

**Humber
College**

CONTINUING EDUCATION
COURSES AT YOUR
NEIGHBOURHOOD
LEARNING CENTRE

THE YORK COURSE CLASSIFIEDS

FALL 1984

REGISTER
NOW

SETTING COURSE

The York Course Classifieds is a cooperative publication of the Board of Education for the City of York and Humber College. The courses described in this publication, both secondary school and college courses, are offered through the Neighbourhood Learning Centres making them readily accessible to all City of York residents. Take the time to read this publication and discover all the options available to you this spring.

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Registration

Board of Education

Registration for the fall semester will be held on September 10, 11, 12 & 13, 1984, from 6:00 - 9:00 p.m.

Humber College

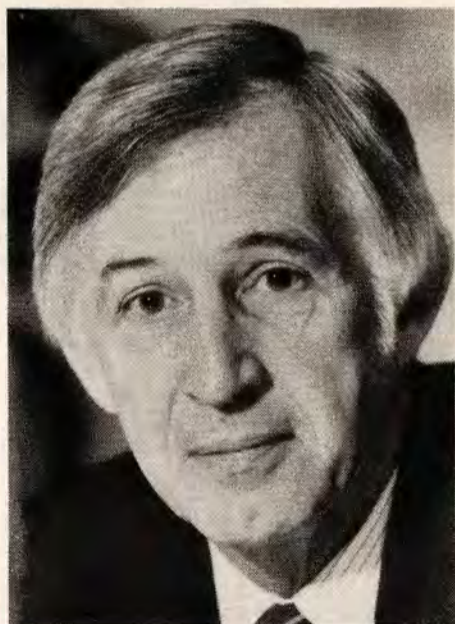
Registration for the fall semester begins SATURDAY, AUGUST 18, 1984 from 8:00 a.m. to 4:00 p.m. (North and Lakeshore campuses). York-Eglinton Centre will be open for registration from 8:00 a.m. to 1:00 p.m. on this day.

Message from the Director of Education

The Board of Education for the City of York

Continuing Education programs are offered in the communities of the City of York through the cooperation of The Board of Education for the City of York and Humber College. For over ten years, this cooperation has enabled York residents to attend a wide variety of programs and each year the increase in enrolments confirms that this cooperative approach to continuing education is successful.

During the past two years, there has been major growth in educational programs for adult learners in the area of adult basic education and English as a Second Language that are becoming prime responsibilities of school boards. Along with the continued growth in enrolments in secondary school credit courses and community general interest programs, the concept of life-long learning is well-entrenched in the City of York. Our service is responding to the learning needs of the residents who financially support our schools.



This joint newspaper gives City of York residents information on all of the Fall programs that are offered cooperatively between the Board of Education and Humber College. I would like to encourage City of York residents to take the opportunity to enrich their lives through these day and evening programs.

D. John Phillips
Director of Education.

Message from the President

Humber College

Humber, Canada's largest community college, recognizes the utter importance of quality part-time education. Each year thousands of men and women actively pursue their educational needs in the evening, when attendance on a full-time basis is not practical or possible.

We at Humber are committed to making part-time education both accessible and exciting, and we do this by providing as diverse a range of courses as possible. Through Humber's close association with the York Board of Education and the use of the Neighbourhood Learning Centres, City of York residents have the same dynamic educational opportunities as most other areas in Metro Toronto.

This fall Humber is pleased to offer you numerous stimulating leisure and business-related courses. I urge you to study this edition of the York Course Classifieds and enrich your autumn by enrolling in one of our evening programs.

Let Humber fulfill your educational needs this fall!

Robert A. Gordon
President, Humber College.



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NEIGHBOURHOOD LEARNING CENTRES

<p>ASP - Arlington Senior Public School 501 Arlington Ave. Principal: Berisford Richardson 656-0684 (evenings only) Mon.&Wed. 6:30-10:00 pm</p> <p>BJP - Bala Jr. Public School 10 Bala Avenue 243-3103</p> <p>BHP - Briar Hill Public School 1100 Briar Hill Avenue 762-4766</p> <p>KG - King George Jr. Public School 25 Rexford Road 762-7534</p> <p>GH - George Harvey C.I. 1700 Keele St. Principal: Norman Newlands 653-6100 (evenings only) Mon.-Thurs. 6:30-10:00 pm</p> <p>HSP - Humbercrest Senior Public School 14 St. Mark's Road 767-3121</p> <p>RCI - Runnymede C.I. 599 Jane St. Principal: Dave Bince 796-6406 (evenings only) Mon.-Thurs. 6:30-10:00 pm</p>	<p>VR - Vaughan Road C.I. 529 Vaughan Road Principal: Berisford Richardson 652-0641 (evenings only) Mon.&Wed. 6:30-10:00 pm</p> <p>WCI - Weston C.I. 100 Pine St. Principal: Dick Hutchison 249-7971 (evenings only) Mon.-Thurs. 6:30-10:00 pm</p> <p>WMP - Weston Memorial Public School 200 John St. 249-7741</p> <p>YH - York Humber C.I. 99 Humber Blvd. Principal: Dave Bince 767-1167 (evenings only) Mon.&Wed. 6:30-10:00 pm</p> <p>YM - York Memorial C.I. 2690 Eglington Ave. W. Principal: Bill Carmichael 653-7200 (evenings only) Mon.-Thurs. 6:30-10:00 pm</p>
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YORK BOARD OF EDUCATION

ACADEMIC CREDIT COURSES

Accounting—Grade 11 (C)

Course No.: AC34

This course introduces the basic principles of the double entry bookkeeping system. It includes a study of the balance sheet, income statement, journalizing transactions, special journals, posting to ledger accounts and simple adjustments.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	WCI	\$0
01	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Accounting—Grade 13 (C)

Course No.: AC35

This is a one-year accounting course. This course takes a conceptual approach and is designed to provide a sound working knowledge of accounting principles—emphasis on theory rather than practical exercises. Successful students should have a solid foundation for additional study in advance accountancy and business administration at the college or university level.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Accounting 1 (Grade 11) (C)

Course No.: AC35

This course introduces the basic principles of the double entry bookkeeping system. It includes a study of the balance sheet, income statement, journalizing transactions, special journals, posting to ledger accounts and simple adjustments.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	GH	\$0

Accounting 2 (Grade 12) (C)

Course No.: AC44

This course includes the completing of problems and topics related to keeping books for a merchandising business; banking and proper cash control; end of year adjustments and closing procedures; partnership accounting; accounting for the corporation, including the examination and analysis of financial statements. It includes payroll using the McBee system and records and statement for a non-profit organization.

Ontario Secondary School Graduation Diploma Credit.
Pre-Requisite: AC34 or AC35

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep 18-Dec 27	GH	\$0

Biology—Grade 10 (C)

Course No.: B125

A basic introductory course leading to an understanding of the principles involved in scientific inquiry, evolution, genetics, ecology and homeostasis. Emphasis is placed on learning and applying scientific methods to experimental work.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Biology—Grade 11 (C)

Course No.: B135

This is a study emphasizing experimental evidence for understanding animal behaviour; the physiology of the human body; structure and function of the parts of a plant. Application of principles learned in class are important. Ecological relationships between organisms and with man compliment the earlier work.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Biology—Grade 13 (C)

Course No.: B155

Biology examines nature of life at cellular level. Cell structures and functions are examined. Techniques of cell study is taken up. Biochemistry, major metabolic pathways, respiration, photosynthesis, protein synthesis, and cell membrane functions are studied. Cell division covers mitosis, meiosis, leads to study of gene action, genetics, latest on gene engineering and ethics. Labs will be done in all phases of study.

Pre-Requisite: CH45 or B130 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Chemistry—Grade 12 (C)

Course No.: CH45

This course introduces chemistry through laboratory work with emphasis on the development of a model to explain the noted phenomena. Topics include classification, nomenclature, balanced chemical equations, problem solving, atom theory from Dalton to Bohr/Rutherford and ionization. Periodic law investigated, along with selected families from the periodic table.

Pre-Requisite: SC10 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Chemistry—Grade 13 (C)

Course No.: CH55

Initially basic concepts are reviewed: atomic structure; nomenclature; the mole concept; gas laws; laws of chemical combinations; periodic law. Chemical relations are studied with respect to enthalpy and entropy changes, rate of reaction, reversibility and equilibrium. Equilibria studies are precipitation reactions, acid-base theories and reaction and redox reactions.

Pre-Requisite: CH45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Computer Studies—Grade 10 (C)

Course No.: CC24

This course will include discussions regarding computer concepts, applications and limitations of computers in today's society and probable needs and applications of computers in future. Students will also learn how to program Commodore PET microcomputers using BASIC language.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	GH	\$0
01	Mon&Wed	7-10 pm	Sep17-Dec19	WCI	\$0
02	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0
03	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Computer Studies—Grade 11 (C)

Course No.: CC34

This course is designed to serve as an introduction to problem solving techniques used in computer programming. Commodore Basic language will be used to develop problem solving programs. Students will become familiar with the use of computers in business with emphasis on the basic programs used in the daily operations of a business office.

Pre-Requisite: CC24

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	GH	\$0

Consumer Studies—Grade 12 (C)

Course No.: CS44

Consumer Studies at the senior level examines the mechanisms at work in the consumer market with respect to consumer spending, saving and investing. Studies include the effects of mass merchandising and instant gratification on discretionary income. Other topics include instant money, buy now—pay later, consumer legislation, changing life styles, increased leisure time, and the effect of these pressures on use of income.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Economics—Grade 12 (C)

Course No.: EC44

This course takes a look at the role of the individual in relation to his economic surroundings. The areas of consumption, investment, labour and management will be separate units of study. As well, the study of the government's attempt to deal with the problems of unemployment, inflation and taxation will round out the course of study.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Economics—Grade 13 (C)

Course No.: EC55

This is an introduction to the use of economic models for the study of Canadian economic problems. The topics include models of Canadian economic development, western economic philosophies, and Canadian economic problems, such as inflation, unemployment, energy, regional disparity, the trade question and foreign ownership.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

English—Grade 9 (C)

Course No.: EN15

This is a first year course, the aim of which will be to assist the student to develop an appreciation of English through the study of classical and modern prose and poetry. Emphasis will be placed on the development of creative writing and reading skills. Proper grammar will be stressed throughout the course.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English—Grade 10 Advanced (C)

Course No.: EN25

This course involves introductory study of basic literary forms, such as the novel, short story, drama, and poetry with emphasis on the student's ability to respond both orally and in written form. Essay writing and creative writing, discussion and seminar presentation will be used to evaluate response to materials read.

Pre-Requisite: EN15

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English—Grade 10 General (C)

Course No.: EN24

This course involves introductory study of basic literary forms, such as the novel, short story, drama, and poetry with emphasis on the student's ability to respond both orally and in written form. Essay writing and creative writing, discussion and seminar presentation will be used to evaluate response to material read.

Pre-Requisite: EN14

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English—Grade 11 Advanced (C)

Course No.: EN35

A combination of literature and grammar, it includes a survey of famous short stories and poems as well as a novel. Several dramas and plays are covered plus Romeo and Juliet. The essentials of grammar are reviewed and some creative writing is attempted. A book report and test complete the course.

Pre-Requisite: EN25

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English—Grade 11 General (C)

Course No.: EN34

A combination of literature and grammar, it includes a survey of famous short stories and poems as well as a novel. Several dramas and plays are covered plus Romeo and Juliet. The essentials of grammar are reviewed and some creative writing is attempted. A book report and test complete this course.

Pre-Requisite: EN24

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English—Grade 12 Advanced (C)

Course No.: EN45

This course involves study of basic literary forms such as the novel, short story, drama, and poetry with emphasis on the student's ability to respond critically both in oral and written form. Essay writing and creative writing, discussion and seminar presentation will be used to evaluate response to materials read.

Pre-Requisite: EN35

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English—Grade 12 General (C)

Course No.: EN44

The course involves study of basic literary forms such as the novel, short story, drama and poetry with emphasis on the student's ability to respond critically both in oral and written form. Essay writing and creative writing, discussion and seminar presentation will be used to evaluate response to materials read.

Pre-Requisite: EN34

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

English 55A—Grade 13 (C)

Course No.: EN55A

The course provides an examination of various literary forms including Shakespearean drama, a modern drama, contemporary essays, and at least two novels studied at an intensive level. Evaluation will be based on essays, seminars, and written examinations based on the literature studied.

Pre-Requisite: EN45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

English B—Grade 13 (C)

Course No.: EN55B

In this course the emphasis is on Canadian literature. An historical approach begins with early Canadiana and progresses to the twentieth century. Drama, poetry and novels stressing the Canadian content form the core of the course, with the supplementary material added as available.

Pre-Requisite: EN45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Family Studies—Grade 13 (C)

Course No.: FS55

This course is an interdisciplinary study of the family in Canada. It includes various aspects of study: the process and agents of socialization of the individual and the family; historical, cross-cultural and contemporary perspectives of the family and related issues.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

French—Grade 9 (C)

Course No.: FR15

Basic language patterns are presented in a lively oral context and reinforced through tape drills and carefully selected but limited written exercises. The majority of activity is in the oral production of the language, so that individual participation within the classroom is extremely important.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Geography—Grade 12 (C)

Course No.: GG45

This is a regional course which takes a problematical approach to some of the main issues facing man today. Some of the areas studied are: overpopulation, depletion of natural resources, and problems involved in industrialization.

Pre-Requisite: GG25 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Geography—Grade 13 (C)

Course No.: GG55

Geography of Canada: An advanced regional analysis of the physical, cultural, and economic geography of Canada and the problems of the nation.

Pre-Requisite: GG35 (Physical Geography) recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep 17-Dec 20	YM	\$0

Greek (Modern) Grade 10 (C)

Course No.: GK25

The course begins with the Greek alphabet and develops vocabulary through discussion and reading using familiar themes including seasons, months, Greek gods, Christmas, Greek anthems, geography, history, Greek culture and customs. Reading assignments include religion, history, architecture, olympic games, Greek poetry and Greek wedding customs.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Note: All Diploma Credit Classes will meet two evenings per week from 7:00 p.m. to 10:00 p.m. combined with two compulsory Saturday classes on October 20, 1984 and on November 17, 1984.

Greek (Modern) Grade 11 (C)

Course No.: GK35

The course expands the themes developed in the beginning course. Students are expected to develop and demonstrate the ability to listen, understand, speak, read and write Modern Greek. The reference text used is 'Modern Greek for Foreigners'.
Pre-Requisite: GK25

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

History—Grade 13 (C)

Course No.: HT55

An advanced course which traces the history of Canada from the founding of New France in 1608 to Confederation in 1867. Some of the topics include French and British empires in North America, the impact of the American Revolution on Canada, rebellions of 1837, analysis of the B.N.A., the future of confederation, continentalism.

Evaluation: Two exams, one major essay, class participation.
Pre-Requisite: HT35 or HT45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Italian—Grade 10 (C)

Course No.: IT25

In the first part of the course which is basically oral, students are introduced for the first time to the correct Italian, thus discriminating the many dialect sounds through oral drills and short dialogues. Later, the fundamental rules of grammar will be studied, giving the student the opportunity to combine both oral and written work.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Italian—Grade 11 (C)

Course No.: IT35

The Year 3 course basically continues the work in Year 2. That is, it provides the essentials for understanding, speaking, reading and writing the language at an elementary to intermediate level. At the same time, it seeks to deepen the student's insight into Italian life, customs, and mental attitudes. The emphasis of the program is still placed on aural-oral components. The course is taught in Italian and uses structural drills, oral exercises, spontaneous dialogues, oral presentations, group projects and debates to further the student's cultural knowledge. This knowledge of Italy and Italians is broadened by the various stories, poems, historical data, songs, pictures, and other cultural material both contained in, and suggested by the prescribed texts.
Pre-Requisite: IT25 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Law—Grade 11 (C)

Course No.: LW34

This course discusses the individual's rights and obligations within the law in the Canadian democratic society. The course includes a study of Canadian criminal law, the Canadian court structure and law enforcements. In the civil law area, it includes torts, contracts, family and marriage law, civil rights, wills, estates and law reform.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Marketing—Grade 11 (C)

Course No.: MK34

Included in this course are two main areas of study. The first is a component on salesmanship and selling and how these skills can help an individual in reaching his or her personal goals. The second component involves a study of retailing and ranges over such topics as starting and operating a retail business, obtaining a franchise, store location, sales promotion, etc.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 9 (C)

Course No.: MT15

The two main functions of this course are to show the relation between the various sets of numbers and to introduce the student to algebra. The nine topics are: whole numbers, integers, the rationals, algebra, equations, ratio, perimeter and area, graphs and geometry.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 10 Advanced (C)

Course No.: MT25

In this course students will simplify, evaluate and factor algebraic expressions, add, subtract, multiply, divide with second order radicals, determine equations of straight lines, algebraic solutions of a pair of linear equations, graphical solution of intersection and union of linear equations and inequations. In geometry basic constructions, congruence, Isocoles triangle and parallel lines, theorems and related deductions will be studied.
Pre-Requisite: MT15

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 10 General (C)

Course No.: MT24

In this course students will study rational number arithmetics, square roots, English, metric systems of measurement, algebra of polynomials, elementary algebraic factoring, substitution, first degree equations in one variable, word problems, ratio and proportion, simple compound interest, saving, borrowing, investing, purchasing, insurance and elementary euclian geometry.
Pre-Requisite: MT14 or MT15

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 11 Advanced (C)

Course No.: MT35

This is a continuation of the study of algebra and geometry from Grade 10. The topics include polynomials, factoring, inequalities, absolute value problems, radicals, analytic geometry, two equations—two unknowns, length and area, trigonometry, geometry, ratio and proportion and similar triangles.
Pre-Requisite: MT25 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 11 General (C)

Course No.: MT34

This course includes an analytical study of the straight line, linear equations and inequations, radicals and exponents, logarithms, trigonometry, borrowing money, interest problems, profit and loss, and taxations.
Pre-Requisite: MT24 or MT25 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 12 Advanced (C)

Course No.: MT45

Topics include laws of exponential and logarithmic functions, with applications involving compound interest, solving quadratic equations, physical applications of quadratic equations, basic properties and angle theorems for circles, law of sines, law of cosines, practical application of trigonometry.
Pre-Requisite: MT35 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics—Grade 12 General (C)

Course No.: MT44

The following topics will be studied: sequences and series, annuities, logarithms, stocks and bonds, home ownership, polynomials, quadratic equations, statics, statistics and probability, trigonometry.
Pre-Requisite: MT34 or MT35 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics A—Grade 13 (C) (Functions & Relations)

Course No.: MT55A

This course includes basic operations with functions and relations, conic sections and problems involving their properties and transformations together with intersections with lines and other conics. Two concluding topics are binomial theorem operations and simple permutation and combinations supporting elementary studies of probability. (Many trigonometric functions and identities are studied).
Pre-Requisite: MT45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Mathematics B—Grade 13 (C) (Calculus)

Course No.: MT55B

This calculus course gives major importance to integral and differential calculus. Polar coordinates and complex numbers are also studied.
Pre-Requisite: MT45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Mathematics C—Grade 13 (C) (Algebra)

Course No.: MT55C

An advanced course for students who have completed or are now taking MT55A. Topics include set theory, permutations and combinations, mathematical induction, binomial theorem, vector coordinate geometry, lines and planes in 3 dimensions, solutions of linear systems, matrices.
Pre-Requisite: MT45 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Physical Education—Grade 11 (C)

Course No.: PE34

Physical and Health Education—the topics include a study of fitness, particularly aerobics, sociology of sport and leisure. Activities are selected from the following: tennis, golf, badminton, volleyball, archery, basketball, racquetball, outdoor education (winter) and aerobic training. The activity classes will emphasize skill acquisition and improvement to enhance the recreational time.
Pre-Requisite: PE24 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Physical Education—Grade 12 (C)

Course No.: PE44

Physical and Health Education—the topics include a study of fitness, particularly aerobics, sociology of sport and leisure. Activities are selected from the following: tennis, golf, badminton, volleyball, archery, basketball, racquetball, outdoor education (winter) and aerobic training. The activity classes will emphasize skill acquisition and improvement to enhance the recreational time.
Pre-Requisite: PE24 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Physical Science—Grade 9 (C)

Course No.: PS15

An introduction to physical science based on four major themes. Simple concepts are derived from laboratory investigations which build up to a major idea. Themes: 1. Predicting-Science as a method and attitude. 2. Matter-The universe composed of matter made of atoms. 3. Energy. 4. Interaction of matter, energy.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Physics—Grade 11 (C)

Course No.: PH35

This course will approach physics as a discipline of science: the study of how matter and energy interact. The topics studied are: mechanics measurements, motion and force, work energy and power, wave motions—sound and light, electricity—electrostatics, current electricity, electro-magnetism, modern physics, electronics, atomic structure, nuclear physics. This course provides a good background for Physics 55.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Physics—Grade 13 (C)

Course No.: PH55

Senior Matric Physics, a survey course covering four main areas. First, the study of light leading to the development of its wave and particle nature. Next, the study of dynamics including Newton's laws, gravitation, momentum and energy; thirdly, the study of electric and magnetic fields leading to the theory of electro-magnetic radiation; finally, the study of particle and atomic physics.
Pre-Requisite: PH35 recommended

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Thu	7-10 pm	Sep17-Dec20	YM	\$0

Sociology—Grade 11 (C)

Course No.: SO34

An introduction to anthropology, sociology, and psychology at the elementary level. Emphasis is on contemporary institutions and issues as they relate to the individual. Topics vary—police, the law, race, power and poverty.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Typewriting (Electric Typewriters)—Grade 9 (C)

Course No.: TY14

Instruction is given in the operation of an electric typewriter, including the entire keyboard and the function of major machine parts. This includes lessons and tests to encourage accuracy, reasonable speed and a workable knowledge of centering, tabulation, letters, envelopes, stencils, carbon paper, erasing, minor maintenance (cleaning and ribbon changing), and as much relevant office procedures as possible. It is possible to obtain one credit toward an Ontario Secondary School Graduation Diploma upon successful completion of the course.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	GH	\$0
01	Tue&Thu	7-10 pm	Sep18-Dec20	WCI	\$0

Typewriting (Manual Typewriters)—Grade 9 (C)

Course No.: TY14M

A beginning course in typewriting designed primarily to enable the student to develop the skill of typewriting with a high degree of accuracy at an approximate speed of 20 to 25 words per minute. Students will learn basic tabulation and business letters. For successful completion of the credit, a minimum speed of 15 w.p.m. on a 5-minute timing is required.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	YM	\$0

Typewriting—Grade 10 (C)

Course No.: TY24

Further development of speed and accuracy, letter format and use of other office forms. It is possible to obtain one credit toward an Ontario Secondary School Graduation Diploma upon successful completion of the course.

Pre-Requisite: TY14 or speed of approximately 25 words per minute

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	GH	\$0
01	Mon&Wed	7-10 pm	Sep17-Dec19	WCI	\$0
02	Mon&Wed	7-10 pm	Sep17-Dec19	YM	\$0

Typing Grade 11—Office Practice (C)

Course No.: OP34

Various office procedures such as filing, duplicating and emphasis on business correspondence and business forms. Electric typewriters are used at this level.

Pre-Requisite: TY24 or speed of approximately 40 words per minute

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep18-Dec20	GH	\$0
01	Mon&Wed	7-10 pm	Sep17-Dec19	WCI	\$0

Note: All Diploma Credit Classes will meet two evenings per week from 7:00 p.m. to 10:00 p.m. combined with two compulsory Saturday classes on October 20, 1984 and on November 17, 1984.

Typing Grade 12—Office Practice (C)

Course No.: OP44

In this senior course students are introduced to the business world today, with emphasis (and practice) on the word processor, the skills involved in dictating, and up-to-date information on office technology, processes and career opportunities.

Class Day	Time	Duration	Loc.	Fee
00 Tue&Thu	7-10 pm	Sep 18-Dec 20	GH	\$0

BUSINESS

Basic Computer Studies (NC)

Course No.: 2026

The assumption behind this course is that the student has no previous background in computers. The course will focus on practical hands on experience in using a Commodore PET computer. The course will be available only to the first twenty applicants; this assures that each student will have a computer for his/her use.

Class Day	Time	Duration	Loc.	Fee
00 Mon	7-10 pm	Sep 24-Nov 26	GH	\$30

Computer Programming—Beginners (NC)

Course No.: 2027

This course will be an introduction to BASIC. Participants will learn how to write their own simple computer programmes.

Class Day	Time	Duration	Loc.	Fee
00 Thu	7:30-9:30 pm	Sep 27-Nov 29	RCI	\$20

Microcomputer—Demystifying (NC)

Course No.: 2029

This workshop is designed to demystify computer and computer applications. Participants will acquire a basic understanding of microcomputers through use of film, discussion and slides.

Class Day	Time	Duration	Loc.	Fee
00 Thu	7-10 pm	Oct 4	WCI	\$3

Microcomputer Fundamentals (NC)

Course No.: 2023

The assumption behind this course is that the student has no previous background in computers. The course will focus on practical 'hands on' experience in using a Commodore PET computer. The course will be available only to the first twenty applicants; this assures that each student will have a computer for his/her use.

Class Day	Time	Duration	Loc.	Fee
00 Tue	7-10 pm	Sep 25-Nov 27	RCI	\$30
01 Wed	7-10 pm	Sep 26-Nov 28	VR	\$30
02 Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

C.O.S.T.I. Courses

PRE-APPRENTICESHIP COURSES

Special English—Pre-Upgrading (C)

Course No.: 7001

This course will bring the student to a level of English proficiency sufficient to begin the Upgrading course.

Class Day	Time	Duration	Loc.	Fee
00 Mon-Wed	7-10 pm	Sep 10-Nov 12	GH	\$5

Note: All Diploma Credit Classes will meet two evenings per week from 7:00 p.m. to 10:00 p.m. combined with two compulsory Saturday classes on October 20, 1984 and on November 17, 1984.

Upgrading to Grade 8 Math & English (C)

Course No.: 7004

This course has been designed to give the candidate the opportunity to continue academically in the two subjects or to continue the Upgrading program to the grade 9-10 equivalent for apprenticeship. This course is made up of two levels (1-2) 14 weeks each. The candidate is assessed and placed accordingly.

Class Day	Time	Duration	Loc.	Fee
00 Mon-Wed	7-10 pm	Sep 10-Nov 12	GH	\$5

Upgrading to Grade 9 & 10 English, Math and Science (C)

Course No.: 7003

This course has been designed to help the candidate gain access to an apprenticeship program. It is fully recognized by the Industrial Training Branch of the Ministry of Colleges and Universities.

Class Day	Time	Duration	Loc.	Fee
00 Mon-Wed	7-10 pm	Sep 10-Nov 12	GH	\$5

SKILL COURSES

Blueprint Reading—Architectural (NC)

Course No.: 8004

The course is designed to provide the student with sufficient knowledge of Blueprint Reading which will assist him in improving a position in the field.

Class Day	Time	Duration	Loc.	Fee
00 Mon&Wed	7-10 pm	Sep 24-Nov 28	GH	\$60

Blueprint Reading—Mechanical (NC)

Course No.: 8005

This course is designed to provide welder, mechanics, lathe operators, milling machine operators, tool makers, fitters, punch press operators or people working in machine shops with a sufficient knowledge of Blueprint Reading in order to improve their position in the field.

Class Day	Time	Duration	Loc.	Fee
00 Tue&Thu	7-10 pm	Sep 25-Nov 29	GH	\$60

Electronics 1 (NC)

Course No.: 8007

After an introduction to basic electricity and electronics, tubes and semi-conductors are discussed. Circuits employing them are analyzed. The student will read schematics, understand amplifiers, radios and learn trouble-shooting techniques. Practical demonstrations may be given. A basic knowledge of mathematics is needed.

Class Day	Time	Duration	Loc.	Fee
00 Mon&Wed	7-10 pm	Sep 24-Nov 28	GH	\$60

Electronics 2 (NC)

Course No.: 8008

The principles of black and white television are discussed, receiver circuits are analyzed and oscilloscope wave forms are explained. Fault finding techniques and solutions to problems in T.V. receiver are presented. The two courses will provide the student with the technical knowledge necessary to become a competent radio, stereo, and TV serviceman. Practical demonstrations may be given.
Pre-Requisite: Electronics 1

Class Day	Time	Duration	Loc.	Fee
00 Tue&Thu	7-10 pm	Sep 25-Nov 29	GH	\$60

Machine Shop 1&2 (NC)

Course No.: 8006

Machine Shop 1
The purpose of this course is to prepare the student for entering the industrial world as a machinist or machine operator. It is a prerequisite for Machine Shop 2.
Machine Shop 2
The aim of this course is to give the student a deeper knowledge of the trade and possibility to advance his position on the job. It qualifies him to work as a machinist.

Class Day	Time	Duration	Loc.	Fee
00 Mon&Wed	7-10 pm	Sep 24-Nov 28	GH	\$60

Typing Grade 9 (C)

Course No.: TY14

The aim of this course is to give the student basic typing skills. Upon completion of the course the student should have attained a speed of 35 words per minute. The course is recognized as a credit course by all Boards of Education.

Class Day	Time	Duration	Loc.	Fee
00 Mon&Wed	7-10 pm	Sep 17-Dec 19	GH	\$0

SPECIAL COURSES

Car Care Maintenance (NC)

Course No.: 6007

The course covers the working knowledge of how the automobile runs, and is of a less technical nature. The student is able to work on his own vehicle, performing repairs of a minor nature. Studies are made of the running gear, steering principles, tires and braking units, types of engines, cooling systems, and electrical systems.

Class Day	Time	Duration	Loc.	Fee
00 Tue	7-10 pm	Sep 25-Nov 27	GH	\$30

Dressmaking 1 (NC)

Course No.: 5002

This course is especially designed for beginners. You will learn how to read and understand a pattern, take measurements, cut material, and put a garment together. A simple skirt, blouse and dress are three projects used to illustrate and give you practice on the various steps.

Class Day	Time	Duration	Loc.	Fee
00 Mon	7-10 pm	Sep 24-Nov 26	GH	\$30

CREATIVE ARTS

A Wokking Tour of the Orient (NC)

Course No.: 5038

The wok is perhaps the most useful cooking tool ever devised—many people use only a wok! Everything from exotic oriental dishes to popcorn can be made in your wok, and this super course will show you how it's done. Not only that, you'll be touring the orient with new and exciting dishes every night from such locations as China, India, Japan, Vietnam and Malaysia.

Note: An additional \$5.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class Day	Time	Duration	Loc.	Fee
00 Wed	7-10 pm	Nov 7	WCI	\$3

Antique Furniture Restoration (NC)

Course No.: 4066

Course content will include techniques for stripping furniture, repairing and strengthening loose joints, filling scratches, gouges, and chips as well as sealing, staining and refinishing furniture brought to class by students. Furniture storage facilities are not available. Pieces to be restored must be brought to class by students each week.

Class Day	Time	Duration	Loc.	Fee
00 Wed	7-10 pm	Sep 26-Nov 28	ASP	\$30

Apple Doll Creations (NC)

Course No.: 4069

Learn to sculpt and preserve apple faces in the creation of interesting dolls and doll costumes. All students should bring three granny smith apples, wire cutters, paring knife and potato peeler.

Class Day	Time	Duration	Loc.	Fee
00 Mon	7-10 pm	Nov 5	WCI	\$3

Art (NC)

Course No.: 4001

A general course in which students will experience the use of various drawing and painting media, and the elements of art.

Class Day	Time	Duration	Loc.	Fee
00 Tue	7-10 pm	Oct 2-Oct 30	WCI	\$15

Calligraphy (NC)

Course No.: 4053

An introduction to the basic picturesque letter shapes of the alphabet, applying their ornamental values in the design of greeting cards, sayings and proverbs, printing and advertising. Students will be told in class what equipment they should purchase.

Class Day	Time	Duration	Loc.	Fee
00 Wed	7-10 pm	Nov 7-Dec 5	WCI	\$15

Calligraphy for Beginners (NC)

Course No.: 4080

Learning to write beautifully is not as difficult as some people believe. This course will examine the tools, techniques and forms necessary for the development of a unique style of penmanship for personal and professional use.

Note: A fee will be charged for materials.

Class Day	Time	Duration	Loc.	Fee
00 Mon	7-10 pm	Sep 24-Nov 26	VR	\$30

Cartooning (NC)

Course No.: 4071

In this basic course, the many facets of cartooning will be explored. Discussion on the application of cartooning illustration in the commercial world will be combined with 'hands on experience'.

Class Day	Time	Duration	Loc.	Fee
00 Thu	7-10 pm	Oct 4-Oct 25	WCI	\$12

Ceramics (Finishing) (NC)

Course No.: 4072

General finishing techniques will be taught on greenware producing both decorative and practical pieces. Greenware, tools and paints must be supplied by the student.

Class Day	Time	Duration	Loc.	Fee
00 Mon	7-10 pm	Sep 24-Nov 26	WCI	\$30

Children's Clothing & Home Crafts (NC)

Course No.: 5028

This course is especially designed to teach you the techniques of sewing as applied to children's clothing, as well as some easy sewing projects for adults, eg. tablecloths, curtains, etc. This course will also teach you the basics of embroidery, crochet, knitting and many crafts based on individual interests. In this course each student will be encouraged to complete several projects related to personal interest.

Class Day	Time	Duration	Loc.	Fee
00 Wed	7-10 pm	Sep 26-Nov 28	GH	\$30

Chocolate Making (NC)

Course No.: 5039

Learn the fun art of working with chocolate - pouring, moulding and painting. You will learn a wide variety of delicious candy centres as well as other chocolate delights. Note: An additional \$10.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class Day	Time	Duration	Loc.	Fee
00 Thu	7-10 pm	Nov 8-Nov 22	WCI	\$9

Cooking Mini-Course—Meals in Minutes (NC)

Course No.: 5035

This short course is a must for the busy working man or woman. Learn to prepare delicious, nutritious meals with a minimum of time and effort. During the course you will create and sample a multitude of time-saving dishes. You'll come away with many recipes and handy cooking techniques. Note: An additional \$5.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class Day	Time	Duration	Loc.	Fee
00 Tue	7-10 pm	Sep 25-Oct 23	GH	\$15

Cooking Mini-Course—Party Time (NC)

Course No.: 5036

Just in time for Christmas entertaining here's a course for the host or hostess. The participants in this course will prepare and sample appetizers, main courses, and desserts. You'll collect a wealth of recipes, 'do ahead' techniques, and serving tips to make your party fare look as good as it tastes. Note: An additional \$5.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class Day	Time	Duration	Loc.	Fee
00 Tue	7-10 pm	Oct 30-Nov 27	GH	\$15

Cooking Plain & Fancy (NC)

Course No.: 5010

Major topics covered during the year are: salads, fancy sandwiches, buffet ideas, cocktail and party snacks, casseroles, skillet and broiler meats; Christmas baking, seafood, desserts, hot hors d'oeuvres and various food demonstrations.

Note: An additional \$15.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Wed*	7-10 pm	Sep 26-Nov 28	ASP	\$30

Crafts, A Pot-Pourri (NC)

Course No.: 4079

Here's an opportunity for you to learn the techniques necessary to beautify your home, impress your friends and enrich your life. Among the numerous activities presented will be stationary design, painting on silk and creative gift wrapping. Register early! (Maximum 20 students).

Instructor: Rosalie Sullivan — Educated at the best Art schools in Canada and the United States, Ms. Sullivan is now a freelance artist. She has several art displays in public galleries and is a much sought after industrial designer and design consultant. Ms. Sullivan will conduct a class on Wednesday if necessary.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	ASP	\$30

Creative Photography for Beginners—Print (NC)

Course No.: 4007

The basic principles of photography including lighting, arrangement and posing of subjects and finishing of pictures are taught in this program along with many of the special tricks and gimmicks of professional photography, i.e. correcting contrast, spotting and mounting, enlarging.

Note: An additional \$25.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

Creative Photography for Intermediates—Print (NC)

Course No.: 4008

This course is basically an extension of the beginner's photography course. It will be held in a photography studio so that the students will be able to take full advantage of the equipment available.

Note: An additional \$25.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	WCI	\$30

Creative Writing (NC)

Course No.: 4074

From love letters to memos—your writing reflects you! To get your message across clearly and effectively and to get results with your words—these are the goals of writing around which this dynamic course is built. Topics include: knowing your audience, purpose, message—finding the best method for making your point, finding the style that reflects your aims and personality, the keys to organization and structure, how to start, how to finish, and more.

The skills you'll learn and practice in this course are applicable to any non-fiction writing—memos and reports, personal correspondence, club newsletters, promotional materials, even your diary! Who can benefit? Sign up today!

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Oct 2-Oct 30	WCI	\$15

Crewel Embroidery (NC)

Course No.: 5040

This crewel course, embroidery with wool, will cover the various stitches, use of colour and stitches for texture, designing and blocking the work. Students will be told what equipment to bring to class during the first evening.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Nov 5-Dec 3	WCI	\$15

Crochet & Knitting For Beginners (NC)

Course No.: 5033

The course will acquaint the student with the basic skills of crochet and knitting. It will emphasize the fundamentals of various stitches and pattern reading. Students taking the course should purchase a crochet hook, size 4 mm. and a ball of sayelle or equivalent for use on the first evening of class.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

Dough Crafts (NC)

Course No.: 5041

This program will be a hands on approach to designing, baking, and finishing items made from dough.

Note: An additional \$5.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Nov 6-Dec 4	WCI	\$15

Dressmaking 1 (NC)

Course No.: 5002

This course is especially designed for beginners. You will learn how to read and understand a pattern, take measurements, cut material and put a garment together. A simple skirt, blouse and dress are three projects used to illustrate and give you practice on the various steps.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	ASP	\$30
01	Mon	7-10 pm	Sep 24-Nov 26	GH	\$30
02	Thu	7-10 pm	Sep 27-Nov 29	GH	\$30
03	Tue	7-10 pm	Sep 25-Nov 27	GH	\$30
04	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

Dressmaking 2 (NC)

Course No.: 5003

It is recommended that Dressmaking 1 or its equivalent be taken prior to this course. This course is designed to improve the sewing skills for the professional look.

Instructions on altering patterns, cutting, pressing, fitting, interfacing, zippers, bound buttonholes, lining, ruleaux trimming and finishes will be included. These skills will be demonstrated and applied to class projects.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	ASP	\$30
01	Tue	7-10 pm	Sep 25-Nov 27	GH	\$30
02	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30
03	Thu	7-10 pm	Sep 27-Nov 29	WCI	\$30

Dressmaking 3 (NC)

Course No.: 5004

Projects for Dressmaking 3 include a lightly tailored suit or coat. Project 1: Choose a three piece suit or jacket, skirt and pants. Add a vest, or a lightweight coat suitable for spring or fall. Project 2: A dress for evening in fabric and pattern of your choice. Emphasis will be on good comfortable fitting through figure measurements and pattern adjustments to final fitting. Instruction on essentials of detail, i.e. welt pockets, corded bound buttonholes, couturier method of zipper insertion and pressing. Tailor's method of attaching lining to coat or suit jacket and proper hem finish will also be taught.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 26	GH	\$30
01	Thu	7-10 pm	Sep 27-Nov 29	WCI	\$30

Fast and Fine Dining (NC)

Course No.: 5042

Here's a cooking course tailor-made for today's on-the-go people! If you want to entertain, you need menus and recipes that are fast and easy, and at the same time delicious and impressive. In this course you will cover the preparation of one complete fast and easy meal each night, and each menu will be different and exciting!

Note: An additional \$8.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Oct 4-Oct 25	WCI	\$12

Note: All Diploma Credit Classes will meet two evenings per week from 7:00 p.m. to 10:00 p.m. combined with two compulsory Saturday classes on October 20, 1984 and on November 17, 1984.

Gentlemen's Gourmet (NC)

Course No.: 5043

Join the trend in cooking which leads to a lighter, more natural and healthier way of preparing food at the gourmet level. Preparation, demonstrations and tastes will show how herbs and spices enhance and bring out flavours rather than mask them in sauces, stocks, marinades, soups and salad dressings. Note: An additional \$10.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Oct 2-Oct 30	WCI	\$15

Description For Gingerbread House (NC)

Course No.: 5044

This five session course is aimed at students interested in making Gingerbread Houses. This course will teach the basics of cooking the gingerbread to decorating the completed house. Material fee of \$10.00 will be collected by the instructor at the first session.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Nov 5-Dec 3	WCI	\$15

Gourmet Cooking (NC)

Course No.: 5007

With the spectacular increase these days in just about everything even the traditionally favourable pastime of entertaining is becoming too expensive to afford. This course is designed to familiarize students with gourmet recipes and hostess hints that are budget minded. Particular attention is given to international cuisine. Such topics as hor d'oeuvres, cocktails, soups, fondues, chafing dish meals and desserts will be covered.

Note: An additional \$10.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	GH	\$30
01	Thu	7-10 pm	Oct 4-Nov 1	WCI	\$15

Guitar Playing—Beginners (NC)

Course No.: 4018

Are you interested in learning to play the guitar for your own enjoyment? This beginner's course is designed to teach you basic chord patterns, plus some very simple melody playing. Previous musical experience is not necessary.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

Guitar Playing—Intermediate (NC)

Course No.: 4019

More intricate chording and playing techniques for those who have mastered the beginner's level.

Instructor: R. Summers.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	ASP	\$30

Guitar Workshop (NC)

Course No.: 4075

This mini course provides the fundamental guitar techniques such as chord strums, and arpeggios (finger patterns). A traditional or a contemporary song will be taught each night. Students will provide their own guitar.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Oct 3-Oct 24	WCI	\$12

Introduction to Guitar (NC)

Course No.: 4018

Designed for both the absolute beginner as well as the player of some experience who wants to review the basics, this course will lay the groundwork for further study in all areas of music: classical, pop, rock, country & western, jazz, folk, and blues.

The fundamentals of guitar playing to be covered include: proper fingering hand positions, song accompaniment, rhythm and musical time, musical form and structure, and more.

Instructor: R. Summers, accomplished guitarist and teacher of the Toronto Guitar Institute.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	ASP	\$30

Just Slacks (NC)

Course No.: 5037

Participants in this course will learn everything they need to know to create ladies slacks with the perfect fit. Pattern selection, alteration, cutting and construction tips will all be included in the course. Come and learn from an expert while you make yourself a perfect pair of slacks!

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	GH	\$30

Learn to Sing (NC)

Course No.: 4044

Do you enjoy singing but feel limited because you could use some voice training? Here's your opportunity!

This course is designed to help you open up your voice so that it can be used with greater freedom and enjoyment. Emphasis is placed on musical development, vocal flexibility, pitch, articulation, open placement, relaxation, deep easy breathing, and rhythmic awareness. The ability to read music is helpful, but is not mandatory.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	ASP	\$30

Perfect Pastry (NC)

Course No.: 5045

Learn the secrets to perfect pastry. Basic techniques and recipes for the best mouth-watering desserts.

Note: An additional \$10.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Oct 3-Oct 31	WCI	\$15

Photography—The Camera and How to Use It (NC)

Course No.: 4077

This course will deal with the use of the camera, the kinds of film, lighting and the general approach to photographing people.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Oct 4-Nov 1	WCI	\$15

Pottery (NC)

Course No.: 4002

By means of either a demonstration, lecture or film and participation, a beginning student is shown the basic techniques of making pottery starting with hand-forming techniques, use of the tools, glazing and firing.

Note: An additional \$10.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Nov 6-Dec 4	WCI	\$15

Quilting Creative Items (NC)

Course No.: 5026

Learn how to make and design your own quilt. This course covers quick and simple construction techniques, contemporary and traditional quilt design, pattern drafting, fabric colour studies, 'quilt-as-you-go' and frame quilting techniques and much more.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	WCI	\$30

Rug Hooking (NC)

Course No.: 5047

Contemporary approach to traditional pioneer craft using cut strips of wool fabric to produce rugs, pillow covers and wall hangings. Students will supply their own equipment and material.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Oct 1-Oct 22	WCI	\$12

Smocking (NC)

Course No.: 5048

Beginners smocking techniques including preparation and basic stitches will be taught. Participants will be told during the first session what equipment and materials to buy.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Nov 7-Dec 5	WCI	\$15

Toymaking—Wood (NC)

Course No.: 6034

The basic techniques of making pine toys; selection of material and pattern. Instruction in use of woodworking power and hand tools. No previous experience in woodworking necessary. Students will be responsible for buying their own supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Nov 7-Dec 5	WCI	\$15

Wood Carving— (NC)

Course No.: 4065

This program will teach the student all the beginning steps in wood carving. Proper care and handling of equipment is an important part of this course. The course is open to both men and women.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	ASP	\$30
01	Thu	7-10 pm	Sep 27-Nov 29	WCI	\$30

Woodworking & Upholstering—Advanced (NC)

Course No.: 6023

Students may work on reupholstering their own projects or making new ones. This is a popular course for women also.

Note: An additional \$15.00 will be levied for this course to cover the cost of supplies. This additional levy will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	YH	\$30

Woodworking & Upholstering—Beginners (NC)

Course No.: 6022

Students may work on reupholstering their own projects or making new ones. This is a popular course for women also.

Note: An additional \$15.00 will be levied for this course to cover the cost of supplies. This additional levy will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	YH	\$30

Woodworking—Hobby (NC)

Course No.: 6035

This course is designed for both men and women. No previous experience is necessary. Students may work on their own woodworking projects. Limited supplies are available.

Note: An additional \$18.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

Woodworking, Basic (NC)

Course No.: 6005

Give release to that creative urge that you have hidden. Build your own patio furniture, things for your recreation room, Christmas presents, etc. No previous experience is necessary. Limited amounts of supplies are made available.

Note: An additional amount will be levied for this course to cover the cost of supplies. This additional levy will be collected by the instructor on the first night of class.

Instructor: N. Charlton, master craftsman with several years teaching experience in Europe and in Toronto.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	ASP	\$30

ENGLISH IMPROVEMENT

English as a Second Language—Advanced (NC)

Course No.: 3006

General language enrichment through discussions, vocabulary-building sessions and oral and written exercises with emphasis on current Canadian English usage.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Cont.	GH	\$0
01	Mon&Wed	7:30-9:30 pm	Sep 24 Cont.	RCI	\$0
02	Mon&Wed	7-10 pm	Cont.	WCI	\$0

English as a Second Language—Beginners (NC)

Course No.: 3004

This course is intended for immigrants to Canada who have little or no knowledge of the English language. The instruction will be graded to the student's level of language usage.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep 24	GH	\$0
01	Mon&Wed	7:30-9:30 pm	Sep 24	RCI	\$0
03	Mon&Wed	7-10 pm	Sep 24	WCI	\$0

English as a Second Language—Beginners (NC)

Course No.: 3004

This course is designed to meet the needs of students who have very little knowledge of English.

Through a variety of language experiences, the student will be helped to learn the alphabet and sounds, numbers, basic vocabulary, verb tenses and useful phrases. Care will be taken to assist each student with the basic skills he or she needs for life in this society. Instructor: Rosemary Spanu: 19 years professional teaching experience, the last 5 years devoted especially to teaching E.S.L. to new Canadians.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep 24-Nov 28	VR	\$0

English as a Second Language—Intermediate (NC)

Course No.: 3005

This is an extension of the elementary course and includes more advanced language usage. Discussion of the form and functions of civil government are included.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Cont.	GH	\$0
01	Mon&Wed	7:30-9:30 pm	Cont.	RCI	\$0
02	Mon&Wed	7-10 pm	Sep 24-Nov 28	VR	\$0
03	Mon&Wed	7-10 pm	Cont.	WCI	\$0

English As A Second Language—Advanced: TOEFL (NC)

Course No.: 3015

This course will provide students with a sound background in grammar, reading, comprehension, listening skills and vocabulary in preparation for the TOEFL examination. Review of past examinations will afford candidates the opportunity of becoming familiar with the type of material they will be expected to know. Classes will also allow for conversation practice.

Instructor: Alan Acosta has been teaching ESL for the past ten years. He has taught adult students at the Community College level and at present teaches an ESL/D program in the City of York.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep 24-Nov 28	VR	\$0

English As A Second Language—TOEFL Preparation (NC)

Course No.: 3009

This course is for advanced students who wish to prepare for the TOEFL or Michigan tests. Practice will be provided in grammar, reading comprehension and listening comprehension.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Cont.	RCI	\$0

English As A Second Language—Writing Skills (NC)

Course No.: 3010

This course is designed for students who speak English quite well but who need to improve their writing skills.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Cont.	RCI	\$0

Note: All Diploma Credit Classes will meet two evenings per week from 7:00 p.m. to 10:00 p.m. combined with two compulsory Saturday classes on October 20, 1984 and on November 17, 1984.

FITNESS COURSES

Dancercise (NC)

Course No.: 4082

Get into shape and exercise to the latest sounds in music. The course embodies all the basics of a well rounded fitness class: increasing flexibility, developing muscular strength and endurance, expanding aerobic capacity. Emphasis is also placed on balance co-ordination, dexterity as well as relaxation through proper breathing. Get fit, lose weight and have fun.

Instructor: Internationally renowned Eddy Manneh of Freddy's Dancing Academy, official of the International Society of Dance Masters.

Class	Day	Time	Duration	Loc.	Fee
00		7:30-9:30 pm	Sep 24-Nov 28	VR	\$20

*Classes Monday OR Wednesday

Keep Fit by Exercise (NC)

Course No.: 4076

A fitness program for individuals serious about their fitness. A one hour a week program concentrates on aerobic exercises done to music, while also providing opportunities to improve muscle endurance and strength. Participants should bring or wear activity wear including running shoes.

Class	Day	Time	Duration	Loc.	Fee
00	Tue		Sep 25-Nov 27	WCI	\$10

*Times are: 7:30-8:30 pm OR 8:30-9:30 pm

Running-Jogging (NC)

Course No.: 4078

Learn the proper way to start jogging as a form of fitness. Warm up and cool down exercises will be discussed. Exercise apparel, including running shoes, is recommended.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Oct 4-Nov 1	WCI	\$15

GENERAL INTEREST

Accelerated Boating Course *W.P.S.

This course covers the same subjects as Basic Boating, but is designed for those familiar with boating terminology and with some boating experience. This is an intensive course and will only benefit the enthusiastic power boater or sailor willing to attend all classes and complete all homework assignments.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Dec 18	WCI	\$78

Registration: Sep 18 & 20, 7-9:30 pm, Weston Collegiat *W.P.S. Weston Power Squadron — A Unit of Canadian Power Squadrons.

Course fees include - Students Notes, Homework Folder, Charts, Parallel Rules, Dividers, other material required to complete the course and the examination papers.

Basic Boating Course *W.P.S.

This course is designed to teach recreational boating enthusiasts the boating laws, manners, customs and equipment required by law. Although "Safety Afloat" is the prime purpose, seamanship (knots, weather, anchoring and power or sail boat handling), use of the Mariners' compass, charts and piloting are covered extensively. The new Canadian Buoyage System and Collision Regulations introduced last year are also covered.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7:30-9:30 pm	Sep 27-Mar 8	WCI	\$78

Bridge—An Introduction (NC)

Course No.: 4070

For those who have played little or no bridge. This course will include the fundamentals of good contract bridge; point count, bidding, responding, conventional leads and defensive play.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Oct 4-Nov 1	WCI	\$15

Buying or Selling a Home (NC)

Course No.: 4047

The purchase of a home is normally the most significant financial decision that any individual can make. The main purpose of this course is to make the prospective buyer and seller more aware of what is involved in the real estate process. Topics will include what to look for and what to consider in buying property, mortgages, adjustments, legal fees, taxes and what to expect from a real estate agent.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Oct 2-Oct 16	WCI	\$9

Coin Collecting (NC)

Course No.: 4073

An organized but informal examination of coin history, minting, art, investment systems, varieties, equipment, catalogues and literature will be among the topics explored

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Oct 2	WCI	\$3

Experience the Joy of Bridge (NC)

Course No.: 4068

An introduction to Contract Bridge for beginners taught by Audrey Grant, the author of 'The Joy of Bridge'. Participants will learn the fundamentals of bidding and playing and experience the pleasure of bridge-playing.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7:30-9:30 pm	Sep 25-Nov 27	RCI	\$20

Hairdressing (NC)

Course No.: 5008

How to work with the blowdryer, curling iron and electric curlers are covered in this course. Hairstyle suggestions for different facial types and profiles as well as care of hair pieces. Assistance will be given to the individual comb-out problems and discussion of problems in hair colouring. Nail care, skin care, make-up and eyebrow arching are also covered.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	YH	\$30

Jazz Appreciation (NC)

Course No.: 4083

This course will be of interest both to beginner and jazz fans alike. It will cover the evolution of jazz music from its African roots to the present. Recordings will be extensively used featuring, for example, such jazz greats as Louis Armstrong, Bessie Smith, Count Basie, Dizzy Gillespie, Charlie Parker, Duke Ellington, John Coltrane, etc. Guest Artists will be invited to contribute and a visit to a local jazz club is planned. This course is designed to incorporate the feeling of jazz 'which is the basis of the music'.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Sep 27-Nov 29	WCI	\$30

Life Extension—Life Expansion (NC)

Course No.: 4064

Objective: To make available to participants the latest scientific information in order to enjoy a longer, happier and healthier life. The course will focus on nutritional, physical activity and stress management methods to achieve that goal.

Areas covered will be: nutritional supplementation, components of a successful and safe physical activity program, different methods for stress relieving, the most nutritional effective food preparation processes, and how to deal successfully with the problems of aging.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Sep 27-Nov 29	WCI	\$30

Metric Made Easy (NC)

Course No.: 4021

This program will teach the basics of Metrics.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Oct 3	WCI	\$3

LANGUAGES

French Conversation for Beginners (NC)

Course No.: 4010

Lessons to learn the numbers from one to infinity, days of the week, months, seasons, weather, polite forms are given. A large vocabulary is included along with verbs. Students should have conversational skills upon completion of the course.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40
01	Thu	7-10 pm	Sep 27-Nov 29	WCI	\$30

French Conversation—Intermediate (NC)

Course No.: 4011

The course is intended for people who have had some French. It continues from the beginner's course to provide more advanced conversational practice and vocabulary building.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

French Conversation for Beginners (NC)

Course No.: 4010

This course is designed for people who have never studied French before. Emphasis will be on the development of conversational skills and the everyday use of the language.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7:30-9:30pm	Sep 24-Dec 17	RCI	\$24

French Conversation for Intermediate (NC)

Course No.: 4011

This course is for people who studied French and want to improve their skills. Opportunities will be provided for conversational practice.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7:30-9:30 pm	Sep 26-Dec 12	RCI	\$24

Italian Conversation 1 (NC)

Course No.: 4022

This course is aimed toward aiding a person who wishes to travel in Italy. Students are taught to construct simple sentences and then in order to practice speaking fluently, conversations are carried out.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	GH	\$30
01	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

Italian Conversation 2 (NC)

Course No.: 4023

This course is intended for people who have had some Italian. It continues from the beginner's course to provide more advanced conversational practice and vocabulary building.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Sep 27-Nov 29	GH	\$30
01	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

Spanish Conversation 1 (NC)

Course No.: 4030

This course is intended for those who have little or no previous knowledge of Spanish. Emphasis will be on conversation which is done by creating situations where you must speak and understand the language.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

Spanish Conversation 2 (NC)

Course No.: 4031

The course is intended for people who have had some Spanish. It continues from the beginner's course to provide more advanced conversational packages and vocabulary building.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

PERSONAL GROWTH & DEVELOPMENT

Academic Upgrading (NC)

Course No.: 3008

An individualized programme in the areas of Mathematics and English will be offered to people who want to improve their skills in reading, writing and arithmetic.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Cont.	RCI	\$0

Be a Better Communicator (NC)

Course No.: 4081

How to lose your accent. Are you able to understand English but find that others have difficulty understanding you because of your accent. This course will help you remove the barriers to better communication. In class, exercises will help you learn how the speech mechanism works, how to use a pronouncing dictionary and provide practice in control of vowel and consonant usage. (Maximum: 18 students).

Instructor: R. Sax, trained speech therapist, many years of successful teaching experience with both children and adults.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	VR	\$30

Financial Planning for Women (NC)

Course No.: 2028

Barbara Jewell, an investment analyst with Dominion Securities Pitfield Limited, will give an overview of 'investing for the 80's', which will include: an introduction to stocks and bonds, a guide to your investment objectives, how to save tax dollars, managing your financial portfolio and how to identify values in the stock market.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-9 pm	Sep 25-Oct 23	RCI	\$10

Grammar, Spelling & Writing—Upgrading (NC)

Course No.: 3011

General grammatical usage, spelling and practice in various writing techniques; letters, and paragraphs will be discussed.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Cont.	WCI	\$0

Speedreading (NC)

Course No.: 2030

If you need to read faster and remember more, this is the course for you. In business, it's important to stay up with the latest developments in the most efficient way possible. In everyday life, you want to get as much out of your personal reading as you can. And if you're a student, or if you're involved in career development, being able to read more quickly and recall more is essential! In this concentrated course the emphasis will be on demonstration and application of specific techniques for the different rates of reading you normally use; linear reading, skimming, scanning, and technical reading. There will be lots of opportunity for individual practice and discussion. Just think—you could double your present reading rate and have fun at the same time!

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Oct 3-Oct 24	WCI	\$12

Upgrading 1, Basic (NC)

Course No.: 3001

This course is concerned with developing skills in Mathematics, English grammar and composition to the grade 8 level. Instructor: Linda Burns, 9 years teaching experience.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep 24-Nov 28	VR	\$0

SECRETARIAL STUDIES

Shorthand 1 (C)

Course No.: SH34

This course is the revised form of Pitman shorthand because it seems simpler to learn and yet will allow good students to achieve high speeds in taking dictation and transcribing it. Basic knowledge and skill development in transcription to speeds of 60 to 100 words per minute will be obtained. It is possible to obtain one credit toward an Ontario Secondary School Graduation Diploma, provided a speed of 60 words per minute has been attained.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep 18-Dec 20	GH	\$0
01	Mon&Wed	7-10 pm	Sep 17-Dec 19	WCI	\$0

Shorthand 2 (C)

Course No.: SH44

This is an advanced level of the course description for Shorthand 1. Secondary School Graduation Diploma credit granted provided a speed of 60-100 w.p.m. has been attained.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep 18-Dec 20	GH	\$0
01	Tue&Thu	7-10 pm	Sep 18-Dec 20	WCI	\$0

Typewriting—Beginners (NC)

Course No.: 2014

Instruction is given in the operation of an electric typewriter, including the entire keyboard and function of major machine parts. Relevant office procedure is included.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	RCI	\$40

Typewriting—Office Practice (NC)

Course No.: 2017

Various office procedures such as filing, duplicating and emphasis on business correspondence and business forms. Electric typewriters are used at this level.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

Typing, Advanced (NC)

Course No.: 2016

Further development of speed and accuracy in typing, letter format and use of other office forms.

Pre-Requisite: Typing—Beginners or speed of approx. 25 w.p.m.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

Typing, Personal (NC)

Course No.: 2018

Instruction is given in the operation of an electric typewriter including the entire keyboard and the function of major machine parts. This includes lessons to encourage accuracy, reasonable speed and a workable knowledge of centering, tabulation, letters, envelopes, carbon paper, erasing and minor maintenance (cleaning and ribbon changing). This course is designed as a refresher course as well as an introductory course for non-typists.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7:30-9:30 pm	Sep 24-Nov 28	VR	\$40

SPECIALTY TRAINING & WORKSHOPS

Auto Mechanics 1 (NC)

Course No.: 6002

The various components of the automobile will be discussed with emphasis placed on those areas where the most common mechanical and electrical faults are likely to occur. Reference books will be recommended periodically for supplementary readings on various topics.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	GH	\$30
01	Wed	7-10 pm	Sep 26-Nov 28	WCI	\$30

Auto Mechanics 2 (NC)

Course No.: 6003

Since this is an advanced course, students should have taken Auto Mechanics 1 or its equivalent. This course centers around the needs of the majority of the students attending. Emphasis is placed on practical work on students' cars. Individual and group instruction is given during the time that a particular job is being done. Theory lessons are given to the group periodically.

Note: An additional \$10.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Sep 24-Nov 26	GH	\$30

Auto Owner's Clinic—Women (NC)

Course No.: 6031

This course is aimed at the women who wish to perform their own routine maintenance and understand the operation of the car.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Oct 1-Nov 5	WCI	\$15

Basic Plumbing (NC)

Course No.: 4052

This hands-on course is designed for those who know little or nothing about this topic. It is a must for those who are renovating their homes.

Note: An additional \$10.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Sep 27-Nov 29	GH	\$30

Blueprint Reading—Architectural (NC)

Course No.: 8004

The course is designed to provide the student with sufficient knowledge of Blueprint Reading which will assist him in improving a position in the field.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep 24-Nov 28	GH	\$60

Blueprint Reading—Mechanical (NC)

Course No.: 8005

This course is designed to provide welder, mechanics, lathe operators, milling machine operators, tool makers, fitters, punch press operators or people working in machine shops with a sufficient knowledge of Blueprint Reading in order to improve their position in the field.

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep 25-Nov 29	GH	\$60

Car Care Maintenance (NC)

Course No.: 6007

The course covers the working knowledge of how the automobile runs, and is of a less technical nature. The student is able to work on his own vehicle, performing repairs of a minor nature. Studies are made of the running gear, steering principles, tires and braking units, types of engines, cooling systems, and electrical systems.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	GH	\$30

Note: All Diploma Credit Classes will meet two evenings per week from 7:00 p.m. to 10:00 p.m. combined with two compulsory Saturday classes on October 20, 1984 and on November 17, 1984.

Electrical Construction (NC)

Course No.: 8029

This course is a 'hands on' course for those who know little or nothing about electricity. It will be tailored to the teaching of the basics of electrical wiring and the application of that learning to house renovations.

Note: An additional \$30.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep25-Nov27	GH	\$30

Electrical Wiring—Home & Cottage (NC)

Course No.: 6032

This course is based on the Ontario Safety Code. Practical experience is provided in nearly all phases of planning and installation of electrical wiring for house, cottage and for rewiring older installations.

Note: An additional \$10.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Mon	7-10 pm	Oct1-Nov5	WCI	\$15

Electronics 1 (NC)

Course No.: 8007

After an introduction to basic electricity and electronics, tubes and semi-conductors are discussed. Circuits employing them are analyzed. The student will read schematics, understand amplifiers, radios and learn trouble-shooting techniques. Practical demonstrations may be given. A basic knowledge of mathematics is needed.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep24-Nov28	GH	\$60

Electronics 2 (NC)

Course No.: 8008

The principles of black and white television are discussed, receiver circuits are analyzed & oscilloscope wave forms are explained. Fault finding techniques and solutions to problems in T.V. receiver are presented. The two courses will provide the student with the technical knowledge necessary to become a competent radio, stereo and TV serviceman. Practical demonstrations may be given.

Pre-Requisite: Electronics 1

Class	Day	Time	Duration	Loc.	Fee
00	Tue&Thu	7-10 pm	Sep25-Nov29	GH	\$60

Home Handyman (NC)

Course No.: 6026

A course designed to give the student some basic skills in construction and renovations to his/her home. The course will cover such areas as foundations, wall and roof construction; baring walls and how to detect them; drywall installation and interior finishes such as stucco, paint and wallpaper, and some basic wiring and plumbing. The instruction is a must for the beginner do-it-yourselfer.

Note: An additional \$10.00 will be collected by the instructor on the first night of class to cover the cost of supplies.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep 26-Nov 28	GH	\$30

Home Handywoman (NC)

Course No.: 6033

Learn the basic skills in home repair, home wiring, basic plumbing, partition walls, dry wall, insulating and using ceramic tile.

Note: An additional \$5.00 will be levied for this course to cover the cost of supplies. This additional cost will be collected by the instructor on the first night of class.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Nov 6-Nov 13	WCI	\$6

Interior Decorating (NC)

Course No.: 5011

The following subjects are covered during the course: elements of interior design, theory of colour, room planning, wallpaper, fundamentals of good taste, fabrics, window treatments, history of the period styles (French and English), lighting, floor coverings, prints and pictures and budget decorating. Besides all these topics of interest, there are usually field trips arranged for several evenings.

Class	Day	Time	Duration	Loc.	Fee
00	Thu	7-10 pm	Oct 4-Nov 1	WCI	\$15

**THE BOARD OF EDUCATION
FOR THE CITY OF YORK****ENGLISH AS A SECOND LANGUAGE**

Classes at Beginning, Intermediate, and Advanced levels

ACADEMIC UPGRADING

Classes from beginning literacy to Grade 10 level

LIFE SKILLS AND CAREER COUNSELLING**EMPLOYMENT EXPERIENCE AND PLACEMENT**

Business skills and actual on-the-job experience while preparing for future employment

CHILD CARE SERVICE

Day care for children aged 2-5 provided without charge for all programs

HOURS OF INSTRUCTION

Monday to Friday, 9:15 a.m. to 1:15 p.m.

CONTINUOUS REGISTRATION - Students may start at any timeAt D.B. Hood Community School,
2327 Dufferin St., South of Eglinton**FEE — NO CHARGE****ADULT
DAY SCHOOL**

2327 Dufferin Street

789-7569

Design: Instructional Media Services University of Toronto 1984

Machine Shop (C)

Course No.: MC24

During this course, students can undertake a number of projects which cover the major operations on the machines in the shop. Students are encouraged to work at their own speed with instruction given as required to small groups or individual. Students can work on their own projects or tools.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep17-Dec19	WCI	\$0

Machine Shop 1&2 (NC)

Course No.: 8006

Machine Shop 1
The purpose of this course is to prepare the student for entering the industrial world as a machinist or machine operator. It is a prerequisite for Machine Shop 2.

Machine Shop 2
The aim of this course is to give the student a deeper knowledge of the trade and possibility to advance his position on the job. It qualifies him to work as a machinist.

Class	Day	Time	Duration	Loc.	Fee
00	Mon&Wed	7-10 pm	Sep 24-Nov 28	GH	\$60

Motorcycle—Repair Techniques (NC)

Course No.: 6036

This course is aimed at the motorcycle owner who wishes to carry out his/her own minor repairs and maintenance procedures. The course will include such topics as chain adjustment, oil changes, tire repairs and other procedures that can be accomplished at home. This course will consist of 10 three hour sessions with both theoretical and practical work experience.

Class	Day	Time	Duration	Loc.	Fee
00	Tue	7-10 pm	Sep 25-Nov 27	WCI	\$30

**Note: All Diploma Credit
Classes will meet two
evenings per week from
7:00 p.m. to 10:00 p.m.
combined with two compulsory
Saturday classes
on October 20, 1984 and
on November 17, 1984.**

Small Engines — Repair Techniques (NC)

Course No.: 6037

A combined theoretical and practical approach to successful engine tune ups. Course includes: troubleshooting, principles of 2 and 4 cycle engine operation, carburetor theory, ignition theory, tune up principles, maintenance and safe handling, storage procedures, carburetor disassembly and overhaul, winterizing.

Class	Day	Time	Duration	Loc.	Fee
01	Thu	7-10 pm	Nov 8-Dec 6	WCI	\$15

Small Engine Repairs (NC)

Course No.: 6028

This course deals with the basic operation of small engines such as lawn mowers, chain saws, snowmobiles and outboard motors. Students are encouraged to bring their own motors and are shown how to overhaul and tune them up.

Class	Day	Time	Duration	Loc.	Fee
00	Wed	7-10 pm	Sep26-Nov28	GH	\$30

HUMBER COLLEGE

Athletics

Aerobics Plus

Course No.: 005-791

Looking for a challenging aerobics class? This is it! This program is specifically designed for those who wish to increase cardiovascular endurance. The class commences with a thorough warm-up of stretching exercises and ends with a cool-down period created to prevent cramps and 'pooling' of blood in the legs. Some muscular strength and endurance exercises included.

NOTE: This class is not for beginners. Pre-requisite: Exerdance course or some type of regular aerobics program.

Pre-Requisite e:005-575 or Aerobics Program

Class Day	Time	Duration	Loc.	Fee
80 Mon&Thu	6-7 pm	Sep 17-Dec 13	RCI	\$80

*No classes week of Oct. 8-12/84.

DoMain (Women's Self Defense)

Course No.: 005-507

DoMain is a comprehensive international system of practical women's self defense, also taught as a High School option, in Sexual Assault Centres and to correctional services employees. It has been cited by students as being 'a common sense low-key approach to a very serious problem' and 'very concise, well organized, with realistic subject matter'. Women are taught the simplest effective methods of recognizing, avoiding and/or dealing with simple harassments, physical and sexual assaults, weapons and multiple attacks, and to develop the reflex actions required in an emergency. Intermediate and Advanced training is also available.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-9 pm	Sep 19-Nov 7	RCI	\$43

Exerdance

Course No.: 005-575

Get into shape and exercise to the latest sounds in music. Exerdance embodies all the basics of a well rounded fitness class; increasing flexibility, expanding aerobic capacity, developing muscular strength and endurance. Emphasis is also placed on balance, coordination, dexterity as well as relaxation through proper breathing.

Class Day	Time	Duration	Loc.	Fee
80 Mon*	7-8:30 pm	Sep 17-Dec 10	RCI	\$45
*No class Monday, Oct. 8/84.				
81 Mon*	8:30-10 pm	Sep 17-Dec 10	RCI	\$45
*No class Monday, Oct. 8/84.				
82 Wed	7-8:30 pm	Sep 19-Dec 5	WMP	\$45
83 Wed	8:30-10 pm	Sep 19-Dec 5	WMP	\$45
84 Tue	6-7:30 pm	Sep 18-Dec 4	BHP	\$45
85 Tue	7:30-9 pm	Sep 18-Dec 4	BHP	\$45
86 Thu	6-7:30 pm	Sep 20-Dec 6	BHP	\$45
87 Thu	7:30-9 pm	Sep 20-Dec 6	BHP	\$45
88 Tue&Thu	6-7:30 pm	Sep 18-Dec 6	BHP	\$90
89 Tue&Thu	7:30-9 pm	Sep 18-Dec 6	BHP	\$90

Scuba

Course No.: 005-504

This course leads to certification by the National Association of Underwater Instructors. The fee covers pool and classroom sessions, and air tank and regulator for the duration of the course but does not include supply of personal equipment (eg. masks, fins, snorkel, weight belts, weights and textbook) nor does it include costs of the open water dive which is necessary for course completion. Equipment purchases, medical clearance and details of the open water dive will be discussed by the instructor on the first evening. Bring swim suit first night.

Class Day	Time	Duration	Loc.	Fee
80 Thu	7-10 pm	Sep 20-Nov 15	RCI	\$145

Business & Commercial Studies

Accounting & Sales Finance

Course No.: 085-049

This is the second course in Level 1 of the Certification of Contract Administration as specified by the Professional Contract Management Association. Designed for people with no prior accounting experience or education, the course starts with an introduction to Basic Accounting Concepts. The balance of the course will cover Financial Statements & Analysis, Working Capital, Statement of Sources and Applications, Analysis of Expense and Capital Expenditures and Short/Long Term Sources of Funds.

Class Day	Time	Duration	Loc.	Fee
80 Mon*	7-10 pm	Sep 10-Dec 17	YEC	\$100

*Course is extended one week to compensate for the holiday.

Accounting Principles For Small Business: the Essentials

Course No.: 005-260

Designed for those who are self employed and/or operate a small business. Topics will include: interpretation of financial statements; generalization of business transactions; general ledger; preparation of simple financial statements; cash flow analysis; inventory and costing; fixed asset controls; sales and receivables; payroll. A short course that will familiarize any small business person with basic accounting/bookkeeping concepts.

Class Day	Time	Duration	Loc.	Fee
81 Tue	7:30-9 pm	Sep 25-Nov 13	RCI	\$50

Accounting 1—Introduction

Course No.: 221-011

The course assumes no accounting background on the part of the student. Coverage is 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.

Class Day	Time	Duration	Loc.	Fee
88 Mon	6-9 pm	Sep 10-Dec 17	YEC	\$42
89 Sat	9-12 pm	Sep 22-Dec 22	K	\$42
90 Thu	7-10 pm	Sep 20-Dec 20	RCI	\$42

Accounting 2—Introduction

Course No.: 221-111

This course emphasizes the various items appearing on the Balance Sheet, their control and their effects upon related items of income and expense, including accounting differences for each type of business enterprise. Pre-Requisite: 221-011 Accounting 1

Class Day	Time	Duration	Loc.	Fee
84 Tue	8-9 pm	Sep 18-Dec 18	YEC	\$42

Banking Procedures 1

Course No.: 599-731

An introductory course for students in the subject of Banking. Course content will focus on the teller's role in handling currency, printed banking forms, wicket organization and processing customer account transactions. (Prerequisite: good command of verbal English communications, aptitude for Math, working knowledge of whole numbers, fractions, decimals and percentages.)

Class Day	Time	Duration	Loc.	Fee
80 Mon	6:30-9:30 pm	Sep 10-Dec 17	YEC	\$42
81 Wed	6:30-9:30 pm	Sep 19-Dec 19	YEC	\$42
82 Sat	9-12 pm	Sep 22-Dec 22	K	\$42

Banking Procedures 2

Course No.: 599-732

Banking Procedures 2 is a continuation of Banking Procedures 1. For further information please contact the York-Eglinton Centre at 763-5141. Pre-Requisite e:599-731

Class Day	Time	Duration	Loc.	Fee
80 Wed	6:30-9:30 pm	Sep 19-Dec 19	YEC	\$42

Bookkeeping 1

Course No.: 599-231

This course is designed to introduce the student to basic accounting/bookkeeping concepts. Course content will include an introduction to the basic accounting cycle, preparation and analysis of the balance sheet and income statement, and journalizing and posting the financial transactions of a business enterprise.

Class Day	Time	Duration	Loc.	Fee
80 Mon	6:30-9:30 pm	Sep 17-Dec 17	YEC	\$42
81 Sat	9:30-12:30 pm	Sep 22-Dec 22	K	\$42
82 Tue	6:30-9:30 pm	Sep 18-Dec 18	RCI	\$42

Bookkeeping 2

Course No.: 599-232

Bookkeeping 2 is a continuation of Bookkeeping 1. For further information please contact York-Eglinton Centre at 763-5141. Pre-Requisite e:599-231

Class Day	Time	Duration	Loc.	Fee
80 Thu	6:30-9:30 pm	Sep 20-Dec 20	YEC	\$42
81 Tue	6:30-9:30 pm	Sep 18-Dec 18	RCI	\$42

Bookkeeping 3

Course No.: 599-233

Bookkeeping 3 is a continuation of Bookkeeping 2. For further information please contact York-Eglinton Centre at 763-5141. Pre-Requisite e:599-232

Class Day	Time	Duration	Loc.	Fee
80 Thu	6:30-9:30 pm	Sep 20-Dec 20	YEC	\$42
81 Tue	6:30-9:30 pm	Sep 18-Dec 18	RCI	\$42

Business Mathematics 1

Course No.: 281-010

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; present value; annuities and bonds. Business Math is a prerequisite for Business Statistics and Quantitative Analysis. Students registering into Business Math for the first time will be given a Math Assessment test the first night of class. Those students who score below a specified level will be asked to transfer to Basic Business Mathematics. This course will be in preparation for Business Math.

Class Day	Time	Duration	Loc.	Fee
84 Wed	6:30-9:30 pm	Sep 19-Dec 19	YEC	\$42

Copywriting for Advertising and Promotion

Course No.: 180-003

Through this course you will acquire the skills to deal with financial material, write promotional copy, prepare presentations, and present recommendations to corporations and associations. You will learn to handle technical information, ghost-write articles and statements, write speeches, and prepare copy for your organization. Pre-Requisite e:180-001 Public Relations Basics 180-002 Reporting Basics

Class Day	Time	Duration	Loc.	Fee
80 Tue	7-10 pm	Sep 11-Oct 23	N	\$24
81 Tue	7-10 pm	Sep 11-Oct 23	YEC	\$21

Cost Accounting 1

Course No.: 225-210

This course provides an introduction to Cost Accounting concepts, including systems for job and process costing. Special problems relating to the application of factory overhead costs will be studied in depth. Pre-Requisite e:221-111

Class Day	Time	Duration	Loc.	Fee
81 Sat	9-12 pm	Sep 22-Dec 22	K	\$42

Customer Relations*

Course No.: 082-202

Humber College and Cornell University, in cooperation with the Food Retail Industry, are pleased to announce a Certificate Program in Food Retail Management. Customer Relations gives you a key to success in food retailing. You learn practical ways of dealing with all types of customers. If you supervise others or make decisions about promotions or product orders, you will find clear and comprehensive information about the forces which influence consumers when they shop. Attention is also given to such areas as honesty in advertising and handling customer complaints.

*These courses are compulsory in the Humber Cornell Food Retail Management Certificate.

Class Day	Time	Duration	Loc.	Fee
80 Tue	7-10 pm	Sep 25-Nov 13	K	\$100

Effective Communications*

Course No.: 082-201

Humber College and Cornell University, in cooperation with the Food Retail Industry, are pleased to announce a Certificate Program in Food Retail Management.

To be an effective worker or manager, you must be able to communicate with people in your business. Effective Communications helps you prevent misunderstandings, teaches you how to give clear directions, conduct interesting meetings and effective interviews. You learn the best methods for communication "up, down and across!"

*These courses are compulsory in the Humber Cornell Food Retail Management Certificate.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-10 pm	Sep 26-Nov 14	K	\$100

Elements of Law 1

Course No.: 254-040

The 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 with 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 have some facility to use it in whatever type of occupation they may undertake.

Class Day	Time	Duration	Loc.	Fee
84 Tue	7-10 pm	Sep 18-Dec 18	YEC	\$42

Finding Facts Fast: How to Find Out What you Want to Know Immediately

Course No.: 000-688

Do you need information fast e.g. for an interview with a prospective employer? for a project you're working on? for an upcoming presentation? for developing a business idea? This course will provide you with the techniques for finding what you're looking for fast by using libraries, government departments, corporate research, directories, information brokers, etc. Instructor Stephen Overbury has written a manual which will be provided to all students at a nominal cost.

Class Day	Time	Duration	Loc.	Fee
80 Tue	7-9:30 pm	Sep 25-Oct 23	RCI	\$40

How to Manage a Conference

Course No.: 000-551

The program may be planned by someone else but without your administrative support, it can spell disaster! If you are a secretary, administrative assistant or voluntary organization executive member who is responsible for making arrangements for conferences, seminars or annual meetings, this workshop is for you. You will learn the step-by-step process to make sure that no details are overlooked, eg. room bookings, travel arrangements, refreshments, audio-visual equipment, display materials etc. This information will prove an invaluable asset in the performance of your duties.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9-12 pm	Sep 22	YEC	\$15

How to Research Your Audience

Course No.: 180-011

A practical context is used in this course to provide you with an overview of research methodology for public relations. You will examine the techniques of locating specific data and the design and conduct of opinion surveys. You will also learn how to apply effectively the information derived. You will design and compile a complete survey during this course.

Pre-Requisite: 180-001 Public Relations Basics 180-002 Reporting Basics

Class Day	Time	Duration	Loc.	Fee
81 Thu	7-10 pm	Nov 1-Dec 13	YEC	\$21

How to Run Meetings Effectively

Course No.: 005-286

If the meetings you attend get bogged down and could benefit from following clearly established parliamentary procedures, then you will find this course extremely useful. Not only will you learn the rules, but you will have an opportunity to practice them in class sessions. This will be helpful to any person attending meetings in an executive office, a local ratepayers group or a large national organization.

Class Day	Time	Duration	Loc.	Fee
80 Mon	7:30-10 pm	Sep 24-Nov 5	YEC	\$40

Introduction to Micros

Course No.: 005-296

Remember when you first learned to drive? Microcomputing is not too different. There is nothing hidden, nothing mysterious. The microcomputer is just a machine; it will only do what you tell it to do. The 'Telling the Microcomputer what to do' is called software. software instructs the microcomputer in what to do by putting in a list of 'driving' instructions. This course will show how to write simple instructions. On the other hand, the hardware of the microcomputer is the physical components, the disc drive, the printer and the terminal. This course will help you to identify good hardware systems.

Class Day	Time	Duration	Loc.	Fee
80 Mon	7-10 pm	Sep 17-Dec 17	K	\$95

Introduction to Word Processing

Course No.: 005-694

This course is designed to provide each student with an understanding of word processing concepts, and a working knowledge of the basic functions and operations of word processing systems. Using the Commodore Pet, students will have an opportunity to become familiar with the word processing software through 'hands on' lab time. Prerequisite: 30 wpm typing, ability to spell, punctuate and proofread.

Pre-Requisite: 30 nwpm typing

Class Day	Time	Duration	Loc.	Fee
80 Mon	6:30-9:30 pm	Sep 17-Dec 17	K	\$150
81 Wed	6:30-9:30 pm	Sep 19-Dec 19	K	\$150

Management of Time

Course No.: 000-656

Time is our most valuable resource, but few of us manage it properly. This pragmatic course will help you to 'earn' extra time, by learning to use your time effectively. You will learn how to save time in meetings, on the telephone, on report writing and correspondence, on socializing with your staff. You will then complete several personal exercises, so that by the end of the course you will have your own personal time management.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Sep 22	YEC	\$35

Marketing 1

Course No.: 241-010

This course is designed to introduce the student to the 'Systems' idea of the marketing concept as practised in business management. It will assist the student to develop 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 Administration, Retailing, Advertising, Salesmanship, Sales Management, Sales Promotion, Physical Distribution etc.

Class Day	Time	Duration	Loc.	Fee
85 Tue	6:30-9:30 pm	Sep 18-Dec 18	YEC	\$42

Microcomputers for Kids

Course No.: 005-355

This course will introduce children to the capacities and potentials of micro computers. Participants will develop proficiency in writing software in B.A.S.I.C. Under the guidance of educators who understand micro computers, children will undertake projects to develop their understanding of programming and its applications for their own life. Students with previous experience (or who have taken this course before) are welcome. All instruction is individualized to advance students according to their abilities.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-11 am	Sep 22-Nov 24	K	\$50

Microcomputers for the Small Business

Course No.: 005-759

The microcomputer is having a significant impact on the operations of the small business and professional office. However, before purchasing and implementing a computer system within a company, it is essential to understand how one of these affordable machines can improve efficiency and save staff time.

As well as 'hands on' experience with microcomputers, you will be exposed to various aspects of microcomputers for small business purposes: researching and understanding equipment available (what is involved in the purchase, staff training and operating your computer); improving your accounting system; improving clerical functions; using your computer to forecast future business activity; keeping better records and generating more reliable information.

Class Day	Time	Duration	Loc.	Fee
80 Tue	7-10 pm	Sep 25-Oct 23	K	\$50
81 Sat	9:30-12:30 pm	Sep 29-Nov 3	K	\$50

Note-Taking Workshop

Course No.: 000-255

Do you sit in lectures or seminars desperately trying to write everything down? Do you copy too much information from textbooks? Is it difficult to cope with the note-taking demands at the office? Are your notes hard to read or understand?

In this one-day workshop you will learn how to take notes more effectively by using a variety of techniques. From listening and reading practice sessions, you will learn how to select key information, then organize this material into two basic styles. These methods simplify learning experiences, save time and improve memory.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4 pm	Sep 29	YEC	\$30

Organizational Management 1

Course No.: 251-120

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.

Pre-Requisite: 251-020 Personnel

Class Day	Time	Duration	Loc.	Fee
83 Thu	7-10 pm	Sep 20-Dec 20	YEC	\$42

Personnel

Course No.: 251-020

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 use personnel concepts and techniques in managing 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.

Class Day	Time	Duration	Loc.	Fee
85 Thu	6:30-9:30 pm	Sep 20-Dec 20	YEC	\$42

Produce Management & Operations

Course No.: 085-050

Humber College and Cornell University, in cooperation with the Food Retail Industry, are pleased to announce a Certificate program in Food Retail Management.

Produce Management & Operations, prepared by Cornell Home Study with the cooperation and funding support of the United Fresh Fruit and Vegetable Association, is designed to provide a basic knowledge of the principles and practices of successful produce operations. By developing and improving their management skills, produce managers and employees can help promote their career growth as well as the growth of their company.

Class Day	Time	Duration	Loc.	Fee
80 Mon*	7-10 pm	Sep 24-Nov 19	K	\$100

*Course is extended to compensate for the holiday.

Programming Your Microcomputer

Course No.: 000-256

Have you recently invested your money in a microcomputer? Are you having trouble following your owner's manual when it comes to programming your computer? This course will assist you by simplifying your manual. You will learn how to program using BASIC computer language. This is not a 'hands-on' course; however a PET computer will be used for demonstration.

Class Day	Time	Duration	Loc.	Fee
80 Thu	7-10 pm	Sep 27-Oct 11	YEC	\$30

Public Relations Basics (Requisite)

Course No.: 180-001

The history, trends, principles and practices of the art and craft of public relations provide the content of this course. You will gain a basic insight into public relations and its place in your organization.

Class Day	Time	Duration	Loc.	Fee
81 Wed	7-10 pm	Sep 12-Oct 24	YEC	\$21
83 Wed	7-10 pm	Oct 31-Dec 12	YEC	\$21

Reporting Basics (Requisite)

Course No.: 180-002

Through a series of classroom lectures and practical assignments, you will acquire a basic knowledge of news writing and reporting for media. You will learn to recognize and achieve a clear, concise, and readable style. The goal of the course is to develop judgment and help you to complete simple and typical news stories.

Class Day	Time	Duration	Loc.	Fee
81 Tue	7-10 pm	Sep 11-Oct 23	YEC	\$21
83 Tue	7-10 pm	Oct 30-Dec 11	YEC	\$21

Speak With Confidence

Course No.: 000-639

Fear of speaking in public is a universal and human trait. By acquiring the simple techniques promoted in this program, you can soon be chairing committee meetings, making business presentations or giving after-dinner speeches with confidence. You will learn about the planning and preparation of a speech, and you will participate in discussions and demonstrations on effective delivery methods. Finally, you will witness the development of an idea into a delivered speech.

Class Day	Time	Duration	Loc.	Fee
81 Tue	7-10 pm	Oct 2-Oct 9	YEC	\$25

Telephone Sales

Course No.: 000-643

Through effective selling by telephone, you can double or even triple the effectiveness of your sales efforts. With the techniques presented, you will get more appointments and close more sales over the telephone. You will learn the importance of dialogue and when to ask for the appointment. The difference between benefits and features will be discussed, and how to probe for needs. Films and demonstration tapes will complement the workshops and lectures. Our instructor is Vince DaCosta, a specialist in Communication and Leadership techniques.

Class Day	Time	Duration	Loc.	Fee
81 Tue	7-10 pm	Sep 18-Sep 25	RCI	\$40

The New Technology and Your Future in Office Work

Course No.: 000-677

Microtechnology is changing our office jobs now — through word processors, VDT's, new office information systems, electronic mail and phone systems. What can this technology do? Is it making our jobs easier? Does it affect our health, our job security, our potential? How can we stay on top of it? In two sessions this course will explore the answers to these questions and suggest some ways of following up your concerns.

Class Day	Time	Duration	Loc.	Fee
80 Mon&Wed	7:30-9:30 pm	Oct 1-Oct 3	RCI	\$15
81 Sat	9-1 pm	Sep 22	YEC	\$15

The Press and the Law

Course No.: 180-017

This course is an intensive practical study of criminal and civil law as it pertains directly to journalism. Subject areas covered include civil rights and the history of journalism, limitations on freedom of the press, and the Canadian judicial system. This course will be of particular value to practicing journalists, new or seasoned. Instructor is Peter D. McCallum, a practising lawyer who specializes in libel law.

For more information call Kay Kelly, 675-3111, ext. 4505.

Class Day	Time	Duration	Loc.	Fee
81 Mon	7-10 pm	Sep 10-Dec 17	YEC	\$42

Typing (ILP)

Course No.: 599-300

This course utilizes an individualized 'Mastery Approach' to develop touch typing and production proficiency on the electric typewriter. Course content covers mastery of the entire keyboard including numbers and symbols, correspondence, horizontal and vertical centering, memoranda, forms and statistics, manuscripts and reports.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$42
81 Sat	12:30-3:30 pm	Sep 22-Dec 22	YEC	\$42
82 Sat	9:30-12:30 pm	Sep 22-Dec 22	K	\$42
83 Mon&Wed	9-12 pm	Sep 17-Nov 5	YEC	\$42
84 Mon	6:30-9:30 pm	Sep 17-Dec 17	YEC	\$42
85 Tue	6:30-9:30 pm	Sep 18-Dec 18	YEC	\$42
86 Wed	6:30-9:30 pm	Sep 19-Dec 19	YEC	\$42
87 Thu	6:30-9:30 pm	Sep 20-Dec 20	YEC	\$42

Visicalc: An Introduction to Microcomputer Spreadsheets

Course No.: 000-236

The first computer tool that could be used universally on microcomputers was Visicalc. This software and its many imitators uses the power and flexibility of the personal computer to set up worksheets that can address all manner of business computational problems such as budgeting, forecasting and projections. This short course is an introduction to the use of these electronic spreadsheets and will allow hands-on practice using Commodore Pet Micros.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-9 pm	Oct 3-Oct 24	K	\$30

College Preparation

College Prep Chemistry 1

Course No.: 588-343

A series of study sessions designed to provide a nucleus of subject material to understand the basic concepts of Chemistry. The following topics will be studied: matter, atomic theory, periodic table, chemical bonds, solutions.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$42

College Prep English 1

Course No.: 588-231

The primary aim of this course is to enable you to write clear expository paragraphs building up to personal/business communications; however, since reading, writing, listening and speaking are interdependent skills, the course will devote some time to each of these. Special attention will be given to improving your reading speed and comprehension, and to related library and study skills.

Class Day	Time	Duration	Loc.	Fee
80 Tue	7-10 pm	Sep 18-Dec 18	YEC	\$42
81 Sat	1-4 pm	Sep 22-Dec 22	YEC	\$42

College Prep English 2

Course No.: 588-232

Building on the reading, writing, listening, speaking skills of essay writing, summarizing, and objective reporting; this course will increase skills learned in Level 1. There will also be an introduction to evaluative and analytical reading. Oral communications will involve semi-formal group situations, such as problem-solving discussions and panel presentations.

Pre-Requisite: 588-231 College Prep English 1

Class Day	Time	Duration	Loc.	Fee
80 Sat	1-4 pm	Sep 22-Dec 22	YEC	\$42
81 Thu	7-10 pm	Sep 20-Dec 20	YEC	\$42

College Prep Math 1

Course No.: 588-431

These classes are designed to provide you with a sound grounding in whole numbers, fractions, decimals, percent, metric measurement and ratio and proportion. Course content will permit you to apply the learned mechanical knowledge to problem solving involving a selection of problems with business or technical applications. This course will provide the mathematical entry requirements to most technical and business skill programs.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$42
81 Tue	7-10 pm	Sep 18-Dec 18	YEC	\$42

College Prep Math 2

Course No.: 588-432

The goal of this course is to provide you with a solid grounding in basic Algebra. Topics in Algebra cover integers, scientific notation, squares and square roots, algebraic terms, linear equations, formulae rearrangement.

Pre-Requisite: 588-431 College Prep Math 1 or equivalent

Class Day	Time	Duration	Loc.	Fee
80 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$42
81 Mon	7-10 pm	Sep 10-Dec 17	YEC	\$42

College Prep Math 3

Course No.: 588-441

Math 3 is designed to provide you with fundamental knowledge of intermediate algebra. Topics covered include graphing, systems of linear equations, factoring polynomials and simplification of algebraic expressions, exponents and radicals and a study of the various types of equations (radical equations, absolute value equations, inequalities, linear and not linear....).

Pre-Requisite: 588-432 College Prep Math 2

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-10 pm	Sep 19-Dec 19	YEC	\$42

General Interest

Adoption—Myths & Realities

Course No.: 000-637

Both adoptive parents and prospective adoptive parents will benefit from this course. Through the use of film, cassettes, literature, group discussions and guest speakers, many unique issues and questions about raising an adoptive child will be discussed. The instructor has been in the profession of adoption for many years.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7:30-9:30 pm	Sep 26-Oct 24	YEC	\$40

Are You Psychic? The Tarot As a Guide to Intuition

Course No.: 005-333

In this course you will learn to unlock the future through the key of the tarot. Nearly all people have had the experience of flashes of intuition about upcoming events. There exists the possibility that these 'precognitions' can be given a regulated degree of frequency. Participants will learn methods of ordering the tarot cards to gain insights into the future as open ended potential rather than fatalism or predestination. By the end of the course, students should find all aspects of their intuitive life enriched, i.e. following up hunches, insights into self and others (both close associates and strangers) and enhanced creativity. Myths and mysticism will be highlighted.

Class Day	Time	Duration	Loc.	Fee
81 Thu	7-9:30 pm	Sep 27-Nov 15	YEC	\$60

Assertiveness Training for Career Success

Course No.: 000-613

Our most intense relationships beyond our immediate families occur in the workplace. The people we work with are not necessarily those we have chosen to deal with. Often these structured connections with others can be rewarding and sometimes they can be extremely difficult. This one-day workshop will focus on the applications of the proven principles of assertiveness training to problems in the organizational social environment. We will work on specific issues, including those brought by the participants. The underlying idea of the seminar is that advancement, or even comfortable existence, in a job is highly dependent upon well-functioning relationships with co-workers and supervisors.

Class Day	Time	Duration	Loc.	Fee
82 Sat	9:30-4:30 pm	Oct 27	YEC	\$40

Assertiveness Training 1

Course No.: 009-040

Do you want to learn how to be an assertive person so that you can increase your self-respect and gain the respect of others? Being assertive means being able to express yourself openly and honestly without diminishing others and being able to say 'NO' in a straightforward manner. In this course you will learn new skills which will allow you to try out new behaviour. This will be done through your real life examples, role playing, discussion and readings. Topics covered will be: non-assertive, assertive and aggressive responses; personal rights; self-esteem; relaxation; body language. It is never too late to learn to assert yourself!

Class Day	Time	Duration	Loc.	Fee
81 Wed	7-9:30 pm	Sep 26-Nov 28	RCI	\$60

Bach Flower Remedies

Course No.: 000-290

Is there a way that one can be free of negative and limiting emotions? There is a simple and natural method of establishing complete balance and harmony through the personality by means of wild flower remedies discovered by Dr. Edward Bach, who firmly believed that one is to treat the patient and not the disease. Learn about and experience the simple yet highly effective and powerful help which these remedies can bring in balancing negative emotional and personality conditions like fear, loneliness, despondency and despair, uncertainty, oversensitivity, and more. Through the understanding of these essences one can overcome and transform negative emotions and behaviour into healthful ways of living creatively and purposefully.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4 pm	Nov 10	YEC	\$40

Being Assertive in Interpersonal Relationships

Course No.: 000-260

Often people get into relationships which they cannot handle. They may find that they are being used; they cannot be completely open; they may be afraid to disagree with their partner or even want to get out of the relationship but don't know how. Learning to become more assertive may help. By being assertive you can learn to express yourself openly and honestly without diminishing others. Through role playing and discussions this workshop can help you to make your relationships more satisfying and to feel better about yourself, too!

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Sep 22	YEC	\$30

Bridge Anyone!

Course No.: 005-772

Why not learn to play bridge today? This ten-week course, which is designed for beginners, will help you master the game of bridge. The following topics will be covered: bids by opener; bids by responder; rules; scoring and etiquette; play of the hand; convenient minors; no trump and demand bids. Join us for an informal evening of bridge.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-9 pm	Sep 26-Nov 28	RCI	\$60

Building Self Confidence

Course No.: 000-231

Do you pass up social or career opportunities because you lack self-confidence? Improve your self-esteem and make your life fuller! In the relaxed atmosphere of this workshop, you can learn how to build on your inner resources so that you can express more truly the person you think you should be. Your increased feelings of self-assurance will be reflected in a positive attitude towards yourself and others and in their response to you.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Sep 29	YEC	\$30

Cats...Cats...Cats

Course No.: 005-683

This six week course is designed for people who are fascinated by cats, and who wish to learn, share and explore the excitement and pleasure of living with cats. This unique course will deal with basic interests, such as health, happiness, and training, as well as taking an innovative look at your cat and his/her ownership of you.

Class Day	Time	Duration	Loc.	Fee
80 Thu	7-9:30 pm	Sep 27-Nov 1	YEC	\$50

Coping With Stress

Course No.: 000-622

The difference between wellness and illness often lies in understanding which elements trigger tension in YOUR life. In this workshop, instructor Lucy Mekler will demonstrate the causes of stress from a holistic point of view and endeavour to make you more tuned in to yourself so that you will recognize your own vulnerability. The discussion and techniques for relaxation and meditation are simple and non-threatening. Each student can expect to come away with one or more strategies that can be useful in their life to make it more comfortable.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Oct 20	YEC	\$30

Decorating Your Home

Course No.: 000-258

Whether you're decorating your home for the first time or re-decorating—this workshop is for you. Through discussions and audio visual presentation, we will examine each room of the house and take into account colours and colour trends, fabrics, furniture, art, etc. Bring along your own ideas—we're sure you'll go home with a few new ones, too.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Oct 13	YEC	\$30

Developing Personal Power

Course No.: 000-685

If you want to succeed, you can...but to make things happen you need Personal Power! You need success and attitudes, and the Power to persevere until you reach your goals. Positive thinking without action is not enough. This seminar focuses on your hidden self-image and how it relates to self-confidence. It shows how to set goals and reveals strategies for reaching them. It teaches communication techniques and how to develop enthusiasm. Workshop discussions, films and lectures emphasize the message that you can develop your own Personal Power.

Class Day	Time	Duration	Loc.	Fee
82 Wed	7-10 pm	Sep 19-Sep 26	YEC	\$40

Developmental Psychology

Course No.: 924-208

In this course, you will trace human development from conception to death. Included will be: the interaction of heredity and environment; age group characteristics and physiological and psychological problems that appear from early childhood through the aging process. Qualifies as a credit towards General Studies and the RN(A) diploma. General Studies Credit.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-10 pm	Sep 12-Dec 12	N	\$46
81 Thu	7-10 pm	Sep 13-Dec 13	YEC	\$42

Exploration in Natural Movement for Fitness & Health

Course No.: 005-796

An exploration into the creative natural principles inherent to the ancient exercise system of T'ai Chi Ch'uan. This healing Art teaches a holistic attitude toward movement and living, developing the growth and harmony of the whole person through its flowing, dance-like movements. People of all abilities and aptitudes are welcome.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7:30-9:30 pm	Sep 26-Nov 7	YEC	\$55

Foot Reflexology for Personal Use

Course No.: 000-687

Reflexology is an ancient science of natural healing that is based on the premise that there are reflex points on the hands and feet (as well as many other places in the body externally and internally), that relate to every part, gland and organ of the body. By applying pressure to specific areas on the feet, blood circulation is increased, body function is normalized and the body is able to relax. When the body is in a state of relaxation, it is able to heal. We will go step by step through the body and organ reflexes on the feet, guiding and assisting you to work these reflexes for yourself to improve health and to lovingly share this knowledge with family and friends.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7-10 pm	Sep 26-Oct 17	YEC	\$40
81 Mon	7-10 pm	Oct 29-Nov 19	YEC	\$40

Get Rich Quick???

Course No.: 000-261

Is it possible? Many say you can make money fast and easy. During this one-day workshop we will examine different ways of investing your money in areas including real estate, small businesses, stocks and bonds, land and others. Is there still money in real estate? Do you need money to make money? Are money advisors necessary? Does income tax eat up your profits? These and many other questions will be examined.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Oct 20	YEC	\$30

Health Begins at Home—The Holistic Approach

Course No.: 000-620

Let Lucy Mekler introduce you to the holistic approach to health! You will learn about prevention of illness and alternate healing methods. The relationship of vitamins and minerals to general health and behaviour, the effects of pollution on our air, water and food, and some of the ways we can deal with environmental pollutants and food additives will be discussed. You will be made aware of interaction of mind and body and the need for certain kinds of exercise to achieve total health.

Class Day	Time	Duration	Loc.	Fee
80 Sat	9:30-4:30 pm	Oct 13	YEC	\$30

Herb Walk

Course No.: 000-579

Learn to identify wild plants for their nutritional and medicinal therapeutic use if you wish. There is no charge for children under 12 years of age. Please bring a picnic lunch. The pace will be leisurely, but the learning extensive!

Class	Day	Time	Duration	Loc.	Fee
80	Sun	10-4 pm	Sep 30	*	\$25

*Humber Valley (Meet at Old Mill Station)

Herbs for Health

Course No.: 000-257

More and more people today are interested in the natural way of keeping healthy. Herbs, which have been used since ancient times, can provide a pathway to feeling better. You will learn about some of the more commonly found herbs in this area—and some not-so-common—their medicinal and other uses, proper preparation, appropriate combinations and limitations. Samples, examples, demonstrations and discussion will make for a fascinating day of learning.

Class	Day	Time	Duration	Loc.	Fee
80	Sat	9:30-4:30 pm	Sep 29	YEC	\$30

How to Buy (And Sell) Your Dream Home

Course No.: 000-676

For most of us, the purchase of our first home will be the largest single expenditure of our lives. Yet all too often that 'dream home' can become a nightmare because of a lack of a basic understanding of some of the legal and/or financial and other implications. Look at how devastated a great number of Canadians have been in the past few years due to wildly fluctuating interest rates and land values. If you are contemplating such a purchase, this one day seminar will provide you with practical and positive suggestions.

Examples will be provided and discussed in depth, and a question period will be available for specific problem areas. This seminar, taught by lawyer Bruce McGrath, has benefited many others in the past. It can help you.

Class	Day	Time	Duration	Loc.	Fee
80	Sat	9-5 pm	Sep 29	YEC	\$30

How to Feel Better & Look Better Naturally

Course No.: 000-621

The purpose of this workshop is to assist you in working toward your optimum level of being. Once you understand the effects of nutrition, tension and environment, you can take positive steps to modify your lifestyle. If you have always wanted to go to a health farm or beauty spa and never quite made it, this workshop may be just what you are looking for. Instructor Lucy Mekler will present facts, natural formulas, special exercises and helpful suggestions to aid your health and appearance. Please bring a notebook and wear comfortable clothing.

Class	Day	Time	Duration	Loc.	Fee
80	Sat	9:30-4:30 pm	Oct 27	YEC	\$30

How to Motivate People

Course No.: 000-840

The technique of getting people to do things is perhaps the most important skill that anyone can possess. This seminar focuses on the fundamentals of leadership, and the maximizing of productivity in the workplace. The content is generalized in the sense that it applies to situations at home, work or play. Simple, practical suggestions can be translated into immediate results. Films, workshops and lectures provide variety during the session. Our instructor is Vince DaCosta, a specialist in communication and leadership techniques.

Class	Day	Time	Duration	Loc.	Fee
82	Mon	7-10pm	Oct 29-Nov 5	RCI	\$40

I Deserve the Best

Course No.: 000-289

Do you really believe that? Are you getting the best? In this workshop, we will learn to create what we truly want and also come to feel we deserve what we create for ourselves. Participants will go through a process of clearing old negative patterns and learn a method of using positive affirmations to choose and then create the best, knowing that they deserve the best.

Class	Day	Time	Duration	Loc.	Fee
80	Tue	7-10 pm	Nov 20	YEC	\$15

Introduction to Air Traffic Control

Course No.: 003-162

This course provides potential Air Traffic Control employees, private pilots, and other students with additional understanding and insight into The Air Traffic Control System environment. As well as assisting the pilot or student pilot toward the safest utilization of A.T.C. services, future Air Traffic Controllers will find this information useful in the planning of their career, and the general public will be provided with an informative view of civil aviation.

Class	Day	Time	Duration	Loc.	Fee
80	Tue	7-10 pm	Sep 25-Nov 27	YEC	\$60

Introduction to Psychology

Course No.: 924-101

The purpose of this course is to introduce you to some basic principles of human behaviour, to relate these principles to your own experiences, and to help you gain a better understanding of yourself and others. General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
81	Tue	7-10 pm	Sep 11-Dec 11	YEC	\$42

Introduction to Sociology

Course No.: 923-101

This is an introductory course to the study of Sociology. Through discussion, debate and film, students will examine topics such as social structure in our society, deviance, religion, education, the changing nature of the family, prejudice and discrimination, all within the larger context of Canadian culture. General Studies Credit.

Class	Day	Time	Duration	Loc.	Fee
81	Wed	7-10 pm	Sep 12-Dec 12	YEC	\$42

Landscape Design Ideas for Your Home

Course No.: 000-661

Are you aware that those lovely junipers, cedars and flowering bushes, not only beautify your home but also add to the resale value of your property? Our expert horticulturist will cover such topics as: landscape design, patio construction, plant selection, planting and maintenance. Register now for a very informative seminar.

Class	Day	Time	Duration	Loc.	Fee
80	Mon	7-10 pm	Sep 24	RCI	\$10

Learn to Remember

Course No.: 000-214

Do you have trouble remembering names and faces? Then how about factual information? Having a good memory is certainly an important tool for getting ahead. This seminar focuses on learning specific memory techniques and their practical applications to our busy lifestyles.

These strategies can influence career, educational and social advancement. The workshop approach will provide you with immediate improvements.

Remember the course name and date.

Class	Day	Time	Duration	Loc.	Fee
82	Sat	9:30-4:30 pm	Oct 20	YEC	\$40

'One'—(On Becoming 'One' Again)

Course No.: 005-681

An ever-increasing number of men and women are experiencing the pain that accompanies the termination of a relationship with that 'special someone'. The feelings of failure, rejection, anger, resentment, jealousy, fear, depression, loneliness, etc., can sometimes be overwhelming. For some, the adjustment to being single (ONE) again, after having been half of a couple, can be extremely difficult. But you are not alone. If you are single, separated, divorced, or widowed, this unique seminar, in a relaxed atmosphere, will provide you with support and positive suggestions leading to understanding and accepting the loss, and getting on with the rest of your life.

Depending mostly upon your own attitudes and willingness to help yourself, this seminar can work for you.

Class	Day	Time	Duration	Loc.	Fee
80	Sat&Sun	9-5 pm	Oct 13-Oct 14	YEC	\$50

Personal & Family Financial Planning

Course No.: 005-684

A NEW COURSE! The study of Personal & Family Financial Planning involves the practical application of economic planning principles to managing individual and family resources throughout our lives. The course identifies 6 competencies necessary for successful money management. It firmly plots the Financial Planning process throughout the life cycle. Seven age groups are identified—from 13 to 17 to over 65—each with its own unique characteristics. The course is conducted with small group discussions and individual worksheet projects.

Class	Day	Time	Duration	Loc.	Fee
80	Tue	7-9 pm	Sep 18-Nov 20	N	\$40
81	Wed	7-9 pm	Sep 19-Nov 21	YEC	\$40

Shiatsu—The Ancient Art of Relaxation

Course No.: 007-094

Prevent the accumulation of daily strain and stress into muscle tightening tension. Ease away aches and pains. Learn the ancient drugless therapy of tension release. Shiatsu is a method of relieving tension and learning relaxation techniques through identifying the many pressure points in various parts of the body. No equipment required.

Class	Day	Time	Duration	Loc.	Fee
80	Wed	7-9 pm	Sep 28-Oct 24	RCI	\$50

Small Talk: How to Mingle for Fun & Survival

Course No.: 000-232

Do you find it difficult to sustain a casual conversation in a social or business situation? This workshop will give you an opportunity to practice conversation skills, expressive body language, mingling, saying yes or no, introductions and responding to the social needs of others as well as your own. Learn how to make those dreaded occasions comfortable and even enjoyable!

Class	Day	Time	Duration	Loc.	Fee
80	Sat	9:30-4:30 pm	Oct 20	YEC	\$30

Super Nutrition

Course No.: 000-690

Discover which foods, diets, vitamins and minerals are right for you in your lifestyle. Demonstrations, discussion, and recipes for natural food cooking will be a major part of the course. Learn how to stay healthy naturally and enjoy doing it. Instructor Rebecca Clarke is the editor of Alive Magazine, a Canadian Journal of Health and Nutrition and author of two books on natural healing and nutrition.

There will be a nominal supply fee collected by the instructor.

Class	Day	Time	Duration	Loc.	Fee
80	Mon	7:30-9:30 pm	Oct 15-Nov 19	HSP	\$35

The Art of Quick Wit and Repartee

Course No.: 005-024

This course might just as easily be titled 'The Art of Gotcha!', simply because it is expressly designed to enable you to defend yourself verbally with people, instead of knowing with perfect hindsight what you should have said. In situations with family, friends, career, or on the bus, we have all shared the experience of being dumped on because we were unarmed socially. Sharpness and clarity of wit and humour to disarm our opponent verbally is going to be the object of this eight-week course. By your 'graduation' you will be happy to put the ball in the other person's court, having him or her wondering, 'How did they do that to me?'

Class	Day	Time	Duration	Loc.	Fee
80	Tue	7:30-10 pm	Sep 25-Nov 13	YEC	\$60

The Hidden Power of Love

Course No.: 000-689

Few will deny that love plays a central role in all our lives; yet rarely do we take the time or make the effort to deepen our understanding of what love is really all about. This course will attempt to expand on Leo Buscaglia's plea to activate the power of love in our everyday lives. John Boyd, long time educator and speaker on New Age issues, will conduct this informative course, which will be very much related to the experiential aspects of life.

Class	Day	Time	Duration	Loc.	Fee
80	Wed	7:30-9:30 pm	Oct 3-Oct 31	YEC	\$35

U.F.O.'s—Fact or Fiction?

Course No.: 000-691

Unidentified flying objects have mystified and intrigued people for years. Lawrence J. Fenwick, who has lectured widely in the field of ufology, will conduct this survey course, which will cover the research literature and current theories on this subject. Features include field investigation methodology, pertinent literature, statistics, case histories, historical background, photographic evidence, basic terminology, examples of various types of reports, ordinary stimuli for reports, theoretical aspects, government and military involvement, retrievals of hardware, and paranormal facets.

Class	Day	Time	Duration	Loc.	Fee
80	Tue	7:30-9:30 pm	Oct 2-Oct 30	YEC	\$35



Languages

English As A Second Language, Advanced: English Through News

Course No.: 005-036

English as a Second Language for new Canadians who have a basic knowledge of English. Uses newspaper and magazine articles, radio and television news reports to help students understand spoken and written English, increase vocabulary and discuss issues of the day.

Class Day	Time	Duration	Loc.	Fee
80 Mon&Wed	7-9 pm	Sep 17-Nov 26	YEC	\$40

English As A Second Language, Advanced: Speaking Skills

Course No.: 005-031

English as a Second Language for people who have a basic knowledge of English but need more practice and greater confidence in listening and speaking. Includes vocabulary and some grammar.

Class Day	Time	Duration	Loc.	Fee
80 Tue&Thu	7-9 pm	Sep 18-Nov 22	YEC	\$40
81 Tue&Thu	7-9 pm	Sep 18-Nov 22	N	\$44
82 Mon&Wed	7-9 pm	Sep 17-Nov 26	L	\$44
83 Sat	9-12 pm	Sep 22-Dec 22	K	\$39

English As A Second Language, Advanced: TOEFL

Course No.: 005-032

English as a Second Language for students who are preparing to write the Test of English as a Foreign Language or Michigan Test in order to enter University. Practice tests with instruction in advanced grammar, vocabulary, reading comprehension and listening comprehension.

Class Day	Time	Duration	Loc.	Fee
80 Mon&Wed	7-9 pm	Sep 17-Nov 26	YEC	\$40
81 Sat	9-1 pm	Sep 22-Dec 1	YEC	\$40
82 Mon&Wed	7-9 pm	Sep 17-Nov 26	N	\$44

English As A Second Language, Advanced: Writing Skills

Course No.: 005-035

English as a Second Language for new Canadians who have a basic knowledge of English but who need more instruction and practice in writing. Grammar review, complex sentences, paragraphs.

Class Day	Time	Duration	Loc.	Fee
80 Mon&Wed	7-9 pm	Sep 17-Nov 26	YEC	\$40

English As A Second Language, Beginners

Course No.: 005-033

English as a Second Language for new Canadians who have no English or very little. Alphabet and sounds, numbers, basic vocabulary, present tenses, useful phrases.

Class Day	Time	Duration	Loc.	Fee
80 Tue&Thu	7-9 pm	Sep 18-Nov 22	YEC	\$40
81 Mon&Wed	7-9 pm	Sep 17-Nov 26	N	\$44
82 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$39

English As A Second Language, Canadian Culture: An Overview

Course No.: 005-785

This course will improve your English listening and speaking skills. The discussions will be on topics of Canadian culture. There will be a series of guided activities, including trips to theatres, cinemas, literary readings, etc. Students will be expected to pay their own entry fees where necessary.

Class Day	Time	Duration	Loc.	Fee
80 Tue&Thu	7-9 pm	Sep 18-Nov 22	YEC	\$40

English As A Second Language, High Intermediate

Course No.: 005-029

English as a Second Language for new Canadians who need to complete their study of basic grammar and vocabulary. Perfect tenses, passive, conditionals, indirect speech, writing longer sentences, and conversation will be taught.

Pre-Requisite: 005-030 English As A Second Language Low Intermediate or Equivalent

Class Day	Time	Duration	Loc.	Fee
80 Tue&Thu	7-9 pm	Sep 18-Nov 22	YEC	\$40
81 Mon&Wed	7-9 pm	Sep 17-Nov 26	N	\$44
82 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$39

English As A Second Language, Low Intermediate

Course No.: 005-030

English as a Second Language for new Canadians who have studied a little English and can write the English alphabet. More vocabulary, past and future tenses, writing simple sentences, conversation.

Pre-Requisite: 005-033 English As A Second Language Beginners or Equivalent

Class Day	Time	Duration	Loc.	Fee
80 Tue&Thu	7-9 pm	Sep 18-Nov 22	YEC	\$40
81 Mon&Wed	7-9 pm	Sep 17-Nov 26	N	\$44
82 Sat	9-12 pm	Sep 22-Dec 22	YEC	\$39

English As A Second Language, Pronunciation

Course No.: 005-034

English as a Second Language for people who know some English but need to improve pronunciation and listening skills. Sounds, stress, intonation will help to improve accent.

Class Day	Time	Duration	Loc.	Fee
80 Mon&Wed	7-9 pm	Sep 17-Nov 26	YEC	\$40

French, Conversational (For Seniors)

Course No.: 005-133

In this course students learn to speak by progressing from simple, useful structures to more complex forms of expression. The method used involves listening and repeating words and phrases modelled by the instructor. Language patterns are learned and then used in original, spontaneous conversations.

Class Day	Time	Duration	Loc.	Fee
80 Wed	1:30-3:30 pm	Sep 26-Nov 28	YEC	\$7

*7.00 for seniors

German 1

Course No.: 966-101

This course is intended for students with little or no previous knowledge of German. Emphasis will be on conversation. Situations will be created where you must speak and understand the language. General Studies Credit.

Class Day	Time	Duration	Loc.	Fee
81 Tue	7-10 pm	Sep 11-Dec 11	YEC	\$42

Spanish 1

Course No.: 963-101

Intended for learners who have had little or no previous knowledge of Spanish, this course emphasizes situations in which the learner will converse with other learners in the class. General Studies Credit.

Class Day	Time	Duration	Loc.	Fee
80 Mon	7-10 pm	Sep 10-Dec 10	N	\$46
81 Tue	7-10 pm	Sep 11-Dec 11	N	\$46
82 Wed	7-10 pm	Sep 12-Dec 12	YEC	\$42
83 Thu	7-10 pm	Sep 13-Dec 13	N	\$46

Leisure Arts & Activities

Calligraphy, The Art of Lettering

Course No.: 005-204

Do you wish to develop the ability to design your own letterhead, announcement cards, invitations and addressing? This practical course in calligraphy follows a study of basic letter shapes and their handwritten equivalents: small letters, numerals and punctuation. An additional charge of approximately \$12.00 will be payable at the first class for materials and supplies.

Class Day	Time	Duration	Loc.	Fee
80 Wed	7:30-10 pm	Sep 26-Oct 31	RCI	\$55
81 Thu	7:30-10 pm	Sep 27-Nov 1	YEC	\$55

Introduction to Ceramics 'Hobby Workshop'

Course No.: 005-773

If you're not doing anything this weekend, why not start a new hobby in ceramics? In artist Tutsi Seguin's well-equipped studio you will learn slab work, wheelwork and some elementary glazes. For a small additional fee, you can even practice on your own on the wheel after the workshop. Come away from this workshop with a new hobby and something to take home, too. There will be a small additional fee for materials.

Class Day	Time	Duration	Loc.	Fee
80 Sat&Sun	10-12:30 pm	Nov 3-Nov 11	*	\$50

*Artist's Studio, 43 Camberwell

Introduction to Photography

Course No.: 004-376

A lecture series to introduce students to the use of camera and the procedures necessary for taking good photographs. This course does not include finishing and may be considered a prerequisite for Photography.

Class Day	Time	Duration	Loc.	Fee
83 Tue	7-10 pm	Sep 18-Oct 16	RCI	\$35

Painting on Fabric Mini-Workshop

Course No.: 000-693

If you have often admired fabrics which have been hand painted, here is your chance to make your own. Techniques of painting and printing on silk and cotton will be explored. You can make t-shirts, wall-hangings and scarves—and in time for holiday gift-giving—all under the expert instruction of artist Tutsi Seguin. (Additional charge for materials) *These sessions will be held at the Artist's Studio, 43 Camberwell Ave., Bathurst & Eglinton area.

Pre-Requisite: Recommended: 000-409 (Print-Making workshop)

Class Day	Time	Duration	Loc.	Fee
80 Sat&Sun	10-12:30 pm	Oct 27-Oct 28	*	\$25

*Artist's Studio, 43 Camberwell

Practical Bartending

Course No.: 002-250

Learn the fine art of professional bartending for home, business, or the hotel bar. Learn about wines and their differences, spirits, liqueurs and cocktails. Learn the secrets of breathless beverages and the preparation of basic and world famous cocktails. Discover sophisticated methods of service and the uses of traditional bar tools and shakers. Develop a recognition of various stem and glassware.

Class Day	Time	Duration	Loc.	Fee
84 Mon	7-10 pm	Sep 10-Oct 22	K	\$92
85 Mon	7-10 pm	Nov 12-Dec 17	K	\$92
88 Thu	7-10 pm	Sep 13-Oct 18	YEC	\$92
89 Thu	7-10pm	Nov 1-Dec 6	YEC	\$92

Print-Making Mini-Workshop

Course No.: 000-409

Come right into Tutsi Seguin's well-equipped studio and get turned on to printmaking. This well-known Toronto artist will introduce you to various forms of art such as silkscreening, monoprint, litho and colography. You will have an opportunity to produce multiple originals with decorative and utilitarian results. For example, make some personal stationery or print your own fabrics. Whether you are a beginner or an advanced student this workshop is for you. An additional charge is made for materials. Follow up practice sessions will be held on request.

**This course will be held at the Artist's Studio, 43 Camberwell Avenue, Bathurst & Eglinton area.

Class Day	Time	Duration	Loc.	Fee
80 Sat&Sun	10-12:30 pm	Oct 20-Oct 21	*	\$25

*Artist's Studio, 43 Camberwell

Social Dance 1

Course No.: 004-311

This course is for beginners. It will stress personal confidence with a few steps well taught, rehearsed and continually reinforced. The dances taught are Waltz, Social Foxtrot, Quick-step, Rhumba, Cha Cha, and Jive. Partners are not required.

Class Day	Time	Duration	Loc.	Fee
80 Fri*	7:30-10 pm	Sep 28-Dec 7	DBH	\$60

*No class Oct. 5.

Class Day	Time	Duration	Loc.	Fee
81 Tue	7:30-10 pm	Sep 25-Nov 27	WCI	\$60
82 Wed	7:30-10 pm	Sep 26-Nov 28	WCI	\$60
83 Mon	7:30-10 pm	Sep 24-Dec 3	RCI	\$60
84 Thu	7:30-10 pm	Sep 27-Nov 29	RCI	\$60
85 Mon	7:30-10 pm	Sep 24-Dec 3	WH	\$60

Social Dance 2

Course No.: 004-312

This course will review and build upon Level 1. Additional dances taught are the Tango and the Samba. It will be a relaxed, enjoyable learning experience, providing new skills and an enriching social experience.

Pre-Requisite: 004-311 Social Dance 1

Class Day	Time	Duration	Loc.	Fee
80 Fri	7:30-10 pm	Sep 28-Dec 7	CRM	\$60
81 Thu	7:30-10 pm	Sep 27-Nov 29	RCI	\$60
82 Wed	7:30-10 pm	Sep 26-Nov 28	CRM	\$60
83 Mon	7:30-10 pm	Sep 24-Dec 3	KGP	\$60

Social Dance 4

Course No.: 004-314

This course is for the keen dancer who wishes to learn advanced social steps and develop great skill. It assures the student of competency in the 10 most popular dance steps. Although it is preferable for dancers to come in couples, participants without partners may attend.

Pre-Requisite: 004-313 Social Dance 3

Class Day	Time	Duration	Loc.	Fee
80 Tue	7:30-10 pm	Sep 25-Nov 27	RCI	\$65

Social Dance 6

Course No.: 004-316

This course in ballroom dancing covers the basic steps of the Slow Waltz, Slow Foxtrot and Quickstep. Successful candidates may take a Bronze Medal exam at the end of the course for a \$20.00 fee, payable to the examining agency.

Pre-Requisite: 004-315 Social Dance 5

Class Day	Time	Duration	Loc.	Fee
80 Thu	7:30-10 pm	Sep 27-Nov 29	WCI	\$65
81 Fri	7:30-10 pm	Sep 28-Dec 7	CRM	\$65

Social Dance 7

Course No.: 004-317

This course is a pre-silver medal examination instruction in standard variations of Slow Waltz, Slow Foxtrot, Quickstep and basic Tango.

Pre-Requisite: 004-316 Social Dance 6

Class Day	Time	Duration	Loc.	Fee
80 Mon	7:30-10 pm	Sep 24-Dec 3	WCI	\$70
81 Tue	7:30-10 pm	Sep 25-Nov 27	CRM	\$70

Social Dance 8

Course No.: 004-318

This course is the gold level of social dance for students working at the medal level.

Pre-Requisite: 004-317 Social Dance 7

Class Day	Time	Duration	Loc.	Fee
80 Wed	7:30-10 pm	Sep 26-Nov 28	HSP	\$70

Social Dance 9

Course No.: 004-343

An intensive program for the serious dancer in preparation for the Gold Star examination.

Pre-Requisite: 004-318 Social Dance 8

Class Day	Time	Duration	Loc.	Fee
80 Tue	7:30-10 pm	Sep 25-Nov 27	KGP	\$70

THE YORK COURSE CLASSIFIEDS

FALL 1984

YORK BOARD REGISTRATION INFORMATION

There is no provision for In-Person Registration until September 10, 1984. Advanced Registration by Postmarked mail accepted until September 4, 1984.

Board of Education Advance Registration Application Form

please print clearly

last name _____ first name _____ Social Insurance Number _____

home address _____

apt. no. _____ city _____ postal code _____

hometelephone _____ business telephone _____

course applied for _____

N.L.C. (School) _____ date begins _____ day(s) of week _____ fee enclosed _____

Make your cheque or money order payable to **York Board of Education**. Mail this Registration Application and your fees to:
N.L.C. PROGRAMS, York Board of Education, 2 Trethewey Drive, Toronto, Ontario M6M 4A8



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YORK BOARD OF EDUCATION SECONDARY SCHOOL CREDIT COURSES

Diplomas

The following diplomas are granted after successful completion of the requisite number of credits as specified by the Ministry of Education.

- Ontario Secondary School Graduation Diploma**
This diploma requires the successful completion of 27 credits. At least three credits must be in each of the four areas of study: Arts, Communication, Pure and Applied Sciences and Social and Environmental Studies. For other detailed requirements, the guidance counsellor or the principal at York Memorial NLC should be consulted.
- Equivalent Standing for Mature Students**
An important step has been taken by the Ministry of Education in helping mature students to proceed more quickly towards a Secondary School Graduation Diploma. Credits may now be allotted for:
 - certain courses not normally identified as being part of the secondary education
 - all or part of authorized apprenticeship programs
 - experience formally acquired in the adult world that can be equated as equivalent to that which might have been gained through formal education.
 A mature student must be at least 18 years of age and must have been out of school for at least one year. Interested adults should seek the assistance of a school counsellor or contact Continuing Education — 653-2270.
 Each case is considered individually and prospective candidates must provide transcripts from former day or night schools, letters from employers and other sources which may support requests for equivalency and mature credits.

Day School Students

Day school students registering for Credit courses must submit a recommendation from their day school principal when registering. Evidence of parental approval is necessary if under the age of 18.

Career Counselling

Career counselling will be available to all students during registration and for as many weeks after as required.

NEIGHBOURHOOD LEARNING CENTRES

- ASP - Arlington Senior Public School**
501 Arlington Ave.
Principal: Berisford Richardson
656-0684 (evenings only)
Mon. & Wed. 6:30-10:00 pm
- BJP - Bala Jr. Public School**
10 Bala Avenue 243-3103
- BHP - Briar Hill Public School**
1100 Briar Hill Avenue
782-4766
- K - Keelesdale Campus**
88 Industry Street 763-5141
- KG - King George Jr. Public School**
25 Rexford Road 762-7534
- GH - George Harvey C.I.**
1700 Keele St.
Principal: Norman Newlands
653-6100 (evenings only)
Mon.-Thurs. 6:30-10:00 pm
- HSP - Humbercrest Senior Public School**
14 St. Mark's Road 767-3121
- RCI - Runnymede C.I.**
569 Jane St.
Principal: Dave Bince
766-6406 (evenings only)
Mon.-Thurs. 6:30-10:00 pm
- VR - Vaughan Road C.I.**
529 Vaughan Road
Principal: Berisford Richardson
652-0641 (evenings only)
Mon. & Wed. 6:30-10:00 pm
- WCI - Weston C.I.**
100 Pine St.
Principal: Dick Hutchison
249-7971 (evenings only)
Mon.-Thurs. 6:30-10:00 pm
- WMP - Weston Memorial Public School**
200 John St. 249-7741
- YEC - York-Eglinton Centre**
1669 Eglinton Ave. W.
763-5141
- YH - York Humber C.I.**
99 Humber Blvd.
Principal: Dave Bince
767-1167 (evenings only)
Mon. & Wed. 6:30-10:00 pm
- YM - York Memorial C.I.**
2690 Eglinton Ave. W.
Principal: Bill Carmichael
653-7200 (evenings only)
Mon.-Thurs. 6:30-10:00 pm

In-Person Registration

Registration for the fall semester will be held on September 10, 11, 12 & 13, 1984, from 6:00 - 9:00 p.m. at York Memorial C.I.

Fees

- (i) No fee for courses in English as a Second Language and Citizenship
- (ii) No fee for Adult Basic Education Courses and Academic Upgrading courses up to and including Grade 8, and
- (iii) No fee for Credit Courses leading to a Secondary School Graduation Diploma and Honour Graduation Diploma.
- (iv) For all other Adult and Continuing Education courses fees are at a basic rate of \$1.00 per instructional hour for each General Interest course.
- (v) **\$532.00** (subject to revision September 1984) for all courses for persons who are Canadian citizens or who have applied for and/or received landed immigrant status but reside outside Metropolitan Toronto within the Province of Ontario.
- (vi) **\$825.00** (subject to revision September 1984) for all courses for persons who have not applied for Landed Immigrant status and who are in Canada on a Visitor Visa or as a Visitor or on a Student Visa.

Refund Information

- If a class is cancelled by the York Board of Education, the full registration fee will be refunded.
- Twenty-five percent of the registration fee is an administration fee and is non-refundable if a student withdraws from an operating class.
- A request for refund will not be granted after a student has attended three classes.
- A request for refund is to be submitted within one month of the commencement of the course.

Cancellation of Courses

A minimum of 15 students is required to open a class. The Board of Education reserves the right to close a class if the attendance falls below 10. In this event, every effort will be made to re-group classes or to accommodate students in another school within the City of York.

Senior Citizens

There are no registration fees for senior citizens 65 years of age or older applying for Board of Education courses.

Holidays

No continuing education classes will be held on:

October 8 — Thanksgiving
 December 24 - January 6 inclusive — Christmas Holidays