program

A new one year full-time program has been developed to provide entry into the field of Marketing. This specialized program will be available to university and college graduates and mature students with related business experience. This program will provide an opportunity for students to develop the knowledge and skills

necessary to pursue an effective career in Marketing Management. The accelerated format will include lectures, seminars and guest speakers. The program will provide business, marketing, advertising, promotion and sales instruction.

At the time of publication, curriculum was under development. For further information, please contact the Marketing Program Coordinator at 675-3111, ext. 4519.

## Office Administration Programs (formerly Secretarial Arts)

### North Campus

The Office Administration programs provide comprehensive training in the specialized skills, procedures and knowledge required to pursue careers as executive, legal and medical secretaries, administrative assistants, word processing specialists. Students may select from four specialized programs. Each program is designed to provide the student with extensive practical experience in classrooms and labs equipped with typewriters, word processors and microcomputers, and through work placements with potential employers in each specialty area.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time. Please contact the Program Coordinator for details.



## Office Administration - Executive (formerly Executive Secretary)

### North Campus

#### Four semesters beginning September and end of January

This program provides training in the secretarial and administrative responsibilities of an executive secretary or administrative assistant. Humber's curriculum provides 3 semesters of specialized training. Students will learn to handle a variety of responsibilities including:

- preparing correspondence, reports and documents from handwritten copy, shorthand and machine dictation on a typewriter, word processor and microcomputer,
- scheduling appointments, screening visitors and telephone calls,
- coordinating meetings, conferences and travel itineraries
- acting as liaison with clients and senior corporate executives
- anticipating, planning and carrying out routine functions of the executive in his/her absence.

Practical experience will be enhanced through work placements in corporate offices.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equiv-

#### Curriculum

Semester 1	Credits
OAGN100 Introduction to Business & Careers	4
OAGN101 Introduction to Office Systems	4
OAGN102 Keyboarding & Listening Skills	4
OAGN103 Off. Proc. & Doc. Form.	4
LANG103 Grammar & Editing	4
GNED General Education	3

alent, or mature student status

- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time. Please contact the Program Coordinator for details.

#### Job Opportunities

Graduates are offered widely varied and plentiful employment opportunities as secretaries, word processing operators and administrative assistants supporting managers and professionals in private and public corporations, and in government departments. Excellent career advancement potential exists for the experienced graduate including positions as executive secretary, administrative or executive assistant reporting to senior corporate management, or positions supervising and training secretarial and administrative support personnel.

Semester 2	Credits
OAEW200 Office Simulations 1-Exec./WP <i>Pre-Req:</i> OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	8
OAGN200 Transcribing Taped Dictation <i>Pre-Req:</i> OAGN101 Introduction to Office Systems, OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	4
ACCT104 Elements of Accounting	4
COMM200 Communications 200	4
GNED General Education	3

**Note: Prerequisite for COMM200 Communications 200 is LANG103 Grammar & Editing. The curriculum for Semesters 3 and 4 is being updated to reflect the most current employment requirements. Details may be obtained by contacting the Program Coordinator.**

## Office Administration - Legal (formerly Legal Secretary)

### North Campus

#### Four semesters beginning September and end of January

This program provides training in the secretarial and administrative responsibilities of a legal secretary. Humber's curriculum provides 3 semesters of specialized training in the areas of real estate, civil litigation and corporate law. Students will learn to handle a variety of responsibilities including:

- reception duties
- scheduling appointments and meetings
- preparing correspondence, accounts, legal documents and memoranda from handwritten copy, shorthand or machine dictation on a typewriter, word processor and microcomputer
- administration of client files and records, lawyers' time records and accounting records
- handling travel arrangements
- serving, filing and registering legal documents and instruments

Practical experience will be enhanced through work placements in legal offices.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time. Please contact the Program Coordinator for details.

#### Job Opportunities

There is an excellent demand for graduates to work in



## Office Administration - Legal (formerly Legal Secretary) (cont'd.)

law firms, legal departments of private industry and government, court offices and university faculties of law. Graduates are generally hired for junior legal secretary positions. With experience, it is possible to advance to senior

positions involving administrative and/or supervisory duties. With additional legal training, an experienced senior legal secretary may attain a position as legal assistant or law clerk conducting legal research and drafting documents.

### Curriculum

Semester 1		Credits
OAGN100	Introduction to Business & Careers	4
OAGN101	Introduction to Office Systems	4
OAGN102	Keyboarding & Listening Skills	4
OAGN103	Off. Proc. & Doc. Form.	4
LANG103	Grammar & Editing	4
GNEC	General Education	3
Semester 2		Credits
OALG200	Legal Secretarial Procedures - Intro.	8
<i>Pre-Req:</i>	OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	
OAGN200	Transcribing Taped Dictation	4
<i>Pre-Req:</i>	OAGN101 Introduction to Office Systems, OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	
LAWS101	Elements of Law	3
COMM200	Communications 200	4
GNEC	General Education	3

Note: Prerequisite for Comm200 Communications 200 is LANG103 Grammar & Editing. The curriculum for Semesters 3 and 4 is being updated to reflect the most current employment requirements. Details may be obtained by contacting the Program Coordinator.

## Office Administration - Medical (formerly Medical Secretary)

### North Campus

#### Four semesters beginning September and end of January.

This program provides training in the secretarial and administrative responsibilities of a medical secretary. Humber's curriculum provides 3 semesters of specialized training. Students will learn to handle a variety of responsibilities including:

- scheduling appointments
- reception duties
- preparing patient records, and maintaining up-to-date correspondence and clinical records using transcribing machines, typewriters, word processors and microcomputers
- processing health insurance claims
- financial recordkeeping
- purchasing office and clinical supplies and equipment.

In Semester 4, practical experience will be enhanced through a work placement in a medical facility one day per week.

### Admission Requirements

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

sumers mathematics (general level)

- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time. Please contact the Program Coordinator for details.

### Job Opportunities

A variety of health care facilities, government departments and agencies, pharmaceutical firms, university faculties of medicine and insurance companies offer excellent employment prospects. Graduates are hired as medical secretaries to physicians and paramedical personnel in the above-mentioned areas of medicine, and as admitting and ward clerks, medical transcriptions and department secretaries in hospitals. As experience is acquired, advancement to senior positions involving administrative and/or supervisory responsibility is possible. These include positions as medical secretary/administrative assistant to senior medical personnel, chiefs of hospital departments, and heads of university faculties of medicine; supervisors of medical secretaries and clinic office managers.

### Curriculum

Semester 1		Credits
OAGN100	Introduction to Business & Careers	4
OAGN101	Introduction to Office Systems	4
OAGN102	Keyboarding & Listening Skills	4



## Office Administration - Medical (formerly Medical Secretary) (cont'd.)

OAGN103	Off. Proc. & Doc. Form.	4
LANG103	Grammar & Editing	4
GNE	General Education	3
<b>Semester 2</b>		<b>Credits</b>
OAMD200	Medical Office Procedures 1	4
<i>Pre-Req:</i>	OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	
OAMD201	Medical Science 1	4
OAGN200	Transcribing Taped Dictation	4
<i>Pre-Req:</i>	OAGN101 Introduction to Office Systems, OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	
ACCT104	Elements of Accounting	4
COMM200	Communications 200	4
GNE	General Education	3

Note: Prerequisite for Comm200 Communications 200 is LANG103 Grammar & Editing. The curriculum for Semesters 3 and 4 is being updated to reflect the most current employment requirements. Details may be obtained by contacting the Program Coordinator.

## Office Administration - Word Processing

### North Campus

Four semesters beginning September.

This program provides training in the operation of word processing systems, the preparation of information for management decision making and the organization and supervision of a word processing centre. Students will learn to format and keyboard text onto video display terminals, store, retrieve, revise and assemble text using magnetic media and reproduce and distribute documents using sophisticated high-speed printers and telecommunication devices. Practical experience will be enhanced through work placements in corporate offices.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of

time. Please contact the Program Coordinator for details.

### Job Opportunities

Word processing specialists are in demand in a wide cross-section of business and government offices. Graduates are generally hired as word processing operators and correspondence secretaries. With experience, it is possible to ad-

vance to supervisory positions involving selection, training and evaluation of information management personnel; monitoring workflow; quality control and productivity; analyzing needs; designing and implementing future systems; developing procedures manuals; budgeting and coordinating administrative support services throughout the organization.

### Curriculum

<b>Semester 1</b>		<b>Credits</b>
OAGN100	Introduction to Business & Careers	4
OAGN101	Introduction to Office Systems	4
OAGN102	Keyboarding & Listening Skills	4
OAGN103	Off. Proc. & Doc. Form.	4
LANG103	Grammar & Editing	4
GNE	General Education	3
<b>Semester 2</b>		<b>Credits</b>
OAEW200	Office Simulations 1-Exec./WP	8
<i>Pre-Req:</i>	OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	
OAGN200	Transcribing Taped Dictation	4
<i>Pre-Req:</i>	OAGN101 Introduction to Office Systems, OAGN102 Keyboarding & Listening Skills, OAGN103 Off. Proc. & Doc. Form.	
ACCT104	Elements of Accounting	4
COMM200	Communications 200	4
GNE	General Education	3

Note: Prerequisite for Comm200 Communications 200 is LANG103 Grammar & Editing. The curriculum for Semesters 3 and 4 is being updated to reflect the most current employment requirements. Details may be obtained by contacting the Program Coordinator.



# Retail Management (Co-op)

## North Campus

### Four consecutive semesters beginning September

Retailing is a business of continuous change, variety and excitement. It is fast moving, competitive and at all times challenging. In many respects, retailing requires greater skills for survival than any other business. Successful retailers must combine the creative aspects of art with sound business practices. Activities such as display, merchandising, advertising and personal selling demand creativity and innovation, while market research, merchandise management and financial planning require the precision of a science.

The Retail Management program has been created by Humber College in cooperation with some of the leading retailers in Canada. It is specifically designed to train students in current retail skills and to provide an opportunity to practise those newly-learned skills in paid on-the-job placements with either fashion or general merchandise companies.

## Curriculum

The program is completed in 64 weeks, with the students graduating in December of their second year. Each of the four consecutive semesters is composed of an in-college theoretical portion, and a paid 'on-the-job' co-op placement where course material is applied to practical situations.

**SELLING AND CUSTOMER SERVICE**

Semester 1		Credits
RMGT101	Orientation to Retailing	2
ISYS235	Intro. to P.C. Retail	3
RMGT105	Retail Math	5
RMGT102	Sales and Selling Skills	5
RMGT104	Accounting - Retail	3
RMGT103	Customer Services	3

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)
- attendance at an interview
- completed interview sheet, retail skills test

### Job Opportunities

Upon graduation, positions can be obtained in the following areas: store management, buying, merchandise management, display, advertising and promotion.

### Additional Costs

- optional trip to New York or Montreal at students' expense
- travel expenses for optional overseas co-op opportunities which are available from time to time

COMM200 Communications 200

4

## MERCHANDISING

Semester 2		Credits
RMGT202	Inventory Management Principles	6
RMGT203	Store Planning and Merchandising	5
RMGT204	Store Design	5
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education (2)	6

## BUYING AND PROMOTION

Semester 3		Credits
RMGT301	Visual Merchandising	6
RMGT302	Retail Advertising and Promotion	5
RMGT303	Selling/Sales Management	3
RMGT304	Buying Orientation	5
RMGT305	Retail Distribution Centres	3
GNEC	General Education (2)	6

## MANAGEMENT PRINCIPLES

Semester 4		Credits
RMGT401	Retail Employee Relations	3
RMGT404	Portfolio Presentations	3
RMGT405	Advanced Retail Financial Strategies	3
RMGT402	Retail Supervision	3
RMGT403	Retail Law	2
RMGT406	Retail Computer Applications	2
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education (2)	6

# Systems Analyst

## North Campus

### Sixty four weeks starting September, January.

The successful mature candidate will be a person with several years experience or one who is transferring from another college or university. Because of the nature of the profession, individuals with strong logic capabilities, as

well as good communication and interpersonal skills would have the greatest likelihood of success. Also, since the program is of an intense nature, those with a good academic record, and good study and working habits would be the most likely to meet the academic demands of the program. Those with a working



## Systems Analyst (cont'd.)

background in computer programming may qualify for advanced standing.

### Admission Requirements

• Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status

- grade 12 English (general level)
- grade 12 business and consumers mathematics (general level)

Note: students will initially be registered in the Computer Programming program until the third semester.

### Curriculum

Semester 1 & 2 - same as Computer Programming		Credits
<b>Semester 3</b>		<b>Credits</b>
ISYS223	Cobol 2	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS218	Data Base	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	
ISYS211	Intro. to Systems Analysis 2	4
<i>Pre-Req:</i>	ISYS210 Intro to Systems Analysis 1	
ISYS238	Network Design and Architecture	4
<i>Pre-Req:</i>	ISYS100 Introduction to Information Systems, OR, ISYS103 Info. Systems Concepts	
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	BMAT200 Business Mathematics*	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNED	General Education	3
<b>Semester 4</b>		<b>Credits</b>
ISYS219	Data Base Admin. and Design	4
<i>Pre-Req:</i>	ISYS218 Data Base	
ISYS212	Structured Systems Analysis	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2	
ISYS213	Systems Structure and Mgmt.	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2	
ISYS214	Project Management	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2	
ISYS217	System Audit, Control and Security	4
<i>Pre-Req:</i>	ISYS211 Intro. to Systems Analysis 2, ACCT112 Accounting Concepts 1	
ISYS209	4th Generation Language	4
<i>Pre-Req:</i>	ISYS206 Cobol 1	

For all of the business programs which are offered at the Lakeshore Campus, see the Lakeshore Campus section of this Calendar, which begins on page 109.



# Course Descriptions

## Accounting - Retail RMGT104

A study of the accounting cycle as it relates to the retail firm. The student will learn the procedures used in formulating financial statements, and how to interpret important ratios with a view to understanding the financial performance of a retail company.

## Accounting for Marketing ACCT103

An introductory course intended specifically for students in Marketing. Accordingly, the course emphasizes the analytical application of concepts and principles and de-emphasizes the record-keeping aspects of accounting.

## Accounting Concepts 1 ACCT112

This course assumes no accounting background on the part of the student. It covers the complete accounting cycle with emphasis on the conceptual as well as the procedural elements of the cycle. The course concludes with a chapter on accounting for cash.

## Accounting Concepts 2 ACCT212

This course provides a detailed study of the accounting for the various items appearing on a balance sheet, their control and their effects upon related items of income and expense, including accounting differences for each type of business enterprise.

## Advanced Marketing Adm'n. MKTG405

This advanced course represents the final level in Humber's Marketing Program. It includes a Marketing Management simulation which offers an excellent vehicle to refine the many concepts acquired in earlier courses.

## Advanced Retail Financial Strategies RMGT405

Strategic Retail Marketing is both an art and a science. It moves a store into a position in the marketplace that serves the target customers better than the competition. Using a case study approach based on the student's placement company, the student will analyze their company's strategies in a variety of areas of re-

tailoring. Through a series of workbook exercises they will put together a major comprehensive strategy report.

## Advertising 1 MKTG300

This course offers a basic overview of the Canadian advertising scene today. Beginning with an analysis of the several purposes of advertising, and continuing with an examination of the various media available, the students will then consider the steps required to plan, prepare and produce advertising messages. Emphasis will be placed on advertising's advantages and limitations as a component of the promotion mix, as well as the necessity for and the difficulties involved in evaluating its effectiveness.

## Advertising 2 MKTG420

Here the student will delve more deeply into the generally accepted techniques used and problems faced by advertisers than the elements course permits. The student will prepare and analyse both print and broadcast messages. They will also be involved in the development of real simulated advertising plans, including budget breakdowns and media schedules. As well, there will be two major written assignments prepared by student-organized advertising agencies, plus reviews of books written by advertising "immortals".

## Business Law for Marketing LAWS102

This course introduces the Canadian legal system with emphasis on marketing and business law in Ontario as it affects business activities.

## Business Mathematics\* BMAT200

Various instructional approaches will be used to enable the student to pursue and to achieve a satisfactory level of competence in the following areas: arithmetic operations; percentages; basic algebra; simple interest; compound interest; present value; annuities and bonds. This is a prerequisite for Business Statistics and Quantitative Analysis.

## Business Policy 1 HRMS302

This course employs cases to study corporate policy as well as a business simulation (INTOP). The latter provides a means to see Policy 1 in a competitive environment.

## Business Policy 2 HRMS402

This course is a continuation of Business Policy 1. The student is exposed to a sophisticated and management-oriented simulation. The simulation offers the student the means to study Business Policy in a competitive environment.

## Business Statistics BSTA300

This course covers modern descriptive and inferential statistics. Little mathematical sophistication is required as the course deals with the application of formulas and techniques and not their derivation. Emphasis will be on the recording, analysis and presentation of data, forecasting, and decision making.

## Business Systems Analysis ISYS237

This course is an extension of the Information Systems Concepts course. The student develops the ability to apply previously learned concepts to improve the business environment presented in one of the case studies mentioned above. (consult Instructor). Finally, the student will, as a member of a group, present a system proposal to management (represented by the rest of the class).

By the end of the course, the student will have a working knowledge of how various data processing principles are applied by a systems analyst in order to establish, improve, or redesign a business system.

## Buying Orientation RMGT304

The key to successful retailing is buying merchandise that will appeal to customers, selling it at the right price, and earning a profit for the store. A successful buyer must be alert to the needs of his customer, and must have contact with reliable suppliers and manufacturers. This course will focus on goal setting and the planning required to achieve these goals through basic assortment planning, promotional buying and execution and control of the buying function. The Retail Management student will learn to identify buying alternatives suitable for various product lines and store types.

## Cobol 1 ISYS206

This course will enable the student to develop sufficient knowledge of COBOL to program complex procedures representative of typical business applications. The concepts and organization of the language will be discussed from an efficiency point-of-view. The majority of common business programming techniques using COBOL will be covered from an applications approach. A case study may be required.

## Cobol 2 ISYS223

This is a continuation of COBOL 1 and deals with more advanced COBOL applications. Language features, such as Report Writer, SORT, VSAM File Updates, and Table Handling will be explored requiring application programs to be written by the student. A case study will be required.

## Computerized Accounting ACCT321

The objective of the course is to give the student the opportunity of relating the theoretical aspect of accounting with the practical recording of information using a manual and a computerized system.

## Corporate Finance ACCT415

This course relates to the finance function of an operating business and covers such areas as: the management of assets, the need for funds, analysis of past financing, sources of funds both short and long-term, capital budgeting. Learning is experienced completely through the use of case studies with the text and accounting from the prerequisite accounting courses supplying the necessary source material.

## Cost Accounting 1 ACCT341

This course provides an introduction to cost accounting concepts, including systems for job and process costing. Special problems relating to the application of factory overhead costs will be studied in depth.

## Cost Accounting 2\* ACCT441

This course commences with an introduction to the budget, followed by a study of the flexible budget. Subsequent topics are the standard cost system, direct costing and cost-volume profit analysis.



**Court & Tribunal Pro. 1****LAWS202**

To familiarize students with the civil courts, the more prevalent matters handled (such as debt collection, motor vehicle damage claims, divorce, etc.) and the typical steps involved in processing a case.

**Court & Tribunal Pro. 2****LAWS302**

To familiarize students with the criminal justice system through an examination of elementary criminal law principles, the criminal and regulatory court system, and the typical steps taken in processing cases.

**Customer Services RMGT103**

This course will provide the student with the knowledge and skills required to deliver a broad range of customer services. The course will focus on consumer motivation and behaviour as well as the store's service strategy relating to a target customer.

**Data Base ISYS218**

This course is designed to give the students a basic insight into the essential facts about the nature of a data base, its construction and administration. It also shows that the E.D.P. (Electronic Data Processing) evolution is leading companies with significant E.D.P. operations in the direction of a data base form of information organization. Requirements for a data element dictionary, data security, and a user interface language are discussed.

**Elements of Law LAWS101**

This course will provide an introduction to the study of Canadian legal systems with a particular emphasis on the law in Ontario. The course will primarily concern itself with business law, however, there will be time spent on the other aspects of Ontario and Federal law. The major objective of the course is to give the student sufficient understanding of law that they will be able to use in whatever type of occupation they may undertake.

**Elements of Pension Plans & Employee Benefits HRMS206**

A basic review of statutory, and employer-sponsored pension, group insurance, unemployment and incentive plans.

**Elements of Systems ISYS236**

This course is an introduction to the techniques of Systems Analysis. It will cover such topics

as: concepts of analysis, data gathering, forms and field design, and procedures to implement a computer system. The student, using a case study, tries to improve a typical business system and demonstrate their ability by writing reports and presenting a proposal describing the changes.

**Family Law LAWS205**

This course will familiarize the student with the law relating to marriage, divorce and ancillary aspects, family relationships, including an overview of the statutes dealing with the above, as well as children, custody and their welfare.

**Financial Controllorship 1 ACCT541**

This course gives the students a basic understanding of financial planning and control with emphasis on the analysis of needs, acquisitions and utilization of funds in a decision making context.

**Financial Controllorship 2 ACCT641**

This course is the second part of the Financial Management course and is meant to reinforce the topics in the primary course and to augment it by introducing items from financing and investment decisions such as capital markets, issuance of equity securities, leasing and dividend policy.

**Human Resources Computer Applications HRMS207**

This course offers a hands-on approach in the use of the computer in developing various reports for effective Human Resources Management. Report generation will cover manpower forecasting, budgeting, costing, performance appraisal analysis and other planning control techniques.

**Income Tax 2 ACCT561**

This course covers in more depth the introduction to income tax previously covered by the students. The emphasis is on special income tax problems covering individuals and corporations and their shareholders.

**Intermediate Accounting 2 ACCT531**

This course is a continuation of Intermediate Accounting 1, placing emphasis on accounting theory and conducting an in-depth study of the analysis of special problems that arise in applying these concepts to financial accounting.

**Internal Auditing ACCT651**

This course provides an introduction to auditing, with emphasis on the attest function: the examination of financial statements, records and other evidence in order to express an opinion as to the fairness and dependability of the information presented therein.

**Interviewing Techniques HRMS203**

This course is designed to give students practical experience in a variety of interviewing situations. Topics include employment interviewing, coaching and counselling, performance appraisals, discipline procedure, etc., all within the framework of a total management approach.

**Intro to Systems Analysis 1 ISYS210**

You will study the nature of the systems concept and how it is used in the business environment. Other topics include manual procedures, forms design and control, and the design feasibility of installing or expanding a computer system.

**Intro. to Accounting 1 ACCT111**

This course assumes no accounting background on the part of the student. It covers the complete accounting cycle with emphasis on the conceptual as well as the procedural elements of the cycle. The course concludes with a chapter on accounting for cash.

**Intro. to Accounting 2 ACCT211**

This course provides a detailed study of the accounting for the various items appearing on the balance sheet, their control and effects upon related items of income and expense, including accounting differences for each type of business enterprise.

**Introduction to Income Tax ACCT461**

This course provides a study of current income tax legislation by reference to the effective Income Tax Act. Federal and Provincial Income Tax laws, as they affect individuals, is covered.

**Inventory Management Principles RMGT202**

The major purpose of inventory management is to ensure that the right merchandise is stocked at the right time, in the right quantities. This course examines the mechanics and decisions involved in this process. The importance of inventory management is stressed through studies of the costs of

over- and under-stocking. Sales forecasting, assortment planning, reorder levels and frequencies, and contingencies to deal with fast and slow moving stock are examined to determine the processes involved in getting in and out of a season profitably.

**Labour Relations HRMS205**

This course gives an introduction to: the trade unions movement; the process of collective bargaining; certification procedure; unfair labour practices; the nature of the collective agreement; grievance procedure and the process of conciliation and arbitration; strikes and lockout. The objective is to give the student a working knowledge of the parts played by management - unions - and government in labour relations.

**Legal Research LAWS301**

This course provides knowledge of basic research of legal problems, including locating and examining reference texts using available classification, retrieval and reference systems; also, training in performance standards and procedures used in legal offices.

**Managerial Accounting ACCT315**

This course provides an introduction to some of the financial tools available for use in managing a business. It is concerned with the use of financial information rather than the accumulation of financial data. The principle areas studied are: an introduction to cost accounting, funds flow, budgeting and consolidations.

**Manufacturing Operations MOPS200**

This course provides an overall view of production operations management. The major areas covered will be production planning, production control, plant layout and materials handling, methods analysis and motion and time study. The objective of the course is to give the student a working knowledge of the production aspects of a manufacturing organization within the operations department.

**Marketing Admn. MKTG400**

The planning of alternative marketing strategies is essential to successful business. Students will learn to use management techniques and skills currently being employed by leading companies so as to critically evaluate these strategies and make basic manage-



ment decisions. An advanced management simulation presents realistic marketing problems to students for analysis and solution.

#### Marketing 1 MKTG100

This course is designed to introduce the student to the systems idea of the marketing concept as practiced in business management. It will assist the student in developing a functional judgment of the role each of the controllable variables plays in the marketing mix. This course will also provide a base for future marketing courses such as, Marketing 2, Marketing Research, Marketing Management, Retailing, Advertising, Salesmanship, Sales Management, Sales Promotion, Physical Distribution, etc.

#### Marketing 2 MKTG200

Marketing 2 is a continuation of Marketing 1. On completion of this course, students will be able to: demonstrate an understanding of marketing planning; formulate a marketing mix; evaluate a marketing effort.

#### Mathematics for Marketing BMAT150

An introduction to mathematics and statistics with applications to marketing. The course deals with formulae and techniques used to determine simple interest, compound interest, discounts, mark up/down, inventory control, data analysis, graphic presentation and profit-loss determinations. Emphasis is placed on the process of problem solving.

#### Methods Improvement MOPS330

A look at the tools, techniques and philosophies behind the various programs existing in business and industry that attempts to achieve improved work methods. Whether called methods improvement, work effectiveness, methods, analysis, cost reduction, value analysis, systems and procedures or suggestion system, the title doesn't matter. They all have the same ultimate goal — more effective working methods. In today's business and industry, being cost-conscious is a necessity.

#### Occupational Health and Safety HRMS208

This course introduces the student to the essential elements of the health and safety function including accident prevention and pro-active health maintenance techniques. Government legislation and the attention to health

and safety by unions, employees and the general public are also part of the course content.

#### Organizational Management 1 HRMS201

The goal of the course is to provide a clear understanding of an approach to effective management and some of the skills required to implement this approach. The course examines the functions of a manager: planning, organizing, staffing, directing, and controlling, particularly from the first-level supervisor's point of view.

#### Organizational Management 2 HRMS301

Since Organizational Management 2 combines long-range planning with the maximum utilization of human resources through people development, this course is an extension of Organizational Management 1. It focuses on the planning, leadership and directing functions through the major intervention in most Organizational Development programs and Management by Shared Objectives (M.B.S.O.). A major experiential study will be included.

#### Orientation to Retailing RMGT101

An essential component of success in the workplace is preparation for employment. This course includes an orientation to the retail work setting and the "how to's" of survival in this complicated arena.

#### Personal Computing 1 ISYS221

This course is an introduction to the hardware and software of the personal computer for business use. In the hardware area, the student will become familiar with the various components of the personal computer and their operation. The section on software looks at various packages to get an insight into the use of PC-DOS, spreadsheets, word processing and data base. Much of this course will involve hands-on experience on IBM PC's.

#### Personal Computing 2 ISYS222

While PC-1 gives an introduction to the personal computing area, this course goes into greater depth in the use of the software. Packages such as LOTUS 1-2-3, dBASE 3 and others will be explored in depth to build a high level of expertise in the use of this business software. The course will involve a lot of hands-on experience with numerous practical applications.

#### Personnel HRMS101

As an introduction to personnel administration, this course covers a wide range of personnel topics. Emphasis throughout is to illustrate how line management can effectively utilize personnel concepts and techniques in administering the human resources of their respective operating area. As a result of this course, students should be aware of personnel policies, procedures and programs as a staff function and their accomplishment as a line responsibility.

#### Personnel Mgmt. & Development HRMS401

This course outlines the methods of personnel development in business and industrial organizations. The objective is to acquaint the student with methods of personnel development as a general responsibility of all levels of management, and as a necessary adjunct to organization management.

#### Physical Distribution MKTG315

The movement and storage of products is an essential aspect of the distribution component of business i.e. getting the goods to the right places at the right time, at the lowest cost, while satisfying the needs of the customer. This concept is known as physical distribution or logistics. Studies will include an examination of the components of physical distribution, some techniques for managing them, and strategies for planning and organizing the overall Physical Distribution program.

#### Portfolio Presentations RMGT404

An essential management skills is the ability to communicate ideas, directions and proposals in an attention-getting and persuasive manner. In this course the student will plan and deliver a complete business presentation using professional organization, visual aids and communication skills.

#### Principles of Purchasing MOPS300

This course provides a comprehensive study of procurement practices and policies used by purchasing departments. The major areas covered will be the purchasing functions, purchasing and management objectives, purchasing systems, inventory and materials management, quality assurance, price analysis, selection and evaluation of suppliers, planning and forecasting, purchasing ethics and value analysis.

#### Professional Selling 1

MKTG305

The objectives of the course are to develop the ability to make a clear, persuasive sales presentation; analyse and apply two-way communication problem solving, behavioural trait analysis, elements of persuasion, benefit selling, handling objections, presentation techniques and closing the sale. The student will develop self confidence through role playing and will also develop the ability to create practical sales approaches and form strategies.

#### Programming Fundamentals ISYS107

In this course you will be introduced to the concepts of problem solving and programming for use in the business environment. This course provides the foundation necessary for success in subsequent programming courses. Through the use of the PLC language you will learn the elements common to many business programming languages and be introduced to programming techniques essential to business applications.

#### Quantitative Analysis 1 BSTA400

This course provides the study of some sophisticated mathematical models that can be applied to business situations. These models are selected for their applicability to the various functional areas of business - production, finance, and marketing. The purpose of this course is to prepare the students for the use of practical math models in the business community and to provide the prerequisites to Quantitative Analysis 2.

#### Real Estate 1 LAWS204

This course will familiarize the student with Registry Office procedures, title searching and conveyancing practice in Ontario to enable the student to work in law offices or other offices requiring such knowledge.

#### Retail Advertising and Promotion RMGT302

Advertising and promotion often borrow the language of war. We wage promotion campaigns and aim our advertising at a target market. We plan strategies and force the competition to react with a defensive plan. It's a tough, competitive world, and the retailer must meet the opposition with careful analysis and be able to coordinate wise promotional decisions. The student will study the production of various retail pro-



motions, with attention to scheduling, evaluating and working with experts in the field.

#### **Retail Computer Applications** RMGT406

This course is an indepth experience in the use of a major personal computing software product. Attention is given to the application, uses, and graphic design solutions using an integrated spreadsheet with graphic capabilities software package. The student who completes this course will be able to use, and understand the relevant software. Pertinent computer exercises will also be used to evaluate "what if" situations to illustrate the various retail strategies.

#### **Retail Distribution Centres** RMGT305

Behind many large retail chains is an effective and efficient central distribution centre. This course is designed to demonstrate the organization and processes involved in collecting merchandise from suppliers and distributing it to the retail outlets.

#### **Retail Employee Relations** RMGT401

This course is a study of the relationships between companies and their employees. It recognizes that while the needs and motivations of companies and their employees may not always be in harmony, policies and practices may be used to achieve common goals. Issues will be examined with a view to maintaining a healthy and competitive retailing business while recognizing the needs and concerns of employees through positive employee relations. Students will be asked to consider topics from both employee and employer perspectives.

#### **Retail Law** RMGT403

Retailing, like any other business enterprise, operates within the confines of the Canadian legal system. This course will examine those aspects of Canadian Law which apply to retailing and the execution of business transactions. Special emphasis will also be placed on retail security, the prevention of losses due to shoplifting, internal theft and other problems facing the modern retail industry.

#### **Retail Math** RMGT105

Math is very much a part of the science of retailing. Fortunately, it is a skill which virtually anyone can master with a little patience

and practice. The Retail Management student will learn the keys to understanding how retailing principles work in order to generate a profit.

#### **Retail Supervision** RMGT402

The first level supervisor probably has more impact on employee productivity than any other element in the retail workplace. This course outlines the responsibilities and opportunities for supervisors through the application of interpersonal skills and supervisory techniques. The students will learn to increase job satisfaction and motivation in their subordinates.

#### **Retailing 1** MKTG205

Fundamentals of Retailing 1 is an introductory retailing course designed to show students where and how retailing fits into the total marketing process. It provides a foundation upon which students can build an understanding of the processes and controls needed for running a successful retail operation.

#### **Retailing 2** MKTG460

Fundamentals of Retailing 2 covers the examination of market opportunities for retailers, and introduces the student to some of the specialized retailing trends in Canada. It attempts to synthesize and integrate the strategies and critical issues and processes of the retail management function.

#### **Sales and Selling Skills** RMGT102

The "may I help you" approach to selling is a thing of the past. The new sales professionals are experts in their field. They follow specific steps in their sales presentations and research their products. They understand consumer behaviour and motivation. They assist their customers in satisfying needs and wants. This course will provide the students with the competitive skills in professional selling that will ensure their success on their first co-op placement.

#### **Sales Management** MKTG455

This course addresses itself to the administration and management of the sales force, one of the major areas of marketing management. Major topics to be covered are the organization of a sales department, operation of a sales force, planning sales force activities and operations, analysis of sales operations, and evaluation of salesmen's productivity.

#### **Selling/Sales Management** RMGT303

Management in a retail firm has the responsibility of getting things done through people. This is accomplished through staffing, training, and motivating those who make up the firm. This course has been designed to give the Retail Management student background information on the problems involved in staff scheduling and sales staff productivity.

#### **Starting a New Business** MKTG415

On completion of this course the student should be conversant with the mechanics of small and new businesses; have developed a logical, analytic and practical business plan, and to be in an advantageous position to consider and evaluate a new business venture.

#### **Store Design** RMGT204

This course provides an orientation to the creative and functional aspects behind store design. The successful retailer today must recognize changing consumer expectations and become flexible to meet their customer's specific needs. Although the creation of a new store design must certainly involve careful financial planning, this course is designed to look at specific physical needs such as colour, lighting and fixtures to establish image and promote sales.

#### **Store Planning and Merchandising** RMGT203

This course provides an orientation to the selling floor, including floor layout theory and techniques. In addition, the student will learn to relate store planning and merchandising techniques to customer shopping habits, and to understand the allocation and arrangement of merchandise and space as vital aspects of productivity and profitability.

#### **Structured Systems Analysis** ISYS212

This course is an extension of Systems Analysis 2 and involves the student in carrying out a detailed design or implementation of a proposed system. A proposal,

similar to the one prepared in Systems Analysis 2, is further developed by the students into a detailed system design which will include program specifications. Class environment simulates that of a typical systems department. Good communication and documentation are stressed which will culminate in the production of a final report.

#### **System Control Functions** ISYS220

This course is designed to give the student an understanding of the basic concepts of an operating system in a mainframe environment (IBM) with regards to 'virtual' characteristics, multiprogramming, and jobstream processing. Actual Job Control Language (JCL) statements for DOS (Disk Operating Systems) and OS (Operating System) systems are also covered.

#### **Visual Merchandising** RMGT301

Display designers are integral members of modern merchandising teams. The way in which goods are placed on view in a store can be the key to increased sales. Because many independent retail stores do not have specifically trained display personnel to arrange their merchandise in a professional manner, it is often necessary for the owner or manager to perform this function. This course is designed to give the student the practical how-to-do-it basics of display. The student will examine the creative planning, costing and actual building of the display, and participate in practical workshop assignments to experiment with various display techniques.

#### **Work Measurement** MOPS400

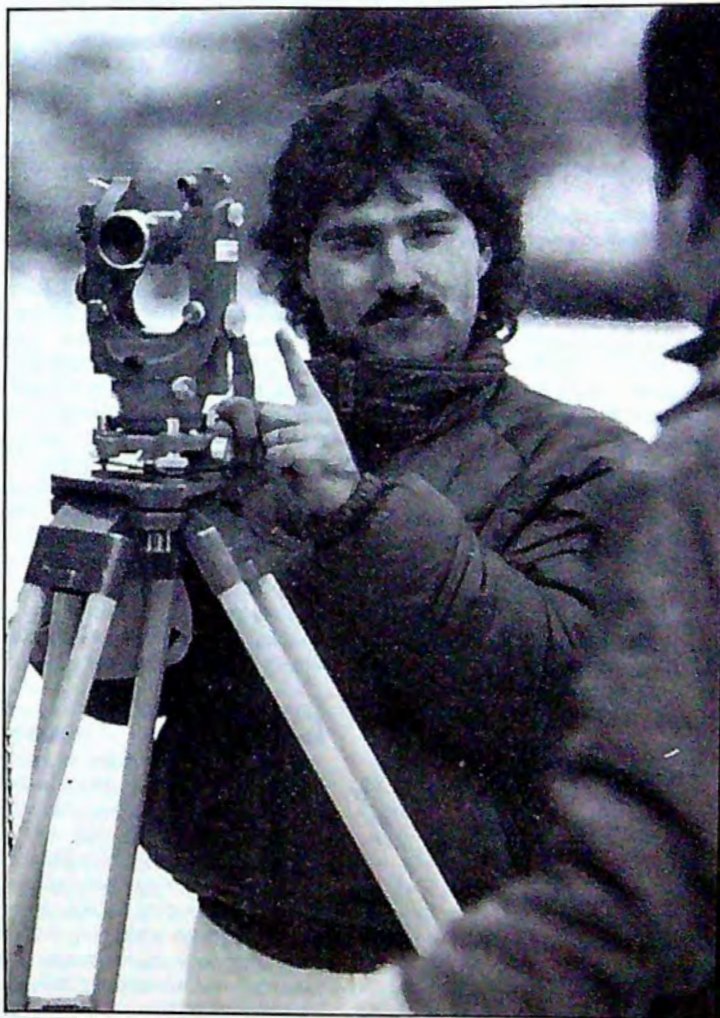
This course provides an appreciation of methods analysis and measurement techniques. The major sections covered will be methods analysis, motion and time study by stop watch and by predetermined time systems, performance rating, measuring of indirect labour and work sampling. The objective of this course is to give the student a working appreciation of the tools used in analysing a method and establishing the task time.



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## Technology Programs

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### **Please Note**

The following Technology programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## Architectural Programs

# Architectural Design Technician (Co-op Option)

### North Campus

#### Four academic semesters beginning September

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

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

Each semester you will design and develop a different building type including residential, industrial, commercial, and multi-use buildings. We will help you to present your design ideas on paper, and to record through drawings how these ideas will take physical shape.

All Architectural students will be initially enrolled as Architectural Technician students. You will graduate as an Architectural Technician after successful completion of two years of study. Qualified students may continue into the third year of our Architectural Technology program and may graduate as an Architectural Technologist.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)
- one senior technical course (drafting or technical drawing are strongly recommended)

This program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. Please note that co-op fees apply to all co-op semesters. (At the time of printing, the placement of co-op work terms had not been determined. Please contact the College for further details.)

#### Interests and Skills

- ability to imagine three dimensional spaces
- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings

- an aptitude for mathematics
- good communication skills

#### Job Opportunities

The architectural profession is a diverse one and offers many varied opportunities for rewarding employment. As a graduate Architectural Design Technician, you may work in an architectural office helping to produce design and con-

struction documents, or with a contracting firm helping to control the actual construction of the building. You may work with a small design firm that specializes in kitchen renovations, or become a sales representative for a construction equipment manufacturer. You could become a building inspector, or develop technical details for a window manufacturer.

#### Curriculum

Semester 1 (25 hours/week)		Credits
ARCH101	Drafting & Detailing 1	6
ARCH102	Graphics 1	3
ARCH103	Materials & Methods of Const. 1	3
COMM200	Communications 200	4
TMAT101	Math 1	4
ARCH104	Design 1	2
GNE D	General Education	3
Semester 2 (26 hours/week)		Credits
ARCH201	Industrial Drafting & Detailing	6
<i>Pre-Req:</i>	ARCH101 Drafting & Detailing 1	
ARCH202	Materials & Methods of Const. 2	3
ARCH203	Structures 1	3
ARCH204	Environmental Systems 1	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
TMAT201	Mathematics 2	4
<i>Pre-Req:</i>	TMAT105 Mathematics 1	
GNE D	General Education	3
Semester 3 (25 hours/week)		Credits
ARCH301	Drafting & Detailing 3	8
ARCH302	Materials & Methods of Const. 3	3
ARCH303	Design 2	4
ARCH304	Structures 2	3
ARCH305	Environmental Systems 2	4
ARCH306	Architectural CADD 1	3
<i>Pre-Req:</i>	A through knowledge of architectural drafting and detailing	
Semester 4 (25 hours/week)		Credits
ARCH401	Arch. Drafting & Detailing 4	8
ARCH402	Structures 3	3
ARCH403	Arch. CADD 2	3
<i>Pre-Req:</i>	ARCH306 Architectural CADD 1	
SURV406	Intro. to Surveying	3



**Architectural Design Technician (Co-op Option) (cont'd.)**

ARCH404	Specifications & Estimating	3
ARCH405	Construction Admin. 1	2
GNED	General Education	3

**Architectural Design Technologist (Co-op Option)****North Campus****Six academic semesters and three co-op work term semesters beginning September**

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

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

You will, however, go on to learn how to render presentation drawings more fully, how the landscape can be designed, and how interiors are planned. You will learn how cities developed, what laws govern their growth, and how the history of architecture affects today's designs. You will learn to determine the exact quantities of materials needed for any building project and how to determine and control

the costs of those materials. As well, you will learn to administer the various contracts that govern construction practices, and to understand the laws and planning regulations that are in effect. You will also learn how to preserve historical buildings and further develop drawing skills on both paper and computers.

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

**Co-operative Education Programs/Technology**

Paid work term opportunities, that are related to your chosen field of study, are arranged for you and subsequently monitored by, the Department of Co-operative Education/Technology.

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

**Admission Requirements**

• successful completion of Humber's Architectural Design Technician program or upon recommendation of the academic division.

Students should apply to the regular or Co-op option. Minimum academic standards will be set for all students to qualify for all co-op work terms. Please note that co-op fees will apply to all co-op semesters. (At the time of printing the placement of work terms had yet to be determined. Please contact the College for further details.) Please note that co-op fees apply to all co-op semesters.

Students who do not meet the minimum requirements for co-op terms will be able to continue in the regular stream of the program.

**Co-op Admission Requirements:**

- Same as regular stream plus:
- grade 12 English and mathematics (general level) mid term evaluations may be used in selecting candidates for the co-op option

**Interests and Skills**

- ability to imagine three dimensional spaces
- strong technical interest in how buildings are constructed

- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communication skills

**Job Opportunities**

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

**Curriculum****8 Month Co-op Work Term**

Semester 5 (25 hours/week)		Credits
ARCH501	Drafting & Detailing 5	8
ARCH502	Intro. to Landscape Arch.	4
ARCH503	Intro. to Urban Planning	3
ARCH504	Arch CADD 3	3
ARCH505	Construction Admin. 2	3
ARCH506	Graphics 2	4
OR		
ARCH507	Introduction to Business	3

**4 Month Co-op Work Term**

Semester 6 (25 hours/week)		Credits
ARCH601	Drafting & Detailing 6	8
ARCH602	Architectural Conservation and Restoration	3
ARCH603	Architectural History	4
ARCH604	Arch CADD 4	3
ARCH605	Arch. Computer Applications	3



**Architectural Design Technologist (Co-op Option) (cont'd.)**

ARCH606	Introduction to Interior Design	4
	OR	
ARCH607	Quantity Surveying & Estimating	4

**Automated Technologies**

When we talk about technological advancements, we think of changes in terms of the ways they will affect our everyday lives. Specifically, changes in automation will ultimately result in improved working conditions, through the introduction of robots and computers which specialize in design, planning and production. Artificial intelligence and computer-aided geometric design will guide us in the design of automobiles and agricultural and industrial machinery. Computers will manage energy and environmental controllers, and will also make robots and other computers. This will complete the ring of AUTOMATED TECHNOLOGIES. These advancements will also improve our homes and work places, in the form of better and more economical heating, air conditioning and lighting.

The principle ways in which we form and use materials have not changed much recently, but the way we make them into finished products has changed more in the last ten years than over the previous one hundred years.

The DEPARTMENT OF AUTOMATED TECHNOLOGIES will teach you to program, plan and operate the kind of equipment you will find in industry. You will learn systems like our Computer Integrated Manufacturing facility, with its Automatically Guided Vehicle and Robots, Computer Controlled Machinery and Environmental

Systems. You will also learn that our Flexible Manufacturing System is one of the first ones in any North American college, and that it has been designed and interfaced by the faculty who will be teaching you this technology.

If you are interested in Environmental Engineering, we have a fully-integrated program in AIR CONDITIONING, HEATING AND REFRIGERATION, leading to a technologist diploma in Energy Management, in which computers are used to design, operate, and manage our designed environment. We have up-to-date facilities with full-sized installations and a faculty with extensive experience in designing, building, and operating energy producing and environmental control systems.

Recent concerns about the safety and well-being of people in both the workplace and the home has sparked considerable interest in Occupational Health and Safety. Humber College offers a 3-year program in SAFETY ENGINEERING TECHNOLOGY, preparing the student for a successful career in administering and managing the safety program of an industrial organization. This program was one of the first Safety Programs in this country and still attracts students from across Canada.

The DEPARTMENT OF AUTOMATED TECHNOLOGIES offers a wide variety of

specialties. In the first semester the student is introduced to the available options in the various technologies and is exposed to the basic principles of each of the technologies. This enables the student to make an informed decision as to which of the following fields he/she wishes to pursue.

**ELECTROMECHANICAL**  
2 or 3-year diploma  
**ENVIRONMENTAL**  
2 or 3-year diploma  
(Heating Air/Conditioning and Energy Management)  
**INDUSTRIAL OR MANUFACTURING MANAGEMENT**  
2 or 3-year diploma  
**DESIGN**  
2 or 3-year diploma  
**SAFETY ENGINEERING**  
2 or 3-year diploma

The following programs are part of the Department of Automated Technologies:

Air Conditioning & Refrigeration Engineering Technician

Electro-mechanical Engineering Technician

Electro-mechanical Engineering Technology

Environmental Systems Engineering Technology - Energy Management

Manufacturing Engineering Technician (Technology Management)

Manufacturing Engineering Technology

Mechanical Drafting Design Engineering Technician

Mechanical (Numerical Control) Engineering Technician

Mechanical Tool & Die Engineering Technician

Safety Engineering Technologist

Further specialization in most fields is available to the student after the second semester.

There is an urgent need to become more productive and to adopt a more technological-based manufacturing system. This will require a more sophisticated and technically-trained workforce to meet the changing needs of today's global industry.

As a graduate from one of the DEPARTMENT OF AUTOMATED TECHNOLOGIES programs, you will receive a Technician or Technologist Diploma. Your studies will qualify you to work, depending on your specialty, as a junior member of Systems and Maintenance Engineering, Mechanical or Tool and Die Design Engineering, Production or Manufacturing Engineering, Safety, Heating, Air Conditioning or Environmental Engineering. In all the above fields, graduates may also find positions in the supervisory and managerial positions, while some may wish to operate their own businesses.

**Design Programs****Mechanical Drafting Design Engineering Technician****North Campus****Four semesters beginning September**

As a graduate of the Mechanical (Drafting Design) Engineering Technician pro-

gram, you will be prepared to apply design principles and practices to a variety of engineering and design problems.

This four semester program



### Mechanical Drafting Design Engineering Technician (cont'd.)

encompasses the theory and skills to make engineering drawings using the latest in computer aided drafting (CAD) equipment in addition to traditional drafting methods. You will gain a thorough knowledge of materials and mechanical solutions for the design and manufacture of mechanical parts and assemblies.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or

above general level, or equivalent or mature student status

- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)

#### Job Opportunities

Graduates may expect to find employment in drafting and design, computer aided design drafting, estimating, and in technical sales.

#### Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4
MECH104	Measurement Techniques	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4
Semester 2 (28 hours/week)		Credits
MECH201	Statics	4
<i>Pre-Req:</i> TMAT105 Mathematics 1		
MECH202	Materials Science	4
MECH203	CAD 101 (AutoCad)	4
<i>Pre-Req:</i> MECH101 Technical Drawing		
MECH204	Computer Applications	4
MDES201	Mechanical Design & Drafting 1	4
<i>Pre-Req:</i> MECH101 Technical Drawing		
TMAT204	Mathematics 2	4
<i>Pre-Req:</i> TMAT105 Mathematics 1		
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
Semester 3 (29 hours/week)		Credits
MECH301	Dynamics	4
<i>Pre-Req:</i> TMAT105 Mathematics 1		
MECH304	Manufacturing Processes	4
MECH303	CAD 201 (Applicon)	4
MDES301	Mechanical Design & Drafting 2	7
MANF201	Numerical Control 1	4
GNED	General Education (2)	6

Semester 4 (20 hours/week)		Credits
MECH401	Strength of Materials	4
MECH402	CAD 202 (Applicon)	3
MDES401	Mechanical Design & Drafting 3	6
EMEC401	Industrial Pneumatics	4
GNED	General Education	3

## Mechanical Tool & Die Engineering Technician

#### North Campus

#### Four semesters beginning September

Mechanical Tool and Die Technicians study the relationships between production methods and tooling. They draw and design tools, fixtures, and dies using conventional drafting techniques and Computer Aided Design (CAD) equipment. Other areas of study include estimating manufacturing costs, N.C. programming manufacturing management, and process planning.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics general level is strongly recommended)

#### Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4
MECH104	Measurement Techniques	4

#### Job Opportunities

As a tool and die technician there are numerous areas of employment in manufacturing industries including automotive and aeronautical and consulting engineering firms, and the tool design offices of specialized tooling companies. Entry jobs are at a junior level but after a few years of experience graduates become fixture designers, die designers, mould designers and cost estimators or process analysts. Die designers are responsible for the layout and detailing of dies. Cost estimators prepare and detail the manufacturing cost requirements for new or modified parts. Process analysts are involved in developing the tooling and operational sequence for continuous line manufacturing. This type of manufacturing includes the production of automotive products, electric motors, consumers products and military systems, aircraft, and aerospace products.



## Mechanical Tool & Die Engineering Technician (cont'd.)

TMAT105	Mathematics 1	4
COMM200	Communications 200	4
<b>Semester 2 (28 hours/week)</b>		<b>Credits</b>
MECH201	Statics	4
<i>Pre-Req:</i>	TMAT105 Mathematics 1	
MECH202	Materials Science	4
MECH203	CAD 101 (AutoCad)	4
<i>Pre-Req:</i>	MECH101 Technical Drawing	
MECH204	Computer Applications	4
TDES201	Tool & Fixture Design	4
<i>Pre-Req:</i>	MECH101 Technical Drawing	
TMAT204	Mathematics 2	4
<i>Pre-Req:</i>	TMAT105 Mathematics 1	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
MECH303	CAD 201 (Applicon)	4
MECH304	Manufacturing Processes	4
MANF201	Numerical Control 1	4
TDES301	Die Design 1	6
<i>Pre-Req:</i>	TDES201 Tool & Fixture Design	
GNE201	General Education (2)	6
<b>Semester 4 (24 hours/week)</b>		<b>Credits</b>
MECH401	Strength of Materials	4
MECH402	CAD 202 (Applicon)	3
MECH403	Manufacturing Cost Estimating	3
MECH601	FMS Project	5
TDES401	Die Design 2	6
<i>Pre-Req:</i>	TDES301 Die Design 1	
GNE201	General Education	3

## Electromechanical Programs

### Electromechanical Engineering Technician

#### North Campus

Four semesters beginning September and January each year.

As an Electromechanical

Engineering Technician you would be involved with machines having complex, hydraulic, pneumatic, electrical,

and electronic controls. The skills you learn will enable you to install and test this type of equipment, advise on its maintenance, and provide solutions to technical problems related to control systems in general. You will also learn about modern manufacturing environment and management.

Students may be required to place refundable deposits on such items as lab manuals, drafting scales, or other items supplied by the College.

#### Admission Requirements

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

- grade 12 English (general level)
- grade 12 mathematics for technology, general level
- one senior science (general level) (senior physics at the general level is strongly recommended)

#### Job Opportunities

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

#### Curriculum

<b>Semester 1 (24 hours/week)</b>		<b>Credits</b>
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4
MECH104	Measurement Techniques	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4
<b>Semester 2 (27 hours/week)</b>		<b>Credits</b>
MECH201	Statics	4
<i>Pre-Req:</i>	TMAT105 Mathematics 1	
MECH202	Materials Science	4
MECH204	Computer Applications	4
EMEC201	Fluid Mechanics	4
TMAT204	Mathematics 2	4
<i>Pre-Req:</i>	TMAT105 Mathematics 1	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE201	General Education	3
<b>Semester 3 (27 hours/week)</b>		<b>Credits</b>
MECH301	Dynamics	4
<i>Pre-Req:</i>	TMAT105 Mathematics 1	
MECH302	Electromechanical Controls 2	4
<i>Pre-Req:</i>	MECH103 Electromechanical Controls 1	
MECH304	Manufacturing Processes	4
MECH305	Robotics 1	4
ELIC102	Logic 1	4



**Electromechanical Engineering Technician (cont'd.)**

EMEC302	Industrial Hydraulics	4
<i>Pre-Req:</i> EMEC201 Fluid Mechanics		
GNEC	General Education	3
<b>Semester 4 (22 hours/week)</b>		<b>Credits</b>
MECH203	CAD 101 (AutoCad)	4
<i>Pre-Req:</i> MECH101 Technical Drawing		
MANF201	Numerical Control 1	4
MANF603	Progr. Logic Control Application	4
EMEC401	Industrial Pneumatics	4
EMEC402	Microprocessor Control 1	3
<i>Pre-Req:</i> ELIC102 Logic 1		
GNEC	General Education	3

**Electromechanical Engineering Technologist****North Campus**

Six semesters beginning September and January each year.

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

Students may be required to place refundable deposits on such items as lab manuals or other items supplied by the College.

**Admission Requirements**

- successful completion of Humber's Electromechanical Engineering Technician program or upon recommendation of the Academic Division

**Job Opportunities**

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

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

**Curriculum**

For first four semesters see page

<b>Semester 5 (26 hours/week)</b>		<b>Credits</b>
MANF301	Numerical Control 2	5
<i>Pre-Req:</i> MANF203 Numerical Control 1		
CHEM504	Instrumentation for Chemical Processes	4
EMEC501	Fluid Power Circuits (Pneumatic)	3
EMEC502	Fluid Power Circuits (Hydraulic)	3
EMEC504	Machine Design 1	4
EMEC503	Electrical Controls	3
EMEC505	Robotics 2	4
<b>Semester 6 (24 hours/week)</b>		<b>Credits</b>
MECH601	FMS Project	5
MANF602	Advanced Mfg. Systems	4
EMEC601	Robotic Vision Systems	4
EMEC602	Electromechanical Controls 3	4
EMEC603	Machine Design 2	3
CALC101	Calculus 1	4
<i>Pre-Req:</i> TMA204 Mathematics 2		

**Energy-Related Programs****Air Conditioning & Refrigeration Engineering Technician****North Campus****Four semesters beginning September**

As an Air Conditioning and Refrigeration Technician you will have a broad knowledge of the design, installation, maintenance, and servicing of heating and air conditioning systems in residential, commercial, and industrial buildings. As a technician you will also be able to size and select environmental and pollution control equipment.

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equiv-

alent or mature student status

- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)

**Job Opportunities**

As a graduate, you may work for a design contractor, in installation, service, and retro-fitting of existing buildings, including energy. Opportunities exist as sales representatives, or specifications writers. With experience you can become an estimator and



## Air Conditioning & Refrigeration Engineering Technician (cont'd.)

would work with plans and specifications to determine material and labour requirements in preparation of contract bids. Design contractors are responsible for design selection, layout, and specifica-

tion of mechanical equipment to meet end-user requirements.

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

### Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4
HVAC102	Refrigeration 1	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4
Semester 2 (25 hours/week)		Credits
MECH204	Computer Applications	4
HVAC201	Refrigeration 2	4
HVAC202	Residential Systems Design 1	6
TMAT204	Mathematics 2	4
Pre-Req:	TMAT105 Mathematics 1	
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNEED	General Education	3
Semester 3 (24 hours/week)		Credits
MECH203	CAD 101 (AutoCad)	4
Pre-Req:	MECH101 Technical Drawing	
MECH302	Electromechanical Controls 2	4
Pre-Req:	MECH103 Electromechanical Controls 1	
HVAC301	Commercial Systems Design 1	6
HVAC302	Residential Systems Design 2	4
Pre-Req:	HVAC202 Residential Systems Design 1	
HVAC303	Hydronics & Steam Syst. 1	3
GNEED	General Education	3
Semester 4 (26 hours/week)		Credits
HVAC401	Refrigeration 3	4
Pre-Req:	HVAC201 Refrigeration 2	
HVAC402	Commercial Systems 2	4
Pre-Req:	HVAC301 Commercial Systems Design 1	
HVAC403	Residential Systems Design 3	4
Pre-Req:	HVAC302 Residential Systems Design 2	
HVAC404	Environmental Protection 1	4
HVAC405	Energy Management 1 (Ind.)	4

HVAC406	Thermodynamics	3
GNEED	General Education	3

Note: Also look at 520 Energy Management Engineering Technologist to which successful students can continue in third year.

## Environmental Systems Engineering Technologist - Energy Management

### North Campus

#### Six semesters beginning September

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

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

#### Admission Requirements

- successful completion of Humber's Air Conditioning Engineering Technician pro-

gram with an average of 70%

#### Job Opportunities

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

### Curriculum

For first four semesters, see Air Conditioning & Refrigeration - this page.

Semester 5 (25 hours/week)		Credits
I ENG502	Engineering Economic Analysis	4
EMAN501	Air Distribution Systems	4
EMAN502	Energy Management 2	5
EMAN503	Instrumentation	4
EMAN504	Alternate Energies	4
EMAN505	Heat Transfer	4
Pre-Req:	MECH602 Thermodynamics	
Semester 6 (23 hours/week)		Credits
EMAN601	Energy Management 3	4
EMAN602	Illumination Engineering	4



### Environmental Systems Engineering Technologist - Energy Management (cont'd.)

EMAN603	Process Systems	3
EMAN604	Mechanical Estimating	4
EMAN605	Combustion Technology	4
CALC101	Calculus 1	4
<i>Pre-Req:</i> TMAT204 Mathematics 2		

## Manufacturing Programs

### Industrial (Management) Engineering Technologist (Technology Management)

#### North Campus

#### Six semesters beginning September

The Industrial (Management) Engineering Technologist program is designed to satisfy the complex needs of modern industry. As a graduate from this six-semester program you will be familiar with industrial engineering and business management techniques that can be applied to virtually all industry or business enterprises.

#### Admission Requirements

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

general level) is strongly recommended

#### Job Opportunities

The diversity of industrial engineering technology creates a variety of employment opportunities in areas such as time and motion study, quality control, facilities planning, production control, and systems analysis and design. As an industrial engineering technologist your responsibilities may include the development of work standards and manpower planning to maximize the effective use of personnel, materials, machines and money using time study and analysis techniques. With experience and a desire to become part of the management team, a graduate can move into a middle management position such as a production superintendent, or a staff specialist position such as manager of manufacturing methods.

#### Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4

MECH103	Electromechanical Controls 1	4
MECH104	Measurement Techniques	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4
<b>Semester 2 (27 hours/week)</b>		<b>Credits</b>
MECH202	Materials Science	4
MECH204	Computer Applications	4
MANF201	Numerical Control 1	4
TDES201	Tool & Fixture Design	4
<i>Pre-Req:</i> MECH101 Technical Drawing		
TMAT204	Mathematics 2	4
<i>Pre-Req:</i> TMAT105 Mathematics 1		
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		
GNE D	General Education	3
<b>Semester 3 (26 hours/week)</b>		<b>Credits</b>
MECH203	CAD 101 (AutoCad)	4
<i>Pre-Req:</i> MECH101 Technical Drawing		
MECH304	Manufacturing Processes	4
MECH305	Robotics 1	4
IENG301	Systems Analysis & Design	4
IENG302	Time Study 1	4
TSTA104	Statistics	3
GNE D	General Education	3
<b>Semester 4 (26 hours/week)</b>		<b>Credits</b>
MECH403	Manufacturing Cost Estimating	3
IENG401	Motion Study	4
IENG402	Time Study 2	4
IENG403	Production & Invent. Control 1	4
IENG404	Quality Control	4
<i>Pre-Req:</i> TSTA104 Statistics		
HRMS205	Labour Relations	4
GNE D	General Education	3
<b>Semester 5 (24 hours/week)</b>		<b>Credits</b>
IENG501	Ergonomics	4
IENG502	Engineering Economic Analysis	4
IENG503	Operations Research	4
IENG504	Production & Inventory Control 2	4
IENG505	Methods Analysis	4
<i>Pre-Req:</i> IENG401 Motion Study		
IENG506	Project Management	4
<b>Semester 6 (25 hours/week)</b>		<b>Credits</b>
MECH601	FMS Project	5
MANF601	Computer Integrated Manufacturing	4
<i>Pre-Req:</i> QENG403 Production & Inventory Control		



## Industrial (Management) Engineering Technologist (Technology Management) (cont'd.)

MANR02	Advanced Mfg. Systems	4
IENG601	Industrial Psychology	4
IENG602	Plant Layout	4
CALC101	Calculus 1	4
Pre-Req:	TMAT204 Mathematics 2	

## Manufacturing Engineering Technician (Technology Management)

### North Campus

Four semesters beginning September and January each year.

Manufacturing Technicians decide how a product is to be manufactured, what types of machines are to be used, the kinds of materials required, and the sequence of production and methods. As a graduate of this four-semester program you will be able to develop the manufacturing procedures for parts produced by machining processes, press-work methods and plastics technology, and then subsequently assembled into a product. Skills are developed through practical experience in a modern production laboratory equipped with computer controlled equipment such as 5 axis CNC machining centres and CAD/CAM technology.

This program will also introduce you to modern manufacturing environment and management.

### Admission Requirements

\*Ontario Secondary School Diploma (O.S.S.D.) at or

above general level, or equivalent or mature student status

- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)

### Job Opportunities

Manufacturing Technicians are involved in the scheduling, coordination and cost analysis of ongoing manufacturing, and the emergency and preventative maintenance systems of manufacturing operation.

Troubleshooting and project responsibilities in process planning, tool design and quality control are also included as part of the Manufacturing Technician's job. A graduate of this four-semester program may be eligible to enter the fifth semester of Manufacturing Engineering Technology. Successful completion of the fifth and sixth semesters allows students to graduate as a Manufacturing Engineering Technologist.

## Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4
MECH104	Measurement Techniques	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4

Semester 2 (27 hours/week)		Credits
MECH202	Materials Science	4
MECH204	Computer Applications	4
TDES201	Tool & Fixture Design	4
Pre-Req:	MECH101 Technical Drawing	
MANF201	Numerical Control 1	4
TMAT204	Mathematics 2	4
Pre-Req:	TMAT105 Mathematics 1	
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNEC	General Education	3

Semester 3 (26 hours/week)		Credits
MECH203	CAD 101 (AutoCad)	4
Pre-Req:	MECH101 Technical Drawing	
IENG302	Time Study 1	4
MECH304	Manufacturing Processes	4
MECH305	Robotics 1	4
IENG301	Systems Analysis & Design	4
TSTA104	Statistics	3
GNEC	General Education	3

Semester 4 (23 hours/week)		Credits
MECH403	Manufacturing Cost Estimating	3
IENG401	Motion Study	4
IENG403	Production & Invent. Control 1	4
IENG404	Quality Control	4
Pre-Req:	TSTA104 Statistics	
MANF402	Manufacturing Process Planning 1	5
GNEC	General Education	3



# Manufacturing Engineering Technology

## North Campus

**Six semesters beginning September and January each year.**

Upon successful completion of the four semesters of Manufacturing Engineering Technician's training, you may be eligible to continue for two additional semesters to complete the Manufacturing Engineering Technology program. These additional semesters enable you to study complex problems in specialized manufacturing processes and costing.

### Admission Requirements

- successful completion of Humber's Manufacturing Engineering Technician program with a minimum average of 70% or upon recommendation of the Academic Division

### Job Opportunities

As a key person on an engineering team, you may become involved in the develop-

ment, implementation and debugging of production processes. You may also become part of a support group which deals with inventory control, plant layout, estimating and quality control. Employment alternatives include Process Technologist, Manufacturing Supervisor and Cost Estimator. Process Technologists initiate and coordinate the design and purchase of equipment and tooling that would efficiently produce the present product line and new lines of the future. Manufacturing supervisors are part of a team involved in troubleshooting, design, and the development of people skills that meet the demand of current technology. Cost Estimators accurately "guesstimate" the manufacturing and production costs of a new part or product that is being considered for the consumer market. These skills will be taught using a number of sophisticated CAD/CAM systems.

## Curriculum

For first four semesters, see page 163.

Semester 5 (25 hours/week)		Credits
MECH303	CAD 201 (Applicon)	4
IENG502	Engineering Economic Analysis	4
IENG504	Production & Inventory Control 2	4
IENG506	Project Management	4
MANF301	Numerical Control 2	5
<i>Pre-Req:</i>	MANF203 Numerical Control 1	
MANF501	Manufacturing Process Planning 2	4
<i>Pre-Req:</i>	MANF403 CAM 1	
Semester 6 (25 hours/week)		Credits
MECH601	FMS Project	5
EMEC401	Industrial Pneumatics	4

MANF601	Computer Integrated Manufacturing	4
<i>Pre-Req:</i>	QENG403 Production & Inventory Control	
MANF602	Advanced Mfg. Systems	4
MANF603	Progr. Logic Control Application	4
CALC101	Calculus 1	4
<i>Pre-Req:</i>	TMAT204 Mathematics 2	

# Mechanical (Numerical Control) Engineering Technician

## North Campus

**Four semesters beginning September and January each year.**

Numerical Control is the most modern way of controlling production machinery. In this program you will learn to write and process programs from part drawings to punched tape, or DNC (direct numerical control) to guide the CNC equipment. You will learn to select the proper tooling and fixturing required for machining various different parts. You will learn to prepare manual and computer assisted programs on the latest CAD/CAM systems for the most advanced numerical control machinery, including five axis machining centres, but you will also learn hands-on how to operate these machines for program debugging and parts machining. This program will also introduce you to modern manufacturing environment and management.

### Admission Requirements

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

- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)

### Job Opportunities

Technologically-modern companies are looking for qualified CNC operators and programmers. These industries include aircraft and aerospace, automotive, agricultural machinery, plastics, rubber manufacturing, instrumentation, and service industries. Machine-tool sales and servicing, and CNC programming services are additional areas.

Numerical control programmers translate dimensions from drawings to numerical control machines; prepare tooling and fixturing information for the shops. As a supervisor you would set up the machine, check the tape for correctness and accuracy,

Make recommendations to improve productivity. As a sales representative you would assist the sales department with technical know-how, train operators and programmers for customers, and prepare sample programs for demonstration.



## Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4
MECH104	Measurement Techniques	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4
Semester 2 (27 hours/week)		Credits
MECH202	Materials Science	4
MECH204	Computer Applications	4
MANF201	Numerical Control 1	4
TDDES201	Tool & Fixture Design	4
Pre-Req:	MECH101 Technical Drawing	
TMAT204	Mathematics 2	4
Pre-Req:	TMAT105 Mathematics 1	
COMM300	Communications 300	4
Pre-Req:	COMM200 Communications 200	
GNEED	General Education	3
Semester 3 (24 hours/week)		Credits
MECH302	Electromechanical Controls 2	4
Pre-Req:	MECH103 Electromechanical Controls 1	
MECH303	CAD 201 (Applicon)	4
MECH304	Manufacturing Processes	4
MECH305	Robotics 1	4
MANF301	Numerical Control 2	5
Pre-Req:	MANF203 Numerical Control 1	
GNEED	General Education	3
Semester 4 (25 hours/week)		Credits
MECH403	Manufacturing Cost Estimating	3
MECH601	FMS Project	5
MANF401	Numerical Control 3	5
MANF402	Manufacturing Process Planning 1	5
MANF403	CAM 1	4
GNEED	General Education	3

## Safety Program

## Safety Engineering Technologist

## North Campus

## Six semesters beginning September

As a safety professional you will be involved in recognizing and evaluating potential loss-producing conditions due to occupational hygiene and safety problems. You will also be involved in the development of practical programs to prevent and control these potential losses.

The physical sciences, mathematics and management techniques with special emphasis on the concepts of occupational hygiene and safety engineering are topics considered in this program.

## Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics or senior chemistry at the general level is strongly recommended)

## Job Opportunities

As a graduate of Safety Engineering Technology you may

find a challenging and rewarding career in various industries such as mining, forest products, petro-chemical, construction and manufacturing. Opportunities also exist within government agencies, safety associations and labour organizations. Possible positions include safety coordinator, loss control analyst and accident investigator.

Safety coordinators are actively involved in ensuring the health and safety techniques and of workers on and off the job. This position requires current knowledge of health and safety techniques and legislation and the ability to apply this knowledge to the everyday work situation.

Loss control analysts are instrumental in reducing costs, improving working conditions and thus maximizing the profitability of a particular industry as a direct result of minimizing health and safety situations. This ultimately benefits the consumer since the products produced are of better durability, quality, reduced hazard, and lower prices.

Accident Investigators are able to use technical experience and knowledge to investigate causes of accidents. Recommendations are then made that help to prevent similar incidents in the future.

## Curriculum

Semester 1 (24 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Electromechanical Controls 1	4



**Safety Engineering Technologist (cont'd.)**

SFTY901	Occupational Health & Safety	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	4
<b>Semester 2 (27 hours/week)</b>		<b>Credits</b>
MECH201	Statics <i>Pre-Req:</i> TMAT105 Mathematics 1	4
MECH204	Computer Applications	4
SFTY201	Fire Protection	4
SFTY202	Occupational Health (Physical Agents)	4
TMAT204	Mathematics 2 <i>Pre-Req:</i> TMAT105 Mathematics 1	4
COMM300	Communications 300 <i>Pre-Req:</i> COMM200 Communications 200	4
GNEC	General Education	3
<b>Semester 3 (23 hours/week)</b>		<b>Credits</b>
MECH301	Dynamics <i>Pre-Req:</i> TMAT105 Mathematics 1	4
MECH304	Manufacturing Processes	4
IENG501	Ergonomics	4
SFTY301	Occupational Health (Chemical Agents)	4
SFTY302	Industrial Hygiene Applications	4
TSTA104	Statistics	3
<b>Semester 4 (26 hours/week)</b>		<b>Credits</b>
MECH401	Strength of Materials	4
HVAC404	Environmental Protection 1	4
HRMS205	Labour Relations	4
AVIS900	A. V. Techniques	4
SFTY401	Industrial Security	3
SFTY402	Hygiene Chemistry	4
GNEC	General Education	3
<b>Semester 5 (24 hours/week)</b>		<b>Credits</b>
IENG502	Engineering Economic Analysis	4
IENG503	Operations Research	4
IENG506	Project Management	4
SFTY501	Product & Public Safety	4
SFTY502	Environmental Health	4
SFTY503	Safety Administration	4
<b>Semester 6 (27 hours/week)</b>		<b>Credits</b>
IENG601	Industrial Psychology	4
IENG602	Plant Layout	4
SFTY601	Safety Program Development	4
SFTY602	Construction Safety	4
SFTY603	Electrical Safety	4

CALC101	Calculus 1	4
<i>Pre-Req:</i>	TMAT204 Mathematics 2	
GNEC	General Education	3

**Chemical Programs****Chemical****Careers In Chemistry**

As a graduate from one of Humber's three Chemistry programs, you are qualified to join a scientific team initially as a junior member with the possibility of moving to a supervisory position. Employment after graduation usually falls into one of the following four major areas:

**Analytical or Quality Control Laboratories**

Your main function as an analyst is to ensure that all materials purchased or sold by your company meet certain requirements. You may determine if an ore contains enough gold to make mining operations economically feasible, or you may monitor the sulphur dioxide content of the city air. You may analyse blood samples in a forensic lab. To accomplish tasks of this nature, you will find that you must be familiar with the operation of specialized instruments. Humber's laboratories are equipped with gas chromatographs, infra-red spectrophotometers, atomic absorption spectrophotometers, nuclear magnetic resonance spectrometers and other equipment necessary for chemical analysis.

**Technical Service and Sales**

As a technical sales representative you will contact customers interested in the products your company manufactures. You may also occasionally trouble-shoot, service or set-up equipment

purchased from your company. In some jobs you can get a company car and be called on to travel extensively.

**Research and Development Laboratories**

In a research laboratory you will take part in the development of new products or the improvement of established ones. You may assist in the development of 'everlasting razor blades', a deodorant that provides protection for a whole week, an antacid that absorbs 200 times its weight in excess stomach acid, a lead-free gasoline, a lubricating oil that eliminates oil changes and plastic bottles that will disintegrate in sunlight. The variety of projects you may be involved in is without limitation.

**Pilot Plants and Production**

Pilot plant experiments are performed on a much larger scale than most development laboratory experiments. Pilot plant experiments usually involve working with up to several hundred pounds of materials.

If you are involved in production, you may operate a 'cat cracker' in an oil refinery, you may prepare and colour match several hundred gallons of paint, or you may be involved in the manufacture and packing of large quantities of measles vaccine. With your background from Humber College and additional experience, you can advance to a responsible position in this expanding field.



# Chemical (Laboratory) Technician

## North Campus

Four semesters with the first semester starting in January and September and the second semester starting in January and September

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

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

You may be required to place refundable deposits on manuals and other items supplied by the College.

## Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- minimum of one senior science (general level) (chemistry and physics are strongly recommended)

## Job Opportunities

You may be employed in industries such as: Petroleum, food and beverage, steel, pharmaceutical, distillery and brewery, paper or government agencies such as: The National Research Council, Atomic Energy, Ontario Hydro, Ministry of the Environment, etc. Typical job functions include quality assurance, research and development, technical sales and service, production and process control. As an alternative, you may continue for a third year in one of our chemical technology programs, if you can meet the required high standards.

## Curriculum

Semester 1 (25 hours/week)		Credits
TMAT103	Mathematics for Chemical Technology	6
CHEM101	Chemistry (Intro)	5
PHYS101	Physics for Chem. Ty.	4
COMM200	Communications 200	4
GNEED	General Education (2)	6
Semester 2 (25 hours/week)		Credits
CHEM201	Stoichiometry	3
<i>Pre-Req:</i>	CHEM101 Chemistry (Intro)	
CHEM202	Electrical Measurements	4
<i>Pre-Req:</i>	PHYS101 Physics for Chem. Ty.	

CHEM203	Organic Chemistry 1 Lecture	2
<i>Pre-Req:</i>	CHEM101 Chemistry (Intro)	
CHEM204	Organic Chemistry 1 Lab	4
<i>Pre-Req:</i>	CHEM101 Chemistry (Intro)	
CHEM205	Chemistry	4
<i>Pre-Req:</i>	CHEM101 Chemistry (Intro)	
CHEM206	Introductory Microbiology	4
<i>Pre-Req:</i>	CHEM101 Chemistry (Intro)	
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	

## Semester 3 (25 hours/week) Credits

CHEM301	Organic Chemistry 2 Lecture	3
<i>Pre-Req:</i>	CHEM203 Organic Chemistry 1 Lecture, CHEM204 Organic Chemistry 1 Lab	
CHEM302	Organic Chemistry 2 Lab	4
<i>Pre-Req:</i>	CHEM203 Organic Chemistry 1 Lecture, CHEM204 Organic Chemistry 1 Lab	
CHEM303	Analytical Chemistry 1	4
<i>Pre-Req:</i>	CHEM201 Stoichiometry	
CHEM304	Analytical Chemistry 1 Lab	6
<i>Pre-Req:</i>	CHEM201 Stoichiometry	
CHEM305	Methods of Microbiology	5
<i>Pre-Req:</i>	CHEM206 Introductory Microbiology	
CALC102	Calculus	3

## Semester 4 (25 hours/week) Credits

CHEM401	Physical Chemistry	3
<i>Pre-Req:</i>	CHEM201 Stoichiometry	
CPR0101	Comp. Prog. for Chem. Ty.	3
<i>Pre-Req:</i>	TMAT103 Mathematics for Chemical Technology	
CHEM402	Lab Instrumentation	4
<i>Pre-Req:</i>	CHEM201 Stoichiometry	
CHEM403	Lab Instrum. Appl's.	4
<i>Pre-Req:</i>	CHEM201 Stoichiometry	
CHEM404	Environmental Microbiology	5
<i>Pre-Req:</i>	CHEM206 Introductory Microbiology	
TSTA102	Statistics	3
<i>Pre-Req:</i>	TMAT103 Mathematics for Chemical Technology	
GNEED	General Education	3



# Chemical Technologist

## North Campus

Six semesters with the first semester starting in January and September and the second semester starting in January and September

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

As a graduate technologist, you will acquire more advanced theoretical and practical knowledge of industrial processes and equipment. You will develop higher level problem solving skills which will

enable you to work more independently and will enhance your opportunities for promotions to supervisory functions.

## Admission Requirements

• successful completion of Humber's Chemical Laboratory Technician program with an average of 70%

## Job Opportunities

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

## Curriculum

Semester \*1, 2, 3 & 4 are the same as Chemical Laboratory Technician curriculum - see page 167

### Industrial Chemistry Option

Semester 5 (25 hours/week)	Credits
CHEM501 Analytical Chem. 2 <i>Pre-Req:</i> CHEM303 Analytical Chemistry 1	4
CHEM502 Analytical Chem. 2 Lab <i>Pre-Req:</i> CHEM303 Analytical Chemistry 1	5
CHEM504 Instrumentation for Chemical Processes	4
CHEM503 Momentum & Heat Transfer <i>Pre-Req:</i> CHEM401 Physical Chemistry	4
CALC102 Calculus	3
QENG301 Statistical Process Control and Statistical Quality Assurance	5
Semester 6 (25 hours/week)	Credits
CHEM601 Industrial Organic Chem. <i>Pre-Req:</i> CHEM302 Organic Chemistry 2 Lab, CHEM301 Organic Chemistry 2 Lecture	4
CHEM602 Industrial Organic Chem. Lab <i>Pre-Req:</i> CHEM301 Organic Chemistry 2 Lecture	4

CHEM603 Polymers & Composites <i>Pre-Req:</i> CHEM301 Organic Chemistry 2 Lecture, CHEM401 Physical Chemistry	4
CHEM604 Technical Report (Civil)	1
CHEM605 Chem. Separation Processes <i>Pre-Req:</i> CHEM401 Physical Chemistry	4
CHEM606 Princ. of Process Control <i>Pre-Req:</i> CHEM401 Physical Chemistry	4
CHEM607 Chem. Thermodyn. & Kinetics <i>Pre-Req:</i> CHEM401 Physical Chemistry, CALC102 Calculus	4

## Microbiology Option

Semester 5 (25 hours/week)	Credits
CHEM501 Analytical Chem. 2 <i>Pre-Req:</i> CHEM303 Analytical Chemistry 1	4
CHEM502 Analytical Chem. 2 Lab <i>Pre-Req:</i> CHEM303 Analytical Chemistry 1	5
CHEM505 Biochemistry <i>Pre-Req:</i> CHEM302 Organic Chemistry 2 Lab, CHEM301 Organic Chemistry 2 Lecture	5
CHEM506 Food Microbiology <i>Pre-Req:</i> CHEM206 Introductory Microbiology	4
CHEM507 Microbial Genetics <i>Pre-Req:</i> CHEM206 Introductory Microbiology	4
CALC102 Calculus	3

Semester 6 (25 hours/week)	Credits
CHEM601 Industrial Organic Chem. <i>Pre-Req:</i> CHEM302 Organic Chemistry 2 Lab, CHEM301 Organic Chemistry 2 Lecture	4
CHEM602 Industrial Organic Chem. Lab <i>Pre-Req:</i> CHEM301 Organic Chemistry 2 Lecture	4
CHEM603 Polymers & Composites <i>Pre-Req:</i> CHEM301 Organic Chemistry 2 Lecture, CHEM401 Physical Chemistry	4
CHEM604 Technical Report (Civil)	1
CHEM607 Chem. Thermodyn. & Kinetics <i>Pre-Req:</i> CHEM401 Physical Chemistry, CALC102 Calculus	4
CHEM608 Industrial Microbiology <i>Pre-Req:</i> CHEM206 Introductory Microbiology	4
CHEM609 Microbial Ecology <i>Pre-Req:</i> CHEM206 Introductory Microbiology	4



## Civil/Survey Programs

- Civil Engineering Technician
- Civil Engineering Technologist (Co-op)
- Survey Technician
- Survey Technologist
- Hydrographic Survey Technologist

If you are thinking of a career in the Civil Engineering or Surveying areas, one of our Technician or Technologist programs is for you. Many people are undecided as to which of these areas they wish to go into, so we have tried to make the decision a little easier.

Basic courses required for all of the above programs are taught in the first semester.

You will get a taste of both fields, and, by second semester, you will choose two electives within your program of study to help you begin to specialize.

When you first register at Humber College, you will be asked to choose either Civil or Survey. However, with the flexibility of courses just mentioned, you can easily change fields.

Within the sections of the Calendar relating to each program, you will find detailed information on each of our programs, and a curriculum of courses that you will be taking.

## Civil Engineering Technician (Co-op Option)

### North Campus

Four academic semesters beginning September

There are eligibility requirements for the co-op work terms. Students who do not qualify will have the option of continuing in the regular stream.

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

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

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

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

graduate as a Civil Technologist.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)
- one senior technical course (drafting or technical drawing are strongly recommended)

This program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. Please note that co-op fees apply to all co-op semesters. (At the time of printing, the placement of co-op work terms had not been determined. Please contact the College for further details.)

### Interests and Skills

- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communications skills

### Job Opportunities

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

### Curriculum

Semester 1 (24 hours/week)		Credits
CSUR101	Surveying 1	6
CSUR102	Drafting 1	3
CSUR103	Applied Physics	4
TMAT102	Mathematics 1	4
COMM200	Communications 200	4
GNEC	General Education	3
Semester 2 (30 hours/week)		Credits
CSUR201	Intro. to CADD	3
CSUR202	Surveying 2	6
CSUR205	Structural Drafting	4
CSUR206	Statics	4
<i>Pre-Req:</i> TMAT101 Mathematics 1		
TMAT202	Mathematics 2	3
<i>Pre-Req:</i> TMAT101 Mathematics 1		
CAPP101	Computer Applications 1	3
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		



### Civil Engineering Technician (Co-op Option) (cont'd.)

GNED	General Education	3
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#### 4 Month Co-op Work Term

Semester 3 (27 hours/week)		Credits
CIVL301	Civil CADD 1	3
CIVL302	Civil Drawing	4
CIVL303	Highway Technology	6
CIVL304	Materials Testing 1	3
CIVL305	Intro. to Fluid Mechanics	3
CIVL306	Basic Strength of Materials	5
GNED	General Education	3

Semester 4 (25 hours/week)		Credits
CIVL401	Materials Testing 2	3
CIVL402	Intro. to Municipal Services	4
CIVL403	Soil Mechanics	5
CIVL404	Specifications & Estimating	4
CIVL405	Methods of Construction	3
CIVL406	Computer Applications 2	3
GNED	General Education	3

## Civil Engineering Technologist (Co-op Option)

### North Campus

**Six academic semesters and three co-op work term semesters beginning September**

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

The field of Civil Engineering includes all of these and more. Many of the things that are necessary for modern public society are designed and built by civil engineers and you could be a part of that process by enrolling in the Civil Engineering Technologist (Co-op) Program.

The basic skills you will need to develop in order to participate in the civil engi-

neering profession as a civil engineering technologist are developed in the first four semesters and two work term semesters of the Civil Engineering Technician Program. Please see that program's listing for further details.

You will, however, go on to design foundations and retaining walls and to plan roads, expressways and highways. You will learn to estimate the costs involved in construction projects, and how to design municipal servicing systems. You will learn to perform more advanced computations related to the design of structures of all kinds.

This program is a co-op program which means that you will have the opportunity to gain real-life job experience in

this field during your work terms. These working experiences will give you a first-hand insight to the variety of job opportunities that you might explore, as well as provide you with invaluable working knowledge.

### Co-operative Education Programs/Technology

Paid work term opportunities, that are related to your chosen field of study, are arranged for you and subsequently monitored by the Department of Co-operative Education/Technology.

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

### Admission Requirements

- successful completion of Humber's Civil Engineering Technician program or upon recommendation of the academic division

This program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. Please note that co-op fees apply to all co-op semesters. (At the time of printing, the placement of co-op work terms had not been

determined. Please contact the College for further details.)

### Interests and Skills

- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communications skills

### Job Opportunities

The civil engineering profession is a diverse one and offers many varied opportunities for rewarding employment. As a graduate Technologist you will be working at a more advanced level than Civil Engineering Technicians and may work in an engineering office helping to produce construction documents, or with a contracting firm helping to control the actual construction of the building as a construction supervisor or project cost estimator. You may work with a contracting firm in quality control, quantity surveying, project inspection or job coordination; with a consulting engineering firm testing soils and foundations; or become a sales representative for a construction equipment manufacturer. You could become a building inspector, or a draftsman for a municipal water purification department.

### Curriculum

#### 8 Month Co-op Work Term

Semester 5 (26 hours/week)		Credits
CIVL501	Highway Design	4
CIVL502	Stresses & Strength Analysis	8
CIVL503	Foundations	6
CIVL504	Site Management	4
CIVL505	Municipal Services	4

#### 4 Month Co-op Work Term

Semester 6 (24 hours/week)		Credits
CIVL601	Structural Design & Drafting	8
CIVL602	Fluid Mechanics	3
CIVL603	Transportation Planning	4



### Civil Engineering Technologist (Co-op Option) (cont'd.)

CIVL604	Sanitary Technology	4
CIVL605	Tech. Project	2
SURV403	Air Photo Interpretation	3

## Survey (Hydrographic) Technology

### North Campus

#### Six semesters beginning September\*

Canada, a maritime nation, is bounded on three sides by one of the longest coastlines in the world. On the fourth side are the Great Lakes. These coastlines are becoming increasingly important to Canada for navigational purposes, as a fisheries resource, for off-shore exploration, and as a relatively unpolluted ecological paradise.

Mapping and surveying these waters is the prime responsibility of the Canadian Hydrographic Service. They must chart and map water depths, currents, underwater obstructions and obtain data on the marine life in these waters. This program has been developed in liaison with the Canadian Hydrographic Service as the first and only hydrographic training program in Canada. During the College portion of the program, you will learn basic skills which can be applied to land, coastline and water surveys. You will also specialize in marine and hydrographic techniques such as: calibrating, position fixing by electronic methods and various forms of radar, depth measurement using acoustic and sonar principles, as well as other forms of hydrographic data on water temperatures, currents, sea bed geology and marine life. You

will become familiar with the basic principles of seamanship and navigation and learn the basics of marine and maritime law. During the summer, ship-board employment may be available through the Canadian Hydrographic Service as a practical extension of your College training program.

#### Admission Requirements

• successful completion of Humber's Survey Technician program or upon recommendation of the academic division

#### Job Opportunities

After graduation you may find employment in widely varied applications of hydrography and hydrography-related activities such as seismic surveys, offshore exploration and land survey for offshore operations. There is an increasing demand from survey engineering and consulting companies, offshore exploration companies and government departments such as public works, and ocean and aquatic sciences for hydrographic surveyors. Career alternatives in this field include party chief, surveyor (instrument person), field data processor draftsman and in programming. In most of these jobs you may have to travel to remote locations.

### Curriculum

For first four semesters, see Survey Technology

Semester 5 (26 hours/week)		Credits
SURV501	Geodesy	6
<i>Pre-Req:</i> SURV301 Control & Elect. Survey		
SURV503	Automated Survey Applications	4
TSTA101	Statistics & Matrix Alg.	4
HSRV501	Hydrographic Survey 2	4
HSRV502	Navigation, Charts and Pilotage	4
HSRV503	Survey Camp 2	4
Semester 6 (24 hours/week)		Credits
SURV601	Adjustment of Observations	4
<i>Pre-Req:</i> Statistics and Matrix Algebra		
SURV602	Cartography	4
CAPP301	Computer Applications 3	4
<i>Pre-Req:</i> 330-584 Computer Applications 2		
HSRV601	Marine Law	3
HSRV602	Electronic Positioning Syst.	4
<i>Pre-Req:</i> HSRV501 Hydrographic Survey 2		
HSRV603	Oceanography and Meteorology	3
HSRV604	Tidal Studies	2

## Survey Technician

### North Campus

#### Four semesters beginning September

Do you enjoy working outdoors? Do you enjoy reading maps and looking at aerial photos? The surveying profession is a challenging one, and one that is vitally necessary for many phases of modern life. The property boundaries of our houses and the shapes of our shorelines are documented by this profession. Surveyors produce legal documents, topographical maps, and can map water depths. If you wish to participate in these activities, the Surveying programs are for you.

A Survey Technician must develop a diverse range of skills to be able to take part in this work. Our program will help you develop these skills.

You will learn to operate various types of surveying instruments, and how to perform calculations related to survey operations. You will learn to take celestial observations, and how to operate computer programs designed to produce survey drawings from collected data. You will learn to draw legal surveys and how to take depth soundings.

Each semester you will advance your knowledge of surveying and learn to operate more sophisticated electronic survey instrumentation. We will help you to develop your skills in operating these instruments and recording your results in various ways.

All Survey students will initially be enrolled as Survey



## Survey Technician (cont'd.)

Technician students. You will graduate as a Survey Technician after successful completion of two years of study. Qualified students may continue into the third year of one of our Survey Technologist options and may graduate as a Survey or Hydrographic Survey Technologist.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)
- one senior technical course (drafting or technical drawing is strongly recommended)

### Interests and Skills

- an interest in drawing
- an aptitude for mathematics
- good communications skills

### Job Opportunities

Possible employers include private land surveyors, federal, provincial and municipal government agencies, and construction companies. Career opportunities exist in both outdoor and indoor conditions and include field positions such as chainman/woman, rodman/woman and instrumentman/woman. Office positions include draftsman and field data processor.

As a graduate survey technician you may be eligible to enter the Survey Technology Program. Successful completion of the 5th and 6th semesters will allow you to graduate as a Survey Technologist.

### Curriculum

Semester 1 (24 hours/week)		Credits
CSUR101	Surveying 1	6
CSUR102	Drafting 1	3
CSUR103	Applied Physics	4
TMAT102	Mathematics 1	4
COMM200	Communications 200	4
GNEC	General Education	3
Semester 2 (26 hours/week)		Credits
CSUR202	Surveying 2	6
CSUR203	Survey Computations	4
CSUR204	Hydrographic Survey 1	3
TMAT202	Mathematics 2	3
<i>Pre-Req:</i>	TMAT102 Mathematics 1	
CAPP101	Computer Applications 1	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
CSUR201	Intro. to CADD	3
Semester 3 (26 hours/week)		Credits
SURV301	Control & Elect. Survey	7
<i>Pre-Req:</i>	CSUR202 Surveying 2	

SURV302	Hydrographic Survey Applications	4
<i>Pre-Req:</i>	CSUR204 Hydrographic Survey 1	
CIVL307	Highway Technology	4
<i>Pre-Req:</i>	CSUR202 Surveying 2	
SURV303	Survey Drawing 1	2
SURV304	Survey Camp 1	4
CAPP201	Computer Applications 2	2
<i>Pre-Req:</i>	CAPP101 Computer Applications 1	
GNEC	General Education	3
Semester 4 (25 hours/week)		Credits
SURV401	Astronomy	2
SURV402	Advanced Survey	6
SURV403	Air Photo Interpretation	3
SURV404	Legal Survey Studies 1	5
CALC102	Calculus	3
SURV405	Survey CADD 1	3
GNEC	General Education	3

## Survey Technology

### North Campus

#### Six semesters beginning September

Survey Technology shares the first four semesters with the Survey Technician program. The fifth and sixth semesters enable you to carry out more complex and challenging tasks such as: cartography, geodetic control surveys, adjustment of observations and error analysis. The survey technologist will be able to supervise specialized field surveys, perform calculations for a plan of a subdivision, prepare the field layout of curves and spirals, use a computer program to adjust and analyse field observations, perform the title search, and write technical reports on surveys conducted under their supervision.

### Admission Requirements

- successful completion of Humber's Survey Technician program or upon recommendation of the academic division

### Job Opportunities

Possible employers include private land surveyors, federal, provincial and municipal government agencies and construction companies. Career opportunities include both field and office positions. Field positions include party chief and surveyor. Office positions include draftsman, title searcher, supervisor or office manager.

Under the supervision of a surveyor your responsibilities may include laying out new property divisions and buildings, retracing old property boundaries, planning new subdivisions, and routing locations for highways, pipelines and utilities.



## Curriculum

For first four semesters, see page 172.

Semester 5 (25 hours/week)		Credits
SURV501	Geodesy	6
<i>Pre-Req:</i>	SURV301 Control & Elect. Survey	
SURV502	Engineering Surveys	4
SURV503	Automated Survey Applications	4
TSTA101	Statistics & Matrix Alg.	4
SURV504	Survey Camp 2	4
SURV505	Survey CADD 2	3
Semester 6 (24 hours/week)		Credits
SURV601	Adjustment of Observations	4
<i>Pre-Req:</i>	Statistics and Matrix Algebra	
CAPP301	Computer Applications 3	4
<i>Pre-Req:</i>	330-584 Computer Applications 2	
SURV602	Cartography	4
SURV603	Legal Survey Studies 2	6
<i>Pre-Req:</i>	SURV404 Legal Survey Studies 1	
SURV604	Technical Project	2
HSRV602	Electronic Positioning Syst.	4
<i>Pre-Req:</i>	HSRV501 Hydrographic Survey 2	

## Electronics Programs

# Computer Engineering Technology

### North Campus

#### Six semesters beginning September

The graduate of this program will have a strong software orientation supplemented by an appropriate amount of hardware (electronics) experience. Upon graduation, the student will be able to perform the following tasks:

- use structured analysis techniques to specify, develop, and test systems
- produce well-structured and well-documented program modules
- solve problems through the application of appropriate computer languages

- integrate hardware and software components into complete systems
- apply operating system tools to the solution of real-time problems
- understand and apply communications protocols used in distributed computer systems

You may be required to purchase an appropriate electronic components kit and materials as recommended by the College.

#### Admission Requirements

- Ontario Secondary School

Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status

- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)
- one senior program-related technical course (electronics or computer science is strongly recommended) or a second senior science at the general level

### Job Opportunities

The graduate will work under the supervision of a computer systems engineer either individually or as part of a team. Employment opportunities exist in a wide range of industries that use embedded microcomputers or stand-alone computer systems. The industries will include process control, environmental control, automated warehousing, flexible manufacturing systems, telecommunications, local area networks and office automation.

## Curriculum

Semester 1 (26 hours/week)		Credits
CENG101	Introduction to Pascal	4
ELIC101	Electronics Circuits & Applications 1	4
ELIC102	Logic 1	4
TMAT104	Mathematics 1	4
PHYS102	Physics for Electronics	3
COMM200	Communications 200	4
GNEB	General Education	3
Semester 2 (25 hours/week)		Credits
CENG201	Problem Solving with Pascal	4
<i>Pre-Req:</i>	CENG101 Introduction to Pascal	
CENG202	Computer Application Packages	2
CENG203	Switching and Interface Circuits	4
<i>Pre-Req:</i>	TMAT104 Mathematics 1, ELIC101 Electronics Circuits & Applications 1, ELIC102 Logic 1	
ELIC202	Logic 2	4
<i>Pre-Req:</i>	ELIC102 Logic 1	
TMAT203	Mathematics 2	4
PHYS201	Mechanics, Electricity & Magnetism	3
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
Semester 3 (27 hours/week)		Credits
CENG301	Calculus & Computer Applications 1	4
<i>Pre-Req:</i>	TMAT203 Mathematics 2, CENG201 Problem Solving with Pascal	
CENG302	Systems Analysis	4
CENG303	Introduction to C Programming	4
CENG304	PC Based Systems	4
<i>Pre-Req:</i>	ELIC202 Logic 2	



**Computer Engineering Technology (cont'd.)**

CENG305	Data Communications 1	4
<i>Pre-Req:</i>	ELIC202 Logic 2, CENG203 Switching and Interface Circuits	
CENG306	Digital & Interface Circuits	4
<i>Pre-Req:</i>	CENG203 Switching and Interface Circuits	
GNEED	General Education	3
<b>Semester 4 (24 hours/week)</b>		<b>Credits</b>
CENG401	Calculus & Computer Applications 2	4
<i>Pre-Req:</i>	CENG301 Calculus & Computer Applications 1	
CENG402	Algorithms & Data Structures 1	4
<i>Pre-Req:</i>	CENG201 Problem Solving with Pascal	
CENG403	Real Time Systems 1	4
CENG404	Software Project	4
<i>Pre-Req:</i>	CENG302 Systems Analysis	
CENG405	Operating Systems 1	4
<i>Pre-Req:</i>	CENG304 PC Based Systems	
CENG406	Peripherals	4
<i>Pre-Req:</i>	CENG304 PC Based Systems	
<b>Semester 5 (24 hours/week)</b>		<b>Credits</b>
CENG501	Computers in Manufacturing	4
<i>Pre-Req:</i>	CENG302 Systems Analysis, CENG404 Software Project	
CENG502	Operating Systems 2	4
<i>Pre-Req:</i>	CENG405 Operating Systems 1	
CENG503	Algorithms & Data Structures 2	4
<i>Pre-Req:</i>	CENG402 Algorithms & Data Structures 1	
CENG504	Programming Languages	4
CENG505	Micro Processor Development Systems	4
<i>Pre-Req:</i>	CENG405 Operating Systems 1, CENG406 Peripherals	
CENG506	Data Communications Systems 2	4
<i>Pre-Req:</i>	CENG305 Data Communications 1	
<b>Semester 6 (25 hours/week)</b>		<b>Credits</b>
CENG601	Graphics Systems	4
<i>Pre-Req:</i>	CENG406 Peripherals	
CENG602	IBM Systems Operation	4
CENG603	VAX/VMS Systems Operation	2
CENG604	Computer Systems Project	4
CENG605	Real Time Systems 2	4
CENG606	Computer Systems Architecture	4
GNEED	General Education	3

## Control Systems Engineering Technician & Technology - (Pending Ministry Approval)

**North Campus**

### Four semesters for the Technician program and six semesters for the Technology program

This program will respond to technological changes in industry related to Electrical and Process Control Instrumentation. New industrial equipment integrates these

functions and its capabilities offer new opportunities to those who have specialized training. Students will gain technical knowledge and skills in control systems, application design, equipment selection installations, commissioning and maintenance as well as exposure to this industrial environment.

## Electrical (Control) Engineering Technician\*

**North Campus**

The Electrical Industry is in constant need of technically trained personnel. The College is meeting this need by providing an educational program designed to provide a sound base for career development upon graduation. As a graduate of Humber's Electrical (Control) Engineering Technician program you will have received training in industrial and other applications of computer, electronics, instrumentation, electrical design, the generation and transmission of power, as well as the conceptual understanding, operation and control of electrical equipment and power systems.

The physics of circuit and equipment behaviour is emphasized enabling the graduate to be flexible in analysing unfamiliar situations and problems. The program content is designed to provide the graduate with a wide range of career opportunities, with a high degree of job mobility, and advancement potential as

a technician. Please see information on Control Systems Engineering Technician & Technology - Pending Approval.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)
- one senior program-related technical course (electronics is strongly recommended)

### Job Opportunities

Upon graduation, the Electrical (Control) Engineering Technician will be concerned with repair, calibration, maintenance or sales of electrical equipment. A technician will normally work under the guid-



## Electrical (Control) Engineering Technician\* (cont'd.)

ance of a technologist or engineer. The Electrical (Control) Engineering Technician is re-

quired wherever electrical energy is used or generated.

### Curriculum

Semester 1 (25 hours/week)		Credits
ELIC101	Electronics Circuits & Applications 1	4
ELIC102	Logic 1	4
PHYS102	Physics for Electronics	3
TMAT104	Mathematics 1	4
CPRO102	BASIC Programming	3
COMM200	Communications 200	4
GNEC	General Education	3
Semester 2 (25 hours/week)		Credits
ELEC201	D.C. Equipment	7
ELIC201	Electronics Circuits & Applications 2	4
<i>Pre-Req:</i>	ELIC101 Electronics Circuits & Applications 1, TMAT104 Mathematics 1	
PHYS201	Mechanics, Electricity & Magnetism	3
TMAT203	Mathematics 2	4
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNEC	General Education	3
Semester 3 (26 hours/week)		Credits
ELEC301	Electrical Circuits & Applications 1	4
ELEC302	Industrial Electronics 1	4
ELEC303	Industrial Electronics 2	4
ELEC304	Industrial Instrumentation	3
ELEC305	A.C. Equipment 1	4
TMAT302	Mathematics 3	3
GNEC	General Education	3
Semester 4 (25 hours/week)		Credits
ELEC401	Electrical Circuits & Applications 3	4
ELEC402	Industrial Electronics 2	4
ELEC403	A.C. Equipment 2	4
ELEC404	Control Systems	4
ELEC405	Power Systems	3
ELEC406	Control Design & Drafting	3
INDI401	Programmable Logic Controllers	3
*Please look at the work-up on Control Systems Engineering Technician/Technologist		

## Electronics Engineering Technician (Co-op Option)

### North Campus

#### Four semesters starting September and January

This program is designed to provide you with a comprehensive background in modern electronic principles and with practical experience in modern, well-equipped laboratories. The practical experience gained in this program prepares you for employment in the industrial electronics, computer, and telecommunications industries. You may have to purchase electronics components kits and recommended equipment at the College.

#### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)
- one senior program-related technical course (electronics is strongly recommended) or

a second senior science at the general level.

This program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. Please note that co-op fees apply to all co-op semesters. (At the time of printing, the placement of co-op work terms had not been determined. Please contact the College for further details.)

Students who do not meet the minimum requirements for co-op terms will be able to continue in the regular stream of the program.

#### Co-op Admission Requirements

- same as regular stream

#### Job Opportunities

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

### Curriculum

Semester 1 (25 hours/week)		Credits
TMAT104	Mathematics 1	4
COMM200	Communications 200	4
PHYS102	Physics for Electronics	3
ELIC101	Electronics Circuits & Applications 1	4
ELIC102	Logic 1	4
CPRO102	BASIC Programming	3
GNEC	General Education	3
Semester 2 (27 hours/week)		Credits
TMAT203	Mathematics 2	4



**Electronics Engineering Technician (Co-op Option) (cont'd.)**

COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
PHYS201	Mechanics, Electricity & Magnetism	3
ELIC201	Electronics Circuits & Applications 2	4
<i>Pre-Req:</i>	ELIC101 Electronics Circuits & Applications 1, TMAT104 Mathematics 1	
ELIC202	Logic 2	4
<i>Pre-Req:</i>	ELIC102 Logic 1	
ELIC203	C.A.D. for Electronics	4
ELIC204	Circuits & Measurement	4
<i>Pre-Req:</i>	TMAT104 Mathematics 1, ELIC101 Electronics Circuits & Applications 1	
<b>Semester 3 (25 hours/week)</b>		<b>Credits</b>
ELIC301	Principles of TV	4
<i>Pre-Req:</i>	ELIC201 Electronics Circuits & Applications 2	
ELIC302	Electronics Circuits & Applications 3	4
<i>Pre-Req:</i>	ELIC201 Electronics Circuits & Applications 2, TMAT203 Mathematics 2	
ELIC303	Motors & Controls	3
<i>Pre-Req:</i>	ELIC204 Circuits & Measurement	
ELIC304	H.F. Circuits	4
<i>Pre-Req:</i>	ELIC201 Electronics Circuits & Applications 2, TMAT203 Mathematics 2, ELIC204 Circuits & Measurement	
ELIC305	Microcomputer Systems 1	4
<i>Pre-Req:</i>	ELIC202 Logic 2	
ELIC306	Electronic Production Technology	3
<i>Pre-Req:</i>	ELIC203 C.A.D. for Electronics	
GNE D	General Education	3
<b>Semester 4 (26 hours/week)</b>		<b>Credits</b>
CALC103	Introductory Calculus	4
<i>Pre-Req:</i>	TMAT203 Mathematics 2	
ELIC401	Electronics Circuits & Applications 4	4
<i>Pre-Req:</i>	ELIC302 Electronics Circuits & Applications 3	
ELIC402	Telecommunication Systems	4
<i>Pre-Req:</i>	ELIC304 H.F. Circuits	
ELIC403	Microcomputer Systems 2	4
<i>Pre-Req:</i>	ELIC305 Microcomputer Systems 1	
ELIC404	Electro-Mechanical Techniques	3
<i>Pre-Req:</i>	PHYS201 Mechanics, Electricity & Magnetism, ELIC201 Electronics Circuits & Applications 2, ELIC204 Circuits & Measurement	

ELIC405	Troubleshooting	4
<i>Pre-Req:</i>	ELIC302 Electronics Circuits & Applications 3, ELIC305 Microcomputer Systems 1	
GNE D	General Education	3

## Electronics Engineering Technology (Co-op Option)

### North Campus

#### Six semesters starting September

The first four semesters are the same as for the Electronics Engineering Technician program. The 5th and 6th semesters provide more advanced studies in the field of electronics. Emphasis is placed on advanced circuitry, measurement, testing and troubleshooting of complex equipment, design and construction of prototypes, and the preparation of technical manuals and specifications for a wide variety of modern electronic systems.

You may be required to purchase electronics component kits and recommended test equipment at the College.

#### Admission Requirements

- successful completion of Humber's Electronics Engineering Technician program or upon recommendation of the Academic Division

This program has a co-op

option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. Please note that co-op fees apply to all co-op semesters. (At the time of printing, the placement of co-op work terms had not been determined. Please contact the College for further details.)

#### Job Opportunities

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

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

### Curriculum

For first four semesters, see page 175.

<b>Semester 5 (24 hours/week)</b>		<b>Credits</b>
CALC201	Applied Calculus	4
<i>Pre-Req:</i>	CALC103 Introductory Calculus	
ELIC501	Electronics Circuits & Applications 5	4
<i>Pre-Req:</i>	ELIC302 Electronics Circuits & Applications 3	



## Electronics Engineering Technology (Co-op Option) (cont'd.)

ELIC502	Opto-Electronics	4
<i>Pre-Req:</i>	PHYS102 Physics for Electronics, CALC103 Introductory Calculus	
ELIC503	Video Systems	4
<i>Pre-Req:</i>	ELIC301 Principles of TV, ELIC402 Telecommunication Systems	
ELIC504	Microcomputer Systems 3	4
<i>Pre-Req:</i>	ELIC403 Microcomputer Systems 2	
ELIC505	Techniques of Design	4
<i>Pre-Req:</i>	ELIC401 Electronics Circuits & Applications 4, ELIC202 Logic 2	
<b>Semester 6 (25 hours/week)</b>		<b>Credits</b>
TSTA103	Applied Statistics	3
<i>Pre-Req:</i>	TMAT203 Mathematics 2	
ELIC601	Electronics Circuits & Applications 6	4
<i>Pre-Req:</i>	ELIC304 H.F. Circuits	
ELIC602	Control Systems	4
<i>Pre-Req:</i>	ELIC504 Microcomputer Systems 3, ELIC303 Motors & Controls, CALC201 Applied Calculus	
ELIC603	Data Communications	4
<i>Pre-Req:</i>	ELIC402 Telecommunication Systems	
ELIC604	Applied Electromagnetics	4
<i>Pre-Req:</i>	ELIC402 Telecommunication Systems, PHYS201 Mechanics, Electricity & Magnetism	
ELIC605	Microwave Techniques	4
<i>Pre-Req:</i>	CALC201 Applied Calculus, ELIC402 Telecommunication Systems	
ELIC606	Technical Project	2
<i>Pre-Req:</i>	ELIC505 Techniques of Design	

## Industrial Instrumentation Engineering Technician\*

### North Campus

The Industrial Instrumentation Technician program will provide you with knowledge of up-to-date technology and the skills necessary to function in today's technical and automated industries. Graduates from this program will calibrate, troubleshoot, repair and maintain instruments and distributed control systems (such as the Honeywell TDC 2000) used for process measurement and control.

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- one senior science (general level) (senior physics at the general level is strongly recommended)

\*one senior program-related technical course (electronics is strongly recommended)

### Job Opportunities

With industry becoming more automated every year, there is a demand for instrumentation technicians.

Graduates may find employment in fields such as manufacturing, pulp and paper, nuclear and hydro generating plants, mining, petro chemi-

cal, and natural gas, instrument manufacturing companies, plant construction, consulting firms, and service industries. Duties will involve calibration, repair, and maintenance of various systems. Training will enable graduates choose other occupations relating to instrumentation such as, instrumentation technical salesperson, process operator, and control maintenance technician.

### Curriculum

<b>Semester 1 (25 hours/week)</b>		<b>Credits</b>
ELIC101	Electronics Circuits & Applications 1	4
ELIC102	Logic 1	4
PHYS102	Physics for Electronics	3
TMAT104	Mathematics 1	4
CPRO102	BASIC Programming	3
COMM200	Communications 200	4
GNE1	General Education	3
<b>Semester 2 (27 hours/week)</b>		<b>Credits</b>
INDI201	Pneumatic Instruments	4
INDI202	Measuring Instruments 1	5
ELIC201	Electronics Circuits & Applications 2	4
<i>Pre-Req:</i>	ELIC101 Electronics Circuits & Applications 1, TMAT104 Mathematics 1	
PHYS201	Mechanics, Electricity & Magnetism	3
TMAT203	Mathematics 2	4
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNE2	General Education	3
<b>Semester 3 (26 hours/week)</b>		<b>Credits</b>
INDI301	Automatic Controls 1	5
INDI302	Measuring Instruments 2	4
INDI303	Final Control Elements	3
ELEC301	Electrical Circuits & Applications 1	4
ELEC302	Industrial Electronics 1	4
TMAT302	Mathematics 3	3
GNE3	General Education	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
INDI401	Programmable Logic Controllers	3
INDI402	Automatic Controls 2	4
INDI403	Analysis Instruments	3



**Industrial Instrumentation Engineering Technician\* (cont'd.)**

INDI404	Computer Controls	3
ELEC406	Control Design & Drafting	3
ELIC206	Electronic Applications	3
CHEM102	Chemistry 1	2
CHEM207	Chemistry 2	2

\*Please look at write-up on Control Systems Engineering Technician/Technologist

**Marine Programs****Small Craft & Marina Technology****North Campus****Four semesters beginning September**

As a student in the Small Craft & Marina Technology program, you will acquire a broad technical and practical understanding of small craft, their design, construction, operation, maintenance and repair. You also become familiar with the practical business and managerial aspects of a variety of yachting support and service activities such as: marina and yacht club operation, boat building and repair, wholesale and retail marketing of small craft and their equipment, yacht brokerage and charter fleet operation. The program structure is flexible, taking into account the needs of both full-time and part-time students - many of whom bring with them previous business, professional, trades, craft and seamanship experience.

**Admission Requirements**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English, general level
- grade 12 mathematics for technology, general level
- one senior level science, general level (senior physics, general level is strongly recommended)

**Job Opportunities**

A great variety of occupations exist for graduates of the Small Craft & Marina Technology program. Boat building, boat maintenance and repair, wholesale, retail outlets, marina operations, club management, yacht brokerage and charter, federal, provincial, and municipal agencies, sailing schools/community courses in on-water activities.

**Curriculum**

Semester 1 (25 hours/week)		Credits
COMM200	Communications 200	4
TMAT107	Mathematics for S-C & MT	4
SCMT101	Seamanship 1 Power & Sail	3
SCMT102	Yacht Maintenance & Repair 1	8
SCMT201	Gas and Diesel Motors	4
SCMT104	Sails & Rigging	3

Semester 2 (25 hours/week)		Credits
COMM300	Communications 300	4
<i>Pre-Req:</i>	COMM200 Communications 200	
GNED	General Education	3
SCMT103	Yacht Design 1	3
SCMT202	Yacht Maintenance & Repair 2	8
<i>Pre-Req:</i>	SCMT102 Yacht Maintenance & Repair 1	
SCMT203	Navigation	3
ELEC202	Electrical Circuits & Applications	3

Semester 3 (26 hours/week)		Credits
GNED	General Education	3
SCMT301	Seamanship 2	3
<i>Pre-Req:</i>	SCMT101 Seamanship 1 Power & Sail	
SCMT302	Yacht Design 2	3
<i>Pre-Req:</i>	SCMT103 Yacht Design 1	
SCMT303	Small Craft Electronics	3
SCMT304	Sailing School Charter Fleet Operations and Yacht Brokerage	3
<i>Pre-Req:</i>	SCMT203 Navigation	
SCMT305	Boatbuilding & Repair 1	8
<i>Pre-Req:</i>	SCMT102 Yacht Maintenance & Repair 1, SCMT202 Yacht Maintenance & Repair 2	
SCMT306	Marina and Yacht Club Design, Construction and Operations 1	3

Semester 4 (24 hours/week)		Credits
GNED	General Education	3
SCMT401	Outboard Engines & Marine Drive Trains	4
<i>Pre-Req:</i>	SCMT201 Gas and Diesel Motors	
SCMT402	Boatbuilding & Repair 2	8
<i>Pre-Req:</i>	SCMT305 Boatbuilding & Repair 1	
SCMT403	Standard Operating Procedures & Office Routine	3
SCMT404	Marina and Yacht Club Design, Construction and Operations 2	3
<i>Pre-Req:</i>	SCMT306 Marina and Yacht Club Design, Construction and Operations 1	
SCMT405	Marine Contracts and Insurance	3



## Quality Engineering Technology Programs

### Careers in Quality Engineering Technology

A graduate of Humber's Quality Engineering programs can expect a rewarding career, in virtually any industry, as a member of a quality assurance team. Since demands by society for quality products and services are constantly growing, job opportunities are also expanding at a rapid rate.

Your initial placement may be as a quality inspector in any of the following industries: aerospace, automotive, biomedical, chemical, electronics, energy, food, drug or cosmetics. Alternatively, you may begin your career as a quality engineering technician/technologist, a statistical process control coordinator or a reliability engineering technician/technologist in the above-mentioned industries, or in a variety of other industries. With additional experience and strong performance on the job, you will be able to advance to become a quality assurance supervisor or manager. Whichever position you choose or industry you work for, you will be a member of a team which ensures that your employer receives materials of acceptable quality and produces a product or service which meets or exceeds specified quality standards.

Because of the highly-diverse nature of the companies which require Quality Engineering graduates, the training you will receive at Humber

provides you with a very broad technical basis. In this way, you will become diversified and capable of adapting to a variety of different functions in a broad spectrum of industries. The curriculum contains four major areas of study, each of which will provide you with specific skills which industry requires.

1. An introduction to technology provides you with essential skills in mathematics and the sciences.

2. A testing techniques component where you will become familiar with chemical, material science, electrical and mechanical tests, measurement procedures and instruments.

3. A quality engineering component which contains a series of courses to develop your skills in statistical methods, reliability and maintainability, quality standards, experimental design and other specialty subjects.

4. An introduction to management concepts where you will become familiar with appropriate behavioural and scientific methods of management.

Exciting careers in quality engineering are equally available to female and male graduates who have above average abilities in mathematics and the sciences and strong verbal and written communication skills.

## Quality Engineering Technician

### North Campus

**Four semesters with the first semester starting in January and September and the second semester starting in January and September**

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

### Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level)
- minimum of one senior science (general level) (chemistry and physics are strongly recommended)

### Curriculum

#### Fundamentals of Technology

Semester 1 (25 hours/week)		Credits
PHYS101	Physics for Chem. Ty.	4
CHEM101	Chemistry (Intro)	5
TMAT106	Mathematics for Quality Engineering	6
COMM200	Communications 200	4
GNED	General Education (2)	6

Note: This semester is also offered during the winter term.

#### Intro. to Quality Eng.

Semester 2 (25 hours/week)		Credits
QENG201	Chemical Technology	4

### Job Opportunities

In this growing field there are many opportunities for advancement. With experience any of the following positions may become available to you:

- Quality Control Inspector
- Quality Assurance Manager
- Quality Engineering Technician
- Statistical Process Control Coordinator
- Reliability Engineering Technician

Graduate Technicians will be eligible to write qualifying examinations of the American Society for Quality Control (A.S.Q.C.) to become Certified Quality Technicians (C.Q.T.).

### Graduation Requirements

Students with a minimum of three OAC or Grade 13 credits in mathematics or the physical sciences may qualify for direct entry into the second semester.

Students who have successfully completed one semester of any post-secondary technician program may qualify for second semester entry.



### Quality Engineering Technician (cont'd.)

QENG202	Materials Science and Lab	6
ELIC205	Electrical Applic. & Meas.	6
TSTA105	Statistics for Quality Engineering	5
COMM300	Communications 300	4
<i>Pre-Req:</i> COMM200 Communications 200		

Note: This semester is also offered during the fall term.

### Quality Engineering Principles

Semester 3 (25 hours/week)		Credits
QENG301	Statistical Process Control and Statistical Quality Assurance	5
QENG302	Quality Management Systems	5
QENG303	Acceptance Sampling	5
QENG304	Reliability and Maintainability 1	4
QENG305	Technical Writing	3
GNEC	General Education	3

### Testing Techniques

Semester 4 (24 hours/week)		Credits
QENG401	Applications of Microbiology	4
MECH404	Manufacturing Processes 1	4
MECH405	Metrology	4
MECH406	Drawing and Blueprint Reading	6
CAPP102	Computer Applications 1	4
GNEC	General Education	3

## Quality Engineering Technologist

### North Campus

**Six semesters with the first semester starting January and September and the second semester starting in January and September**

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

As a graduate technologist you will acquire more advanced theoretical and practical knowledge of Quality Engineering and management concepts. You will develop higher level problem solving skills which will enable you to work more independently and will enhance your opportunities for promotions to supervisory functions.

### Admission Requirements

- successful completion of

Humber's Quality Engineering Technician program or upon recommendation from the Academic Division

- Quality Assurance Manager
- Quality Engineering Technologist
- Statistical Process Control Coordinator
- Reliability Engineering Technologist

### Job Opportunities

Employment opportunities in this field are growing at a rapid rate. Every week new positions in the Quality Engineering field are advertised in major newspapers.

With experience any of the following positions may become available to you:

- Quality Control Inspector

Graduates of the Technology Program may qualify, through examinations conducted by the American Society for Quality Control, to become Certified Reliability Engineers (C.R.E.) or Certified Quality Engineers (C.Q.E.).

### Curriculum

For first four semesters, see page 179

Semester		Credits
<b>Principles of Management</b>		
<b>Semester 5 (25 hours/week)</b>		<b>Credits</b>
QENG501	Organizational Psychology	4
QENG502	Industrial Relations	5
QENG503	Operations Research Techniques	5
QENG504	Production & Operations Management	5
QENG505	Accounting For Quality Engineering	3
CALC102	Calculus	3

### Quality Eng. for Technologists

Semester 6 (25 hours/week)		Credits
QENG601	Statistical Methods and Experimental Design	5
QENG602	Quality Engineering	5
QENG603	Procurement Quality	4
QENG604	Reliability and Maintainability 2	4
QENG605	Technical Project and Report	4
CAPP202	Computer Applications 2	3



## Technology Short Programs

### Short Programs in Technology

There are a number of short programs available to those persons interested in learning hands-on skills at the trade level.

Most of these use the INDIVIDUALIZED LEARNING PROGRAM (I.L.P.) format of learning.

This format allows students to enter these programs at any time of the year. Progress in these programs is self-paced, determined by the individual student's learning capacity.

While each program has a target time for completion by the average student, the actual time you take to complete will depend on your ability to learn.

YOU start when you are able.

YOU attend full or part-time.

YOU progress at a pace suited to your ability to learn.

YOU write tests when you are ready.

YOU do not have to re-

study what you already know. When you prove you can do the job, you are given credit for that part of the program.

YOU can select the level or part of the program which you wish to accomplish.

YOU can leave a program and re-start whenever you wish, from where you left off.

YOU may be eligible for financial assistance through a number of different agencies.

The following pages of this booklet will provide you with an overview of each of these programs.

For further information or to make an appointment to visit the training facilities for these programs,

Contact: The Humber College Registration Office

The Registrar's Office personnel will put you in touch with persons with indepth knowledge of these courses. They can help you choose the course best-suited for your needs.

## Cabinet Making

### North Campus

48 weeks starting any Monday

#### Learn at your own pace

Graduates of the Cabinet Making program will have studied the design and construction aspects of commercial and residential woodwork.

They will have mastered the necessary skills for identifying, manufacturing and using the various wood joints, and will also learn how to use hand or power tools to produce them. They will also acquire a knowledge of wood finishes, their application by hand and

mechanical means and a knowledge of the natural and man-made materials used in cabinet making.

• a good command of conversational English is also required.

### Admission Requirements

- admissions interview
- pretests in communications and mathematics to be conducted at the college, at least one week prior to the student's proposed start date
- mathematical facility with whole numbers, fractions, decimals, percentages and measurement

### Curriculum

#### Program Outline:

Veneer (kinds, applications, cutting, etc.)

Plastic Laminates (composition, uses, grade, etc.)

Hand Tools (safety rules, measuring, maintenance, etc.)

Fasteners and Sandpaper (nails, screws, etc.)

Wood Joints (identification and fabrication)

Portable Power Tools and Stationary Power Tools

Hardware (identification and installation of cabinet hardware)

Cabinet Construction

Finishing (staining, filling, protection)

Drafting (basic principles)

Lumber & Plywood

Bending & Laminating

Special Project: produce a project from specifications

Job Search

## Computer Numerical Control Programmer/Operator

### North Campus

48 weeks starting every Monday

Graduates of this 48-week program are trained in the modern technological methods of numerical control machine tool operation, as well as in the writing and editing of manual-part programs. Practi-

cal skills learned include: machine set-up, tape preparation, cutter diameter and length compensation setting, and on-site modification of existing programs. The program uses prepared learning packages with the maximum of personal interaction between faculty and students. This al-



## Computer Numerical Control Programmer/Operator (cont'd.)

lows students maximum flexibility in their rate of progress and in individual timetables.

### Admission Requirements

- pre-admission interview
- pretests in communications and mathematics
- candidates must be functioning at a Grade 10 (BTSD Level 3) for direct entry

### Interests and Skills

A person interested in this occupation must have the ability to conceptualize the operations related to the programming and control of machine tools. The occupation requires an individual who is alert, perceptive and able to deal effectively with both tangible and intangible problems. Numerical ability and above average communication skills are also essential.

### Job Opportunities

Progressive, technological-modern companies are looking for well-trained operators and programmers. As these companies update their machinery, the Numerical Control Machine Programmer will be a vital member of their staff. Graduates can expect to work in industries such as production and jobbing shops, aircraft and aerospace, auto-

motive, agricultural machinery production, plastic and rubber manufacturing, instrumentation, and service industries.

Graduates with a higher level of hands-on skill will find employment as operators and set-up persons. Those who excel in the programming area can become Numerical Control Machine Programmers and may advance into supervisory positions or into management. Additional training in computer programming and theory would enhance opportunities in Numerical Control (Systems) Technology.

Generally, shops run the five-day, forty-hour work week with rotating shifts. The potential candidate can expect a limited amount of physical activity, with the greater part of the job requiring mental alertness.

### Financial Assistance

Canada Employment and Immigration Commission (CEIC)

This program is approved by the CEIC. If you qualify for sponsorship, the cost of your tuition fees will be paid by the CEIC and may include a weekly training allowance. For further information and details on sponsorship contact your nearest Canada Employment Centre or the Registrar's Office of Humber College at 252-9441.

## Curriculum

### Program Outline:

Learn basic machine shop skills with emphasis on turning, milling and drilling.

Learn Numerical Control Machine basic preparation (lubrication, set-up and start-up).

Solve course related mathematical problems.

Learn Numerical Control coordinate systems, codes, technology, and programming modes.

Learn Numerical Control Machine operation and production of parts using instructions supplied by programmer.

Dry run, debug, and troubleshoot new programs on Numerical Control Machines.

## Industrial Maintenance Mechanic (Packaging, Millwright)

### North Campus

48 weeks starting every Monday

Length of program varies according to student's pace.

Teachers are available to students on a one-to-one basis.

We offer two programs: Industrial Maintenance (Millwright) Mechanic and Packaging Machine Mechanic.

These programs share a common core. The Millwright program is a regulated trade and so this program can be accessed by apprentices. The Packaging Mechanic Program is now registered and can be accessed by apprentices who require non-regulated training according to the new ministry guidelines. Those who are not already apprenticed can take the courses as fee paying students. (The fact that you have completed the in-school portion can be a benefit to some employers.) Both programs (as certificate courses) can be sponsored by C.E.I.C. or U.I.C. agencies.

Length of program varies according to student's pace because teachers are available to students on a one-to-one basis (average time is approximately 48 weeks). Students are trained to set up and adjust machines, change tooling, maintain and repair, overhaul, service the various machines used in the service, supply, and process industries. This program specializes in various packaging machines used in filling, wrapping, canning, and bottling plants. Training is provided in hand and bench tools, machining, welding, pneumatics and hydraulics, electrical controls and me-

chanical drives, including repair, troubleshooting, and preventative maintenance.

### Admission Requirements

- pre-admission interview
- pretests in communications, mathematics and mechanical comprehension
- working knowledge of mathematics including simple equations and basic formulae
- good command of English (written and verbal)

### Interests and Skills

- ability to understand the principles of mechanics to apply them in the set-up, repair, and maintenance of machine parts
- knowledge of the principles of mechanics is a prerequisite for this program
- manual dexterity, ability to carry equipment up to 30 pounds in weight, as well as good eyesight and the ability to see colours distinctly

### Job Opportunities

Industrial Maintenance Mechanics find employment working in a variety of industries such as metal cutting and fabrication, food and beverage processing, pharmaceuticals and cosmetics, and chemicals and paint. Duties include troubleshooting, maintenance and problems in plant machinery.

Packaging Machine Mechanics find employment in the food, pharmaceutical, beverage, and chemical industries, where you will set up and adjust packaging machines, change tooling, and maintain, repair and troubleshoot mechanical, electrical, and fluid power on the various packaging machines used in these fields.



## Curriculum

### Program Outline Common core topics:

Safety

Measuring tools

Bench tools & fabrication

Hand tools & rebuild techniques

Blueprints & sketching

Welding & brazing

Soldering

Power transmission components

Lathes & mills & grinders

Cams & levers & timing

Conveyors

A.C./D.C. electricity

Electrical controls

Pneumatics/hydraulics

### Industrial Maintenance (Millwright)

Overhaul & Maintain machines

Try out, test & run machines

Troubleshoot machines

### Packaging Machine Mechanic

Packaging machine controls

Machine set-up

Machine maintenance

Troubleshoot machines

## Machine Shop Practice

### North Campus

#### Forty weeks starting every Monday

This forty-week program enables the student to demonstrate competence in machine shop safety practices and procedures found in industrial shop situations. Students learn to use hand tools safely according to instructions and/or print specifications; select and correctly use appropriate measuring tools to measure within verbal and/or print specifications; identify and select

ferrous and nonferrous metals for their specified application in machining work pieces; safely set-up and operate a variety of machine tools such as lathes, drill presses, milling machines and grinders; produce parts to print specifications; read and interpret blueprints and operational sequence sheets.

#### Admission Requirements

- admissions interview
- pretests in communications

and mathematics to be conducted at the College, at least 1 week prior to the student's proposed start date

- a working knowledge of mathematics including whole numbers, fractions, decimals and percentage
- a good command of English (written and verbal) is also required

### Job Opportunities

Machine shop graduates are constantly in demand. Graduates may find employment with small, medium or large sized manufacturing companies. Some of the areas our graduates are employed in are machinists, machine operators, apprentice tool and die makers, inspector, set-up person and maintenance machinist.

## Curriculum

### Program Outline:

Safety

Engine Lathe

Measurement

Milling Machine

Hand Tools

Surface Grinder

Cutting Tools

Blueprint Reading

Drilling Machines

Safe methods to set up and operate each machine

Select appropriate tools and follow verbal/print specifications

## Marine and Small Powered Equipment Mechanic

### North Campus

**This is a continuous-intake 40-week program using prepared learning packages. Learn at your own pace. Teachers are available on a one-to-one basis.**

This program is designed to prepare you for employment as a mechanic for such things as two and four stroke engines, recreational vehicles, marine propulsion units, lawn and garden equipment, and chain saws. You will learn how to repair and refinish fibreglass; use service manuals and parts books; use special

service tools; weld, cut and braze metals; and carry out basic machining procedures. This program is accredited towards the Ministry of Education Apprentice Training Program.

#### Admission Requirements

After assessments in communications and mathematics (conducted by the College), you will attend an admissions interview prior to your proposed starting date. You should have a working knowledge of mathematics, includ-



## Marine and Small Powered Equipment Mechanic (cont'd.)

ing whole numbers, fractions, decimals, percentages and measurement. You should also be able to speak, read, and understand the English language without difficulty.

### Job Opportunities

Opportunities exist in marine equipment dealerships, marinas, sports equipment and rent-all stores, construction equipment dealerships, lawn and garden wholesalers, retail outlets, equipment service centres, golf courses, and hardware and department stores. With some experience

in the field after graduation, you may advance to service manager, manufacturer's service representative, or you may wish to go into business for yourself.

### Work Environment

A normal five-day, forty-hour week is required. Week-end shift work may be included. Frequent physical activities include reaching, stooping, kneeling, lifting (up to 100 pounds) in an indoor/outdoor environment. For more information call 252-9441.

## Curriculum

### Program Outline:

Identify components, construction features, and operation principles of 2 and 4 stroke engines

Identify operation principles of carburetors, fuel pumps and supply systems (repair and adjust)

Explain operation of magneto, CD and battery ignition systems (repair, adjust and maintain)

Identify the nature, type, purpose and application of lubricants

Parts and service manuals — determine part numbers, prices and service procedures

Identify and properly use hand and power tools and test equipment

Repair and refinish metal and fibreglass components and equipment

Identify and properly use hand operated machining tools, accurately read and apply machine measuring tools

Diagnose faults in, adjust, repair, disassemble and rebuild mowers, garden tillers, snow blowers, garden tractors, chain saws, outboard motors, snowmobiles, boat trailers, marine rigging and wiring

Weld, using arc welding equipment, weld, cut and braze using oxyacetylene equipment

Explain the fundamentals of electromagnetism, inductance, capacitance, electrical circuitry and the operation of small AC and DC motors and generators

Learn small business operations required to operate your own shop

## Precision Instrument Mechanic

### North Campus

#### Approximately 48 weeks beginning any Monday

Based on individualized instruction, the program provides training in the practice of precision instrument manufacturing, service, and sales. Graduates will be able to construct and modify components and assemble, repair, adjust, and test precision instruments.

The program emphasis is on manual and machine skills such as metal cutting, forming and turning, soldering, welding and brazing as applicable to precision instrument requirements. Included is a mechanics industrial electronics program and introduction to sheet metal processes, industrial instrumentation, photographic equipment repair, introduction to computer programming, and automation in robotics.

The continuous intake and the wide range of subjects makes this program an ideal basic and retraining vehicle for persons who like interesting technical work with varied opportunities for employment.

A Camera Repair Option is available.

### Admission Requirements

- admissions interview

- assessments in communications and mathematics to be conducted at the College, at least one week prior to the student's proposed start date
- basic mathematical skills such as adding, subtracting, multiplying and dividing of whole numbers and fractions, scientific notation
- skills in basic algebraic expressions, percentages and ratios, simple trigonometry

### Job Opportunities

Precision instrument mechanics are in demand by manufacturing companies, commercial, transportation and communication concerns, government and research establishments who manufacture, import and sell, service or use complex, precision, electromechanical, electronic, optical or photographic devices. Typical instruments are microscopes, photographic apparatus, and navigation and aircraft instruments. Graduates move readily into a wide range of technical situations and will be involved in fine part and prototype manufacturing, equipment and systems assembling, analysis, quality control and repair work. There are more than 200 companies in Ontario alone involved in precision instrument work.

## Curriculum

### Precision Instrument Mechanic Program Outline (Precision - 42 weeks; Camera - 6 weeks)

Blue Print Reading

Industrial Instrumentation

Electric & Electronic Fundamentals

Computer and Micro Processor Fundamentals

Fabrication and Manufacturing Processes

Automation & Robotics Technology



## Precision Instrument Mechanic (cont'd.)

Precision Instrument Technology Fundamentals

Precision Instrument Services and Repair

Applied Precision Instrument Technology

Welding & Sheet Metal Technology

Electrical Circuits & Applications

## Precision Instrument Mechanic With Camera Option Program Outline (Camera - 18 weeks; Precision - 30 weeks)

Job Search Techniques

Electric & Electronic Fundamentals

Fabrication and Manufacturing Processes

Precision Instrument Technology Fundamentals

Applied Precision Instrument Technology

Blue Print Reading

Photo Technology

Overhaul Photographic Equipment

## Curriculum

### Program Outline:

Shielded Metal Arc Welding, "Stick Welding"

Joint, Electrodes and Symbols

Shielded Metal Arc Welding, vertical up and overhead

Oxy-acetylene Welding

Tungsten Inert Gas Welding, "TIG"

Metal Inert Gas Welding, "MIG"

Blue print reading

Job Search

## Welder Fitter

### North Campus

40 weeks starting every week

#### Learn at your own pace

Graduates of this program are proficient in fitting and welding pre-fabricated and forged metal components, applying a knowledge of the physical properties of metal and the effects of heat, and weld shrinkage. The student learns both the practical and theoretical application of all the basic welding processes. These include SMAW (stick), GTAW (TIG), GMAW (MIG), FCAW (Flux core) and Oxyacetylene Welding.

#### Admission Requirements

- admissions interview
- assessments in communications and mathematics, to be conducted at the college, at least one week prior to the student's proposed start date
- mathematical facility with whole numbers, fractions, decimals, percentages, measurement, ratio and proportion
- a good command of English (written and verbal)

#### Job Opportunities

Graduates may work in specialized welding shops or large and small general manufacturers in which welding is an integral part of production (i.e. construction and/or transportation)



# Course Descriptions

## A.C. Equipment 1 ELEC305

To lead the student to comprehend the principles of operation of power transformers and three-phase induction motors.

## A.C. Equipment 2 ELEC403

To lead the student to comprehend the principles of operation of the alternator, the synchronous motor, single-phase motors and the controls thereof.

## Acceptance Sampling QENG303

This course will provide students with the necessary skills and background to apply sampling theory to quality control including analysis of risk for consumer and producer. Topics include probability theory, binomial, poisson and hyper-geometric distributions, sampling theory and plans, classification of sampling plus AQL, AOQL, single double multiple and continuous plans and operating characteristic curves.

## Accounting For Quality Engineering QENG505

This course provides the students with the basic tools in order to use and understand the essential elements of financial statement accounting. The course examines the basics of management accounting related to a quality assurance setting and the needs and uses of accounting data by various levels of management.

## Adjustment of Observations SURV601

Theory of errors, intervals of confidence, sample testing, outlier test, adjustment of direct observations same accuracy and different accuracy, parametric method, var-cov matrix and the ellipse of errors, use of computer program manor for adjustment of geodetic networks.

## Advanced Survey SURV402

Direction method for a set of directions, intersection from angles and azimuths, resertion, integrated surveys, calibration of EDM on known base, interlining on long line, refractive index, barometric levelling.

## Air Photo Interpretation SURV403

Landform identification, natural and man made features identification, nature and properties of solar radiation, and study of specific landforms from aerial photos.

## Algorithms & Data Structures 1 CENG402

This course provides a comprehensive discussion of data structures followed by a detailed study of the operations on and applications of arrays, linearly linked lists, trees, and hash tables. Applications include sorting, searching, and sequential and random file handling.

## Algorithms & Data Structures 2 CENG503

This course continues the study of fundamental algorithms and data structures started in Algor. & Data Struct. 1. It emphasizes the concepts of building extendable libraries and software tools and applying techniques for improving program efficiency. During the course, the student will write algorithms for string handling primitives, data compression, pattern matching, and graph manipulations as well as study file structures, and file access methods (SAM, ISAM, etc.).

## Analysis Instruments INDI403

The learner in this course will understand the principles used in analysis instruments. The student will learn how these instruments are used to measure individual component concentration in process medium.

Upon completion of the course he/she will be able to: operate, calibrate and maintain instruments measuring humidity, moisture, pH, conductivity, gas sample composition (including gas chromatography), air and water quality.

## Analytical Chem. 2 CHEM501

The student will learn the general principles of modern instrumental techniques involving; nuclear magnetic resonance, mass spectrometry, emission spectroscopy (DCP, ICP) polarography and derivative formations for G.C.

## Analytical Chem. 2 Lab CHEM502

The student will be able to analyse water pollutants, industrial products and wastes for trace metals, non-metallic impurities and for pesticides by using conventional chemical or instrumental methods of analysis involving NMR, MS, AA, IR, UV, HPLC and polarography.

## Analytical Chemistry 1 CHEM303

The student will acquire the basic principles of "wet" analytical chemistry and calculate solution strength, percent composition, solubilities, ionization constants, and factor relationships based on neutralization reactions, titrimetric precipitations, complexometric titrations, oxidation and reduction reactions and gravimetric analysis.

## Analytical Chemistry 1 Lab CHEM304

The student will learn the basic routine laboratory techniques of chemical analysis: analysis of samples (ores, cement, food stuffs, etc.) by titrimetric and gravimetric analysis. Students will record and interpret experimental data, calculate results based on the data, research standard procedures and adopt the method best suited for a specified purpose. Safe laboratory practices and techniques are promoted.

## Applications of Microbiology QENG401

This course provides an introduction to the language of microbiology and introduces simple testing procedures for the identification of micro-organisms of importance in the food, beverage, cosmetics, pharmaceutical and related industries.

## Applied Calculus CALC201

This course reviews differentiation and integration, integration techniques, average and RMS values continuing with the treatment of area in polar coordinates, Maclaurin and Taylor series, Fourier analysis and Laplace transform analysis of second order systems as applied to electronic circuits.

## Applied Electromagnetics ELIC604

The student studies basic field theory as introductory information to the concepts of electromagnetic radiation. Simple radiators, arrays of sources and fields due to ground reflection are studied, as well as propagation in free

space and near the surface of the earth.

## Applied Physics CSUR103

This course will introduce the student to mechanics with an emphasis on analytical problem solving. The student will gain knowledge of vectors, translational and rotational equilibrium, linear and rotational motions, work, energy and power.

## Applied Statistics TSTA103

Although the prerequisites for this course are Math 1 and Math 2, this course is intended for students in the 6th semester electronics. Most of the applications therefore will be relevant and useful for these students.

The statistics topics include measures of central tendency and variation for both grouped and ungrouped data, descriptive statistics and frequency distributions, binomial discrete and normal continuous distributions, reliability, redundancy and availability, linear regression and correlation, central limit theorem and estimations. As much as possible, examples and application from the field of electronics will be used.

## Arch CADD 3 ARCH504

The student will have access to a Computer Aided Drafting and Design studio to develop further skills in the preparation of drawings, schedules, and other CADD-related documents.

## Arch CADD 4 ARCH604

The student will have access to a Computer Aided Drafting and Design studio to develop further skills in the preparation of drawings, schedules, and other CADD-related documents.

## Arch. CADD 2 ARCH403

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on IBM microcomputers.

## Arch. Drafting & Detailing 4 ARCH401

The student will broaden his/her knowledge in architectural design and construction, and improve his/her skills in architectural drafting by studying a masonry, and heavy timber structure. The student will design and prepare presentation and working drawings, and models for this project in compliance with the Ontario Building Code.



**Architectural Conservation and Restoration ARCH602**

Given the increasing importance of preserving the fabric of our architectural heritage, this course will present an overview of historical styles and structural systems, building construction methods of the past, and techniques for preserving and restoring historical buildings. The student will undertake a major restoration project on an historical Toronto building.

**Architectural CADD 1 ARCH306**

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on IBM microcomputers.

**Architectural History ARCH603**

This course traces the development of architecture from the Egyptian period to the present day. The roots of twentieth century architecture and the many aspects which influenced the architectural developments during the period 1750 to the present day will be explored in detail.

**Astronomy SURV401**

Application of astronomy to surveying problems. Determination of azimuth, latitude, and longitude. Study of celestial sphere S.P.Z. triangle, various systems of co-ordinates and spherical trigonometry and application of the theory to actual field observations.

**Automated Survey Applications SURV503**

Use of high precision information theodolite and electronic data recorder, electronic total station and use of surveying software system for data processing.

**Automatic Controls 1 INDI301**

This course provides an introduction to the measuring element and the controller which form part of a closed loop control system. The other two elements of a closed loop, namely, the final control element and the process itself are more thoroughly covered in Final Control Elements (328-018) and Auto Controls 2 (328-206). The student calculates and measures the dynamic performance of sensors and controllers.

He tunes proportional, reset, and derivative settings of closed loop controllers. He studies cascade, ratio and multivariable control loops. He sets up the loops and a sequential pump control scheme in the shop, and prepares clear and concise reports on his findings.

**Basic Strength of Materials CIVL306**

This is an introductory course in the theory of elasticity in which the student will calculate stress and strain for metal components and other building materials.

**Biochemistry CHEM505**

The student will be able to supply the theoretical background for applications in the biochemical field. The chemistry of compounds of biochemical significance (proteins, carbohydrates, lipids, CNA, RNA, colloids, enzymes, vitamins, hormones, etc.) is included. The chemical nature and reactivity of these compounds will be related to the techniques of isolation, purification and assay.

**Boatbuilding & Repair 1 SCMT305**

This course offers basic hands-on experience in the lofting, building and repair of small craft in wood and fiberglass reinforced plastic.

The course will enable the successful student to assess and explain small craft specifications and drawings. As well, it will require him/her to practice and explain the laying down and lofting of small craft from offsets and designers specifications and to be able to select and calculate lists of materials used in repair and building of small craft.

Within this course the student will construct a small dinghy complete with mast, boom, daggerboard and rudder.

**Boatbuilding & Repair 2 SCMT402**

The course will enable the student to further his/her hands-on experience in the lofting, building and repair of small craft in wood and fiberglass reinforced plastic.

Within this course the student will construct a fiberglass reinforced mold from a plug, layup a fiberglass reinforced small craft, fabricate F.R.P. parts and wood assemblies such as a grating, steering wheel, wooden bucket, toolbox, deckhatch, laminated tiller, etc.

**BASIC Programming CPRO102**

The student will be able to operate a microcomputer system including a disc drive and a printer. He/she will be able to solve scientific and technical problems using the language BASIC.

**C.A.D. for Electronics ELIC203**

In this design subject a student masters the basic skills of Elec-

tronic Drafting and Printed Circuit Board (P.C.B.) layout techniques and becomes familiar with a cross-section of drafting conventions and practices. A suitable project will be assigned by the instructor and a complete set of drawings to good commercial standards will be produced.

The student will be exposed to manual drafting techniques and Computer Aided Design Drafting (CADD).

This course incorporates the AutoCADD graphics software by Autodesk Inc. as a tool to perform electronics drafting.

**Calculus CALC102**

Pre-calculus topics include linear functions, quadratic functions and semi-log and log-log graphs.

The introductory calculus includes both differential and integral calculus-average rates of change, instantaneous rates of change, rules for finding derivatives, critical points on curves, maximum/minimum problems, differentials and small changes, related rate problems, exponential functions, anti-differentiation, areas under curves, definite integrals and their applications.

**Calculus & Computer Applications 1 CENG301**

This introductory calculus course covers techniques of finding derivatives and integrals using graphical, analytical and computer-based numerical methods (using Pascal). Applications to simple RC circuits, velocity and acceleration problems, maximum/minimum problems, and areas under curves are emphasized using polynomial, trigonometric and exponential functions.

**Calculus & Computer Applications 2 CENG401**

This course briefly reviews the differentiation and integration techniques, and continues on to cover Maclaurin and Taylor series expansions, Fourier series, and the analysis of simple electrical systems uses Laplace (S operator) methods. Both analytic and numerical methods (using Pascal) are covered.

**Calculus 1 CALC101**

An introductory Calculus course to include the following topics: average rates of change; instantaneous rates of change; maximum and minimum problems; differentials and small changes: product, quotient and composite function rules and implicit differentiation; related rate

problems; indefinite and definite integration; areas under curves and applications of integration.

**Cartography SURV602**

Computation and plotting of map projections with computer programs and drum plotter. Photographic theory and dark room procedures. Overlays, colour-proofs, scribing and printing of maps.

**Chem. Separation Processes CHEM605**

This course deals with basic principles of industrial chemical separation processes. Special emphasis will be on such unit operations as evaporation, distillation, absorption and extraction, humidification and dehumidification, drying and filtration.

**Chem. Thermodyn. & Kinetics CHEM607**

The student will be able to use Gibbs free energy and other chemical thermodynamics functions to solve problems related to chemical processes, as well as chemical kinetics, to determine and explain the rate of chemical and biological processes.

**Chemical Technology QENG201**

The course uses the petroleum, paint, rubber, electrochemical and plastics industries as examples of the contribution of the chemical process industries to the manufacture and operation of today's car. Corrosion and corrosion prevention will be discussed in detail. Laboratory experiments deal with the properties of gasolines, lubricants, paints and selected polymers.

**Chemistry CHEM205**

Students will continue to learn fundamental principles of chemistry, including concentration of solutions, neutralization, rates of reaction, equilibrium, oxidation-reduction, ionization and pH.

**Chemistry (Intro) CHEM101**

The course begins with a review of basic principles of chemistry which comprise matter, atomic structure, periodic table, balancing of reactions, preparation of solutions and titrations involving acids and bases. This course also includes discussions and experiments of bioscience.

**Chemistry 1 CHEM102**

Basic principles of chemistry are covered as pertains to the following: matter, atomic structure,



periodic table, chemical bonding, formulas and nomenclature; the mole, equations and reactions, solutions, acids and bases.

### Chemistry 2 **CHEM207**

The following industries are studied: pulp and paper; nuclear industries, petroleum processing and petrochemicals, water conditioning and environmental protection.

Emphasis is placed on an understanding of the process, flow charts and diagrams, chemical conversion reactions, equipment and instrumentation for proper control of the system.

### Circuits & Measurement **ELIC204**

This course provides the student with a sound understanding of the effect of resistance, inductance and capacitance in series and/or parallel DC and AC circuits. Measurement techniques related to these circuits are also emphasized.

### Civil CADD 1 **CIVL301**

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on microcomputers.

### Civil Drawing **CIVL302**

This course will provide the student with the skills and knowledge to produce construction drawings of reinforced concrete structures and details.

### Commercial Systems 2 **HVAC402**

The course is based upon a series of thesis presentations which have been researched by and assembled by students. There is one test given on each presentation in the class immediately following the presentation.

### Comp. Prog. for Chem. Ty. **CPRO101**

Through proper application of the skills developed in this course the student will be able to use a computer with BASIC language capabilities to solve technical and non-technical problems. The student should be able to utilize these skills in solving course related problems to be encountered during the remainder of his/her program.

### Computer Application Packages **CENG202**

This is a survey course of software packages running mainly on the IBM PC or PC compatible. Topics include: DOS, wordpro-

cessing, spreadsheets, databases and graphic editors. Commercial, shareware and public domain packages in each of these areas will be used throughout the course. If time permits, communication packages and services will be examined.

### Computer Applications **MECH204**

An introduction to the application of canned programs in both the main frame and small computer systems to solve industrial engineering problems.

### Computer Applications 1 **CAPP101**

An introduction to the use of commercially available applications programs including spreadsheets, word processing, and database management.

### Computer Applications 1 **CAPP102**

This course is intended to introduce the student to the microcomputer. The main topics will be keyboarding, word processing and an introduction to computer programming using BASIC as the language of instruction.

### Computer Applications 2 **CAPP201**

This is an introductory computer programming course giving students exposure to a mainframe using WBASIC as the language and exposure to BASIC on IBM microcomputers. Applications will relate to surveying. The emphasis will be more on the understanding and debugging of given programs. Program writing will involve simple programs.

### Computer Applications 2 **CIVL406**

An introduction to the "computerization" of geotechnical testing instruments. The student will study the use of transducers and computer interface equipment to collect, analyze and display geotechnical test data on microcomputers.

### Computer Applications 2 **CAPP202**

This course is intended to introduce the student to developed software in technology. The main areas of study will be use of spreadsheets, data base handling and statistical and quality control packages. Applications will relate to quality engineering.

### Computer Applications 3 **CAPP301**

This course is covering the use of surveying software topos including Processing of Raw Field Data, Creating, Manipulating and Control of Files, use of Coordinate Geometry, Plotting of Field Notes and Plotting with AutoCad.

### Computer Controls **INDI404**

This course deals with the configuration operation and application of push button control equipment that falls under the category of "Computer Control". The hardware used in this course falls into two groups namely, large and small scale. Large scale systems are demonstrated with the use of a Honeywell TDC 3000 and for small scale operations an IBM PC with appropriate interface and software is used.

### Computer Systems Architecture **CENG606**

This is an intensive course in computer organization and structure, covering I/O transfer methods (DMA and interrupts), virtual memory operation, and floating point operation. A Multibus based single board computer using the National Semiconductor NS32016 32-bit microcomputer will be used as the primary example. The connection between the architecture and the software will be emphasized using a C cross-compiler for the 32016 running on the PC.

### Computer Systems Project **CENG604**

The Computer System Project is a major project to be undertaken by the student in his/her final term. It is possible for more than one student to work on the same project subject to approval from the instructor. The projects have a rough guideline of 60% software and 40% hardware and should involve the integration of concepts and topics covered in the first five semesters.

### Computers in Manufacturing **CENG501**

This course deals with the practical applications of microcomputers to the manufacturing environment. It primarily involves a case study of the development of an inventory control system. Under the direction of a project manager, the development is broken down into several modules, with each student being responsible for a different module and the interface to the other modules. Although Dbase III running on a PC XT will

be used, the student will be expected to comment on the suitability of the hardware and software used.

### Construction Admin. 1 **ARCH405**

This course deals with the construction industry with particular emphasis on company structure, organization and management. The student will learn how to work effectively in an administrative and management role in planning, scheduling and organizing a construction project.

### Control & Elect. Survey **SURV301**

Use and operation of electronic distance measuring instruments, one second direction theodolite, corrections and reductions of observations, transverse mercator co-ordinate system, scale factor, trilateration, trigonometric elevations by reciprocal zenith distances.

### Control Design & Drafting **ELEC406**

In this course the student practices drafting skills and he prepares process and instrument drawings, loop diagrams, installation detail drawings, and purchase specification documents.

### Control Systems **ELEC404**

An introduction to feedback controls as applied to all-electrical and electro-mechanical systems. The aims of feedback are given. Block diagrams and system hardwares are described. Students are led to relate response to specific inputs. Treatment is more physical and qualitative than mathematical. Approximately equal times are allotted to transient and steady-state behaviours. Characteristics of energy-dissipating elements are compared and their effects on the controlled outcome are stressed. Stabilizing techniques are introduced.

### Control Systems **ELIC602**

Recent advances in computer technology and the subsequent profusion of microprocessors into practical control systems have given new flavour to control system technology. This course addresses itself to some of the principles and applications of open-loop and closed-loop control systems in both the continuous and digital domain.

### CAD 201 (ApplIcon) **MECH303**

CAD 2 is a continuation of CAD 1. The basic drafting skills learned in CAD 1 will be expand-



ed upon in a mechanical design context. The student will also be introduced to surface and solid modelling.

#### **CAD 202 (Applicon) MECH402**

CAD 202 is a continuation of CAD 201. The set of drafting skills learned in CAD 201 will be expanded and exercised in the context of mechanical design. Special attention will be paid to the use of drafting productivity enhancement tools such as Applicon Userware, CPROC's and IAGL programming.

Surface and solid modelling will be learned and exercised, and an overview of CAD/CAM application presented. Two-thirds of the assigned time will be spent in hands-on exercises in the CAD lab utilizing Applicon software. However, the completion of 5 assignments will require at least an additional 20 hours of on-terminal time.

#### **CAM 1 MANF403**

Principles and techniques of metal cutting, process design and computer assisted (Compact II) part programming will be applied in main features of BRAVO 3 graphic processors: Geometric Modeller, Draft, NC Graphics, Complex Surface Machining. The student will learn how to define 2-D and 3-D geometric elements, create tool paths around them and plot the results; how to handle and edit input and output files, all this in milling and turning applications of 2-, 3-, and 5-axis CNC machines. Special stress is on work-plane applications for 5-axis part orientation.

#### **D.C. Equipment ELEC201**

The course is designed to teach the student the construction, operation, characteristics and control of D.C. motors and generators, enabling him/her to foresee problems and to calculate pertinent information relevant to the application of such machines.

#### **Data Communications ELIC603**

The emphasis is on the transmission of digital data through the analog telephone system and through digital networks. Modems, the RS-232 interface, and three common digital protocols (BISYNC, X25, Ethernet) are investigated. A PCM system is analysed.

#### **Data Communications Systems 2 CENG506**

An explanation of the terms used to describe computer net-

works leads to a detailed investigation of such network protocols as BISYNC, X25, and Ethernet. Network performance is analysed using queuing theory and graph theory. Error detection and error correction is also covered.

#### **Data Communications 1 CENG305**

After an introduction to information theory and the characteristics of the telephone system the course concentrates on computer-computer communications, covering RS-232, RS-422, RS-423, asynchronous modems, synchronous modems, and multiplexers.

#### **Design 1 ARCH104**

The student will be taught the basic principles of architectural design.

#### **Design 2 ARCH303**

Students will study the principles of design development and a variety of architectural presentation techniques to produce presentation drawings using pencil and multimedia techniques, including technical shading, rendering of materials and landscaping, one and two point perspective drawings with supporting elements such as landscaping, cars and people.

#### **Die Design 1 TDES301**

The course is aimed to identify and explain the fundamental requirements which must be known and understood for a large number of cold press-work operations and to provide the student with the theoretical methods in calculating and analysing components of sheet metal produced by cutting and forming. The student will be involved in practical design activity for most of the time; die details, function nomenclature as well as die and drafting techniques will form the core object of the course. Projects will consist of: two-stage-piercing blanking die, compound die and bending die.

#### **Die Design 2 TDES401**

Using the principles laid out in Die Design 1, the student will solidify and expand on his design techniques by performing practical die design assignments. The student will be involved in drafting and design activity for most of the time by working on projects such as: adjustable die design for short run production, drawing dies, curling dies, and stamping die estimating methods, etc.

#### **Digital & Interface Circuits CENG306**

Continuing the study of basic electronic circuits started in Switching & Interface Circuits, the first part of this course covers IC technologies, feed-back, oscillators, and power supplies. The second part applies this knowledge to assemble and test peripheral circuits to interface to a single board computer.

#### **Drafting & Detailing 1 ARCH101**

The student will acquire fundamental skills in working drawing techniques, and code and regulation requirements through the preparation of working drawings and details for a series of small projects. Emphasis will be on wood frame and brick veneer construction.

#### **Drafting & Detailing 3 ARCH301**

The student will broaden his/her knowledge and skills in architectural design, drafting, and detailing by using a multi-storey, poured and precast concrete structure as the basis for study and design. The student will prepare presentation and working drawings, and models for a four-storey office complex with one-level of underground parking. The drawings will be prepared in compliance with the Ontario Building Code.

#### **Drafting & Detailing 5 ARCH501**

The student will broaden his/her knowledge in architectural design and construction and improve skills in architectural drafting by studying various density housing projects. Projects will consist of sets of site development, presentation and working drawings, and models. Students may choose to participate in a current architectural design competition.

#### **Drafting & Detailing 6 ARCH601**

The student will design, and prepare presentation and working drawings, and models for a multipurpose building.

#### **Drafting 1 CSUR102**

Freehand lettering and sketching, use of lerooy equipment for mechanical lettering, line work and simple plan of survey. Basic elements of drafting.

#### **Drawing and Blueprint Reading MECH406**

This course will provide basic training in the principles and practices of general drafting and provides an introduction to geometric tolerancing and blueprint reading.

#### **Electrical Circuits & Applications ELEC202**

This course will cover the basic concepts of electrical theory, circuits, and wiring applications of small craft and marinas with relation to trade practice and governed by the Canadian Safety Standards for Electrical Installations in small craft and marinas.

#### **Electrical Circuits & Applications 3 ELEC401**

To inculcate the student in the understanding, analysis and applications of common polyphase power circuits. The student will be able to measure and determine pertinent values related to three-phase circuits.

#### **Electrical Measurements CHEM202**

The student will apply fundamentals of electricity to typical measuring instruments which are relevant in the chemical and biological field with appropriate problem solving and laboratory exercises.

#### **Electro-Mechanical Techniques ELIC404**

This course provides an understanding of the behaviour, operation, application, and theory of electromechanical devices employed in electronic equipment and robotics. Principles of closed loop and open loop control systems (servomechanisms) are discussed. Properties of common material used, corrosion, cathodic protection, and fastening methods in the electronic field are also discussed.

#### **Electromechanical Controls 1 MECH103**

A basic understanding of and experience in the operation of machine tools. Also an appreciation for and the ability to distinguish between the various metal removal methods, on lathes, milling and drilling, and grinding machines. The course project will be used as a means to an end, to maximize the amount of learning.

#### **Electronic Applications ELIC206**

This course is basically a lab course on various electronic instruments, providing the student with practical hands-on training in the calibrating application and trouble-shooting of the instruments. This is accomplished by guiding the student in gleaned information from manufacturer's instruction manuals. A short section on operational amplifier theory is included as well.



**Electronic Positioning Syst.**  
**HSRV602**

Basic theory of electronic positioning systems and the use in hydrographic industry classification of systems, wave propagation. Principle of measurements, position accuracies and calibration of systems.

**Electronic Production Technology**  
**ELIC306**

The student will gain experience in soldering, wiring, printed circuit board production, negative film making, parts identification, assembly techniques and light sheet metal fabrication. This will be done through the construction of a project using industrial prototyping techniques. Safety procedures, manufacturing practices, testing procedures and troubleshooting methods will also be learned. The final project will be built to good quality workmanship standards. A complete Technical Report must be presented by each student after testing procedures are completed.

**Electronics Circuits & Applications 1**  
**ELIC101**

An introductory section on the basic concepts of electricity and current flow leads to an analysis of DC series, parallel and series-parallel resistive circuits. The characteristics of capacitors, transformers, and diodes are investigated, and the results applied to AC-DC rectifier circuits. The theory of operation of the VOM and operation of the oscilloscope and waveform generator are studied and these instruments are used in the laboratory.

**Electronics Circuits & Applications 2**  
**ELIC201**

An investigation of semiconductor action leads into the theory of operation of the bipolar transistor. Transistor bias requirements and suitable bias circuits are analyzed, and the characteristics of large and small signal amplifiers are then examined in detail.

**Electronics Circuits & Applications 3**  
**ELIC302**

This course introduces the FET family and basic audio frequency applications. The concept of feedback is introduced and coupled with the discrete differential amplifier leads into the operational amplifier, its operation and practical applications.

**Electronics Circuits & Applications 4**  
**ELIC401**

This course covers topics in pulse shaping, switching and generating circuits, including the 555 timer and the thyristor family of industrial power control devices.

**Electronics Circuits & Applications 5**  
**ELIC501**

This course emphasizes the applications of electronic circuits to industrial signal processing. The course deals with transducers, signal conditioning, and active filters and is primarily analog.

**Electronics Circuits & Applications 6**  
**ELIC601**

This practical design course examines amplifier, oscillator and filter circuits used as building blocks for most transmitter and receiver circuits. The characteristics of transistors at high frequencies will be reviewed and designs will be made that achieve stable, low noise gains.

Phase lock loop circuit will be analysed in detail and practical applications of PLL in frequency synthesizers, FM detectors will be studied.

**Engineered Piping Design**  
**EMAN506**

This course will enable the student to size, lay out and detail piping systems for building services in accordance with applicable codes. Students will be able to select components and assemble the information as drawings and specifications for installation.

**Engineering Practices**  
**MECH102**

Manufacturing is the cornerstone of the Canadian socio-economic scene. It is diverse, challenging and exciting. The topics covered will act as a comprehensive introduction to the manufacturing environment and a source of skills development not covered by subsequent specialized subjects. The topics are both qualitative and quantitative and will support the view that all manufacturing involves meeting quality, quantity and delivery in an economically competitive environment.

**Engineering Surveys** SURV502

Applications of surveying methods to engineering projects with the emphasis on the analysis of the accuracy, applications of the law of propagation of errors.

**Environmental Health** SFTY502

This course is an introduction to the recognition evaluation and control of environmental problems that infringe on the health and well being of society.

**Environmental Microbiology**  
**CHEM404**

The objective of the course is to give the students a knowledge, both practical and theoretical, of medical microbiology including parasitology, mycology, bacteriology and virology.

**Environmental Protection 1**  
**HVAC404**

This course provides the student with basic electronic technology used in control systems. This will include the operation and use of transistors and diodes. Various circuits including power supplies and amplifiers will be studied.

**Environmental Systems 1**  
**ARCH204**

The student will gain an overview of the environmental systems used in modern residential and light industrial architecture, including heating, ventilating, plumbing, electrical systems, and air conditioning. The student will study the fundamental principles of heat loss, heat gain, the air conditioning process, fans and air distribution devices, plumbing and electrical systems as related to these structures.

**Environmental Systems 2**  
**ARCH305**

The student will gain a thorough qualitative understanding of heating, air conditioning, plumbing and electrical systems used in commercial and institutional structures. The student will enhance the knowledge gained by producing typical mechanical, plumbing, and electrical drawings required for a commercial multi-storey office building.

**Final Control Elements** INDI303

This course covers the various types of Final Control Elements used in a closed control loop, including: control valves, dampers, fans, weighfeeders, electric heaters, and other linear and rotary drives. The student studies these devices, he assembles and disassembles several of them in the shop, and he applies a few of them to actual control loops. He is required to prepare clear and concise reports of his findings.

**Fire Protection** SFTY201

Effective programs must be developed to reduce the immense loss potential due to fire both in terms of human values and economic impact. Techniques for fire prevention and extinguishment are considered.

**Fluid Mechanics** CIVL602

The student will be able to analyze the stability of water retaining structures like gravity dams, spillway gates and sluice gates. He/she will also be able to solve problems associated with open channel flow transition design and backwater curves. He/she will be able to explain the working principles of water turbines, centrifugal pumps and reciprocating pumps.

**Fluid Mechanics** EMEC201

This course is to provide the student with a basic understanding of the fluid mechanics principles in general and their applications to fluid power technology in particular. It will enable the student to analyse the behaviour of fluids, determine their properties and calculate parameters of simple fluid systems using computer software.

**Food Microbiology** CHEM506

The student will study the major microbiological and non-microbiological methods of preserving foods. Areas of study will include prevention of food spoilage; the use of moisture control, canning, irradiation, and chemicals in food preservation; and the causes and prevention of food-borne illness.

**Foundations** CIVL503

The student will be able to design simple shallow and deep foundations and check the stability of retaining walls, cuts and embankments. He/she will be able to conduct the more sophisticated laboratory tests on soils, such as the triaxial test.

**FMS Project** MECH601

This project oriented course utilizes Humber's Flexible Manufacturing Cell. The students in this course will be part of a team that designs and coordinates the processes required to manufacture a product using advanced technology and automation. In this, they will rely on skills previously learned in Numerical Control, Computer Programming, CAM, Robotics and Process Planning.



**Gas and Diesel Motors****SCMT201**

This course examines the components, principles of operation, selection, basic maintenance and servicing of two and four stroke cycle gasoline and diesel, small-craft motors and their ancillary equipment.

**Geodesy****SURV501**

Basic concepts of surveys done on the curved surface of the earth, precise angular measurements and errors, reduction of distances to ref. ellipsoid, position calculation, mtr and utm projections, co-ordinate transformation, meridian convergency, precise elevations, doppler sat. positioning and gps.

**Graphics Systems****CENG601**

This course covers vector and raster based graphics, vector to raster conversion, the programming of some common graphics displays (TEK 4010, IBM Colour Graphics Adapter, etc), graphic data representation and manipulation, graphics entry devices and graphics standards.

**Graphics 1****ARCH102**

Students will investigate architectural graphic presentation techniques. Course content will include linework, lettering, graphic conventions, layouts, and axonometric projections.

**Graphics 2****ARCH506**

Students will gain knowledge and skills in the use of colour for architectural presentation, both for elevational and perspective treatment. Emphasis will be on the use of the "coloured pencil" and "marker pen" techniques.

**H.F. Circuits****ELEC304**

Amplitude modulation and frequency modulation are analysed, along with circuits used in AM and FM communications systems, including tuned amplifier analysis and the superheterodyne principle.

**Highway Design****CIVL501**

The student will learn to take field measurements and collect other data required for investigation into the operation of a road, highway, expressway or freeway concerning the solution of traffic problems. He/she will analyze and evaluate the data to make recommendations regarding the efficient or non-efficient operation of the facility to latest highway design practice.

**Highway Technology CIVL303**

The student, using the basics of structural drafting, will produce structural drawings; plans; sections and details of wood; steel; and reinforced concrete structures for given buildings.

**Highway Technology CIVL307**

Design and layout of horizontal and vertical alignment of roads, geometric characteristics on the basis of function, safety and traffic volume.

**Hydrographic Survey****Applications SURV302**

Applications of basic present-days hydrographic techniques associated with actual field operations such as planning, data collection, computations and positioning of sounding vehicle, using visual or electronic methods.

**Hydrographic Survey 1****CSUR204**

Basic theory of hydrography planning, horizontal and vertical control requirements, sounding datum, specifications and methods of sounding operations.

**Hydrographic Survey 2****HSRV501**

Study of radio waves, antenna and signal propagation, sonar systems, electronic and digital circuitry.

**Hydraulics & Steam Syst. 1****HVAC303**

This course is intended to familiarize the student with the use of steam and hot water as heat transfer media in domestic and industrial installations. The construction, installation and operation of system components will be covered, together with the basic rules covering such installations.

**Industrial Drafting & Detailing****ARCH201**

The student will further the knowledge gained during the first semester by improving drafting, detailing and designing skills through the design of a small factory. The work will consist of presentation and working drawings, and models for a two-storey office section and a single-storey plant area, using a steel structure with masonry infill and metal windows.

**Industrial Electronics 1****ELEC302**

The course is an introduction to the characteristics and application of electronic devices such as diodes, transistors, S.C.R.'s and other devices used in the field of Industrial Electronics.

**Industrial Electronics 2****ELEC402**

The course takes the basic circuits and concepts previously learned to more complex electronic control devices such as proximity switches, resistance sensitive relays, motor speed controllers and other industrial control applications.

**Industrial Electronics 2****ELEC303**

The course is an introduction to the characteristics and application of electronic devices such as diodes, transistors, S.C.R.'s and other devices used in the field of Industrial Electronics.

**Industrial Hydraulics EMEC302**

This course introduces hydraulic hardware and illustrates its use in hydraulic circuits with the aim of preparing the student to identify and install, specify and select, analyse and design industrially applicable hydraulic systems.

**Industrial Microbiology****CHEM608**

Industrial Microbiology deals with all forms of microbiology which have an economic aspect. This course presents students with theory and applications in the field of industrial microbiology, particularly with reference to fermentation industries, culture maintenance and preservation, biological assay procedures, biodegradation of materials, microbiological waste stabilization, and photomicrography. The theory is supported by laboratory experiments and projects which allow the student to apply the theoretical knowledge to specific techniques.

**Industrial Organic Chem.****CHEM601**

The student will be expected to relate typical industrial reactions such as: halogenation, nitration, sulphonation, oxidation and polymerization to processes and practices in the petrochemical, agricultural, explosives, edible oil, fragrances, detergents, plastics and pharmaceutical industries. Multi step synthesis and explanations of reaction conditions and reaction mechanisms are also required for the successful student.

**Industrial Organic Chem. Lab****CHEM602**

Preparation of important industrially important organic compounds such as insecticides, dyes, antipyretics, fragrances and polymers. Students are expected to conduct organic synthesis on a

semi-pilot scale. Laboratory reports demonstrating proficiency in technical writing are an essential part of the course.

**Industrial Pneumatics****EMEC401**

This course introduces the student to the use of compressed air as a power and control medium. Students will be able to select, install and maintain industrially used pneumatic hardware and design sequencing and control circuits. Course topics include gas laws, compression of air, selection of hardware and basic circuit design. A major portion of the course is laboratory work where the student builds simple and complex simulated control circuits.

**Industrial Psychology IENG601**

This course will provide the student with an insight into the psychological and social aspects of the industrial organization. It will enhance his ability to perceive and apply the interrelationships of psychology and technical factors. Case studies, role-playing and group problems will introduce the student to methods of resolving organizational problems.

**Industrial Relations QENG502**

Issues related to quality of work life, equal employment opportunities, occupational health and safety, unions in the workplace and quality circles will be discussed in this course.

**Industrial Security SFTY401**

The graduate will be able to design a program of security for industrial plants and building complexes relating all security functions of guards, fire protection, emergency and disaster plans, physical and personnel security and security of documents. Students will learn to plan for physical barriers, electronic surveillance, the overall security system, security lighting and storage of valuables.

**Instrumentation for Chemical Processes****CHEM504**

This course provides the student with an overview of process instruments, the theoretical principles and applications in process industries are related to pressure, temperature flow, level, humidity and some chemical properties.

**Intro. to Fluid Mechanics****CIVL305**

The student will learn the principles of hydraulics and with the



help of design aids and tables will be able to solve problems concerning floating objects, forces exerted by liquids, energy transfer in a flowing fluid, and calculations for pressure flow in pipes.

#### Intro. to Landscape Arch.

**ARCH502**

The student will be introduced to landscape design and construction by acquiring a knowledge of plant materials, the techniques of landscape construction, and the use of plant and related materials to modify the built environment.

#### Intro. to Municipal Services

**CIVL402**

The student will learn to apply the principles and techniques of hydraulics, municipal regulations, and hydrology to solve problems in channel flow, strength of buried pipes, run-off and culvert design.

#### Intro. to Surveying

**SURV406**

The student will be able to perform distance measurements, angular measurements, and leveling operations for the determination of elevations, conduct field surveys for the location of permanent objects, perform basic calculations in the rectangular co-ordinate system and plot a plan of survey.

#### Intro. to Urban Planning

**ARCH503**

This course traces the historical evolution of the city, from primitive clusterings to ancient cities to the medieval, military, Renaissance, industrial, and modern North American models. Factors controlling the development and growth of cities will be traced in detail.

#### Introduction to Business

**ARCH507**

The student will gain skills related to the setting up and operation of a small business with particular emphasis on the operation of a small contracting firm.

#### Introduction to C Programming

**CENG303**

This course is an intensive introduction to the C programming language and its application to the industrial environment. The student will write programs using the following language features: data types, conditional and control statements, functions, and standard library functions for terminal and file I/O. Special attention will be paid to the development of machine independent code. Programs will be written under Berkeley UNIX 4.3 on a VAX and under Turbo C on a PC.

#### Introduction to Interior Design

**ARCH606**

This course introduces the student to the design of interior spaces. The student will investigate the planning, finishing and decoration of medium scale public and retail projects.

#### Introduction to Pascal

**CENG101**

This course is an introduction to the Pascal programming language. The student will learn to write programs using the following Pascal language features: simple data types, one-dimensional arrays, conditional and control statements, and procedures and functions. The student will also learn the necessary UNIX commands to create, edit, store, compile, link and run these programs on a DEC VAX computer.

#### Introductory Calculus

**CALC103**

This course consists of the following sections: graphical methods of differentiation, algebraic methods of differentiation; power, chain, product, and quotient rules, maximum and minimum problems, the integral, the substitution method of integration, and applications of Calculus to electronics.

#### Introductory Microbiology

**CHEM206**

The student will learn the basic concepts and techniques: how to use the light microscope, prepare and stain smears, make growth media, apply the techniques of pure culture and enumerate micro-organisms.

#### IBM Systems Operation

**CENG602**

This course is an introduction to a large IBM system (IBM 4381) running VM/CMS. It covers the basic system/370 architecture, the editing, compiling and running of programs under VM/CMS, and the connectivity requirements that arise when a "foreign" computer is connected to an IBM system.

#### Lab Instrum. Appl's.

**CHEM403**

The student will be able to properly use various instruments and carry out analytical work in chromatography (paper, gas-liquid, thin layer, electrophoresis), spectroscopy (IR, visible, UV, AA, flame photometry and nephelometry), and electrometric methods (potentiometric, voltammetric, and electrolytic). The student will be able to select the proper instrument and record and interpret data for various organic and inorganic industrial analyses.

#### Lab Instrumentation

**CHEM402**

The student will learn the general principles of modern physical techniques used in analytical work in chromatography, spectroscopy and electrochemistry.

#### Labour Relations

**HRMS205**

This course gives an introduction to: the trade unions movement; the process of collective bargaining; certification procedure; unfair labour practices; the nature of the collective agreement; grievance procedure and the process of conciliation and arbitration; strikes and lockout. The objective is to give the student a working knowledge of the parts played by management - unions - and government in labour relations.

#### Legal Survey Studies 1

**SURV404**

Study of the composition and development of survey profession in Ontario, origin and structure of various township survey systems, procedures for dividing land in Ontario and step by step procedure for developing and registering a plan of subdivision. Preparation of a simple subdivision plan.

#### Legal Survey Studies 2

**SURV603**

Development of systems of land registration in the province of Ontario and the related statutes such as Registry Act and the Land Titles Act. Title searches of land in various registry offices. Study of acquiring evidence for the retracement of survey fabric and evaluation and use of the evidence.

#### Logic 1

**ELIC102**

This course is intended to provide the student with a solid foundation in digital logic used in computers, communications equipment and control systems. Through a series of lectures and laboratory experiments, the student will learn the elements of digital hardware such as gates, flip-flops, registers, counters, display devices, as well as machine arithmetic, and practical applications of Boolean algebra.

#### Logic 2

**ELIC202**

Based on the principles and integrated circuit device operations developed in Logic 1, this course carries on with the study of more complex logic systems found in such areas as digital computers, digital communications, and digital control systems. The student will learn the operations and typical uses of arithmetic circuits, cod-

ed number systems, digital multiplexing, synchronous circuit design, error detection and correction, D/A and A/D conversion, semiconductor memories, and the properties of various logic families.

#### Machine Design 1

**EMEC504**

Machine design is a subject concerned with the creation of plans for mechanisms to perform specific functions. The scope of the subject encompasses the traditional fields of mechanics, strength of materials and drafting. Consequently this course offers the application of these descriptives to particular projects within industrially accepted design practices and standards.

#### Machine Design 2

**EMEC603**

This is a continuation of the course in Machine Design 1, except more sophisticated methods are used. The course is directed to the same goal as in 1, that is, to provide the student with a good training in the logical application of theory to the design of industrial products.

#### Manufacturing Cost Estimating

**MECH403**

In order to prepare for estimating the expenses that are incurred in manufacturing products, the student will use the prerequisites of blueprint reading and manufacturing processes, to develop the techniques of cost estimating products manufactured by various processes such as machining (conventional and N.C.), casting, welding, stamping.

The student will learn to calculate labour and material cost for different types of estimates, will become familiar with the terminology related to estimating such as direct and indirect costs, burden rates, shop efficiencies, administrative expenses, profit margins etc.

#### Manufacturing Process

**Planning 2**

**MANF501**

Using as prerequisites the fundamentals of process planning as laid out in the Manufacturing Process Planning 1, a series of process planning projects will be carried out. The student will be involved in processing parts of a more complex nature to be manufactured by machining, sheet metal fabrication and welding.

#### Manufacturing Processes

**MECH304**

This course will be concerned with the fundamentals of process-



es and materials used in plastic industries. Other manufacturing methods, related to the metal industries, such as various thread and gear manufacturing will be discussed. The principles of process planning will be explained with emphasis on preparing routing and operation sheets for a given component to be manufactured.

#### **Manufacturing Processes 1** **MECH404**

A number of basic manufacturing processes as used in the primary and secondary industries will be discussed. The processes related to the secondary industries will include: casting, machining conventional and non-conventional, pressworking, joining & surface finishing. The primary industry processes will be limited to iron and steel making methods, and brief discussion of nonferrous metals production. A leading objective is to provide information which serves as a base for evaluating the relative merits of one processing method with another.

#### **Marina and Yacht Club Design, Construction and Operations 1** **SCMT306**

The emphasis of this course is a comprehensive study of the design and construction of marina and yacht club facilities under varied circumstances as well as the know-how of upgrading and modernizing of existing facilities. Included in this course are the fundamentals of site evaluation, feasibility and on-going operation of selected typical facilities. Although design theory will be covered, the emphasis will be on logical analysis rather than engineering.

#### **Marina and Yacht Club Design, Construction and Operations 2** **SCMT404**

Building upon the basics of the previous semester, this course continues in development of design theory and practical application aspects as well as detailed study of various construction methods that may be employed to construct a new facility or upgrade an existing one. Problem solving on a day-to-day basis in the marina/yacht club environment is a key component. A "hands-on" design assignment is a primary component.

#### **Marine Contracts and Insurance** **SCMT405**

An introduction to the basics of Canadian Law, the course has been designed to emphasize the

marine aspects of contracts and insurance. The development of Admiralty Law, the complicated vessel registry and licencing process, flags of convenience, liens and liability, charters, salvage, and marine insurance are all investigated. Case studies are examined and common legal jargon explained.

#### **Materials & Methods of Const. 1** **ARCH103**

The student will become familiar with reference materials and sources of information pertaining to residential construction and gain understanding about soils, wood products, foundations and residential sitework. The student will also explore, through laboratory sessions, basic properties of various building materials.

#### **Materials & Methods of Const. 2** **ARCH202**

The student will acquire knowledge about masonry, metals, wood and plastics products with emphasis on their properties and applications to steel frame construction. The student will also explore, through laboratory sessions, basic properties of various building materials.

#### **Materials & Methods of Const. 3** **ARCH302**

The student will acquire knowledge of thermal and moisture protection, windows, doors, glass, and architectural finishes. The student will also explore, through laboratory sessions, properties of various building materials.

#### **Materials Science** **MECH202**

This course is aimed at enabling the student to understand what tool design is and its place in industry. Procedures of blueprint readings for tool design purposes, tool drafting vs. other drafting techniques, view selection rules for dimensioning and tolerances will be discussed. The student will be involved in practical design activity for most of the time by working on such projects as: single point and form cutting tools, template design, drill fixture and compound die design.

#### **Materials Science and Lab** **QENG202**

This course provides an introduction to various engineering materials used in the manufacturing sectors, their properties and characteristics. Topics include the nature, structure and properties of materials, ceramic, polymeric, metallic and composite materials. The laboratory assignments in-

clude microscopic examinations of materials, tensile elasticity, viscosity and strength heat distortion.

#### **Materials Testing 1** **CIVL304**

The student will be able to describe the manufacture, performance, and application of materials used in building construction. Sessions will involve the most commonly performed laboratory tests on these materials, concentrating on concrete and asphalt products. The student will as well acquire knowledge concerning the theory behind these test procedures.

#### **Materials Testing 2** **CIVL401**

The student will be able to describe the manufacture, performance, and application of materials used in building construction. Session will involve the most commonly performed laboratory tests on these materials, concentrating on steel, wood and concrete. The student will as well acquire knowledge concerning the theory behind these test procedures.

#### **Math 1** **TMAT101**

Fundamental concepts and operations; functions and graphs; trigonometric functions; systems of linear equations (2 equations in 2 unknowns); factoring and fractions; trigonometric functions of any angle.

#### **Mathematics for Chemical Technology** **TMAT103**

This math course reviews the fundamental principles of algebra involving linear equations, formula manipulation, graphing, trig functions, systems of 2 linear equations, quadratic equations, vectors, exponential and log functions and variations. The student is expected to solve algebraic expressions and word problems describing applications and requiring accurate manual or calculator computations.

#### **Mathematics for Quality Engineering** **TMAT106**

This math course reviews the fundamental principles of algebra involving linear equations, formula manipulation, graphing, trig functions, systems of 2 linear equations, quadratic equations, vectors, exponential and log functions and variations. The student is expected to solve algebraic expressions and word problems describing applications and requiring accurate manual or calculator computations.

#### **Mathematics for S-C & MT** **TMAT107**

This course in basic mathematics has been designed specifically for marine applications. It includes basic algebraic operations and functions, graphs, linear equations, determinants, quadratic equations, exponents, radicals, logarithms, geometry, vectors, and trigonometric functions. In addition, the course will provide an introduction to basic mechanics.

#### **Mathematics 1** **TMAT104**

Fundamental concepts and operations, functions and graphs, trigonometric functions, factoring and fractions, trigonometric function of any angle, exponents and radicals, exponential and logarithmic functions and variation.

#### **Mathematics 1** **TMAT102**

The student will demonstrate basic skills, and be able to properly employ them in specific applications, in trigonometry, solution of linear equations, formula manipulation, variation, solution of systems of linear equations, and the laws of exponents, functions and graphs.

#### **Mathematics 1** **TMAT105**

Fundamental concepts and operations; functions and graphs; trigonometric functions; systems of linear equations (2 equations in 2 unknowns); factoring and fractions; quadratic equations, trigonometric functions of any angle; vectors and oblique triangles; exponents; exponential and logarithmic functions and variation.

The prerequisite for this course is grade 12 high school.

#### **Mathematics 2** **TMAT204**

Topics to be covered include 3 linear equations in 3 unknowns; exponential and logarithmic equations; use of semi-log and log-log graph paper; additional types of equations and systems of equations; trigonometric identities and equations; plane geometry and plane analytic geometry.

#### **Mathematics 2** **TMAT202**

The students will demonstrate basic skills and be able to properly employ them in specific applications in systems of linear equations, logarithms, quadratics equations, systems of equations, trigonometric equations and analytic geometry.

#### **Mathematics 2** **TMAT201**

Vectors and oblique triangles, exponents, exponential and loga-



rithmic functions, quadratic equations. Additional topics in trigonometry, arithmetic and geometric progressions, plane analytic geometry.

#### Mathematics 2 **TMAT203**

This course consists of the following topics: systems of linear equations; vectors and sinusoids; sine and cosine laws, complex numbers and their applications to RLC circuits; curve sketching; quadratic equations; additional types of equations and systems of equations.

#### Measurement Techniques **MECH104**

The course introduces the various engineering materials used in the manufacturing sector, their properties and general behaviour is discussed along with capacities as they effect the performance. The effects of the environment is analysed as it influences the behaviour of the materials. Laboratory work is integral to this course.

#### Measuring Instruments 1 **INDI202**

The learner in this course will understand the concepts of primary elements used in industrial process measurement and control so that he/she can be able to read ISA symbols in instrumentation diagrams, apply the basic principles of sensing in measuring pressure, flow, temperature and liquid level and calibrate, troubleshoot and repair these sensors.

#### Measuring Instruments 2 **INDI302**

This course deals with electrical/electronic measuring instruments. Sufficient theory is presented so that the student may be able to calibrate, troubleshoot and repair the various instruments. Labs are used to provide practical experience and reinforce theory.

#### Mechanical Design & Drafting 1 **MDES201**

The student will be able to draw pattern and machining drawings for castings; design weldments and make drawings for them using standard welding symbols; lay out sheet metal developments; and design and draw parts fabricated by machining.

#### Mechanical Design & Drafting 2 **MDES301**

The student will be able to design and draw piping systems; design and draw simple structures for the support of machines; de-

sign and draw pneumatic and hydraulic cylinder systems.

#### Mechanical Design & Drafting 3 **MDES401**

The student will be able to design and draw gear and chain reduction units, and design and draw belt conveyors and components.

#### Mechanics, Electricity & Magnetism **PHYS201**

It is designed to provide a basic understanding of simple harmonic motion and the nature of heat and light. The following topics are covered: simple harmonic motion; temperature and expansion, quantity of heat, heat transfer, thermal properties of matter, thermodynamics, reflection and mirrors, refraction, lenses and optical instruments, interference, diffraction and polarization. Emphasis is on problem solving.

#### Methods of Construction **CIVL405**

The student will be introduced to modern methods of construction of buildings and civil engineering structures. Knowledge will be gained in excavations, framework, welds, piles, and retaining walls.

#### Methods of Microbiology **CHEM305**

The student will study the basic techniques required in the identification of micro-organisms. A background in taxonomy and biochemistry will help the student to understand the principles which underlie the laboratory techniques. Areas of study include microbial nutrition, energy transformations, microbial ecology and rapid methods for the identification of micro-organisms.

#### Methods Analysis **IENG505**

The purpose of this course is to provide the student with the methods and procedures required for increasing productivity. It is structured for students who have already successfully completed Time Study, Motion Study and Communications 2 and is regarded as a "professional course" by the I.E. group.

#### Metrology **MECH405**

The student will be able to perform measurements using gauges and instruments to determine and check dimensions. The course combines theory with practice to provide the fundamentals of dimensional metrology. Imperial and metric systems will be used.

#### Micro Processor Development Systems **CENG505**

This course deals with a detailed study of microcomputer structures, hosted software development and simulation, software-hardware integration, and in-circuit emulation. Upon completion of the course, the student shall be able to implement 8085 and 8086 microprocessor-based systems to meet specified software and hardware criteria.

#### Microbial Ecology **CHEM609**

Students will acquire an understanding of the various groups of micro-organisms from the point of view of their form, reproduction, classification and particularly their roles in nature and industry.

#### Microbial Genetics **CHEM507**

Genetics, the science of heredity, is the study of what genes are, how they carry information, how they are replicated and passed between organisms. This course presents students with a theoretical background of classical microbial genetics and for the advances in biotechnology often referred to as "genetic engineering". The theory is supported by laboratory experiments which allows the student to develop the basic manipulative techniques used in the application of microbial genetics.

#### Microcomputer Systems 1 **ELIC305**

This course deals with the fundamentals of microprocessor hardware, programming, and interfacing. The student will learn the architecture of the 8085 microprocessor, standard interfacing techniques, and the structure of a typical 8085-based single board microcomputer. He/she will be able to interface the microcomputer to the outside world through programmable I/O devices, and develop appropriate software to perform simple processing and I/O operations. In addition, the student will acquire a general knowledge of other microprocessors.

#### Microcomputer Systems 2 **ELIC403**

The emphasis in this course is placed on microprocessor software development skills. In the first part of the course the student will learn the steps of an 8-bit microprocessor assembly language programming using cross-software tools in the VAX/VMS operating system environment. In the second part of the course these skills will be expanded to utilize the re-

sources of the MSDOS operating system.

#### Microcomputer Systems 3 **ELIC504**

Based on two previous courses, this course carries on with a detailed study of microcomputer structures, hosted software development and simulation, software — hardware integration, and in-circuit emulation. By the end of the course, the student shall be able to design microprocessor-based systems to meet specified software and hardware criteria.

#### Microprocessor Control 1 **EMEC402**

This course will provide the student with a basic knowledge of microprocessor hardware, programming and interfacing, using the INTEL 8085 microprocessor. The student will be able to understand the terminology, interface an 8085 based single board microcomputer to the outside world through programmable input-output devices, and develop appropriate software to perform simple I/O operations and processing. The student will acquire some exposure to other microprocessor systems.

#### Microwave Techniques **ELIC605**

This course introduces the student to the principles and rather unique techniques of microwaves and provides insight into various practical aspects of microwave energy. Selection of suitable waveguides, matching of discontinuities and design of quarter-wave transformers are also included. In selected laboratory experiments the student shall make slotted line and swept-frequency measurements to realize the broad utilization of mechanical, electrical, and electronic technology in this field.

#### Momentum & Heat Transfer **CHEM503**

Students will learn the basic principles of momentum and heat transfers. The transportation of materials especially fluids is emphasized. The industrial applications of heating and cooling are stressed.

#### Motors & Controls **ELIC303**

After a brief introduction to the general concepts of electrical power distribution the student will analyse the principles of mechanical forces exerted by static and dynamic magnetic fields. The student will then study DC and AC motors as applications of these forces. The student will analyse



typical DC/AC motors and their control circuits in selected laboratory experiments.

#### **Municipal Services CIVL505**

Skills acquired in "Intro. to Municipal Services" will be developed in more detail.

#### **Navigation SCMT203**

This course acts as an introduction to the basics of coastal navigation. Students will become acquainted with accepted marine principles of tide calculation, position and direction, plotting techniques and passage planning. In addition, students will learn Radio-Telephone techniques and take the Ministry of Communication examination. The course culminates with the Canadian Yachting Association Coastal Navigation exam.

#### **Navigation, Charts and Pilotage HSRV502**

Federal and Provincial boating regulations, boating terminology, chartwork, and coastal navigation practices, safety and the responsibility of a navigator and aids to navigation.

#### **Numerical Control 1 MANF201**

The student will become able to prepare a manual program for turning, milling, punching, etc. The student will prepare manual programs, punch and debug them, and successfully run them on the shop's C.N.C. equipment.

#### **Numerical Control 2 MANF301**

The student will become able to prepare a computer assisted program, obtain printout, debug-program, punch tape and successfully run tape on existing systems.

#### **Numerical Control 3 MANF401**

Applying the principles and techniques of CNC parts programming which will include computer assisted (Compact II) language, polar and cylindrical co-ordinate systems, the student will be able to understand subroutines programming; write complex contouring part programs, recommend suitable process for machining, set-up and tooling; process, edit, plot, and run programs for CNC turning and milling applications.

#### **Occupational Health (Chemical Agents) SFTY301**

This course is an introduction to the fundamentals of Occupational Health. The course covers the recognition, evaluation and control of health hazards in a working environment using toxic substances and dusts.

#### **Occupational Health (Physical Agents) SFTY202**

This course represents an introduction to the fundamentals of occupational health. The recognition, evaluation and control of health hazards in the working environment involving physical agents such as noise, vibration, heat/cold, light, ionizing radiation and non-ionizing radiation, are studied.

#### **Oceanography and Meteorology HSRV603**

Fundamentals of physical oceanography and meteorology. Propagation of light and sound ocean atmosphere interactions, ocean circulation, winds, currents, waves and effects on navigation, plate tectonics, weather forecasting.

#### **Operating Systems 1 CENG405**

This course is an introduction to a single user disk operating system. It covers basic operating systems components such as bootstraps, system kernels, resident and non-resident overlays, system configurations, disk file structures, and interrupt and device drivers. The student will use the Microsoft MS-DOS operating systems as an example of a popular single user operating system. Special attention will be paid to writing customized device drivers.

#### **Operating Systems 2 CENG502**

This course is a continuation of Operating Systems 1 and focuses on the principles, theory and features of multi-tasking, virtual memory operating systems. Particular attention will be paid to the basic concepts of asynchronous concurrent processes, concurrent programming and the 'dead-lock' problem. The operating systems studied include UNIX and VAX-VMS.

#### **Operations Research IENG503**

The introduction of important conceptual ideas of operations research, which are both fundamental and long lasting, will provide the student with enough understanding and confidence to appreciate the strengths and inherent limitations of the operations research approach. As a result, models will be established for the recurring tactical problems of operations research. These models will provide the opportunity for students to derive quantitative solutions.

#### **Operations Research Techniques QENG503**

This course is intended to give the student an introduction to statistical and mathematical techniques that are used as aids in the decision making process. Topics to be discussed will include linear programming, transportation models, waiting lines, simulation and decision analysis.

#### **Opto-Electronics ELIC502**

In this practitioner course you first must re-familiarize yourself with the concepts and principles of electromagnetic waves, linear and non-linear optics. Then you learn to rephrase these laws as they apply to opto-electronic components such as lasers, photodetectors, LED's and Fibre-Guides. Following strict safety rules you will operate a Helium/Neon-Laser, and extract its optical performance data. Finally, you employ the laser and most of the other components in typical communication and data processing applications.

#### **Organic Chemistry 1 Lab CHEM204**

An introduction to organic laboratory techniques, including simple distillation, steam distillation, liquid-liquid extraction and recrystallization. Students will also perform identification tests and organic syntheses.

#### **Organic Chemistry 1 Lecture CHEM203**

A study of nomenclature, preparation, reactions, and uses of aliphatic hydrocarbons and aromatic hydrocarbons. This course will include preparation of organic compounds and analysis of organic compounds.

#### **Organic Chemistry 2 Lab CHEM302**

Students will conduct experiments on aromatic compounds, synthesize organic compounds, including pharmaceuticals, polymers and detergents.

#### **Organic Chemistry 2 Lecture CHEM301**

A study of the chemistry of aliphatic and aromatic compounds and organic reactions in terms of functional groups. This course covers benzene and aromaticity, phenols, ethers, carboxylic acids and derivatives of carboxylic acids, aldehydes and ketones, and an introduction to stereochemistry.

#### **Organizational Psychology QENG501**

The theories of management are integrated systematically to develop models for personnel selection, training, performance evaluation, motivation and reward systems.

#### **Outboard Engines & Marine Drive Trains SCMT401**

A primarily hands-on course, using live engines which will involve students in the disassembly, repair and re-assembly of outboard motors. The course will also provide students with an opportunity to use parts and service manuals, apply shop safety principles, and test and tune outboards.

#### **Peripherals CENG406**

This course discusses a variety of computer peripherals - magnetic tape drives, floppy and hard disk drives, video display terminals and video monitors, and the programming required to operate them. Serial and parallel interfaces and representative computer buses (Multibus and Unibus) will also be included.

#### **Physical Chemistry CHEM401**

The student will learn to solve problems through application of the principles of physical chemistry: the gas laws, acid-base equilibria, spectra and the first law of thermodynamics.

#### **Physics for Chem. Ty. PHYS101**

This course is designed to give the student an understanding of simple harmonic motions and the nature of heat and light. Topics studied include simple harmonic motion, temperature and expansion, quantity of heat, heat transfer, thermal properties of matter, thermodynamics, reflection and mirrors, refraction, lenses and optical instruments, polarization, diffraction, interference and the nature of light. Analytical problem solving will be emphasized. Laboratory work also forms an important part of this course.

#### **Physics for Electronics PHYS102**

An introduction to mechanics covering the following: vector mechanics, translational and rotational equilibrium, accelerated motion, Newton's second law of motion, work energy and power, impulse and momentum, rotation of rigid bodies, simple machines, elasticity, fluids at rest, fluids in motion, analytical problem solving will be emphasized.



**Pneumatic Instruments INDI201**

This is a course to introduce the student to the principle of pneumatic instruments and air supplies. The student will be able to understand the operations of sensors, transmitters, receivers, positioners, actuators and controllers associated with pneumatic instruments. The participant will be able to disassemble, assemble, align and calibrate pneumatic instruments to meet the standards of the manufacturers and the ISA.

**Polymers & Composites****CHEM603**

This course examines, in both a theoretical and practical context, the electrical, mechanical and thermal properties of common thermoplastics and thermosetting resins and composite materials derived from these resins.

**Power Systems ELEC405**

A descriptive course in power generation, transmission and distribution in utility, industrial and commercial systems. Common power circuits are described and switching schemes given. Hazards to system operation are named and methods of protection given. System components are enumerated and students are required to identify them visually as well as describing their principles of operation. Ratings of major apparatus are explained. The course is a first level presentation of the technical problems and practices associated with energy handling in power systems large and small.

**Princ. of Process Control****CHEM606**

This course introduces the student to the concepts of control theory. Stability criteria are analysed using BODE-diagrams. The operating characteristics of different types of controls are discussed. Components of pneumatic and electric systems are described and compared. Valves and valve actuators are discussed. The CV factor is calculated and used for sizing valves to meet design specifications. The theory is supported by laboratory experiments.

**Principles of TV ELIC301**

The television course examines the signals and waveforms of the NTSC black and white and colour service. The student will follow these signals through the chassis of a modern TV receiver and will explain the operation of each circuit encountered.

The student will be shown how to make a colour set-up by use of

a colour bar generator. Video games will be described in terms of how numbers and moving dots are generated on the CRT. Conversion of a B & W TV receiver to a computer monitor and interface to the computer will be discussed. Potential hazards in TV service work will be discussed. They include electric shock, CRT implosion and X-ray radiation.

**Problem Solving with Pascal****CENG201**

This course is a continuation of Introduction to Pascal. It covers a number of advanced topics of the Pascal language such as arrays and records, files, sets, and pointers. The student is also introduced to a methodical approach to problem solving using top-down structured design.

**Procurement Quality QENG603**

This course examines existing standards such as CSAZ299, AQAPS, V.S. Military, IOSI ASME, Automotive Industry and GMP. Students will also acquire knowledge to conduct quality audits.

**Product & Public Safety****SFTY501**

The consumer, the worker, and those in the community are becoming more informed and aggressive in demanding that goods and services shall not injure or present a hazard to health. As liability and legislative regulations increase, it is becoming essential to evaluate systems for potential hazards so that effective control programs may be implemented. In the design of systems or activities, human factor considerations (ergonomics) can improve performance and reduce errors.

**Production & Operations Management****QENG504**

The emphasis in this course is on the administrative decision-making aspects of production and operation management. Topics covered include project planning, facilities planning, inventory control, aggregate output planning and operations scheduling.

**Programmable Logic****Controllers INDI401**

The course is designed to introduce the student to programmable logic controllers. The student will be able to recognize and understand the functions the controllers perform. Prepare logic flow diagrams and ladder networks. Design and implement simple programs in various controllers.

**Programming Languages****CENG504**

Programming Languages focus principally on FORTRAN — currently being used in the industrial environment. The student will write programs using the following language features — data types, conditional and control statements, terminal and file I/O subroutines and functions, storage overlays, and compiler options. Particular attention will be paid to the concept of "machine dependent" and "machine independent" code. The remaining part of the course will cover an introduction to non-procedural languages.

**Project Management IENG506**

Training students in planning and controlling non-repetitive projects using the techniques of PERT, CPM and their derivatives is the objective of this course. The student will be taught to formulate an effective project plan and schedule, and methods of controlling the direction of the project to successful completion after the project has begun.

**PC Based Systems CENG304**

This course is an introduction to the fundamentals of microcomputer assembly language programming, hardware and interfacing. The student will use a typical small computer system such as the IBM PC or PC compatible to develop and test assembly language programs. Standard techniques will be used to make use of PC hardware (displays, keyboards, etc.). Emphasis will be on mastering the skills of writing and debugging assembly routines, understanding the basic organization of the computer and how and when to use the environment provided by the operating system (BIOS and DOS).

**Quality Control IENG404**

The student upon completion of the course will be able to use fundamental concepts of probability and statistical process control. The student will also be able to use various quality concepts and techniques such as inspection and test Pareto analysis, cause and effect (fish bone) diagrams, patterns of variation, and non-conforming material disposition. The student will also be able to apply various reliability analysis and test techniques.

The course is designed for those students who have successfully completed Statistics and Metrology.

**Quality Engineering QENG602**

This course provides an overview of the various aspects of quality assurance of design. Topics include elements of systems engineering, design practices, standard codes, quality participation in design and development of products and design review.

**Quality Management Systems****QENG302**

This course provides students with the general principles for planning and management of total quality control, from design, development and manufacture to customer use. Concepts of quality circles, zero defects and other quality assurance programs will be covered. Topics include economics of quality, procurement, quality control, in-process control, motivation for quality, system quality audit, product liability and customer feedback.

**Quantity Surveying &****Estimating****ARCH607**

This course examines the principles and practice of measuring the quantities of materials required to construct a building and preparing a cost estimate for the same.

**Real Time Systems 1 CENG403**

This course will look at what is involved in using computers in real-time systems. The characteristics of real-time processes will be examined with emphasis on sensors and actuators and how to interface them to a computer system. Control system fundamentals will be studied to enable students to understand the components and characteristics of open and closed loop systems and to apply these concepts to the development and evaluation of real-time systems.

**Real Time Systems 2 CENG605**

This course covers the software aspect of real time systems. It emphasizes the connection between the controlling software, the real time operating system, and the time dependency of the controlled hardware. Application programs controlling several devices will be written in C to run under a real time multi-tasking operating system — the QNX System.

**Refrigeration 1****HVAC102**

Study of the basic principles of thermodynamics and their application to the refrigeration system. The course also deals with the purpose and operation of the various component parts used in the



system in preparation for a more detailed study in Refrigeration 2.

#### Refrigeration 2 HVAC201

The application of fundamentals learned in Refrigeration 1 to more complex systems and an in-depth study of equipment and component parts including their correct sizing and application. The course also encompasses the operation and characteristics of centrifugal and absorption systems.

#### Refrigeration 3 HVAC401

This course involves the calculation of heat gain for commercial high, medium and low temperature refrigeration applications. The course will also include the design, drawings of the appropriate refrigeration equipment and the proper selection and sizing of the equipment.

#### Reliability and Maintainability 1 QENG304

This is an introductory course covering basic concepts in reliability. It provides an overview of the primary reliability models and the methods for designing simple reliability tests to interpret test data.

#### Reliability and Maintainability 2 QENG604

This course will provide the student with advanced statistical methods in life testing. Further application of the exponential distribution, Weibull analysis and the log-normal distribution will be explored as well as acceleration models and industrial standards.

#### Residential Systems Design 1 HVAC202

The student will learn the requirements and procedures for calculation, design, selection of equipment and installation of air conditioning and heating requirements to meet design criteria as calculated by heat gain and heat loss procedures for commercial buildings.

#### Residential Systems Design 2 HVAC302

The student will learn the requirements and procedures for design and selection of centrifugals and reciprocating chillers, absorption equipment and accepted installation practices of air conditioning and heating requirements to meet design criteria as calculated by heat gain and heat loss procedures for commercial buildings.

#### Residential Systems Design 3 HVAC403

This course has been designed to teach the characteristics and application of natural gas as a fuel. Students will become familiar with the Ontario Gas Utilization Code concerning piping venting, safety devices, and controls, together with the procedures and design standards required to obtain government approval of installations.

#### Robotic Vision Systems EMEC601

Automation is the technology concerned with the application of complex mechanical, electronic, and computer based systems in the operation and control of production. In this course various methods of automation are studied and mainly concerned with Numerical Control, part insertion, assembly and material handling in these situations.

Laboratory work including simulation and robotic programming is an integral part of this course.

#### Robotics 1 MECH305

Automation is the technology concerned with the application of complex mechanical, electronic, and computer based systems in the operation and control of production. In this course various methods of automation are studied and mainly concerned with Numerical Control, part insertion, assembly and material handling in these situations.

Laboratory work including simulation and robotic programming is an integral part of this course.

#### Sailing School Charter Fleet Operations and Yacht Brokerage SCMT304

In three parts, this course examines the organizational and operational aspects of running a sailing school, investigates the mechanics of a charter fleet operation and yacht delivery and will provide an overview of yacht brokerage.

#### Sails & Rigging SCMT104

This course is an introduction to the fundamentals of traditional and contemporary yacht rigs and sails. The course will deal with the basic concepts of engineering applied to masts, rigging and related hardware. Students will become acquainted with the theory of how sails work, basic sail design, materials and construction.

#### Sanitary Technology CIVL604

By applying the principles of hydraulics and basic chemistry,

the student will be able to specify the methods of collection, treatment and distribution of water supply to a community. He/she will be able to describe the methods of collecting, treating, and disposal of waste water, and be able to identify and apply pollution control regulations, as applicable to Ontario.

#### Seamanship 1 Power & Sail SCMT101

A basic course, this on-the-water program is designed to acquaint the student with the handling characteristics of small sail and power vessels in varying confined and lake conditions. The sailboat portion provides instruction to the Canadian Yachting Association White Sail Level 2.

#### Seamanship 2 SCMT301

This course is designed to provide the student with practical experience handling larger yachts, under sail and power. The sailboat portion provides instructions to the Canadian Yachting Association Basic Cruising Standards.

#### Site Management CIVL504

The student will study relationships between owner, engineer and contractor. The roles of various personnel involved in the construction management process will be examined. Methods of site management, will be studied including administration, contracts, cost control, project scheduling, inspections and jurisdiction, final takeover and guarantees.

#### Small Craft Electronics SCMT303

A basic introduction to the hardware of small craft electronics, emphasizing the sale, installation and maintenance of such hardware in a marina and yacht club environment.

#### Software Project CENG404

This course gives the student hands-on experience of working on 'real world' software projects. The student will design, implement test and document a major project consisting of approximately one thousand lines of code (C or Pascal). The concepts of top down design and testing are emphasized.

#### Soil Mechanics CIVL403

On completion of this course in the fundamentals and basic principles of soil mechanics, the student will be able to assist in routine laboratory and site testing of soils for its application in the construction industry.

#### Specifications & Estimating CIVL404

The student will gain skills in cost estimating and control, and the reading, interpretation and application of building specifications for both small scale and large scale building projects.

#### Specifications & Estimating ARCH404

The student will gain skills in cost estimating and control, and the reading, interpretation and application of building specifications for both small scale and large scale building projects.

#### Standard Operating Procedures & Office Routine SCMT403

This course encompasses basic bookkeeping and accounting practises as well as standard operations which are essential in the modern small business. Personal and corporate income tax calculations are examined.

#### Statics MECH201

This course is primarily a problem solving course which prepares the student for more advanced and specialized courses requiring a general knowledge of equilibrium. It provides the student with an approach and a method of analysis of practical systems. Emphasis will be placed on physical problems which will require an elementary knowledge of our physical world.

#### Statics CSUR206

This course is primarily a problem solving course which prepares the student for more advanced and specialized courses requiring a general knowledge of equilibrium. It provides the student with an approach and a method of analysis of practical systems. Emphasis will be placed on physical problems which will require an elementary knowledge of our physical world.

#### Statistical Methods and Experimental Design QENG601

This course is intended to provide the student with a practical introduction to the important basic principles of statistical design of experiments. Topics to be discussed include randomization, replication, blocking, use of analysis of variance techniques and Taguchi methods.



### Statistical Process Control and Statistical Quality Assurance QENG301

This course provides an overview of modern descriptive statistics and inferential statistics with an emphasis on their application to quality control. Topics to be discussed include graphical presentations, confidence intervals, hypothesis testing and use of appropriate control charts.

### Statistics TSTA102

This course introduces the student to many of the important statistical concepts and procedures necessary to evaluate data and to make better decisions associated with chemical experiments. The course is divided into descriptive statistics, sampling theory and practice, and changes and forecasting.

### Statistics TSTA104

This is a first level course in statistics. The student will be able to: calculate the measures of central tendency and the measures of variation; construct frequency distributions and their pictorial presentations; perform probability calculations on normal distributions, binomial distributions, poisson distributions and sampling distributions; construct confidence intervals; and perform the various methods available for curve fitting.

### Statistics & Matrix Alg. TSTA101

Matrix Algebra Operations: Matrix addition and subtraction, scalar multiplication, matrix multiplication and inversion and evaluation of determinants. Solve problems involving the use of matrix operations. Run matrix problems which require the use of computer software.

Statistics topics: Measures of central tendency, measures of variation, frequency distributions, normal distributions, sampling distributions, method of least squares and regression.

The topics will be run on the mainframe using WBASIC language and using software packages in the CALL lab.

### Statistics for Quality Engineering TSTA105

This course provides an overview of modern descriptive statistics and inferential statistics with emphasis on their application to Quality Control. Topics include measures of central tendency and variability for both grouped and ungrouped data, frequency distri-

butions, empirical rule and Chebyshev's theorem, expected value, basic probability concepts, binomial and the normal distributions and the central limit theorem.

### Stoichiometry CHEM201

By mastering the basic principles of chemical stoichiometry, the student will be able to logically analyse and solve chemical problems and to understand the chemical principles letter.

### Stresses & Strength Analysis CIVL502

The student will gain skills in simple structural components under axial load and combined bending, stress effects and deformations. Indeterminate structures will be studied as well.

### Structural Design & Drafting CIVL601

The student will develop skills in the design of simple structures in timber, steel and reinforced concrete and prepare working drawings for their construction. The student will be introduced to Computer Aided Drafting and Design to assist in the drawings.

### Structural Drafting CSUR205

The student will gain skills enabling him/her to draft structural layouts used for working drawings in steel and timber. Concrete layouts will be confined to footing and retaining wall details.

### Structures 1 ARCH203

The student will gain a firm qualitative understanding of the nature of forces, types of loads, bearing and non-bearing structural elements, and types of structural systems, the student will gain skills in the basic quantitative concepts of resolution of forces, equilibrium, reactions, couples, moment, free-body diagrams, centroids, an introduction to stress and deflection analysis and an introduction to shear and moment diagrams.

### Structures 2 ARCH304

The student will gain a thorough qualitative understanding of the principles governing design, placement, and connection of structural steel and reinforced concrete building elements. Knowledge gained will be reinforced through the drafting of a number of structural elements including details, sections, framing plans and elevations.

### Structures 3 ARCH402

The student will gain a thorough qualitative understanding of the principles governing design, placement, and connection of load-bearing masonry, precast concrete and heavy timber building elements. Knowledge gained will be reinforced through the drafting of a number of structural elements including details, sections, framing plans and elevations.

### Survey Camp 1 SURV304

A two week period of intensive practical work in field covering miscellaneous survey projects.

### Survey Camp 2 SURV504

Two weeks of field work on surveying projects that may require longer periods of concentrated effort. Project may involve precise levelling with the use of planparallel plate and use of high technology equipment.

### Survey Computations CSUR203

Introduction to basic survey computations and applications of trigonometry; rectangular co-ordinate system, azimuth, bearing, latitudes, departures and misclosures, use of co-ordinate geometry applied to survey problems intersection of lines and circles, travered into position and azimuth control.

### Survey CADD 1 SURV405

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on microcomputers.

### Survey Drawing 1 SURV303

Freehand lettering and sketching, use of lero equipment for mechanical lettering, line work and simple plan of survey.

### Surveying 1 CSUR101

The student will be able to measure distances with a steel ribbon tape, use the engineer's transit to measure angle by repetition method, use the dumpy level to determine differences in elevation, locate permanent features on the earth's surface with respect to traverse lines, use the method of spot levelling to determine elevations of selected points and do the calculations related to the above.

### Surveying 2 CSUR202

The student will be able to operate an optical theodolite and an automatic and tilting level, determine trigonometric elevations, do stadia surveys, survey profile and

cross sections, draw plan of location surveys and stadia topography, as well as perform calculations related to the above.

### Switching and Interface Circuits CENG203

This course introduces the basic principles of semi-conductor devices such as diodes and transistors, and their operation in discrete amplifiers and operational amplifiers. The application of these devices to rectifying, switching and computer interfacing circuits is emphasized along with calculations on simple AC circuits and the proper operation of the oscilloscope.

### Systems Analysis CENG302

Systems Analysis refers to the investigation, analysis, design, installation and evaluation of computer systems and application software. In this course, the student will learn some of the standard tools of system analysis and their applications to real world systems such as manufacturing and factory automation systems. Part of the course will cover an introduction to databases and the design of a relational database with properly normalized relations using the UNIX based "Ingres DBMS" and the PC based DB III.

### Technical Drawing MECH101

The student will be able to make drawings incorporating Canadian standards for first and third angle orthographic projection, dimensioning, sectional views, screw thread symbols, welded joints, fits and tolerances, surface finishes, assembly drawings and isometric drawings.

### Technical Project SURV604

Using theoretical knowledge, and practical skills gained during the course of study students plan, execute, and present a survey project of large extent.

### Technical Project ELIC606

In this course you are to select and complete a suitable technical project. It could involve the design of hardware or software or an in-depth study of some electronics or associated topic.

In your project work you are to contain or clearly show the five elements forming the frame of a good technical project: comprehension, application, analysis, synthesis, and evaluation of the topic material.



### Technical Project and Report QENG605

This course is the culmination of the Quality Engineering Technology program, providing students with the opportunity to demonstrate their problem solving skills and their mastery of the concepts associated with quality assurance. A major presentation and a technical report are integral components of this course.

### Technical Report (Civil) CHEM604

The student will be instructed in the areas of sound technical report writing and will be required to produce concise, grammatically error-free reports on topics including: minutes of meetings, resume writing, site inspections and laboratory tests.

### Technical Writing QENG305

This course provides a thorough grounding in all stages of reporting, both oral and written, emphasizing clarity, economy and readability. Report writing will teach students how to divide complex tasks into manageable units, and how to investigate and report on relevant problems — both simulated and real. Students will write both informal and formal reports and will complement them with carefully chosen, designed and integrated graphics.

### Techniques of Design ELIC505

This course will acquaint students with the steps and skills required to design electronic equipment for mass production. The designs will use both discrete and integrated circuit components. Component costs and tolerances will be considered.

The course emphasizes the design of linear and switching power supplies, linear and switching power amplifiers, heat sink calculation and selection and the application of power transistors.

The scope of studies includes development of design equations from first principles and verification of those equations by building prototype models and extensive evaluation laboratory tests.

### Telecommunication Systems ELIC402

The operation and characteristics of the analog telephone system are investigated, along with FDM systems, narrow and broadband operation of transmission lines, cable types, and low speed asynchronous modems.

### Thermodynamics HVAC406

This course provides the student with a fundamental knowledge of thermodynamic principles and laws from the macroscopic viewpoint. The course enables the student to gain an understanding of energy and energy transformations as formulated by the first and second law of thermodynamics.

### Tidal Studies HSRV604

Basic concepts of tide producing forces, tidal analysis and prediction, meteorological and other non tidal influences, datums and vertical control.

### Time Study 1 IENG302

To introduce industrial engineering, describe its place in the business world, and give an overview of its functional areas. To introduce the concept of productivity, and train the student in the techniques of methods engineering as a means of increasing productivity. To introduce the principles of work measurement and train the student in one such technique, time study.

### Time Study 2 IENG402

The course is designed for those students who have successfully completed Statistics and Metrology.

### Tool & Fixture Design TDES201

This course is aimed at enabling the student to understand what tool design is and its place in industry. Procedures of blueprint reading for tool design purposes, tool drafting vs. other drafting techniques, view selection rules for dimensioning and tolerancing will be discussed. The student will be involved in practical design activity for most of the time by working on such projects as: single point and form cutting tools, template and gage design clamping and holding fixtures.

### Transportation Planning CIVL603

The student will be able to perform as a member of the Transportation Planning Group in the capacity of a junior member by being able to collect traffic, density, economic activity and the related data, assist in their analysis and preparation for computer input as well as being able to prepare drawings, graphs, charts, etc.

### Troubleshooting ELIC405

The emphasis of this course is on allowing the student to develop reliable troubleshooting procedures necessary for the rapid re-

pair of analog or digital prototype or failed equipment encountered in the field.

The student will learn to select and use the appropriate test equipment, to effectively locate faults in discrete and integrated circuit analog and digital equipment.

### Video Systems ELIC503

The operation and interconnection of major units in a closed circuit video system are examined, along with the use of standard video test signals to check the performance of such a system. The characteristics of the television signal are analysed and signal processing and distribution in CATV systems is investigated.

### VAX/VMS Systems Operation CENG603

This course deals with the management of the VAX/VMS operating system software and application software running under VMS. The topics covered include managing the user environment, command procedures, queues, RMS file types and RMS file utilities.

### Yacht Design 1 SCMT103

This course will enable the student to be conversant in the language of the small craft designer and boatbuilder. This course will also teach the student to identify and explain hull types and propulsion devices used in small craft. This course will teach the student to understand and interpret lines drawings, prepare sketches and to practice drawing lines of small craft to scale.

### Yacht Design 2 SCMT302

This course will enable the student to understand and explain the relationship between people and boats. The course will teach the student why boats float and explain how boats move through the water. The course will require the successful student to draw a set of lines and construct a half model of a small craft to scale.

### Yacht Maintenance & Repair 1 SCMT102

The object of this course is basic hands-on experience in the repair and maintenance of small craft built of various materials. The course will enable the student to identify and apply safety rules and identify and safely operate hand and power tools. The course will help the successful student to identify materials and fasteners and explain their uses and application in repair and building of small craft. The course will teach the student to identify, explain and practice maintenance and repair on small craft built of fiberglass, reinforced plastic, wood and metal.

### Yacht Maintenance & Repair 2 SCMT202

The course will impress upon the student to apply shop and personal safety rules and to be able to identify and safely operate hand and power tools. The course will require the successful student to be able to practice and develop his/her hands-on experience and skills in the repair and maintenance techniques on fiberglass reinforced plastic, wood and metal small craft.

The course will help the student to select, prepare for and apply paints, varnish and other protective coatings.



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## Academic Preparatory and Skills Development

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### **Please Note**

The following Academic Preparatory & Skills Development programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.



## Academic Preparatory and Skills Development

### Advanced Automotive Electronics For Motive Power Mechanics

#### Trades Updating

Today's automobile is looking and behaving more and more like the average home computer. Today's motor vehicle mechanic can no longer fix it with a test light and a piece of wire. However, with a different set of "tools" and the same common sense and good judgement, the automotive problem can be made just as simple. In conjunction with the Ontario Ministry of Skills Development, Humber College is offering apprentices and journeymen the opportunity to update skills and knowledge in electrical, electronic, and computerized systems in order to diagnose, service, and repair the modern vehicle.

Qualifications: Valid C. of A. or valid C. of Q.

#### AAE01 - Automotive Electronic Fundamentals

This course is an introduction to electronics and its application to engine control. Topics include:

- Ohm's law, series circuits, parallel circuits, automotive circuit schematics
- Magnetism, coils, relays, solenoids, transformers
- Capacitors, filters
- Diodes, rectifiers, zener diodes, LED (light emitting diode), 7-segment displays

- Transistors, switching circuits, voltage regulation
- Sensors, Hall-effect, temperature, sound, oxygen, pressure, position, magnetic
- Introduction to computer control box
- Access and application of diagnostic codes from computer

#### AAE02 - Electronic Ignition Control Systems

- Operation and diagnosis of various ignition systems (HEI, EST, ESC, DIS, Dura-Spark, TFI, EEC I-IV, ECU, ESA)
- Computer functions relating to engine temperature, economy, power, RPM, idle condition, cold engine

#### AAE03 - Computerized Vehicle Management Control Systems

- Introduction to microcomputer hardware and software
- Electronic systems - instrumentation (dash-board), environmental (heating, A-C), vehicle handling (shocks, anti-skid brakes)

#### AAE04 - Computerized Engine Management Systems

- Electronic systems - fuel delivery, emission, charging
- Electronic transmission and drive line controls (cruise control)

Please contact the Admission's Office at 252-9441 for further information.

## Basic English As A Second Language

Acquire a basic, functional fluency in the English language, concentrating mainly on oral communication but not to the exclusion of reading and writing. Acquire some knowledge of and insight into English Canadian society to effectively deal with a new cultural and work environment.

Carry on a casual conversation in English.

The client will comprehend most of what is heard and be able to converse and discuss particular interests such as work related topics with errors which may be noticeable but do not interfere with the listener's comprehension.

Carry out a number of life skills such as:

- go through a job interview
- understand work related instructions and regulations at his/her place of employment
- use the telephone
- communicate with a physician

Read with understanding material relevant to his/her cultural and occupational needs:

- newspaper want ads
  - menus
  - job applications
  - safety instructions
  - transit directions
  - information on consumer product purchases
- Put information and ideas into written form:
- job applications
  - letters of application in general, OHIP, insurance, etc.

Prerequisites: Open Occupational Opportunities:

Any occupation for which the trainee is already qualified, provided that a complete mastery of English is not required for the effective performance of his/her work (such as in teaching, secretarial, etc.).

Equips graduates to benefit from available skill training programs.

## Business and Industrial Training Programs

- West Metro Skills Training Council C.I.T.C. For Etobicoke & York
- West Metro Skills Training Council is a voluntary committee representing business and industry in Etobicoke and York. The Directorate offers ongoing training programs financially supported by the Federal government.
- The courses are designed to assist both companies and employees to adapt to technological and/or market

change. We welcome your interest, and if these programs do not meet with your specific requirements, we are able and willing to provide training in a variety of additional areas.

For more information contact:

Stevie Faragher  
Etobicoke, Ontario  
(416) 620-5126

The key features to our programs are:

Flexibility:  
part-time



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**Business and Industrial Training Programs (cont'd.)**


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day release or nights  
short term  
full time  
Delivery:  
modular formula  
ready access  
hands on training

All book and fee expenses are provided as well as C.E.I.C. training allowances for the full-time programs. Applications can be made directly through the College at 252-9441, ext. 312.

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## Canadian Job Strategy

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The Canadian Job Strategy (C.J.S.) offers individuals the opportunity to attain necessary technical skill training required by a progressive labour market. Humber College programs that are operated under C.J.S. are specifically designed to meet the needs of a number of groups. For example, job-entry programs enable youth to acquire specific skills, both on a technical level and on a personal problem-solving level, to better make a successful transition from school to work.

Re-entry programs are geared to women who seek re-entry into the labour market. Through life management training and technical skills training, women are supported and encouraged to overcome obstacles in their career endeavours.

Job development programs are designed to afford the long-term unemployed individual the opportunity to develop skills, through specific technical training, for jobs that are in demand.

Aside from technical training, our programs contain elements of support such as financial assistance, individual counselling, job search techniques and recreational activities. We also offer applied communication which teaches preparation of resumes and application forms along with a math component which is geared to both the specific technical field and personal budgeting.

The main objective in our program is to assist our participants in finding challenging and financially rewarding employment at the completion of the program.

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## Career Development and Special Needs Programs

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### Career Planning For Women

Have you been thinking of going back to work now that the kids are in school?

Are you worried that your job might disappear?

Are you considering further education or skills training?

In this program you will:

- assess your personal interests, values, your skills, aptitudes and occupational interests
- learn about current trends in the labour market
- look at the kind of jobs that would suit your present abilities
- look down the road and explore new occupations that you could consider with more experience or more training
- learn how to schedule your time efficiently
- consider a plan for the necessary changes in your life, should you return to school or to work
- learn how to find openings for good jobs and prepare for interviews, etc.
- learn about your rights and responsibilities as an employee
- develop skills and work habits that will lead to success in the working world
- develop a realistic career plan
- you should take this program if, as a woman:
- you are considering a non-traditional occupation
- you are currently unemployed but wish to go back to work
- you feel underemployed and wish to move up
- you are presently employed and wish to change careers

The program is 8 weeks long. Call 252-5571 ext. 3276 for start date. Visit your nearest Canada Employment Centre for full details and to see how to qualify.

Students may enter the program as fee payers at a cost based on \$18.60 per week (subject to change) or may be eligible for either Canada Employment and Immigrant Sponsorship or Unemployment Insurance benefits.

Other programs available through the Career Development and Special Needs Programs Department:

- Career Planning for Women - Evenings
- Life Skills Coach Training - Evenings
- Success Skills for Men - Evenings

### JRT Job Readiness Training

J.R.T. is a non-traditional approach to learning that focuses on helping students to develop behavioural skills and problem-solving abilities necessary to find satisfaction in the management of their lives and to secure employment.

J.R.T. is a group experience, a supportive environment, a place to ask questions, a place to share, a step closer to a job, a step forward.

#### Program Description

J.R.T. is a 12 week program that consists of Career Planning and Development, Work Skills, Job Search Techniques and Life Skills Management.

Students should enter the program with a desire for constructive change in their lives or lifestyle and with a desire to establish a successful career path.

J.R.T. students participate in lessons encouraging self-assessment and personal reflection. These exercises teach the students the skills necessary for obtaining and maintaining a job.

Career Planning and Work Skills combine to offer an in-depth study of career exploration and job search techniques.

In addition, students have an opportunity of a work placement in an area that they wish to pursue as a career.

Students will be assisted in occupational investigation through:

- aptitude and interest assessments
- orientation to occupations and skills training through classroom exposure and community work placement experience
- group and personal vocational counselling
- assessment of their work potential in work sample stations

#### Program Schedule and Fees

Job Readiness Training is a continuous intake program. Clients are interviewed and assessed by the Life Skills coaches and, if appropriate, may begin the program as soon as possible.

Students may enter the pro-



## Career Development and Special Needs Programs (cont'd.)

gram as fee payers at a cost based on \$18.60 per week or may be eligible for Unemployment Insurance Benefits or Adult Training Allowances through the Canada Employment and Immigration Commission.

### THAT Training the Handicapped Adult in Transition

A program designed to assist those individuals with sensory, physical or learning disabilities to enter or return to the work force through the development and implementation of a personal career plan.

#### Program Objectives

This 40 week, five day per week program of life skills, career and educational development for men and women has the following objectives:

- to strengthen problem-solving, decision making and personal coping and management skills
- to provide assertiveness training that will lead to effective communication and confidence when dealing with others
- to prepare for entry or re-entry into the work force by:
  - developing a personal plan
  - identifying realistic employment situations
  - determining any need for further training or education
  - improving one's job search and general work skills
- to actively participate in determining and accepting a work placement in the community in order to assess one's career capabilities

#### Curriculum

The curriculum consists of several principle areas of study.

**LIFE SKILLS** - personal life skills program including focus on:

- self-awareness, confidence building
- confronting fears and anxieties
- assertiveness training
- problem-solving, decision making
- relaxation and stress management
- dealing with loneliness or isolation

**CAREER DEVELOPMENT** - each student develops realistic career plan involving:

- career selection to reflect personal needs and potential
- training needs and opportunities
- employer selection
- job search and presentation techniques

**ACADEMIC COMPONENT** - to assess and improve abilities in math and English studies by means of independent strategies:

- needs are determined upon acceptance into program
- computer literacy enhances varied learning styles
- multiple learning styles are explored

**CAREER COUNSELLING** - the time allowed for one-to-one support and guidance:

- to guide students in organizing an individual career plan
- to encourage and support individual growth towards a more independent lifestyle

#### Referral Procedure

A client is primarily recommended by a counsellor from a Canada Employment Centre. Other counsellors dealing with the handicapped may also make referrals. An individual interview is arranged with the program faculty to determine suitability.

## College Preparatory

Academic Prep, an individualized program offered at Humber College, allows students to refresh or improve their academic skills in preparation for college entry, skills training or employment. The program is customized to each student's needs and offers courses in English, mathematics, biology, physics, chemistry and computer literacy. The English course ranges from basic literacy to a grade 12 equivalency, while mathematics includes topics in arithmetic, algebra, trigonometry, geometry and business math.

1. What courses should I take?

The English, math and science that you take will depend on your career goal. For instance, someone going into a business program does not require science while someone entering cabinet making needs only to complete the arithmetic part of the mathematics course. As well, the level of English required for skills training is different than that required for college entry.

2. At what level will I start?

When you enter Academic Prep you will spend the first week of Orientation taking an assessment of your English and math skills so that you will start at the appropriate level. Furthermore, Orientation is an opportunity for you to learn about the various services offered at Humber.

3. What is an individualized program?

In an individualized program you start at your own level and progress at your own rate. Some advantages of an individualized program are that you can start anytime, attend full-time or part-time and interrupt your studies if the need arises. Another advantage is that you have the opportunity to move quickly through the materials by successfully completing each topic.

4. How long is the Academic Prep program?

The time you take will depend on your starting level, your goal and your rate of progress. Equally important will be the time you have available for study.

5. Where can I take this program?

Humber College offers Academic Prep at the Lakeshore Campus, near the intersection of Kipling Avenue and Lakeshore Boulevard, and at the Keele Dale Campus, located in the vicinity of Eglinton Avenue and Weston Road.

Lakeshore Campus  
3199 Lakeshore Blvd. W.

Toronto, Ontario  
M8V 1K8

Keele Dale Campus  
88 Industry Road

Toronto, Ontario  
M6M 4L8

6. When can I start?

Classes begin every other Monday. You must register prior to starting and can attend on either a part-time or full-time basis.



## Electronic Controls For Construction Trades

### Trades Updating

Today's construction tradesman not only has to worry about how many feet (meters) of wire is needed to connect a motor to power but also what sort of high-tech electronic control is associated with it. In conjunction with the Ontario Ministry of Skills Development, Humber College is offering them the opportunity to update skills and knowledge in electronic controls to meet these new technology needs in construction and industrial settings.

Qualifications: Valid C. of A. or valid C. of Q.

### Course I

This course is a review of the basics of electronics and a study of the more "common-place" electronic components. Topics include:

- Ohm's law, series circuits, parallel circuits
- Diodes - characteristics, zener, zener regulation
- Transistors - NPN and PNP transistors, bias circuits, single stage amplifiers, and switching circuits
- Rectification - half and full wave rectification, input and output frequencies and voltages, unfiltered and filtered outputs
- Soldering - type of soldering

iron, types of desoldering devices, flux, printed circuit board solder techniques

- Circuit diagrams - symbols, schematics, artwork
- Test instruments - multimeter (analog & digital), oscilloscope, signal generator, bench power supplies

### Course II

- JFET and MOSFET
- Triggering devices (UJT, PUT, diac, SUS, SBS, tunnel diode, neon lamp)
- Silicon controlled rectifier (SCR), electronic relays
- Multivibrator circuits (astable, monostable, bistable)
- Timers (RC, UJT, transistor)

### Course III

- Triac, Polyphase rectifiers
- Optical devices - solar cell, phototransistor, LED
- Transducers and sensors - proximity, pressure, temperature, light
- Controls and drives - Op-amp, thermistor, variable frequency
- Motor control - eddy current, LSL, var. freq. AC

### Course IV

- Digital techniques - binary-decimal-BCD conversion, inverter, and/or truth table, Boolean expressions, flip-flops (RS, D, JK), counters, decoders
- PLC and programming

## Futures

If you are unemployed and between the ages of 15 and 25 you may qualify for this free program. The program provides students with the oppor-

tunity to combine basic educational fundamentals with the development of personal characteristics necessary to succeed in an employment envi-

ronment. The program objectives can be met through a combination of personal advisement, individualized aca-

demical programming, and paid employment arranged through the College. Due to the individualized objectives of this program the duration varies from several weeks to one year.

## Ontario Basic Skills

### Academic Training To Meet Your Needs

How does it work?

Ontario Basic Skills offers training in three phases:

Phase 1 will let you get used to being back in school, and show you how to find the support and encouragement that will help see you through to success. You'll get coaching in Self-Assessment and Career Planning.

Phase 2 will give you a better idea of the College's facilities — like the library and the job-placement office — and how they can work for you. Teachers will also find out about your strengths and weaknesses in reading, writing and math to see where you need the most help.

Phase 3 will start you on your own training plan, with classes selected to meet your particular needs. There will be special workshops to give you tips on how to study, plan your time, improve your memory and deal with the kinds of stresses you might face at work. You'll have a chance to learn how to look for job prospects, and the best ways to present yourself in job interviews.

If you have difficulties during your training, you can talk privately with counsellors who are available at all times. They can help you with personal problems, or give you advice on your job plans.

The length of the program and the daily schedule can be custom-designed to meet your particular needs. Full- and part-time training generally runs from 9:00 a.m. to 3:20 p.m. daily.

Ontario Basic Skills is especially for people 25 years of age or older. But even if you're under 25, you may be eligible. Get in touch and we'll talk about it.

You must also be a resident of Ontario, legally able to work, and not eligible for assistance through Canada Employment and Immigration, the Workers' Compensation Board or Vocational Rehabilitation.

Where does it happen?

Sessions are offered at two Humber College campuses:

Lakeshore (3199 Lakeshore Blvd. W., one light west of Kipling), and

Keele (88 Industry Street, northwest of Keele and Eglinton).

Participants in O.B.S. may also be eligible for a special support allowance to help cover the costs of childcare and transportation.

How do I get involved?

It's easy. Just give us a call at Humber College. The number is 252-5571 (Tues. and Thurs.) or 763-5141 (Mon. and Wed.). Ask for the Admissions Officer for the Ontario Basic Skills.



## Trades Updating

### What is Trades Updating?

Trades Updating, part of Ontario's Training Strategy, offers journeymen and workers in the skilled trades full- and part-time courses to update their skills in response to new technologies, increased need for specialization and changing job markets.

Courses usually run between 30 and 90 hours. Certificates are awarded upon successful completion of each course.

### Who is Eligible For Trades Updating?

Skilled workers holding an Ontario Certificate of Apprenticeship, or an Ontario Certificate of Qualification, or who can establish equivalency can apply for Trades Updating.

Individuals are eligible only

for programs related to their apprenticeship, trade or documented career experience.

### How to Apply?

Registration forms are available at local Apprenticeship Offices and Colleges of Applied Arts and Technology.

Participants in Trades Updating courses may also be eligible for a Special Support Allowance to help cover the costs of childcare, accommodation and transportation.

For further information, contact your local Apprenticeship Office or Ontario Skills Development Office, or Admissions Office.

Humber College  
Queensway Campus  
56 Queen Elizabeth Blvd.  
Toronto, M8Z 1M1  
(416) 252-9441.

## Transitions

### What is Transitions?

It is Ontario's \$5,000 training credit for workers over 45. It's a new skills training program which offers a chance for laid-off workers to update their skills — a further commitment to maintaining the flexible and well-trained workforce needed for economic competitiveness.

### Who Is The Program For?

It's available, at no cost, to permanently laid-off workers over 45 who are residents of Ontario and who are eligible to work here. It's for those who have lost their jobs as a result of: their employer going out of business, closing or moving a plant, a permanent lay-off or the failure of a self-operated business. To qualify the candidate must be willing

to learn new work skills or update existing ones. Participants can undertake training either with a new employer or in a training institution such as Humber.

### How Does Transitions Work?

The Ministry of Skills Development provides a credit up to \$5,000 for retraining costs over a two year period for each participant in Transitions.

Any training qualifies as long as it increases skills related to participants' employment prospects.

Application to Transitions must be made within 6 months of losing your job.

Brochures and applications are also available through the College admission offices.



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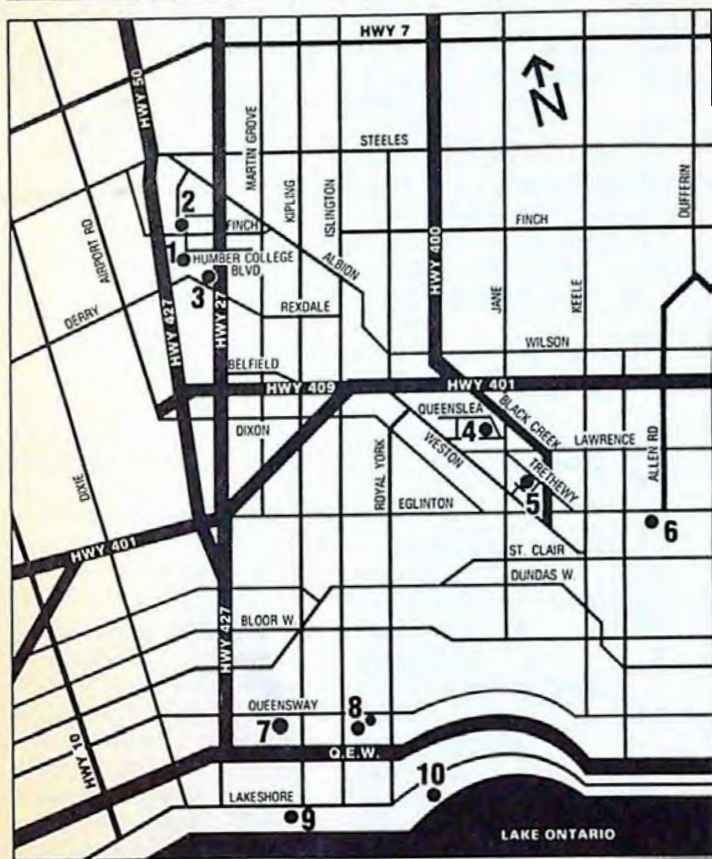
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# Campus Locations



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 205 Humber College Blvd.,  
 Etobicoke, Ont. M9W 5L7  
 Mailing Address:  
 P.O. Box 1900  
 Etobicoke, Ont. M9W 5L7

**2 Humber Tower**  
 6700 Finch Ave. W.,  
 Etobicoke, Ont. M9W 5P5

**3 Woodbine Centre**  
 500 Rexdale Blvd.,  
 Etobicoke, Ont. M9W 1S2

**4 Osler Campus**  
 5 Queenslea Avenue,  
 Weston, Ont. M9N 2K8

**5 Keelesdale Campus**  
 88 Industry Street,  
 Toronto, Ont. M6M 4L8

**6 York-Eglinton Centre**  
 1669 Eglinton Ave. W.,  
 Toronto, Ont. M6E 2H4

**7 Queensway Campus**  
 1548 The Queensway  
 Toronto, Ont. M8Z 1T5

**8 Queensway A**  
 56 Queen Elizabeth Blvd.,  
 Toronto, Ont. M8Z 1M1

**Queensway B**  
 70 Queen Elizabeth Blvd.,  
 Toronto, Ont. M8Z 1M3

**9 Lakeshore Campus**  
 3199 Lakeshore Blvd. W.,  
 Toronto, Ont. M8V 1K8

**10 Salling Centre**  
 Humber Bay Park West  
 Lakeshore Blvd.  
 Toronto, Ont.

# Frequently Called Numbers

<b>North Campus</b>	<b>675-3111</b>
Athletics	675-5097
Campus Store	675-5044
CL Registration Part-Time Program Information	675-5005
Counselling	675-5090
Financial Aids Office	675-5001
Housing Information	675-5053
Placement	675-5028
Registrar's Office Full-Time Program Information	675-5000
Secondary School Liaison	675-3111 ext. 4048

**Humber Tower** 675-5014

**Keelesdale Campus** 763-5141

**Lakeshore Campus** 252-5571

**Osler Campus** 249-8301

**Queensway Campus – Futures (upgrading and training on the job program)** 253-6761

**Queensway A & B Campus Technical Short Programs** 252-9441

**Woodbine Centre** 675-5078

**York-Eglinton Campus** 763-5141



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Additional Typesetting	Marlaine Froats

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For more information on Humber please see your guidance counsellor or call our Enquiry Centre at 675-5000. Applicants who live in area codes 416, 519, 613, or 705 may contact the Registrar's Office by using our new Watts line 1-800-268-4867.

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## **Declaration of Waiver**

The information in this calendar is accurate as of August 1, 1988. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1988, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

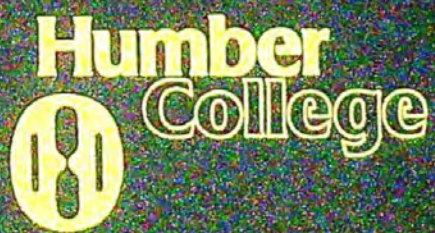
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