

Continuing Education



Humber
College

Spring/Summer
1996

Saturday Success Workshops

Effective Resumé and Covering Letters

Course No.: <CES006 TRN: 0020006 HE
Resumes have changed dramatically over the past few years. Discover what works to get results from your resume and covering letter. Learn about new approaches, the benefits of technology and strategies to create an effective marketing tool. We will particularly focus on the strategy to relate resume and covering letter to your specific career direction.

Class	Day	Time	Duration	Loc.
50	Sat	9:30-12:30pm	Jun 1	N

Fee: \$5

Introduction to Career Planning

Course No.: <CES003 TRN: 0020003 HE
In this workshop, you will begin to explore your career interests. In addition, emphasis will be placed on planning and decision making as part of a career path.

Class	Day	Time	Duration	Loc.
50	Sat	9:30-12:30pm	May 11	N

Fee: \$5

Job Search: A Map To Success

Course No.: <CES004 TRN: 0020004 HE
Consider the search for a job as a hunt for buried treasure. You may meet obstacles and detours, but don't get discouraged. Learn to follow the clues. Apply practical strategies and success should be your reward.

Class	Day	Time	Duration	Loc.
50	Sat	9:30-12:30pm	May 25	L

Fee: \$5

These workshops are open to Continuing Education students, 19 years of age and older. To register, please call (416) 798-1034. Pre-registration is necessary to ensure yourself a seat.

There are no refunds for Workshops. Transfer requests can be made prior to the start of a scheduled workshop.

Prior Learning Assessment

Learning acquired through work, volunteer, or other life experiences may be evaluated for college credit in your program of study through a challenge process or submission of a Prior Learning Portfolio.

(This does not replace the evaluation of transcripts through the exemption process as described on page 97).

For more information on Prior Learning Assessment (PLA) please call (416) 675-5090.

Assistance with PLA is also available through Academic Advising and Individual Counselling. (See above).

Please turn to page 80 for information on the Sociology of Learning: Portfolio Development Course.

Assistance & Counselling

INDIVIDUAL COUNSELLING

May 1 - June 5, 1996

- By Appointment
- North Campus: Wednesday 5 to 8 pm, Room D133
- Lakeshore Campus: One Tuesday a month, 5 to 8 pm, Room A120

For an appointment, please call:

North Campus (416) 675-5090 Lakeshore Campus (416) 675-3111, Ext. 3331

ASSESSMENT AND ACCOMMODATION FOR DISABILITIES AND PEER TUTORING

Please call (416) 675-8522 for information and/or an appointment

Self Directed Learning

See page 78 for details about our new Open Learning Centre

Humber College is pleased to announce the inaugural season of the Humber Festival of the Arts scheduled for Summer '96 at the College's beautiful Lakeshore Campus.

The festival will include five workshops running from July 14 to 26: a jazz workshop, *How To Make Your First Video, How To Make a Music Video or Dance Film*, MIDI workshops, and a workshop on *Recording and Releasing Your Music*. During the two-week festival, noon-hour jazz concerts will be open to the public and those attending the workshops. For details, call

(416) 675-0216 or (416) 675-3111 ext. 3332



Registration Information

Register Early!

for a full choice of courses

Registration for the Spring/Summer semester is open now. Most classes advertised in this calendar will begin in early May 1996. Look for our 1996/97 calendar near the end of July.

We encourage you to register early. You may do so by:

- Telephone
- Mail
- FAX
- In Person

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

How to Register

All fees are due when you register

By Telephone

(Visa or Mastercard required)

Dial (416) 798-1034

RETURNING STUDENTS

See page 111 for C.H.R.I.S. information.

NEW STUDENTS

(or students who cannot locate their Humber College Student Identification Number)

Please have your VISA or MasterCard available and the course number(s) you wish to register for and select the option to speak to a registration staff member.

Note: You can enquire about course availability without a Humber College Identification Number - All you need is the Course Number, TRN (Telephone Registration Number) and Class Number.

By Mail

(Visa or Mastercard or cheque)

Please use the Continuing Education Registration Form found at the back of this publication.

An Admit-To-Class form will be mailed confirming you have been registered. Due to the volume of applications we receive, please presume you have been enrolled unless you hear from us within three (3) business days of your application. Please make sure you have provided us with daytime and evening telephone numbers.

By FAX

(Visa or Mastercard required)

Dial (416) 675-2427

Complete the Registration Form found on page 112.



In Person

Visit our Continuing Education Registration Department, in the Office of the Registrar at the North Campus or Lakeshore Campus.

Complete a registration form provided at the back of this calendar.

Please note: Fees are payable at the time of registration. When you register in person, we accept cash, cheque, money order, Visa, or MasterCard. (If paying by cheque for Real Estate courses, the cheque must be certified.)

We are pleased to announce that the North Campus and Lakeshore Campus now offer the INTERAC® Direct Payment Service.

Change of Address

In order to maintain accurate records, please notify the Registration Department either in person, or by calling us at (416) 798-1034, then press 1, then press 0. Please have your Humber Identification Card Number handy.

Student Records

The Office of the Registrar centralizes the processing of requests from students for Exemptions, Prior Learning Assessment, Registration, Fee Payments, Grade Reports, Transcripts, Certificates and Diplomas. To contact us, please call during the hours listed below or write to us at:

or

Humber College,
North Campus
Office of the Registrar
205 Humber College Blvd.,
Etobicoke, Ontario
M9W 5L7

Humber College,
Lakeshore Campus
Office of the Registrar
3199 Lakeshore Blvd. W
Toronto, Ontario
M8V 1K8



Registration Department Office Hours

North Campus (416) 798-1034
Monday - Thursday 10:30 a.m. - 7:30 p.m.
Friday 10:30 a.m. - 7:00 p.m.
Saturday 8:30 a.m. - 12:30 p.m.

Lakeshore Campus (416) 798-1034
Monday - Thursday 10:30 a.m. - 7:30 p.m.
Friday 10:30 a.m. - 4:00 p.m.

Effective May 27, 1996

Monday - Friday 8:30 a.m. - 4:00 p.m.



See Dates to Remember for additional information and holiday closures on page 99.



PLEASE RECYCLE

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For your Survival Challenge see
details on page 6.*

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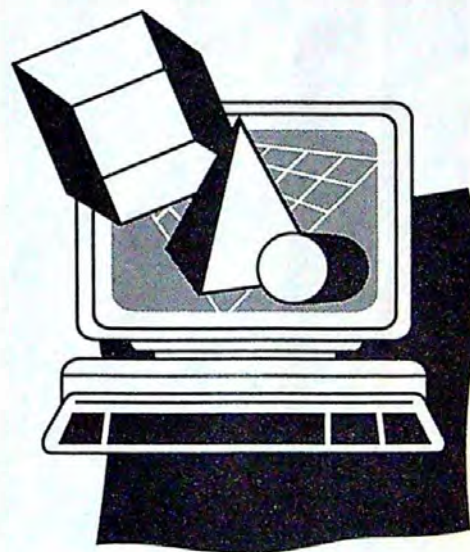
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Learn about today's new financial institutions with the Financial Services Studies Diploma – Institute of Canadian Bankers on page 13.



Add another dimension to your life, see our new 3-D courses on page 60.

Leisure and Fitness

You are encouraged to register early in all courses as classes without sufficient registration will be cancelled *one week* before classes start.

Athletics

For further information, please call Leanne Henwood (416) 675-5097

Fitness

Adult Learn to Swim – Level 1

Course No.: ATHL120 TRN: 0560120 BA
This course is for the non-swimmer and will cover shallow water skills, floating (assisted and unassisted) and gliding.

Class	Day	Time	Duration	Loc.
50*	Mon-Fri	8-8:45pm	Jun 17-Jun 28	***
51**	Tue&Thu	8:15-9pm	Jul 2-Jul 25	***

Fee: *\$49.08, **\$40 7% GST is included in course fee.
***Humber Community Pool

Adult Learn to Swim – Level 2

Course No.: ATHL121 TRN: 0560121 BA
This course will give the participant an introduction to the front crawl and deep water, swimming on back and treading water.

Class	Day	Time	Duration	Loc.
50*	Mon-Fri	8-8:45pm	Jun 17-Jun 28	***
51**	Tue&Thu	8:15-9pm	Jul 2-Jul 25	***

Fee: *\$49.08, **\$40 7% GST is included in course fee.
***Humber Community Pool

Adult Learn to Swim – Level 3

Course No.: ATHL122 TRN: 0560122 BA
In this level you will cover distances and stroke standards increase. You will also have an introduction to the backcrawl, breast-stroke, side-stroke, elementary back-stroke and front dive.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	8:15-9pm	Jul 2-Jul 25	*

Fee: \$40 7% GST is included in course fee.
*Humber Community Pool

Aquafit

Course No.: ATHL066 TRN: 0560066 BA
Come and join one of the most popular non-impact exercise classes. These classes are designed to tone muscles, improve flexibility and develop cardiovascular endurance. No swimming ability is necessary.

Class	Day	Time	Duration	Loc.
51*	Mon-Fri	8-8:45pm	Jun 17-Jun 28	***
52**	Mon&Wed	8-8:45pm	Jul 1-Jul 24	***
53**	Tue&Thu	7:30-8:15pm	Jul 2-Jul 25	***

Fee: *\$49.08, **\$40 7% GST is included in course fee.
***Humber Community Pool

Body Shaping

Course No.: ATHL090 TRN: 0560090 BA
This class will teach you how to flatten your tummy, tighten your thighs and build better buttocks! Total body conditioning and stretching will be emphasized through a variety of calisthenic exercises. This class suits all levels of participants.

Class	Day	Time	Duration	Loc.
50	Mon&Wed*	7:45-8:30pm	Apr 29-Jun 5	N

Fee: \$45 7% GST is included in course fee.
*Plus Monday, June 17, 1996.

Step and Tone

Course No.: ATHL088 TRN: 0560088 BA
Utilizing a stepping platform, this challenging class effectively burns fat while building cardiovascular strength and endurance. Participants will work all major muscles through exercises that tone and stretch to balance the workout.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-7:45pm	Apr 29-Jun 5	N

Fee: \$45 7% GST is included in course fee.
*Plus Wednesday, June 19, 1996.

Weight Training and Fitness for Women – Beginner

Course No.: ATHL023 TRN: 0560023 BA
This individualized program combines weight training and fitness. Provides all components of an excellent fitness program including cardiovascular and muscular endurance, strength and flexibility in order to establish a personal fitness profile.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-8pm	May 7-Jun 13	N

Fee: \$70 7% GST is included in course fee.

Fitness Update Workshops

Many of these workshops provide Continuing Education credits towards Fitness Instructor certification.

Aquafit Specialty

NEW

Course No.: ATHL130 TRN: 0560130 BA
Learn how to design and deliver aquafit classes in both shallow and deep water. Instructors will develop aquatic programming ideas for a variety of class participants, while experimenting with a selection of pool tools and class formats. (Aqua wear required.)

Class	Day	Time	Duration	Loc.
50	Sat	9-5pm	May 11	*

Fee: \$80 7% GST is included in course fee.
*Curzon's Sporting Club, 10 Carlson Court (Hwy. 27 & Dixon Rd.)

Kids' Specialty

NEW

Course No.: ATHL131 TRN: 0560131 BA
Fitness, fun and endless program options are presented in this one-day workshop designed to assist the instructor working with children and teens. Learn how to use portable props and creativity to enhance and encourage fitness activities with kids.

Class	Day	Time	Duration	Loc.
50	Sat	9-5pm	May 4	*

Fee: \$80 7% GST is included in course fee.
*Curzon's Sporting Club, 10 Carlson Court (Hwy. 27 & Dixon Rd.)

ATTENTION
ATTENTION
registration is
now open



Fitness Leadership Certificate – Program 166

Program Coordinator:
Doug Fox (416) 675-5097

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

Compulsory Courses > Pre-requisite	Semester
	F W S
FITN100 Fitness Instructor Training	• •
FITN200 Standardized Test of Fitness Appraiser > Fitness Instructor Training and CPR	• •
FITN201 Exercise Prescription > Fitness Instructor Training and Standardized Test of Fitness Appraiser	• •
FITN300 Fitness Leadership and Motivational Skills	• •
FITN 302 Community Field Experience > Fitness Instructor Training and Standardized Test of Fitness Appraiser	• • •
Electives (Choice of 2)	
FITN101 Nutrition and Lifestyle Behaviour	•
FITN202 Prevention and Treatment of Injuries	•
FITN301 Fitness Trends and Innovations	•
FITN203 Fitness For Specialty Populations	•
FITN204 Personal Trainer > Fitness Instructor Training	•

Community Field Placement

Course No.: FITN302 TRN: 3010302 BB
The field experience will be offered to provide an opportunity to implement the knowledge acquired through classroom teaching. The student will develop a working relationship with an institution to improve his/her skills in the area of fitness that he/she is interested in.
Pre-requisite: FITN100 Fitness Instructor Training, FITN200 Standardized Test of Fitness Appraiser

Class	Day	Time	Duration	Loc.
50	TBA	TBA	Apr 1-Aug 31	N

Fee: \$138.40

Fitness Leadership and Motivation

Course No.: FITN300 TRN: 3010300 BB
This course is designed to enhance the student's knowledge of leadership practices associated with fitness. It will focus on concepts of communication, human relations, motivation as well as interview and presentation skills and will integrate them with leadership styles.

Class	Day	Time	Duration	Loc.
50	Fri-Sun	*	May 3-May 5	N

Fee: \$79.20 (Course fee includes manual)
*Fri (6:30-10:30pm), Sat&Sun (9-5pm)

Fitness Trends and Innovations

Course No.: FITN301 TRN: 3010301 BB
This course is designed to give students an understanding of current and future trends in the fitness field as well as providing them with creative and fun ways to develop exercise programs for individuals and groups.

Class	Day	Time	Duration	Loc.
50	Fri-Sun	*	Jun 7-Jun 9	N

Fee: \$79.20 (Course fee includes manual)
*Fri (6:30-10:30pm), Sat&Sun (9-5pm)

Wellness Workshops

Aromatherapy – Introduction

Course No.: ATHL604 TRN: 0560604 BA
Everyone is talking about it, but what is it? This one-day course will teach you what it is and how to do it. You will learn specific uses for aromatherapy and how to make your oils. Come prepared for theory and practical work. Please wear comfortable clothes (i.e. sweats) and bring one sheet and two pillows.
Instructors: Bonnie Gibbon & Richard Gibbon, Registered Massage Therapists

Class	Day	Time	Duration	Loc.
50	Sun	9-4pm	Jun 23	N

Fee: \$80 7% GST is included in course fee.

Hatha Yoga – Introduction **NEW**

Course No.: ATHL112 TRN: 0560112 BA
This course will take the beginner step-by-step through the basics of Hatha Yoga following the five points designed by Swami Vishnu-devananda for radiant health and inner peace: proper exercise, breathing, relaxation, diet and positive thinking.
Instructor: Jay Sharma

Class	Day	Time	Duration	Loc.
50	Wed	7-8pm	May 1-Jun 19	N

Fee: \$45 7% GST is included in course fee.

Massage Therapy – Introduction

Course No.: ATHL602 TRN: 0560602 BA
Have you ever felt like having a massage? Have you ever given a massage and wished you knew some more techniques? If you answered yes to either of these questions, then this workshop is for you. You will learn a variety of techniques in this one day workshop. Please come with two pillows, two flat sheets and loose clothing (e.g. jogging suit). Massage oils will be provided.
Instructors: Bonnie Gibbon & Richard Gibbon, Registered Massage Therapists

Class	Day	Time	Duration	Loc.
50	Sun	9-4pm	May 5	N
51	Sat	9-4pm	Jun 15	N

Fee: \$80 7% GST is included in course fee.

Massage Therapy – Intermediate **NEW**

Course No.: ATHL605 TRN: 0560605 BA
This course is for you if you enjoyed "Massage Therapy – Introduction" and would like to learn more. You will be taught how to massage areas of the body that are not covered in Massage Therapy – Introduction. Please wear comfortable clothing (i.e. sweats) and bring one sheet and two pillows. Oil is provided.
Pre-requisite: ATHL602 Massage Therapy – Intro.
Instructors: Bonnie Gibbon & Richard Gibbon, Registered Massage Therapists

Class	Day	Time	Duration	Loc.
50	Sun	9-4pm	July 14	N

Fee: \$80 7% GST is included in course fee.

Meditation – Introduction **NEW**

Course No.: ATHL113 TRN: 0560113 BA
What is meditation? Why meditate? Theory and practice of meditation and mantras will be taught in this beginner's course. You will learn to understand the nature of your mind and how to develop concentration and inner peace as well as how meditation can be used to help manage stress.
Instructor: Jay Sharma

Class	Day	Time	Duration	Loc.
50	Thu	7-8pm	May 2-Jun 20	N

Fee: \$45 7% GST is included in course fee.

Reflexology – Introduction

Course No.: ATHL603 TRN: 0560603 BA
Reflexology is a method of activating the healing abilities of the body through specific points in the feet. Reflexology effects the energy zones (meridians) that are throughout the body. These meridians correspond to all our organs, glands, and body parts. You will not only learn how pressure points in your feet can have an affect on your whole body, but also leave with a good foot massage. Please bring one pillow and one flat sheet to the workshop.
Instructors: Bonnie Gibbon & Richard Gibbon, Registered Massage Therapists

Class	Day	Time	Duration	Loc.
50	Sat	9-4pm	May 25	N

Fee: \$80 7% GST is included in course fee.



Outdoor Education – Workshops

Backpacking – Advanced

Course No.: ATHL115 **TRN:** 0560115 **BA**
This course includes two preliminary planning sessions and a 6-day challenging backpacking expedition to the Adirondacks 'High Peaks' region of New York state. Participants will ascend Mt. Marcy, Mt. Colden and Algonquin Peak with vertical ascents of about 3300 feet. You should be a graduate of Humber's Backpacking course (or have similar prior experience) and have a high fitness level. All equipment will be supplied except food and transportation to/from the site.

Class	Day	Time	Duration	Loc.
50	Mon*	7-10pm	Jun 24-Jul 8	N

Fee: \$350 **7% GST is included in course fee.**
*Two classes Only June 24 and July 8, 1996,
Trip – Monday July 14 to Friday, July 19, 1996

Harvesting Wild Edibles **NEW**

Course No.: ATHL118 **TRN:** 0560118 **BA**
This advanced edibles course consists of two evening seminars and one weekend outing to a wilderness ecosystem in Algonquin Park. Participants will learn how to identify 50-100 species of wild native plants, trees, shrubs, lichens, ferns and mushrooms. Using a 'hands-on' approach, students will prepare teas, coffees, bannock, salads, soups, jams, mustards and other meals using what nature has to offer. Additionally, students will learn some basics of forest and wetland ecology. The fee covers everything except for personal gear, food and transportation to and from the weekend site.

Class	Day	Time	Duration	Loc.
50	Thu*	7-10pm	Jun 6-Jun 13	N

Fee: \$120 **7% GST is included in course fee.**
*Weekend Outing – Sat., June 22 and Sun., June 23, 1996

Identifying Wild Edibles **NEW**

Course No.: ATHL117 **TRN:** 0560117 **BA**
A one-day 'hands-on' introduction to native wild edible plants, trees, shrubs and lichens. The goal will be to identify 30-50 different species and learn their uses i.e. edible, medicinal and camping uses. Students will sample wild teas, salads, jams and bannock. Whether for general interest, or for fun, you will find this workshop both enjoyable and full of practical information.

Class	Day	Time	Duration	Loc.
50	Sat	10-4pm	May 25	N

Fee: \$50 **7% GST is included in course fee.**

Survival Challenge **NEW**

Course No.: ATHL116 **TRN:** 0560116 **BA**
This special course results in the awarding of a 'Letter of Achievement'. Participants who wish to build on the Outdoor Survival course and who wish to challenge themselves to reach new heights will enjoy this rigorous program. In a pristine, remote section of wilderness northeast of Lake Superior, participants will spend seven days learning advanced survival skills such as specialized shelters, fire by friction, snares and deadfalls, rope and basket making and an assortment of other skills. There will be a solo component near the end of the trip. The fee covers all costs except personal gear, food and transportation to and from the site. There will be a one-day seminar prior to the trip to review survival skills and to plan the expedition.

Class	Day	Time	Duration	Loc.
50	Sat*	9-4pm	Jun 15	N

Fee: \$395 **7% GST is included in course fee.**
*Trip – Sunday, July 21 to Saturday, July 27, 1996

Outdoor Education Certificate – Program 850

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

For further information, please call Leanne Henwood at (416) 675-5097.

This certificate is comprised of four compulsory courses and two electives as follows:

Compulsory Courses

Backpacking
Canoe Camping
Winter Camping
Outdoor Survival
Electives (select 2)
Rock Climbing
Weather Forecasting
Ornithology
Orienteering

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Canoe Camping – Lightweight

Course No.: ATHL400 **TRN:** 0560400 **BA**
Four evening seminars and a canoe trip on the long weekend will introduce all aspects of lightweight camping as applied to canoe tripping. All equipment except personal clothing, food and transportation to and from canoe trip site is provided. This is a certified course.

Class	Day	Time	Duration	Loc.
50	Wed	7-10pm	Apr 24-May 22	N

Fee: \$157.15

Rock Climbing

Course No.: ATHL403 **TRN:** 0560403 **BA**
This course will introduce you to the challenging and exciting experience of rock climbing under the safety-oriented supervision of qualified, experienced instructors. Indoor sessions will instruct you in general climbing techniques. In addition, outdoor climbs, varying in degrees of difficulty, will give you an opportunity to practice your new skills and knowledge. All equipment is supplied.

Class	Day	Time	Duration	Loc.
50	Tue	7-8pm	May 14	N
51	Tue	7-8pm	Jun 4	N

Fee: \$140.57

Recreational Memberships

Athletic Membership **BA**

An athletic membership entitles you to participate in leisure activities in the Athletic Facility. Your membership includes the opportunity to play badminton, squash, use the newly renovated weight room, sauna and access noon-hour fitness classes. Register in the Athletic Office A116, during facility hours, Monday through Friday. For further information please call (416) 675-5097.

Pre-requisite: 16 years and older
Fee: \$45/semester, \$100/year
*The facility is open from Monday – Thursday (7:30am-9pm), Fridays (7:30am-8pm), Sat. & Sun. (10am-4pm).

Sports

Humber Sports Camp

Course No.: KIDS800 **TRN:** 4900800 **NEW BA**
Humber Sports Camp is a tri-sport camp focussing on swimming, baseball and basketball. Your child will receive swimming lessons from Etobicoke Park & Recreations' qualified swim instructors (levels available) as well as skill development in both baseball and basketball from our Athletics staff. For detailed information, please phone Lianne Henwood at (416) 675-5097. Ages: 8-14 years.

Class	Day	Time	Duration	Loc.
50	Mon-Fri	9-5pm	Jul 1-Jul 12	N
51	Mon-Fri	9-5pm	Jul 15-26	N

Fee: \$230

Golf for Beginners

Course No.: ATHL057 **TRN:** 0560057 **BA**
Golf for beginners is a 5 lesson program that will introduce golf to the beginner and present intermediate players with an understanding of golf theory and fundamentals. These lessons are a building process to develop a sound swing and attitude. This program combines classroom theory and indoor practice. Outdoors as weather permits.

Class	Day	Time	Duration	Loc.
50	Wed	7-8:30pm	May 8-Jun 5	N

Fee: \$59.99 **7% GST is included in course fee.**

Golf – Introduction

Course No.: ATHL025 **TRN:** 0560025 **BA**
Learn the basics of golf - grip, stance, swing - improve your game, or eliminate bad habits with help from a certified professional instructor.

Class	Day	Time	Duration	Loc.
50	Mon	6:30-7:30pm	May 6-Jun 17	*
51	Mon	7:30-8:30pm	May 6-Jun 17	*
53	Tue	7:30-8:30pm	May 7-Jun 11	*
54	Wed	6:30-7:30pm	May 8-Jun 12	*
56	Thu	6:30-7:30pm	May 9-Jun 13	*
57	Thu	7:30-8:30pm	May 9-Jun 13	*

Fee: \$50 **7% GST is included in course fee.**
*Hunters Glen, Hwy. 50 (North of Hwy. 7)

Golf Techniques – Advanced

Course No.: ATHL056 **TRN:** 0560056 **BA**
If you wish to broaden your golf knowledge and improve your golf technique, then this 5 lesson program is for you. You will survey golf theory and golf technology and undertake a video swing analysis to improve your consistency and score.

Class	Day	Time	Duration	Loc.
52	Wed	8:30-10pm	May 8-Jun 5	N

Fee: \$59.99 **7% GST is included in course fee.**

Hang Gliding/Paragliding

Course No.: ATHL068 **TRN:** 0560068 **BA**
The age old dream of free flight becomes reality through sky sailing. This 40-hour course by High Perspective is comprised of lectures on risk management, micro-meteorology, etc., and actual flying at Centennial Park in Etobicoke. Graduates achieve HGAC Level 1 Practical and Level 2 Theory. All equipment, texts and notebook are provided.

Class	Day	Time	Duration	Loc.
50	Tue	7-10pm	May 28	N

Fee: \$432.34 **7% GST is included in course fee.**

**National Coaching
Certification Program – Level 1**

Course No.: ATHL019 TRN: 0560019 BA
In Level 1 you will examine the coach's role, growth and development, sport safety, skills analysis, physical preparation, and skills development. You will focus on planning the practice. A program of the Coaching Association of Canada, delivered through the Ontario Sports Centre in conjunction with the Ministry of Tourism and Recreation. Pass based upon 100% attendance and on participation. Participants must be 16 years of age or older.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	*	Apr 1-Apr 10	N
51	Sat&Sun	9-5pm	Jun 29-Jun 30	N

Fee: \$63.29** 7% GST included in course fee
*Mon (6-10pm). Wed (6:30-10pm)
**Fee includes price of manual and workbook

**National Coaching
Certification Program – Level 2**

Course No.: ATHL016 TRN: 0560016 BA
In this continuation of Level 1, you will focus on seasonal planning. A program of the Coaching Association of Canada, delivered through the Ontario Sports Centre in conjunction with the Ministry of Tourism and Recreation. Pass is based upon 100% attendance and participation. Participants must be 16 years of age or older. Pre-requisite: ATHL019 National Coaching Certification Program – Level 1

Class	Day	Time	Duration	Loc.
50	*	*	May 29-Jun 2	N

Fee: \$87.75** 7% GST is included in course fee.
*Wed (6-10pm). Sat & Sun (9-5pm)
**Fee includes price of manual and workbook

Tennis – Introduction

Course No.: ATHL010 TRN: 0560010 BA
Learn to play tennis! You will receive basic instruction in forehand, backhand, serve, volley, scoring and doubles play. To participate, you must bring your own racquet and dress appropriately.

Class	Day	Time	Duration	Loc.
50	Wed	7-8:30pm	May 1-Jun 5	N

Fee: \$50 7% GST is included in course fee.

Beach Volleyball – Co-ed

Course No.: ATHL054 TRN: 0560054 BA
Beach volleyball is an exciting alternative to the indoor version. Bring sunscreen, sunglasses, a water cooler and a hat and enjoy this activity with your friends. Session (50) is recreational. Register early to avoid disappointment.

Class	Day	Time	Duration	Loc.
50	Mon	6-9pm	Jun 17-Aug 12	*

Fee: \$50 7% GST is included in course fee.
*Marie Curtis Park

**WHAT IS...
N.T.T.S.,L...?**

SEE **BACK INSIDE COVER** FOR YOUR DIRECTIONS

Canoe

Canoe Reconstruction

Course No.: BOAT006 TRN: 0805006 DG
The course will show you how to remove and replace rotten ribs, planking, stems, inwales and decks. We will recanvas at least one canoe. A detailed handout regarding repairs will be provided. There is a materials fee for work done on your canoes.

Class	Day	Time	Duration	Loc.
70	Thu-Sat	*	Jun 6-Jun 8	**

Fee: \$172.48 7% GST is included in course fee.
*Thu.&Fri (6-10pm). Sat. (9-6pm)
**Wilderness Workshop, 140 Advance Blvd., Unit #1, Brampton

Cedar Canvas Canoe Construction

Course No.: BOAT007 TRN: 0805007 DG
Students will work together to complete one seventeen foot cedar canvas canoe. All tools and materials are provided. Students are encouraged to photograph the various steps and to make notes. On completion of the course, students may purchase a kit of materials and build their own canoe with a form provided.

Class	Day	Time	Duration	Loc.
70	Sat-Fri	*	Apr 20-Apr 27	**

Fee: \$295.28 7% GST is included in course fee.
*Sat. (9-5pm). Mon.-Fri (6-10pm)
**Wilderness Workshop, 140 Advance Blvd., Unit #1, Brampton

Stripper Canoe Construction

Course No.: BOAT025 TRN: 0805025 DG
Stripped canoes are constructed of long narrow strips of cedar and spruce. The completed hull is finished by sanding and fibreglassing with clear resin. Trim wood, seats and decks complete the process.

Class	Day	Time	Duration	Loc.
70	Sat-Fri	*	Apr 20-Apr 27	**

Fee: \$294.89 7% GST is included in course fee.
*Sat. (9-5pm). Mon.-Fri. (6-10pm)
**Wilderness Workshop, 140 Advance Blvd., Unit #1, Brampton

Equine Studies

For further information on Equine courses, contact Monica McGillivray at (416) 675-3111, ext. 4265 (For direct TouchTone dialing call (416) 798-1034).

Important Notice

Please note that equestrian training and horsemanship (riding) courses are no longer offered at Humber College. Equestrian theory and academic courses will continue to be available as long as there is sufficient demand.

Completion of certificates will be permitted only for those students who started in the program prior to August 1993. Please note this is the final semester for completion of equestrian certificates.

Please call Monica McGillivray at (416) 675-3111, ext. 4265 (For direct TouchTone dialing call (416) 798-1034) for a brochure outlining the procedure for certificate completion.

**Equestrian Instructor's
Certificate – Program 170**

For students enrolled in the certificate program prior to August 1993, an Equestrian Instructor's Certificate can be earned by completing the courses below. Please note this is the final semester for completion of this equestrian certificate.

Required Courses	Credits
Understanding Equine Nutrition	1
Horse Health 1	2
Horse Health 2	2
Instructional Theory	2
Equestrian Training Level 6 or Western Horsemanship 4	1
Basic Dressage	1
Introduction to Practical Horse Care	1
Practical Horse Care Lab	1
Instructional Field Work	2
Equine Biology	1
Equine Exercise Physiology	1
Theory of Coaching 1 (offered through Athletics)	0
Total	15

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

**Equine Studies Certificate
– Program 169**

For students enrolled in the certificate program prior to August 1993, a Certificate in Equine Studies can be earned by completing 15 credits from the courses listed below. (A maximum of six credits from riding and driving courses may be credited towards the Certificate.) Please note this is the final semester for completion of this equestrian certificate.

Course #	Course Name	Credits
EQNE011	Western Rider Theory 1 and 2	
EQNE708	Horse Health 1	2
EQNE702	Horse Health 2	2
EQNE713	Equine Biology	1
EQNE709	Understanding Equine Nutrition	1
EQNE710	Feeding for Economy and Profit	1
EQNE711	Coaching Theory	2
EQNE707	Intro. to Practical Horse Care	2
EQNE717	Prac. Horse Care Lab	1
EQNE723	Equine Exercise Physiology	1
EQNE724	Equine Reproduction and Breeding	2
EQNE740	Equine Farm and Business Mgmt. 1	2
EQNE741	Equine Farm and Business Mgmt. 2	2

Riding and Driving Courses

EQNE700	Equestrian Training Level 1	1
EQNE720	Equestrian Training Level 2	1
EQNE730	Equestrian Training Level 3	1
EQNE750	Equestrian Training Level 4	1
EQNE770	Equestrian Training Level 5	1
EQNE790	Equestrian Training Level 6	1
EQNE706	Basic Dressage	1
EQNE703	Western Horsemanship 1	1
EQNE704	Western Horsemanship 2	1
EQNE705	Western Horsemanship 3	1
EQNE714	Western Horsemanship 4	1
EQNE701	Pleasure Driving Clinic 1	1
EQNE712	Pleasure Driving Clinic 2	1

Equine Farm and Business Management – Level 2

Course No.: EQNE741 **TRN:** 2800741 **AA**
 This course continues on from the Equine Farm and Business Management Level 1 course. Students will acquire further knowledge related to financial and farm record systems, basic farm layout, management of a daily operation and employee management.
Pre-requisite: EQNE740 Equine Farm and Business Management - Level 1

Class	Day	Time	Duration	Loc.
50	Wed	7-10pm	May 8-Jul 10	N

Fee: \$103.80

Landscape Materials and Techniques

Course No.: LAND803 **TRN:** 5005803 **AA**
 This course is designed to familiarize the student with the hard and soft construction materials used in the landscape industry. Drawing of detailed construction plans and elevations will assist the student's ability to read blueprints and also understand how a given project can be assembled.
Pre-requisite: LAND800 Landscape Drawing 1

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70

Plant Identification

Course No.: LAND804 **TRN:** 5005804 **AA**
 A study of the shrubs and trees commonly used in the landscape industry in Southern Ontario. This course will concentrate on identification characteristics and the landscape uses of these plants. Students will be required to learn and use botanical nomenclature for each plant studied.

Class	Day	Time	Duration	Loc.
50	Sat&Tue	*	May 11-Jun 25	N

Fee: \$155.70
 *Sat. (9am-12noon); Tue. (7-10pm)

Horticulture Science Certificate – Program 182

This program could provide the basis for a career in the Horticulture industry. Studies will include botany, plant identification, tree and shrub care, general culture of plants and turf management. The program consists of the following 4 courses offered during the Fall and Winter semesters.
Requisite Courses > Pre-requisites
 Horticulture Science 1
 Horticulture Science 2 > Horticulture Science 1
 Horticulture Science 3 > Horticulture Science 1
 Horticulture Science 4 > Horticulture Science 1

Leisure Arts and Activities

Stained Glass

Stained Glass classes are now offered directly through Fantasy in Glass Glassworks, 703 The Queensway, Etobicoke. Please contact Mike at (416) 252-6868 for more information.

registration
is open
NOW!

Dance

For information on Latin Dancing, please call La Classique Latin Night Club at (416) 658-7581.

Latin Dance – Beginners

Course No.: DNCE018 **TRN:** 2135018 **CE**
 Learn Latin dancing under the expert instruction of professional Latin dance teacher Alberto Gomez. Lessons will be held in an authentic Latin night club. Emphasis will be on salsa, with approximately 15 steps being taught. In addition, students will be introduced to merengue, cumbia, cha cha, Argentine tango, and mambo. Cover charge will be waived for students on lesson nights so that students can stay for extra practice during open dancing. On Fridays, there will be occasional floor shows after the class. No partners required.

Class	Day	Time	Duration	Loc.
50	Fri&Sun	7-8pm	Apr 26-Jun 14	*
51	Fri&Sun	7-8pm	Jun 21-Aug 9	*

Fee: \$100.16 **7% GST included in course fee.**
 *La Classique Latin Night Club, 1069 St. Clair Ave. West, just east of Dufferin

Sailing

For more information call (416) 252-7291

Humber College Sailing Centre – Toronto's most comprehensive sail training facility. In operation year-round, we offer on-the-water keelboat and dinghy courses, as well as many valuable classroom courses. Tax receipts for tuition are issued in February of each year.

Transfers and Refunds

Because of the popularity of the sailing courses and the limited space available on the boats, the following policy will be strictly enforced: Prior to 14 days, there is a \$50 service fee levied for withdrawal from any course. No fees are refunded for withdrawals within 14 days of the start date. Transfers are only permitted 14 days or more prior to start date. Fee levied for transfer is \$50. No transfers are permitted within 14 days of start date.

Junior Sailing School (White Sail)

Course No.: KIDS003 **TRN:** 4900003 **DH**
 In this program, children are evaluated during the first lesson and then grouped with others of the same ability. This ensures that your child will not be intimidated by the skills of other children. On the other hand, a child exhibiting strong sailing skills will be challenged and coached to higher levels. Children work in small groups and develop their skills through demonstration, practice, games and short talks. Most of the time is spent on the water, stressing safety, good seamanship and positive attitude. Participation, activity and fun are the key ingredients in our Junior Sailing School. For children 9-16.

Class	Day	Time	Duration	Loc.
01	Mon-Fri	9am-4pm	Jul 1-Jul 12	HCSS
02	Mon-Fri	9am-4pm	Jul 15-Jul 26	HCSS
03	Mon-Fri	9am-4pm	Jul 29-Aug 9	HCSS
04	Mon-Fri	9am-4pm	Aug 12-Aug 23	HCSS

Fee: \$259 **7% GST is included in course fee**

Landscaping

Humber is pleased to offer the following certificate programs, as well as some alternative courses in Landscaping.

For further information, please call (416) 675-5094.

Pesticide Technology

Course No.: LAND821 **TRN:** 5005821 **AA**
 Pesticide Technology is a study of insect and weed control, and the Ontario and Federal laws affecting pesticide use. This course is designed to prepare students to write the Ministry of Environment's Land Extremator's examinations for Class 1 and 3 licences. Students are responsible for all examination fees.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70

Landscape Design Certificate – Program 183

This certificate consists of 5 courses and offers to those who cannot pursue a full-time course of study, an opportunity to develop a proficiency in landscape design and representation of small scale projects. Individual credits earned may also be applied towards the Landscape Technician/Technologist Diploma. This program will be of interest to those:

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

Courses	Semester		
	F	W	S
LAND800 Landscape Drawing and Techniques	•	•	
LAND804 Plant Identification			•
LAND801 Landscape Design 1			•
LAND802 Landscape Design 2			•

Note: Students without the necessary pre-requisites, but with extensive, related industry experience, must obtain the approval of the Program Co-ordinator before registering in any course.

Junior Sailing (Bronze Sail)

Course No.: KIDS013 **TRN:** 4900013 **DH**
 For juniors 12-16 yrs with C.Y.A. White Sail 3 or higher.

Class	Day	Time	Duration	Loc.
01	Mon-Fri	9am-4pm	Jul 1-Jul 26	HCSS
02	Mon-Fri	9am-4pm	Jul 29-Aug 23	HCSS

Fee: \$549 **7% GST is included in course fee.**

Junior Keelboat Sailing

Course No.: KIDS007 **TRN:** 4900007 **DH**
 This course is offered to junior sailors who are graduates of the White Sail Level III program (or higher). This program will appeal to those 12-18 years of age. In groups of no more than four students, participants will have the opportunity to spend a week sailing on our safe, comfortable 24-foot Shark keelboats. In addition to sailing, students will be taught some theory and cruise to exciting destinations including the Toronto Island and Ashbridge's Bay.

Class	Day	Time	Duration	Loc.
01	Mon-Fri	9am-4pm	Jul 8-Jul 12	HCSS
02	Mon-Fri	9am-4pm	Jul 22-Jul 26	HCSS
03	Mon-Fri	9am-4pm	Aug 5-Aug 9	HCSS

Fee: \$219 **7% GST is included in course fee.**

Keelboat Sailing – Introduction

Course No.: SAIL020 **TRN:** 8120020 **DH**
 For the new sailor wishing a brief exposure to the sport of sailing, this course is designed to introduce you to the pleasures of keelboat sailing. Taught in a very relaxed atmosphere, the emphasis will be on safety and enjoyment. Highlights of this program include a cruise to Toronto Harbour and a Certificate of Participation.

Class	Day	Time	Duration	Loc.
01	Mon&Wed	6-9pm	Apr 29-May 1	HCSS
02	Tue&Thu	6-9pm	Apr 30-May 2	HCSS
03	Mon&Wed	6-9pm	May 13-May 15	HCSS
04	Tue&Thu	6-9pm	May 14-May 16	HCSS
05	Mon&Wed	6-9pm	May 27-May 29	HCSS
06	Tue&Thu	6-9pm	May 28-May 30	HCSS
07	Mon&Wed	6-9pm	Jun 10-Jun 12	HCSS
08	Tue&Thu	6-9pm	Jun 11-Jun 13	HCSS
09	Mon&Wed	6-9pm	Jun 24-Jun 26	HCSS
10	Tue&Thu	6-9pm	Jun 25-Jun 27	HCSS
11	Mon&Wed	6-9pm	Jul 8-Jul 10	HCSS
12	Tue&Thu	6-9pm	Jul 23-Jul 25	HCSS
13	Mon&Wed	6-9pm	Aug 5-Aug 7	HCSS
14	Tue&Thu	6-9pm	Aug 20-Aug 22	HCSS
15	Sat	9am-4pm	May 11	HCSS
16	Sun	9am-4pm	May 19	HCSS
17	Sat	9am-4pm	May 25	HCSS
18	Sun	9am-4pm	Jun 2	HCSS
19	Sat	9am-4pm	Jun 8	HCSS
20	Sun	9am-4pm	Jun 16	HCSS
21	Sat	9am-4pm	Jun 22	HCSS
22	Sun	9am-4pm	Jun 30	HCSS
23	Sat	9am-4pm	Jul 6	HCSS
24	Sun	9am-4pm	Jul 14	HCSS
25	Sat	9am-4pm	Jul 20	HCSS
26	Sun	9am-4pm	Jul 28	HCSS
27	Sat	9am-4pm	Aug 3	HCSS
28	Sun	9am-4pm	Aug 11	HCSS
29	Sat	9am-4pm	Aug 17	HCSS
30	Sun	9am-4pm	Aug 25	HCSS

Fee: \$107 **7% GST is included in course fee.**

Keelboat Cruising – Basic

Course No.: SAIL021 **TRN:** 8120021 **DH**
 Ideal for boaters with a little experience or graduates of our introductory program. Upon successful completion of this course, you should be capable of sailing a boat up to 30' safely and efficiently in local waters, in winds up to 15 knots. The Canadian Yachting Association Basic Standard will be awarded to successful candidates.

Class	Day	Time	Duration	Loc.
01	Mon&Wed	6-9pm	Apr 15-May 1	HCSS
02	Tue&Thu	6-9pm	Apr 16-May 2	HCSS
03	Mon&Wed	6-9pm	May 6-May 22	HCSS
04	Tue&Thu	6-9pm	May 7-May 23	HCSS
05	Fri	6-9pm	May 10-Jun 14	HCSS
06	Mon&Wed	6-9pm	May 27-Jun 12	HCSS
07	Tue&Thu	6-9pm	May 28-Jun 13	HCSS
08	Mon&Wed	6-9pm	Jun 17-Jul 3	HCSS
09	Tue&Thu	6-9pm	Jun 18-Jul 4	HCSS
10	Fri	6-9pm	Jun 21-Jul 26	HCSS
11	Mon&Wed	6-9pm	Jul 8-Jul 24	HCSS
12	Tue&Thu	6-9pm	Jul 9-Jul 25	HCSS
13	Mon&Wed	6-9pm	Jul 29-Aug 14	HCSS
14	Tue&Thu	6-9pm	Jul 30-Aug 15	HCSS
15	Mon&Wed	6-9pm	Aug 19-Sep 4	HCSS
16	Tue&Thu	6-9pm	Aug 20-Sep 5	HCSS
17	Sat&Sun	9-1:30pm	May 4-May 12	HCSS
18	Sat&Sun	9-1:30pm	May 18-May 26	HCSS
19	Sat&Sun	9-1:30pm	Jun 1-Jun 9	HCSS
20	Sat&Sun	9-1:30pm	Jun 15-Jun 23	HCSS
21	Sat&Sun	9-1:30pm	Jun 29-Jul 7	HCSS
22	Sat&Sun	9-1:30pm	Jul 13-Jul 21	HCSS
23	Sat&Sun	9-1:30pm	Jul 27-Aug 4	HCSS
24	Sat&Sun	9-1:30pm	Aug 10-Aug 18	HCSS
25	Sat&Sun	9-1:30pm	Aug 24-Sep 1	HCSS
26	Sat&Sun	9-1:30pm	Sep 7-Sep 15	HCSS
27	Sat&Sun	2-6:30pm	May 4-May 12	HCSS
28	Sat&Sun	2-6:30pm	May 18-May 26	HCSS
29	Sat&Sun	2-6:30pm	Jun 1-Jun 9	HCSS
30	Sat&Sun	2-6:30pm	Jun 15-Jun 23	HCSS
31	Sat&Sun	2-6:30pm	Jun 29-Jul 7	HCSS
32	Sat&Sun	2-6:30pm	Jul 13-Jul 21	HCSS
33	Sat&Sun	2-6:30pm	Jul 27-Aug 4	HCSS
34	Sat&Sun	2-6:30pm	Aug 10-Aug 18	HCSS
35	Sat&Sun	2-6:30pm	Aug 24-Sep 1	HCSS
36	Sat&Sun	2-6:30pm	Sep 7-Sep 15	HCSS
37	Mon-Fri	*	Apr 22-Apr 26	HCSS
38	Mon-Fri	*	Apr 29-May 3	HCSS
39	Mon-Fri	*	May 6-May 10	HCSS
40	Mon-Fri	*	May 13-May 17	HCSS
41	Mon-Fri	*	May 20-May 24	HCSS
42	Mon-Fri	*	May 27-May 31	HCSS
43	Mon-Fri	*	Jun 3-Jun 7	HCSS
44	Mon-Fri	*	Jun 10-Jun 14	HCSS
45	Mon-Fri	*	Jun 17-Jun 21	HCSS
46	Mon-Fri	*	Jun 24-Jun 28	HCSS
47	Mon-Fri	*	Jul 1-Jul 5	HCSS
48	Mon-Fri	*	Jul 8-Jul 12	HCSS
49	Mon-Fri	*	Jul 15-Jul 19	HCSS
50	Mon-Fri	*	Jul 22-Jul 26	HCSS
51	Mon-Fri	*	Jul 29-Aug 2	HCSS
52	Mon-Fri	*	Aug 5-Aug 9	HCSS
53	Mon-Fri	*	Aug 12-Aug 16	HCSS
54	Mon-Fri	*	Aug 19-Aug 23	HCSS
55	Mon-Fri	*	Aug 26-Aug 30	HCSS
56	Mon-Fri	*	Sep 2-Sep 6	HCSS
57	Mon-Fri	*	Sep 9-Sep 13	HCSS
58	Mon-Fri	*	Sep 16-Sep 20	HCSS

Fee: \$449 **7% GST is included in course fee.**
 *Mon-Thu (9:30-3:30pm), Fri (9:30-3pm)

Keelboat Cruising – Intermediate

Course No.: SAIL022 **TRN:** 8120022 **DH**
 For those who have their C.Y.A. Basic Cruising Standard or plenty of sailing experience in keelboats. This course is a practical 2 day live aboard cruise in western Lake Ontario. Fee does not include food.
Pre-requisite: SAIL021 Keelboat Cruising – Basic or approval of co-ordinator

Class	Day	Time	Duration	Loc.
01	Fri-Sun	*	May 24-May 26	HCSS
02	Fri-Sun	*	May 31-Jun 2	HCSS
03	Fri-Sun	*	Jun 14-Jun 16	HCSS
04	Fri-Sun	*	Jun 28-Jun 30	HCSS
05	Fri-Sun	*	Jul 5-Jul 7	HCSS
06	Fri-Sun	*	Jul 19-Jul 21	HCSS
07	Fri-Sun	*	Aug 2-Aug 4	HCSS
08	Fri-Sun	*	Aug 9-Aug 11	HCSS
09	Fri-Sun	*	Aug 16-Aug 18	HCSS
10	Fri-Sun	*	Aug 30-Sep 1	HCSS
11	Fri-Sun	*	Sep 6-Sep 8	HCSS
12	Fri-Sun	*	Sep 13-Sep 15	HCSS

Fee: \$389 **7% GST is included in course fee.**
 *Course begins at 6pm Friday and continues through to 9pm Sunday

Keelboat Cruising – Intermediate (Georgian Bay)

Course No.: SAIL024 **TRN:** 8120024 **DH**
 Discover cruising on Georgian Bay. This summer treat yourself to a cruise and learn navigation in one of the world's best cruising areas. All equipment is provided and you will be sailing on a 34-36 foot keelboat. Cost includes all meals.

Pre-requisite: SAIL021 Keelboat Cruising – Basic or equivalent

Class	Day	Time	Duration	Loc.
01	Sun-Fri	*	Jun 30-Jul 5	TBA
02	Sun-Fri	*	Jul 7-Jul 12	TBA
03	Sun-Fri	*	Jul 14-Jul 19	TBA
04	Sun-Fri	*	Jul 21-Jul 26	TBA
05	Sun-Fri	*	Jul 28-Aug 2	TBA
06	Sun-Fri	*	Aug 4-Aug 9	TBA
07	Sun-Fri	*	Aug 11-Aug 16	TBA
08	Sun-Fri	*	Aug 18-Aug 23	TBA
09	Sun-Fri	*	Aug 25-Aug 30	TBA

Fee: \$829.25 **7% GST is included in course fee.**
 *Course begins at 6pm on Sunday and continues through to Friday at 1pm

Keelboat Cruising – Advanced

Course No.: SAIL023 **TRN:** 8120023 **DH**
 This is the ultimate sailing experience with extended voyages, continuous overnight sailing and spinnaker flying in all types of wind and seas. Sailing from Hamilton to Midland in the Spring, or Midland to Hamilton in the Fall, will both challenge and refine your sailing skills. This is a very challenging course.

Pre-requisite: SAIL022 Keelboat Cruising – Intermediate or equivalent

Class	Day	Time	Duration	Loc.
01	Sat-Fri	*	Jun 15-Jun 21	TBA
02	Sat-Fri	*	Jun 22-Jun 28	TBA
03	Sat-Fri	*	Aug 31-Sep 6	TBA
04	Sat-Fri	*	Sep 7-Sep 13	TBA

Fee: \$957.65 **7% GST is included in course fee.**
 *Course begins at 10am on Saturday and continues through to Friday at 1pm

Coastal Navigation

Course No.: BOAT002 TRN: 0805002 DH

This navigation course is the first of two offered by the Canadian Yachting Association. It will introduce the student to the knowledge, skills, and instruments necessary to navigate successfully in coastal waters. Exercises include plotting course lines, fixing positions, reading charts and tide calculations. The CYA exam may be written at the conclusion of the course. You will be required to purchase a chart, parallel rules and dividers. This course is a pre-requisite to the CYA Celestial Navigation course.

Class	Day	Time	Duration	Loc.
01	Mon&Wed	7-10pm	May 6-Jun 10	L

Fee: \$225 7% GST included in course fee.

Coastal Navigation Intensive Weekend

Course No.: BOAT012 TRN: 0805012 DH

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

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

Class	Day	Time	Duration	Loc.
01	.	.	Apr 12-Apr 14	N
02	.	.	May 31-Jun 2	N
03	.	.	Aug 9-Aug 11	N

Fee: \$215 7% GST is included in course fee.
*Fri. (6-9pm), Sat. & Sun. (9-6pm)

Toronto Harbour Licence

Course No.: BOAT022 TRN: 0805022 DH

Students will be mailed appropriate study materials in advance. On the evening of the course, a short exam will be written, and marked. Students will then demonstrate simple boat handling skills using the Centre's 13' Boston Whaler boats. The tuition includes the \$14 Harbour Commissioners Licence fee. This is a testing night only. If you arrive early there will be an opportunity to practice handling the Boston Whalers. This is not an instructional course.

Class	Day	Time	Duration	Loc.
01	Thu	6-10pm	May 2	HCSS
02	Thu	6-10pm	May 23	HCSS
03	Thu	6-10pm	Jun 20	HCSS
04	Thu	6-10pm	Jul 18	HCSS
05	Thu	6-10pm	Aug 15	HCSS

Fee: \$55 7% GST is included in course fee.

V.H.F. Radio Operators Certificate

Course No.: BOAT023 TRN: 0805023 DH

It is illegal to operate a V.H.F. radio without certification! This short 2 evening course will cover aspects of V.H.F. radio operation and installation. Students will write the Ministry exam on the second night for their certificate. Please register early to ensure arrival of your study material in advance.

Class	Day	Time	Duration	Loc.
01	Tue&Wed	7-10pm	Apr 2-Apr 3	L
02	Tue&Wed	7-10pm	May 21-May 22	L
03	Tue&Wed	7-10pm	Jun 18-Jun 19	L
04	Tue&Wed	7-10pm	Jul 16-Jul 17	L
05	Tue&Wed	7-10pm	Aug 13-Aug 14	L
06	Tue&Wed	7-10pm	Sep 10-Sep 11	L

Fee: \$50 7% GST is included in course fee.

Dinghy Sailing - Basic

Course No.: SAIL010 TRN: 8120010 DH

For new, small boat sailors, this course will introduce participants to basic dinghy sailing skills. A graduate will have the skills necessary to safely command a dinghy in winds up to 12 knots carrying out all basic sailing manoeuvres.

Class	Day	Time	Duration	Loc.
01	Mon-Thu	9-4pm	Jun 17-Jun 20	HCSS
02	Mon-Thu	9-4pm	Jun 24-Jun 27	HCSS
03	Mon&Wed	6-9pm	May 27-Jun 19	HCSS
04	Tue&Thu	6-9pm	May 28-Jun 20	HCSS
05	Mon&Wed	6-9pm	Jun 24-Jul 17	HCSS
06	Tue&Thu	6-9pm	Jun 25-Jul 18	HCSS
07	Mon&Wed	6-9pm	Jul 22-Aug 14	HCSS
08	Tue&Thu	6-9pm	Jul 23-Aug 15	HCSS
09	Sat&Sun	9-4pm	May 18-May 26	HCSS
10	Sat&Sun	9-4pm	Jun 1-Jun 9	HCSS
11	Sat&Sun	9-4pm	Jun 15-Jun 23	HCSS
12	Sat&Sun	9-4pm	Jun 29-Jul 7	HCSS
13	Sat&Sun	9-4pm	Jul 13-Jul 21	HCSS
14	Sat&Sun	9-4pm	Jul 27-Aug 4	HCSS
15	Sat&Sun	9-4pm	Aug 10-Aug 18	HCSS

Fee: \$249 7% GST is included in course fee.

Hobie Cat Sailing

Course No.: SAIL008 TRN: 8120008 DH

This course is designed to introduce you to the pleasures and excitement of sailing a high performance Hobie Cat. This course will appeal to dinghy or keelboat sailors with some experience.

Pre-requisite: Basic sailing experience

Class	Day	Time	Duration	Loc.
01	Mon&Wed	6-9pm	Jun 24-Jul 17	HCSS
02	Tue&Thu	6-9pm	Jun 25-Jul 18	HCSS
03	Mon&Wed	6-9pm	Jul 22-Aug 14	HCSS
04	Tue&Thu	6-9pm	Jul 23-Aug 15	HCSS
05	Sat&Sun	9-4pm	Jun 15-Jun 23	HCSS
06	Sat&Sun	9-4pm	Jul 13-Jul 21	HCSS
07	Sat&Sun	9-4pm	Jul 27-Aug 4	HCSS
08	Sat&Sun	9-4pm	Aug 10-Aug 18	HCSS

Fee: \$479 7% GST is included in course fee.

Sailing Memberships

Keelboat Sailing Club Program

Course No.: SAIL032 TRN: 8120032 DH

The Keelboat Sailing Club will allow successful students of our C.Y.A. Basic Keelboat Cruising course the opportunity to sail without the direct supervision of an instructor. One flat fee allows you to sail seven days a week from May to October. This program is held exclusively on our 24' Shark sailboats, CEC29, CEC35, or J-24.

Please call (416) 252-7291 for details or rate sheet.

Summer Camps

Humber College Kids Camp **NEW**

Course No.: KIDS201 TRN: 4900201 FP

The Humber College Kids Camp is a summer camp for children 5-10 years of age. The children will have the opportunity to be involved in a fun and exciting program that will involve crafts, indoor and outdoor games, swimming, field trips, movie time and much, much more. The camp is run by two staff, one of whom is a qualified Early Childhood Educator. Snacks are provided, but children are responsible for bringing in their own lunch. The camp hours are 8:30a.m.-5:00p.m. (extended hours can be provided if required), and the camp will run for eight weeks from July 2 to August 23, 1996. You can register your child for the weeks of your choice.

Class	Day	Time	Duration	Loc.
01	Mon-Fri*	8:30-5pm	Jul 29-Aug 2	***
02	Tue-Fri**	8:30-5pm	Aug 6-Aug 9	***
03	Mon-Fri*	8:30-5pm	Aug 12-Aug 16	***
04	Mon-Fri*	8:30-5pm	Aug 19-Aug 23	***
05	Tue-Fri**	8:30-5pm	Jul 2-Jul 5	***
06	Mon-Fri*	8:30-5pm	Jul 8-Jul 12	***
07	Mon-Fri*	8:30-5pm	Jul 15-Jul 19	***
08	Mon-Fri*	8:30-5pm	Jul 22-Jul 26	***

Fee: *Mon-Fri. \$110, **Tue-Fri. \$88

***North Campus - Portable 5



See page 6 for the Humber Sports Camp and page 61 for the Multimedia Summer Camp

Business

You are encouraged to register early in all courses as classes without sufficient registration will be cancelled *one week* before classes start.

Post-Secondary Credit Programs

Humber College offers many certificate programs for the part-time Business student. Our courses provide an opportunity for students to acquire skills and knowledge in a variety of subject areas such as accounting, computer applications and programming, telecommunications, management, business mathematics, marketing, law and office administration. Programs are designed for those who wish to seek a career in business, build on current knowledge or gain a level of specialization.

For further information, please call:

- North Campus: (416) 675-3111
(For direct TouchTone dialing call (416) 798-1034)
- Business Administration, Human Resource Management, Law and Marketing, Office Administration: Wanda Buote, ext. 4258
- Accounting: General Information: ext. 4747
Wayne Hughes, ext. 4182
- Information Systems Studies: ext. 4374
- Mathematics: Tom Quinn, ext. 4248
- Lakeshore Campus, Manager:
Jane Russ (416) 675-3111, ext. 3252
(For direct TouchTone dialing call (416) 798-1034)

Certificate Programs

Requirements for certificate programs in Business are listed below.

Recognition of Credits

Post-secondary credit courses listed below may be transferable to daytime diplomas or certificates. Please check with our daytime calendar for specific courses.

Courses

You will find individual courses listed in alphabetical order following the Certificate programs. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication. Please note that all required courses may not be offered every semester.

Accounting Certificate - Program 229

(North and Lakeshore Campuses) 8 courses
Do you want to broaden your accounting knowledge? Are you currently in a job where you want to learn why a debit equals a credit? Or do you just want to learn about all aspects of accounting? Our Accounting Certificate is designed for students who have asked themselves the above questions. From the basic to the complex, this certificate will give you a thorough understanding of accounting and its intricate formulas.
For North Campus, please call (416) 675-3111, Ext. 4442 (For direct TouchTone dialing call (416) 798-1034), and for Lakeshore Campus, please call (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

- Compulsory Courses > Pre-requisite**
ACCT111 Accounting 1, Intro. > None
ACCT211 Accounting 2, Intro. > Acct. 1, Intro.
ACCT341 Accounting 1, Cost > Accounting 2, Intro.
ACCT441 Accounting 2, Cost > Accounting 1, Cost
ACCT311 Accounting 3, Intro. > Acct. 2, Intro.
LAWS111 Business Law > None
ISYS102 Personal Computing > None
ACCT321 Computerized Accounting Practice > Accounting 2, Intro., Personal Computing, Intro.

Exemptions: You will be granted exemption in Introduction to Accounting 1 and 2 on either of the following grounds:

- (1) Proof of successful completion of 1st level accounting in either the C.G.A. or C.M.A. programs.
 - (2) Proof of successful completion of a similar course at university or community college.
- You may also qualify for an exemption to Introduction to Accounting 1 if you have related work experience (at least 2 years in an accounting position) or educational experience and you successfully complete our challenge examination (70% or higher). The challenge exam will be held at the North Campus on Wednesday, May 1, 1996, at 6pm. in room F205. If you are interested in writing this exam you must register through the Office of the Registrar. A fee will be charged for writing the challenge exam. Prior Learning Assessment Forms are available in the Office of the Registrar or you may contact the Prior Learning Assessment Office for more information at (416) 675-5090.

C.G.A. Exemptions

Some of our courses are accepted as exemptions in the C.G.A. program. For further details contact the Accounting Co-ordinator at (416) 675-3111, ext. 4442 (For TouchTone dialing call (416) 798-1034).

CGA Courses Program 90

- Financial Accounting 1
- Economics 1
- Law 1
- Law
- Financial Acct. 2
- Financial Acct. 3
- Quantitative Meth. 2
- Mgmt. Accounting 1
- Mgmt. Inform. Sys. 1
- Finance 1
- Taxation 1
- Auditing 1

College Equivalent

- ACCT111 Intr.to Acct.1
- ACCT211 Intr.to Acct.2
- ECON001 Microecono.
- ECON002 Macroecono.
- LAWS 111 Business Law
- ACCT331 Inter.Acct.1
- ACCT531 Inter.Acct.2
- BSTA400 Quant. Anal.1
- ACCT341 Cost Acct. 1
- ACCT441 Cost Acct. 2
- ISYS103 Info.Sys.Conc.
- ISYS237 Bus.Syst.Anal.
- ISYS210 Syst. Anal.1
- ISYS236 Elem.of Sys.
- ACCT541 Finan.Ctr.1
- ACCT641 Finan.Ctr.2
- ACCT461 Inc.Tax-Intr.
- ACCT561 Inc.Tax 2
- ACCT551 Auditing-Ext.
- ACCT651 Auditing-Int.

A grade of 70% in the equivalent courses is required in order to obtain an exemption.



Computerized Accounting Certificate – Program 0217

(Lakeshore Campus) 8 courses

This certificate is designed to give students the computer experience they need for competing in today's accounting environment. Designed by professors and business people who have worked in the accounting field for a number of years, this certificate is a must for employees who need to maintain their competitive edge in their chosen profession. For further information, please call (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory Courses (6 required) > Pre-requisite
 ACCT111 Accounting 1, Intro. to > None
 ACCT211 Accounting 2, Intro. to > Acct. 1, Intro. to
 BMAT110 Mathematics, Essentials of > None
 ISYS102 Personal Computing, Intro. to > None
 ACCT265 Computerized Acct. Sys. 1 > Acct. 1, Intro.
 ACCT465 Computer. Acct. Sys. 3 > Comp. Acct. Sys. 1

Optional Courses (2 required) > Pre-requisite
 ACCT365 Comput. Acct. Sys. 2 > Comp. Acct. Sys. 1
 ISYS150 Intermed. W.P. & Lotus 1-2-3 > Personal Comp., Intro. to
 BSTA300 Statistics, Business > Math., Ess. of Bus.
 ACCT311 Accounting 3, Intro. to > Acct. 2 – Intro. to
 Or an approved business course

Computerized Accounting Clerk Certificate – Program 0220

(North Campus) (6 courses)

The use of microcomputers in accounting has mushroomed during the past few years. Manual accounting procedures are rapidly being replaced by automated accounting packages. This new certificate is designed to serve the needs of office employees who are involved with, or plan to become involved with, accounting applications utilizing a personal computer. Through this six course program you will be introduced to the personal computer as a tool in business, and to accounting principles and automated packages designed for basic accounting procedures.

The program consists of five required courses and one elective. For further information contact the Accounting Co-ordinator at (416) 675-3111, Ext. 4442 (For direct TouchTone dialing call (416) 798-1034). (Please note that all courses may not be offered in any one semester.)

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory Courses (5 required) > Pre-requisite
 ISYS102 Personal Computing, Intro. to > None
 ISYS230 PC Operating Systems > Personal Comp., Intro.

ACCT102 Accounting, Essentials of > None
 ACCT218 Computerized Accounting CA Simply > Accounting, Essen. and Personal Computing, Intro.
 ACCT220 Accounting, Spreadsheets (Lotus 1-2-3) > Accounting, Bedford

Optional Course (1 required) > Pre-requisite
 ISYS231 PC Data Base > Personal Computing, Intro.
 BMGT101 Human Resource Management > None
 MKTG205 Retailing 1 > None
 BMAT110 Mathematics, Essentials of Business > None
 Or any other business course chosen in consultation with the Program Co-ordinator

Certificate in Employee Benefits Program (CEB)

The Centre for Employee Benefits has set the standard for excellence in pension and benefits education in Canada for over 23 years. We offer a 3-part seminar certificate program of comprehensive benefit studies. The seminars are one week in length, are offered twice each year and are conducted by recognized compensation/benefit/legal or actuarial professionals. Week 1 examines the key elements of employer and government income security programs; week 2 provides an in-depth analysis of plan structures, and week 3 studies how pension and benefits plans are funded, how pension funds are invested, legislative controls and the role of the actuary.

For further information on the CEB program, call Ted Patterson or Nancy Kerry at (416) 675-5047, FAX: (416) 675-7778.

Computer Sales and Marketing Certificate – Program 2004

(North Campus) 10 courses

This program will provide the successful graduate with basic fundamentals necessary to launch a career in the rapidly developing and demanding field of microcomputer sales and marketing. As the marketplace becomes more and more reliant on computers – government, business and industry look to sales and marketing representatives for assistance in making computer hardware and software purchases, and developing applications.

The program consists of ten courses. For further information please call (416) 675-3111, ext. 4747 or ext. 4519 (For direct TouchTone dialing call (416) 798-1034). The curriculum has been approved by an advisory committee comprised of representatives from a selection of the most prestigious firms in the industry.

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory Courses (10 required) > Pre-requisite
 Computer Module (4, required) > Pre-requisite
 ISYS102 Personal Computing – Introduction > None
 ISYS103 Information Systems Concepts > None
 ISYS237 Business Systems Analysis > Information Systems Concepts and Personal Computing – Intro.

Plus select one

ISYS111 PC Operating Systems and Networks > Personal Computing – Intro.
 ISYS234 Spreadsheets > Personal Comp. – Intro.
 ISYS241 PC Wordprocessing > Personal Comp. – Intro.
 ISYS245 Windows > Personal Computing – Intro.

Marketing Module (3 required) > Pre-requisite
 ISYS202 Computer Product Positioning > Marketing 2, Business Systems Analysis
 MKTG100 Marketing 1 > None
 MKTG200 Marketing 2 > Marketing 1

Sales Module (3 required) > Pre-requisite
 MKTG305 Consultative Selling 1 > None
 MKTG435 Consultative Selling 2 > Consultative Selling 1
 MKTG455 Sales Management > Consultative Selling 1

Legal Assistant

Legal Assistant Certificate – Program 270

(North Campus) 8 Courses

This certificate program is designed to provide students with an understanding of society's legal institutions, the law-making process and legal solutions to social conflict. A selection of commonly encountered societal systems; (e.g. operating a business) and societal problems (e.g. family break ups) are explored. The program will serve as an introduction for those considering a career requiring a basic understanding of law or for those who wish to expand or update their knowledge of the topic. For further information please contact the program co-ordinator at (416) 675-3111, ext. 4278 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (5 required) > Pre-requisite
 LAWS111 Law, Business > None
 LAWS208 Law, Corporate > Law, Business
 LAWS209 Law, Land*** > Law, Business
 LAWS305 Wills and Estates > Law, Business
 LAWS310 Litigation 1 > Law, Business

Optional Courses (3 required) > Pre-requisite
 LAWS206 Law, General Insurance > Law, Business
 LAWS205 Law, Family > Law, Business
 LAWS407 Litigation 2 > Litigation 1
 LAWS104 Law Procedures, Criminal > None
 LAWS203 Title Searching > Law, Business
 LAWS405 Law, Employment > Law, Business*
 LAWS406 Law, Immigration > Law, Business*
 LAWS308 Advocating Individual and Community Rights > Business Law, Civil Procedures
 LAWS350 Small Claims Court: Presentation of Cases > None
 LAWS309 Landlord and Tenant Law** > Business Law
 *Pre-requisite recommended but not compulsory
 **Teletutoring mode
 ***LAWS209 Land Law is a combination of LAWS204 Real Estate 1 and LAWS304 Real Estate 2

Management Studies Business Studies Certificate – Program 212

(North and Lakeshore Campuses) 8 Courses
Humber's newly designed "Business Studies Certificate" is a program of courses designed to enhance a person's skills, concepts and practical applications to be used in any business operation. The certificate begins with general courses, followed by secondary and intermediate levels which familiarizes the student with many areas of a company's organization – from accounting, marketing and personnel to management, computers and economics.

For further information, please contact the Program Co-ordinator at (416) 675-3111, ext. 4449 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory (5 courses required) > Pre-requisite
ACCT106 Accounting Fundamentals 1 > None
BMGT100 Introduction to Business
BMGT101 Human Resource Management > None
MKTG100 Marketing 1 > None
ISYS102 Personal Computing – Intro. > None

Electives (3 courses required) > Pre-requisite
ECON002 Macroeconomics* > None
ECON001 Microeconomics* > None
ACCT206 Accounting Fundamentals 2 > Accounting Fundamentals 1

ISYS103 Information Systems Concepts > None
BMAT110 Mathematics, Essentials of Business > None

LAWS111 Business Law > None
MKTG200 Marketing 2 > Marketing 1
MKTG300 Advertising 1 > Marketing 1
MKTG205 Retailing 1 > Marketing 1
MOPS200 Manufacturing Operations > Mathematics, Essentials of Bus.

BMGT201 Principles of Management 1 > Human Resource Management

MKTG416 Small Business Management > None
BMGT210 Business Communications >

Personal Computing – Intro. and Princ. of Mgmt. 1

*See General Education section for Economics courses.

Management Studies Certificate – Program 213

(North and Lakeshore Campuses) 12 Courses
The School of Business has specifically designed the "Management Studies Certificate" program to allow students the opportunity to gain the valuable knowledge, experience and theories to successfully perform a variety of entry-level management jobs. Once the required pre-requisites are obtained, the student can choose from a variety of optional courses, in management, marketing, human resources and computers. For further information please contact the Program Co-ordinator at (416) 675-3111, ext. 4449 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory (7 courses required) > Pre-requisite
ACCT106 Accounting Fundamentals 1 > None
BMGT100 Introduction to Business
BMGT101 Human Resource Management > None
MKTG100 Marketing 1 > None
ISYS102 Personal Computing – Intro. > None
BMAT110 Mathematics, Essentials of Business > None
LAWS111 Business Law > None

Electives (5 courses required) > Pre-requisite
ACCT206 Accounting Fundamentals 2 > Account. Fund. 1

ISYS103 Information Systems Concepts > None
MKTG200 Marketing 2 > Marketing 1
MKTG300 Advertising 1 > Marketing 1
MKTG205 Retailing 1 > Marketing 1
MOPS200 Manufacturing Operations > Mathematics, Essentials of Bus.
BSTA300 Statistics, Business > Math., Ess. of Bus.
HRMS205 Labour Relations > Human Res. Mgmt.
BMGT201 Principles of Management > Human Resource Management
BMGT301 Organizational Management > Principles of Management
BMGT210 Business Communications > Personal Computing – Intro. and Princ. of Mgmt. 1

Financial Services **NEW** Studies Diploma – Institute of Canadian Bankers

(Lakeshore Campus)
The Financial Services Studies Diploma is designed to provide job-specific knowledge and skills to front-line customer service personnel currently employed in the retail financial services industry. The program is designed for those individuals who wish to enhance their effectiveness on the job, in an industry which is characterized by rapid change, sophisticated customers, and a growing product line. Students who complete the five required courses in the program will receive a Financial Services Studies Diploma from the Institute of Canadian Bankers. Students who wish to take the additional three courses in the program will receive the Associate Diploma from the Institute, and be able to utilize the AICB designation (Associate of the Institute of Canadian Bankers). All course credits are transferable to the full-time Business Management – Financial Services program offered in the daytime.

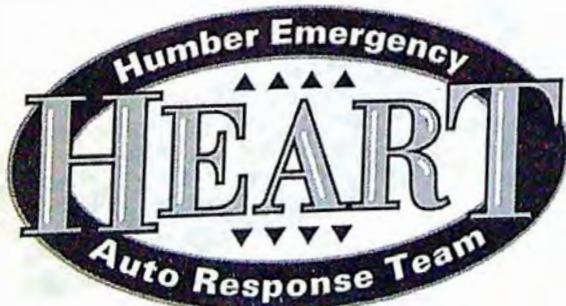
Compulsory (5 courses required)
BMFS200 Personal Effectiveness
BMFS203 Introduction to Personal Finance
BMFS202 Financial Products and Services
BMFS301 Bank Systems and Practices
BMFS411 Investment Funds In Canada
Additional Courses (required for AICB):
BMFS401 Bank Financial Management
BMFS402 Consumer Behaviour and Financial Needs
BMFS302 Canadian Financial System

REGISTER EARLY



AND AVOID DISAPPOINTMENT

REGISTRATION INFORMATION ON PAGE 1



(416) 675-3111 or 798-1034 ext. 4416

**Jump start a battery, Loan a gas can,
Provide air for a flat tire, Emergency assistance
telephone numbers for other services.**

The Humber Emergency Auto Response Team is a service of the Parking Office of Campus Services, Physical Resources. **HEART** is designed to assist students, staff, faculty, and visitors experiencing vehicle problems while at the college. To summon the services of **HEART**, simply call Parking Services at (416) 675-3111 or 798-1034 extension 4416, or through any emergency telephone. We're not trained mechanics, but we'll lend or try to loan you the equipment to get you on your way safely.

The HEART service is free of charge!

Human Resource Management Certificate – Program 2005

(North and Lakeshore Campuses) 8 Courses

The Human Resource Management Certificate Program is designed to assist those in human resources administration who want to expand or update their skills; or, to meet the needs of those seeking an opportunity to enter this field. Courses in the theory and practice of human resources administration are designed to enable you to work in a wide range of organizational environments. For more information contact the Program Coordinator at (416) 675-3111, ext. 4587 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Please Note: Student must have pre-requisites for all courses.

Tier 1 Foundations of Human Resource Management Compulsory (4 courses required) > Pre-requisite
ACCT201 HRM Finance > None
BMGT101 Human Resource Management > None
***BMGT310 Organizational Behaviour > Human Resource Management**
HRMS213 Labour Economics > Human Res. Mgmt.

Tier 2 Areas of Specialization Electives (4 courses required) > Pre-requisite
BMGT202 Recruitment and Selection > Human Resource Management
BMGT204 Salary Compensation > Human Resource Mgmt.

BMGT206 Human Resource Planning > Human Resource Management
BMGT209 Pensions and Benefit Plans > Human Resource Management
HRMS205 Labour Relations > Human Res. Mgmt.
BMGT328 Human Resource Research and HRIS Applications > Human Resource Management
HRMS403 Training and Development > Organizational Management or Organizational Behaviour
LAWS405 Employment Law > None
BMGT212 Occupational Health and Safety > None

Many of the subject courses in this program can be credited towards two separate Human Resource Professional designations. Students who wish to pursue one or both of these designations should contact the association directly to ensure the courses they choose meet the criteria of that organizations designation:

- Certificate in Human Resource Management (CHRM) by the Human Resource Professionals of Ontario (HRPAO) contact Registrar, HRPAO, at 923-2324.
- Human Resource Management Certificate (HRMC) by the Canadian Public Personnel Management Association (CPPMA) contact Joseph Fernandez, Director of Professional Development at (416) 362-2805, FAX 314-7608.

Note: BMGT201 Principles of Management and BMGT301 Organizational Management will be accepted as equivalent to BMGT310 Organizational Behaviour in Program 2005 only. In this case 9 courses are required for the Certificate.

The Canadian Institute of Management (C.I.M.) Certificate – Program 806

(North Campus) 8 courses

C.I.M. courses provide an in-depth knowledge of business management with emphasis on the practical application of modern management techniques. Enrol in Humber College directly, utilizing college procedures. Students wishing to achieve professional C.I.M. designation are required to register as student members with the Canadian Institute of Management. For complete details contact The Canadian Institute of Management – Toronto Branch at (416) 968-7718 or FAX your enquiry to (416) 968-6818.

Please choose one (1) course for each group.

C.I.M. Courses	Humber College Course Equivalents
M1A	BMGT100 Introduction to Business BMGT201 Principles of Management MKTG416 Small Business Management
M1B	BMGT210 Business Communications
M2A	LAWS111 Business Law LAWS201 Commercial Law LAWS405 Employment Law
M2B	BMGT101 Human Resource Management BMGT301 Organizational Management BMGT310 Organizational Behaviour
M3A	MKTG100 Marketing 1 MKTG200 Marketing 2 BMGT202 Recruitment, Selection and Equity BMGT206 Human Resource Planning MOPS200 Manufacturing Operations MOPS310 Production and Inventory Mgmt. ISYS100 Intro. to Information Systems ISYS102 Intro. to Personal Computing
M3B	ACCT206 Accounting Fundamentals 2 ACCT211 Introduction to Accounting 2
M4A	ACCT316 Finance 1 ACCT416 Finance 2 ACCT541 Financial Controllershlp 1 HRMS302 Business Policy 1 HRMS402 Business Policy 2
M4B	Equivalent course not available at this time

The Lumber Building and Materials Association (L.B.M.A.O.) Certificate – Program 2003

(North Campus) 8 Courses

In recognition of LBM industry's evolution, the L.B.M.A.O. Education Committee is now offering in association with Humber College a comprehensive certificate program. Students must complete eight (8) courses within (5) years to be eligible to earn a college certificate and be recognized by the L.B.M.A.O. with a certificate of Achievement in LBM Business Administration. For further information, please call (416) 675-3111, ext. 4644 (For direct TouchTone dialing call (416) 798-1034).

L.B.M.A.O. Contact: Hannah Hancock, Executive Vice-President, L.B.M.A.O. Unit F, 4500 Sheppard Avenue, East, Scarborough, Ontario, M1S 3R6, Telephone: (416) 298-1731, Fax: (416) 298-4865

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory Courses (7 required) > Pre-requisite
BMGT101 Human Resource Management > None
ACCT111 Accounting 1 – Intro. > None
COMM200 Communications 1 > None
MKTG100 Marketing 1 > None
BMGT201 Principles of Management > Human Resource Management
MKTG205 Retailing 1 > Marketing 1
**** Estimating/Blueprint Reading**
**** This course is only offered through the L.B.M.A.O.**

Optional Course (1 required) > Pre-requisite
ISYS102 Personal Computing – Intro. > None
ISYS103 Information Systems Concepts > None
BMGT301 Organ. Mgmt. > Principles of Management
ECON001 Microeconomics > None

Training and Development Certificate – Program 2025

The Training and Development Certificate Program is designed to prepare those who want to develop, expand or upgrade their skills and knowledge in the field of human resource development. Courses in the theory and practice of needs assessment, training program design, delivery and evaluation are offered to enable you to assist organizations in developing the effectiveness of individuals and groups to support their business strategy. This program is suitable for those who want to enter this field, as well as for those already employed in training and development who wish to upgrade their competencies. This is an eight course certificate.

Compulsory Courses (6 required) > Pre-requisite
HRTD202 Adult Learning Principles > None
HRTD204 Training Needs Assessment & Evaluation > None
HRTD302 Instructional Techniques > co-requisite Adult Learning Principles
HRTD303 Designing Training > Training Needs Assessment & Evaluation
HRTD402 Group Process Facilitation Techniques > Instructional Techniques

One of
HRTD403 Administration & Management of Training Or

Training & Development (HRMS403 or HRPD713)

Elective Courses (1 required)
HRTD501 Consulting Skills > Group Process Facilitation Skills and Administration and Management of Training (or equivalent)
HRTD502 Organizational Development > Administration and Management of Training (or equivalent)
HRTD503 Computer Applications in Training > Adult Learning Principles plus Administration and Management of Training or equivalent

Plus
HRTD600 Practicum in Training & Development > completion of 6 compulsory courses plus one elective

Marketing

Marketing Certificate – Program 249

(North and Lakeshore Campuses) 9 Courses

Organizations...both profit and non-profit are engaged in intense competition for customers, audiences and clients. Marketing is a mixture of science and art through which organizations can succeed or fail in this competition. It is an essential component for professional marketers, such as sales representatives, retailers, advertising personnel, marketing researchers, new-product managers and many others. This Certificate is designed to enable the student to understand modern marketing in today's competitive marketplace.

For further information please contact the Program Co-ordinator at (416) 675-3111, ext. 4519 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (4 required) > Pre-requisite
 MKTG100 Marketing 1 > None
 MKTG200 Marketing 2 > Marketing 1
 MKTG310 Marketing Research 1 > Marketing 2
 MKTG400 Marketing Administration > Mktg.Research 1

Optional Courses (5 Required) > Pre-requisites
 MKTG300 Advertising 1 > Marketing 1
 MKTG205 Retailing 1 > Marketing 1
 MKTG305 Consultative Selling > None
 MKTG435 Consultative Selling 2 > Cons. Selling
 MKTG455 Sales Management > Consultative Selling
 MKTG410 Sales Promotion/Direct Marketing > Marketing 1
 MKTG415 Starting a New Business > None
 MKTG416 Small Business Management > Starting a New Business
 MKTG470 International Marketing > Marketing 1

Marketing Management Post-Graduate Certificate – Program 0224

(North Campus) 11 Courses

This specialized program is available to university and college graduates of non-business courses and to mature students with equivalent experience. It will provide an opportunity for students to develop the knowledge and skills necessary to pursue an effective career in Marketing Management. The program will provide instruction in business, marketing, concepts, advertising, sales promotion, professional selling and computer applications.

For further information, please contact the Program Co-ordinator at (416) 675-3111, ext. 4519.

Admission Requirements:

University degree or college diploma in non-business program. Applicants with 5 years equivalent work experience will be considered. Interview. Applicants must submit their application in writing to the Continuing Education Department. Include copies of all post-secondary educational documents/resume. All applications will be reviewed by the selection committee and interviews will be arranged as required. For further information please call (416) 675-5016.

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (11 required) > Pre-requisite
 MKPD726 Marketing 1 for Marketing Mgmt. > must meet admission requirements
 MKPD727 Marketing 2 for Marketing Mgmt. > must meet admission requirements
 MKPD702 Marketing Leadership > Marketing 2 for Marketing Mgmt.
 ISYS102 Personal Computing – Intro. > None
 MKPD706 Marketing Management, Research for > Marketing 2 for Marketing Mgmt.
 MKPD707 Marketing Mgmt. – Distrbn. > Marketing 2 for Marketing Mgmt.
 MKPD708 Advertising, Sales Promotion and Public Relations > Marketing 2 for Marketing Mgmt.
 MKPD709 Marketing Management – Professional Selling > Marketing 2 for Marketing Mgmt.
 MKPD711 Marketing Management > Marketing Mgmt., Research
 MKPD715 International Trade > Marketing 2 for Marketing Management

Electives (1 required) > Pre-requisite
 MKTG416 Small Business Management > Starting a New Business
 MKTG415 Starting a New Business > None
 MKTG410 Direct Marketing/Sales Promo.> Market. 1
 MKTG455 Sales Management > Consultative Selling
 MKTG435 Consultative Selling 2 > Cons. Selling
 MKTG470 International Marketing > Marketing 2 for Marketing Mgmt.

Professional Selling Certificate – Program 246

(North Campus) 8 Courses

Selling is essential to the health and well-being of our economic system, and it (probably) offers more job opportunities than any other single vocation today. Professional selling consists of individual, personal communication, tailored to the needs and behaviour of individual customers. This Certificate is designed to enable the student to gain an understanding of the principles of successful professional selling, and to obtain experience in the practical applications of its principles and techniques.

For further information please contact the Program Co-ordinator at (416) 675-3111, ext. 4519 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (8 required) > Pre-requisite
 MKTG305 Consultative Selling > None
 MKTG435 Consultative Selling 2 > Cons. Selling
 MKTG100 Marketing 1 > None
 MKTG300 Advertising 1 > Marketing 1
 MKTG200 Marketing 2 > Marketing 1
 MKTG455 Sales Management > Consultative Selling 1
 MKTG410 Sales Promo./Direct Marketing > Market. 1
 COM.002 Speaking 1, Effective* > None
 COM.004 Speaking 2, Effective* > Speaking 1, Effec.
 *Two courses are equivalent to 4 credit courses

The Small Business Certificate – Program 0216

(North Campus) 8 Courses

The Small Business Certificate Program is designed for people who plan to own or manage a small business as well as for those who are already running a company. The Small Business Certificate will help provide the skills to prepare a complete business plan. It will help provide answers for the problems specific to your own business ideas. For further information please contact the Program Co-ordinator at (416) 675-3111, ext. 4519 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses. Courses that begin with ISYS can be found in alphabetical order in the Information Technology and Business Computing section of this publication.

Compulsory Courses (8 required) > Pre-requisite
 ACCT111 Accounting 1 – Intro. > None
 BMGT101 Human Resource Management > None
 ISYS102 Personal Computing – Intro. > None
 MKTG130 Developing a Business Plan > None
 MKTG200 Marketing 2 > Starting a New Business
 MKTG415 Starting a New Business > None
 MKTG416 Small Business Management > Starting a New Business
 MOPS200 Manufacturing Operations > None

Office Administration Secretarial Fundamentals Certificate – Program 291

(North Campus) 5 courses

This certificate program will provide the student with necessary skills for an entry-level position such as receptionist, clerk typist or junior secretary. Upon successful completion, the student may choose to continue in the specialized areas of the executive, legal or medical secretarial programs if desired.

For further information, please contact the Program Co-ordinator at (416) 675-3111, ext. 4371 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (5 required) > Pre-requisite
 OAGN160 Keyboarding – Basic > None
 OAGN260 Word Processing Systems – Intro. > Keyboarding – Basic or equiv.
 OAGN360 Document Formatting > Word Pro.Sys.–Intr.
 OAGN461 Office Procedures > Document Formatting
 LANG103 Grammar and Editing > Computerized Placement Test

Executive Secretary Certificate – Program 286

(North Campus) 12 Courses

This certificate program provides specialized training for the secretary who wishes to assume increased responsibility working with executives in corporate, professional and government offices. For further information, please contact the Program Co-ordinator at (416) 675-3111, ext. 4371 (For direct TouchTone dialling call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (5 required) > Pre-requisite

Note: The student must first complete the Secretarial Fundamentals Certificate (5 courses) or equivalent (2 years of related business experience and 45 net wpm keyboarding)

OAGN260 Word Pro. Systems – Intro. >

Keyboarding – Basic or equiv.

OAEW260 Exec. Proced. – Intro. >

Word Pro. Sys. – Intro.

OAGN360 Exec. Proced. – Adv. >

Exec. Proced. – Intro.

LANG103 Grammar and Editing >

Computerized Placement Test

OAEW380 Exec. Transcription >

Exec. Proced. – Intro. and Grammar and Edit.

Optional Courses (2 Required) > Pre-requisite

OAGN252 Notetaking: Pract. Bus. Skills >

Sec. Fund. Certificate or equivalent

OAGN462 Database Applications for Sec. >

Exec. Proced. – Intro.

OAGN463 Spreadsheet App. for Sec. > Exec. Proced.

Intro.

OAGN400 Office Administration and Mgmt. > None

ACCT104 Accounting, Elements of > None

Legal Secretary Certificate – Program 287

(North Campus) 12 Courses

The student who is interested in employment in a law office or legal department of government or industry should enroll in this program for practical training in the specialized skills, procedures and terminology required to function effectively as a legal secretary.

For further information, please contact the Program Co-ordinator at (416) 675-3111, ext. 4371 (For direct TouchTone dialling call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (4 required) > Pre-requisite

Note: The student must first complete the Secretarial Fundamentals Certificate (5 courses) or equivalent (2 years of related business experience and 45 net wpm keyboarding)

OAGN260 Word Pro Systems. – Intro. >

Keyboarding – Basic or equiv.

OALG280 Legal Sec. Proced. – Intro. >

Word Pro. Sys. Intro.

LAWS111 Law, Business > None

LANG103 Grammar and Editing >

Computerized Placement Test

Optional Courses (3 required) > Pre-requisite

Note: Student must take a minimum of one course from Group A

Group A

OALG384 Legal Sec. Proced. – Corporate >

Legal Sec. Proced. – Intro.

OALG383 Legal Sec. Proced. – Family Law >

Legal Sec. Proced. – Litigation

OALG382 Legal Sec. Proced. – Litigation >

Legal Sec. Proced. – Intro.

OALG380 Legal Sec. Proced. – Real Estate >

Legal Sec. Proced. – Intro.

Group B

OAGN252 Notetaking: Pract. Bus. Skills >

Sec. Fund. Cert. or equiv.

OAGN462 Database Applications for Sec. >

Legal Sec. Proced. – Intro.

OAGN463 Spreadsheet App. for Sec. >

Leg Sec. Proced. Intro.

OALG401 Legal Dockets and Records >

Legal Sec. Proced. – Real Estate or equivalent

OAGN400 Office Admin. and Management > None

Medical Secretary Certificate – Program 288

(North Campus) 12 Courses

This certificate program provides practical training for the specialized skills, procedures and terminology required for employment in various medical fields, including doctors' offices, hospitals, medical labs, health departments and government health agencies.

For further information, please contact the Program Co-ordinator at (416) 675-3111, ext. 4371 (For direct TouchTone dialling call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Business Courses.

Compulsory Courses (6 required) > Pre-requisite

Note: The student must first complete the Secretarial Fundamentals Certificate (5 courses) or equivalent (2 years of related business experience and 45 net wpm keyboarding)

OAGN260 Word Pro. Systems – Intro. >

Keyboarding – Basic or equiv.

OAMD200 Medical Sec. Proced. 1 >

Word Pro. Sys. – Intro.

OAMD300 Medical Sec. Proced. 2 >

Med. Sec. Proced. 1

DAMD280 Medical Terminology 1 > None

OAMD380 Medical Terminology 2 > Med. Term. 1

LANG103 Grammar and Editing >

Computerized Placement Test

Optional Courses (1 required) > Pre-requisite

OAMD302 Medical Machine Transcription >

Medical Term. 2 and Medical Sec. Proced. 1

OAGN462 Database Applications for Sec. >

Medical Sec. Proced. 1

OAGN463 Spreadsheet App. for Sec. >

Med. Sec. Proced. 1

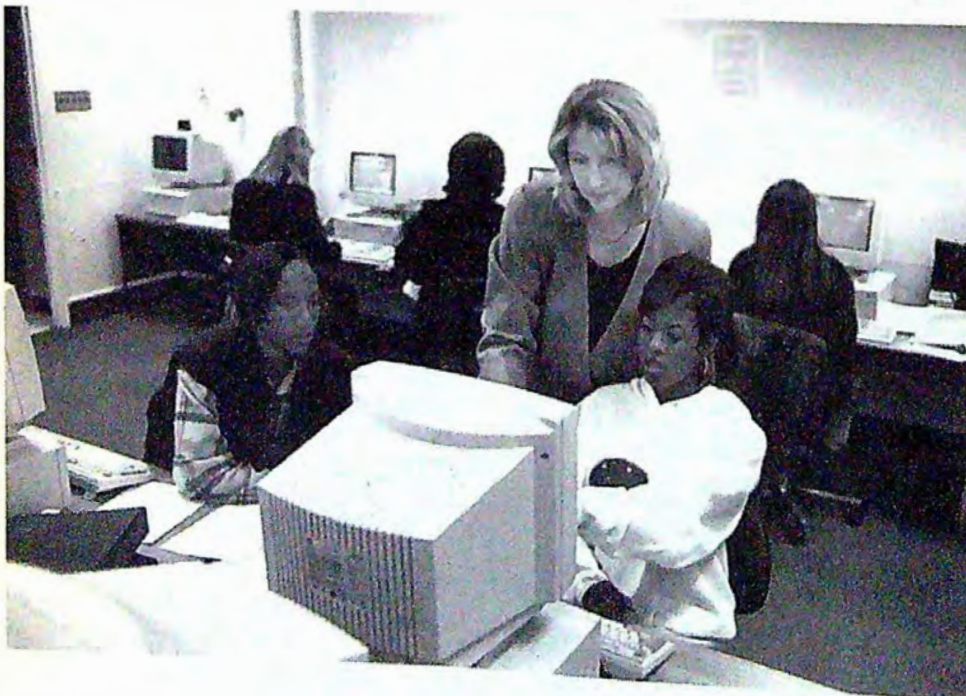
OAGN400 Office Admin. and Management > None

ACCT104 Accounting, Elements of > None

Word Processing Certificate – Program 282

A survey of employers indicates that the qualifications required for this field are now served by the Executive Secretary Certificate – Program 286.

Individuals who have completed a portion of this certificate are advised to contact the Program Co-ordinator at (416) 675-3111, ext. 4371 (For direct TouchTone dialling call (416) 798-1034) concerning fulfilling outstanding requirements.



Business Courses (Offered This Semester)

Please note that all required courses may not be offered every semester.

Courses that begin with the course number ISYS can be found in the Information Technology and Business Computing section of this publication.

Recognition of Credits

Post-secondary credit courses listed below may be transferable to daytime diplomas or certificates. Please check with the program co-ordinator for specific courses.

Accounting, Computerized Practice 1 (ACCPAC Simply)

Course No.: ACCT321 **TRN:** 0035321 **CB**
This course using the 'ACCPAC Simply Accounting' integrated accounting software will provide you with an understanding of an integrated order processing system, sometimes called Point of Sale recording (POS) using the general ledger, accounts receivable, accounts payable, inventory as well as payroll modules. Emphasis will be 'hands on' applications of using the above modules to enter various accounting transactions and print financial statements and related reports from the various modules.

The benefits from this course will to a large extent depend upon the knowledge gained from the pre-requisite courses.

Pre-requisite: ACCT211 Accounting 2 - Introduction, ISYS102 Personal Computing - Introduction

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
51	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Accounting, Cost - 1

Course No.: ACCT341 **TRN:** 0035341 **CB**
To equip you with practical cost accounting knowledge, this course will combine a survey of the field with detailed study of special topics. Particular problems relating to job and process costing as well as the application of factory overhead costs will be studied in depth.

Pre-requisite: ACCT211 Accounting 2 - Introduction

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 26	N
70	Tue	6:30-9:30pm	May 7-Aug 13	L

Fee: \$155.70

Accounting, Cost - 2

Course No.: ACCT441 **TRN:** 0035441 **CB**
Cost Accounting 2 begins with an introduction to the budget. Subsequent topics are the flexible budget, standard cost system, direct costing and cost-volume analysis.

Pre-requisite: ACCT341 Cost Accounting 1

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
70	Wed	6:30-9:30pm	May 8-Aug 14	L

Fee: \$155.70

Accounting, Elements of

Course No.: ACCT104 **TRN:** 0035104 **CB**
Intended as an introduction to the full accounting cycle, this course will cover essential topics from the introduction of data through to its detailed recording. You will practice the preparation of Financial Statements, the maintenance of subsidiary ledgers and the preparation of payroll records.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

Accounting, Essentials of

Course No.: ACCT102 **TRN:** 0035102 **CB**
This course covers the full accounting cycle, from analyzing and recording transactions, to preparing financial statements. Emphasis will be placed on recording transactions using special journals, account receivable and account payable subsidiary ledgers and preparing bank reconciliations.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

Accounting, Fundamentals - 1

Course No.: ACCT106 **TRN:** 0035106 **CB**
The course covers the complete accounting cycle, from the recording of transactions in journals through to the preparation of various types of financial statements used by businesses. Various books of entry are introduced. Payroll is examined from the point of view of a business.

Class	Day	Time	Duration	Loc.
51	Tue	6:30-9:30pm	May 7-Aug 13	N
52	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Accounting, Fundamentals - 2

Course No.: ACCT206 **TRN:** 0035206 **CB**
The course provides a detailed study of the accounting for the various items appearing on a balance sheet, their control and their effects upon related items of income, and expense. Also included is the accounting differences for each type of business entity.

Pre-requisite: ACCT106 Accounting 1 - Fundamentals

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
51	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Accounting, Intermediate - 1

Course No.: ACCT331 **TRN:** 0035331 **CB**
This course will cover in more depth, the introduction to accounting previously covered by the student. The emphasis is on accounting theory and concepts, and an analysis of the special problems that arise in applying these underlying concepts to financial accounting. The objective of the course is to develop the ability of the student in the application of accounting concepts to practical situations.

Pre-requisite: ACCT211 Accounting 2 - Introduction

Class	Day	Time	Duration	Loc.
50	Mon&Thu	6:05-9:05pm	May 6-Aug 22	N
70	Tue&Thu	6:05-9:05pm	May 7-Aug 15	L

Fee: \$287.10

Accounting, Intermediate - 2

Course No.: ACCT531 **TRN:** 0035531 **CB**
This course is a continuation of Intermediate Accounting 1, placing emphasis on accounting theory and conducting an in-depth study of the analysis of special problems that arise in applying these concepts to financial accounting. The objective of the course is to develop the ability of the student in the application of accounting concepts to practical situations.

Pre-requisite: ACCT331 Accounting 1, Intermediate

Class	Day	Time	Duration	Loc.
50	Tue	6:05-10:05pm	May 7-Aug 13	N
51	Thu	6:05-10:05pm	May 9-Aug 15	N
70	Thu	6:05-10:05pm	May 9-Aug 15	L

Fee: \$207.60

Accounting, Introduction - 1

Course No.: ACCT111 **TRN:** 0035111 **CB**
Accounting knowledge is essential to success in today's competitive business environment. Students with no previous accounting experience can acquire an understanding of the conceptual as well as the procedural elements of the complete accounting cycle in this course.

Class	Day	Time	Duration	Loc.
50	Tue	6:05-9:05pm	May 7-Aug 13	N
51	Wed	6:30-9:30pm	May 8-Aug 14	N
53	Mon&Thu	6:30-9:30pm	May 6-Jun 27	N
54	Sat	9:30-12:30pm	May 11-Aug 24	N
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L
71	Tue&Thu	6:05-9:05pm	May 7-Jun 25	L
72	Wed	6:30-9:30pm	May 8-Aug 14	L

Fee: \$155.70

Accounting, Introduction - 2

Course No.: ACCT211 **TRN:** 0035211 **CB**
This course emphasizes the various items appearing on the Balance Sheet, their control and their effects upon related items of income and expense, including accounting differences for each type of business enterprise.

Pre-requisite: ACCT111 Accounting 1 - Introduction

Class	Day	Time	Duration	Loc.
50	Mon	6:05-9:05pm	May 6-Aug 26	N
51	Tue	6:30-9:30pm	May 7-Aug 13	N
52	Wed	6:30-9:30pm	May 8-Aug 14	N
53	Mon&Thu	6:30-9:30pm	Jun 24-Aug 15	N
54	Thu	6:05-9:05pm	May 9-Aug 15	N
55	Sat	9:30-12:30pm	May 11-Aug 24	N
71	Mon&Wed	6:30-9:30pm	Jul 3-Aug 26	L
72	Tue&Thu	6:05-9:05pm	Jul 2-Aug 20	L

Fee: \$155.70

Accounting 3 - Introduction

Course No.: ACCT311 **TRN:** 0035311 **DG**
Although the organization of financial data is an important skill, proper utilization of financial information is a valuable asset. Through this course, you will apply your accounting expertise to income tax, funds flow, budgeting, cost volume analysis and financial statement analysis.

Pre-requisite: ACCT211 Accounting 2 - Introduction

Class	Day	Time	Duration	Loc.
70	Wed	6:30-9:30pm	May 8-Aug 14	L

Fee: \$155.70

Microcomputer Technical Support Certificate – Program 2016

(Lakeshore Campus)

This program focuses on the technical skills required to support PC's operating in a stand alone and in a networking environment. Graduates will be able to use DOS and Windows applications, install and upgrade hardware and software in a personal computer and perform administrative support for a local area network.

Courses offered this semester are listed following the Certificate programs, under the heading, Courses.

Compulsory Courses > Pre-requisite

ISYS600 MS-DOS Applications

ISYS601 Windows Applications

ISYS605 Computer Hardware 1

ISYS615 Computer Hardware 2 >

ISYS605 Computer Hard. 1

ISYS611 Programming 1 > ISYS600 MS-DOS Appl.,

ISYS601 Windows Applications

ISYS625 Networks > ISYS605 Computer Hardware 1,

ISYS615 Computer Hardware 2

ISYS621 Programming 2 > ISYS611 Programming 1

ISYS635 LAN Administration > ISYS625 Networks

For further information, please contact Jane Russ at (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Personal Computing (PC) Certificate – Program 294

(North Campus) 8 Courses

This program provides training in the use of the personal computer in business and industry. Graduates will have a firm understanding of PC operations through hands-on experience with the business application packages currently available on the software market. For further information call (416) 675-3111, ext. 4747 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses. Refer to the course itself for any pre-requisites.

Compulsory Course (1 required)

ISYS102 Personal Computing – Introduction

Optional Courses (7 required)

ISYS117 Microcomputer Technology

ISYS207 Local Area Networks

ISYS226 C Language

ISYS230 PC Operating Systems (DOS 6.22)

ISYS231 PC Database

ISYS234 MS Excel

ISYS245 Windows

ISYS238 Network Design and Architecture

ISYS241 Wordperfect 6.1

ISYS246 Macintosh: Graphics Software

(QuarkXPress)

ISYS247 Macintosh: An Introduction (MicroSoft Word, PageMaker)

ISYS326 C++

ISYS343 Visual Basic Pro for Windows

ISYS345 Corel Draw for Windows

ISYS350 MS Word for Windows

ISYS352 MS Access for Windows

ISYS353 MS Powerpoint for Windows

Telecommunications Management Certificate – Program 289

(North Campus) 7 Courses

This certificate program begins with a basic course dealing with concepts and terminology, and proceeds through six specialized courses that cover all key elements. Topics include cost control, network design and management, telephone systems management, in-house consulting, data communications, and management skills. For further information, please call (416) 675-3111 ext. 4747 (For direct TouchTone dialing call (416) 798-1034).

Please Note: To ensure sufficient enrolment students are required to take the courses in numerical order (i.e. OATC100, 200, 201, 300, 301, 400, 500). In order to compress the time required to complete the program, students may take OATC200 & 201 concurrently followed by OATC300 & 301.

Students who have completed Program 295 – Teleprocessing/Networking Certificate will be exempted from the following courses: OATC100, OATC200, OATC201.

Courses offered this semester are listed following the Certificate programs, under the heading Courses. Please see the individual course listings for pre-requisite information.

Compulsory Courses (7 required)

OATC100 Telecommunications Concepts

OATC200 Business Telecom. 1

OATC201 Data Commun. 1

OATC300 Business Telecom. 2

OATC301 Data Communications 2

OATC400 Management Skills

OATC500 Network Services

Attention Bell Employees

The following courses are part of the CAAT Computer Proficiency Certificate program.

BMGT100 Introduction to Business

ISYS102 Introduction to Personal Computing

ISYS224 PC Applications

ISYS103 Information Systems Concepts

ISYS210 Introduction to Systems Analysis 1

ISYS211 Introduction to Systems Analysis 2

ISYS212 Structured Systems Analysis

ISYS202 Computer Product Positioning

For more information, please contact Julie Lucas, Manager, Professional Development, Bell Canada, (416) 440-6524, or Humber College call (416) 675-3111, ext. 4747 (For direct TouchTone dialing, please call (416) 798-1034).

Please note: Credits earned in the Bell program may be applied to other Continuing Education certificates or diploma programs offered in the Information Systems Studies section of this calendar.

Teleprocessing/Networking Certificate – Program 295

(North Campus) 8 Courses

This program provides training in teleprocessing concepts and techniques which support data and voice communications over private and public networks. Equivalency Notes:

(1) Exemption from ISYS238 Network Design & Architecture will be granted to students who have completed any of the following:

- OATC201 Data Communications 1
- ELIC603 Data Communications
- Introductory credit data communications course from any Community College

(2) ISYS100 = ISYS102 + ISYS103

This program consists of two compulsory courses plus six optional courses. For more information call (416) 675-3111, ext. 4747 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses. Please see the individual course listings for pre-requisite information.

Compulsory Courses (2 required)

ISYS100 Information Systems – Intro.

ISYS238 Network Design & Architecture

Optional Courses (6 required)

ISYS207 Local Area Networks

ISYS226 C Language

ISYS227 Wide Area Network

ISYS228 Business Satellite Communications

ISYS229 Packet Switching and Networks

ISYS232 SNA (Systems Network Architecture)

ISYS249 Telecommunications Strategic Planning

ISYS250 Digital Telephony

ISYS251 T-Carrier

ISYS252 Telecommunication Issues in Canada

ISYS254 ISDN

ISYS255 Mobile Communications

ISYS257 International Telecommunications

ISYS259 Fiber Optics Communications

ISYS267 TCP/IP

ISYS270 Telecommunications Switching Systems

ISYS271 Metropolitan Area Networks (MAN)

ISYS272 Network Management

ISYS279 Internet – Introduction

ISYS326 C++

CENG704 Unix – Introduction

CNET704 Netware

(Network Design & Architecture or equivalent is the pre-requisite for all the above courses except C Language/C++ which has a pre-requisite of ISYS206/ISYS113 or equivalent)

EMPLOYERS ★

Learn about how many of these courses/programs can be customized and delivered at your organization. Call **Business & Industry Services** ★ at (416) 674-2472

Accounting, Law Office

Course No.: ACCT105 **TRN:** 0035105 **CB**
 Law Office Accounting is an introductory course intended specifically for students in the Legal Assistant program. The course starts with an overview of the accounting cycle and concludes with several topics of specific interest to those who intend to work in a law office.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

Accounting, Spreadsheets (Lotus 1-2-3)

Course No.: ACCT220 **TRN:** 0035220 **CB**
 Using "Lotus 1-2-3", spreadsheet software, students will enter data from course ACCT218, Accounting, CA - Simply, and other accounting data to analysis, use what if (?) projections, use a data base and print final reports. Emphasis is on hands on learning.

Pre-requisite: ACCT218 Accounting, CA - Simply

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 26	N

Fee: \$155.70

Advertising 1

Course No.: MKTG300 **TRN:** 6020300 **CE**
 This course offers you a basic overview of the Canadian advertising scene today. Beginning with an analysis of the purposes of advertising, and continuing with an examination of the various media, it will proceed to discuss planning, preparing and producing advertising messages.

Pre-requisite: MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

Auditing, Internal

Course No.: ACCT651 **TRN:** 0035651 **CB**
 This course provides an introduction to auditing, with emphasis on the attest function: the examination of financial statements, records and other evidence in order to express an opinion as to the fairness and dependability of the information presented therein.

Pre-requisite: ACCT551 Auditing, External

Class	Day	Time	Duration	Loc.
50	Thu	6:05-9:05pm	May 9-Aug 15	N

Fee: \$155.70

Business - Introduction

Course No.: BMGT100 **TRN:** 0788100 **CF**
 This course will broadly introduce the student to business in Canada and the global economy. This is a survey course covering the major components of Canadian business. Students will be introduced to corporate Canada and to a wide range of typical corporations from the large, powerful conglomerates to the small entrepreneurial companies striving to become established both nationally and internationally. The relationships among the functions of business, business academic programs and career opportunities for graduates will be explored.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N

Fee: \$155.70

Business Communications

Course No.: BMGT210 **TRN:** 0788210 **CF**
 The course provides practical assistance in communication and administration in preparation for the roles of employee and supervisor in business. A variety of projects gives the student practice in composing letters, memos, reports, policy statements and feasibility studies in relation to the decision-making and communication process. Projects are given to enhance oral communication as it relates to presenting ideas to lower, middle and upper management. There will be opportunity to acquire practical skills and to direct the activities of subordinates.

Pre-requisite: ISYS102 Introduction to Personal Computing, BMGT201 Principles of Management

Class	Day	Time	Duration	Loc.
50	Thu	6:05-7:35pm	May 16-Aug 22	N

Fee: \$155.70

Civil Procedures

Course No.: LAWS103 **TRN:** 5285103 **CJ**
 This course will introduce you to the civil courts in Ontario, the more prevalent matters handled and the typical steps involved in processing a case.

Pre-requisite: LAWS111 Business Law

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Consultative Selling

Course No.: MKTG305 **TRN:** 6020305 **CE**
 Consultative Selling is the introductory course in a two course study of professional selling. In this course you will acquire a basic understanding of the selling profession and the human relations skills involved in this field.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N

Fee: \$155.70

Document Formatting

Course No.: DAGN360 **TRN:** 0AGN360 **CD**
 You will use a microcomputer and WordPerfect software to prepare the documents you will encounter in a typical office administration setting. You must keyboard at a minimum of 40 net wpm to successfully complete the course.

Pre-requisite: OAGN260 Word Pro Systems, Intro.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

Fee: \$155.70

Finance 1

Course No.: ACCT316 **TRN:** 0035316 **CB**
 In this course you will acquire experience with the interpretation, analysis and use of accounting data. The course is divided into three sections: accounting theory, cost control and profit planning, and financial analysis.

Pre-requisite: ACCT206 Fundamentals of Accounting 2

Class	Day	Time	Duration	Loc.
50	Wed	6:05-9:05pm	May 8-Aug 14	N
70	Mon&Thu	6:30-9:30pm	May 6-Jun 27	L

Fee: \$155.70

Finance 2

Course No.: ACCT416 **TRN:** 0035416 **CB**
 The course relates to the finance function of an operating business and covers such areas as: the management of assets; the need for funds; analysis of past financing; sources of short and long-term funds; and capital budgeting. Learning is experienced completely by case studies. The text and accounting from the prerequisite courses supply the necessary source material.

Pre-requisite: ACCT316 Finance 1

Class	Day	Time	Duration	Loc.
50	Thu	6:05-9:05pm	May 9-Aug 15	N
70	Mon&Thu	6:30-9:30pm	Jul 4-Aug 26	L

Fee: \$155.70

Financial Controllership 1

Course No.: ACCT541 **TRN:** 0035541 **DG**
 This course is designed to give students a basic understanding of financial planning and control with emphasis on the analysis of needs, acquisitions and utilization of funds in a decision making context.

Pre-requisite: ACCT331 Accounting 1, Intermediate

Class	Day	Time	Duration	Loc.
70	Tue	6:30-9:30pm	May 7-Aug 13	L

Fee: \$155.70

Financial Controllership 2

Course No.: ACCT641 **TRN:** 0035641 **CB**
 In this continuation of the Financial Management course, you will reinforce the topics from the primary course and broach finance and investment topics such as capital markets, issuance of equity securities, leasing and dividend policy.

Pre-requisite: ACCT541 Financial Controllership 1

Class	Day	Time	Duration	Loc.
50	Wed&Sat		May 8-Jun 26	N

Fee: \$155.70
 *Wed (6:30-9:30pm), Sat (9:30-12:30pm)

HRM Finance

Course No.: ACCT201 **TRN:** 0035201 **CB**
 The course provides a study of the conceptual foundations of financial accounting measurement and reporting to assist the student in interpreting financial oriented data. Emphasis will be on the use of internal financial information used to assist management in the HRM area and will include: operating and cash budgeting, budgetary controls, responsibility accounting, interpretation of accounting reports and evaluation of capital projects.

Class	Day	Time	Duration	Loc.
50	Tue&Sat		May 7-Jun 25	N

Fee: \$155.70
 *Tue (6:05-9:05pm), Sat (9:30-12:30pm)

Human Resource Management

Course No.: BMGT101 **TRN:** 0788101 **CF**
 In this introductory course you will cover a diverse range of human resource management concepts. Throughout the program, you will learn how line management can effectively use personnel techniques to manage its human resources.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N
51	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Human Resource Research and HRIS Applications

formerly BMGT207 Computer Applications - HRIS
Course No.: BMGT328 **TRN:** 0788328 **CF**
 This course will give the student a thorough understanding of the design/acquisition, implementation and application of Human Resource Information Systems, as well as a basic grounding in the applied concepts associated with human resource research. Students will have 'hands-on' practise with Lotus 1-2-3 and an HRIS system. The student will develop a clear concept of the applicability of information systems to the various HR functions and will be literate in the subject matter with an understanding of the potentials and limitations of HRIS as a decision support tool. Strategies for HRIS development will be discussed and cost considerations will be addressed. Ethical considerations and the relationship between HR and MIS will also be explored.
Pre-requisite: BMGT101 Human Resource Mgmt.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Income Tax 1 - Introduction

Course No.: ACCT461 **TRN:** 0035461 **CB**
 In this course you will study the Income Tax Act, investigate the Federal and Provincial income tax laws that affect individuals and analyze the principles of Income Taxation. Finally, you will relate your new knowledge to practical situations.
Pre-requisite: ACCT211 Accounting 2 - Intro.

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

Income Tax 2

Course No.: ACCT561 **TRN:** 0035561 **CB**
 This course covers in more depth, the introduction to income tax previously covered by students. The emphasis is on special income tax problems covering individuals, corporations and their shareholders.
Pre-requisite: ACCT461 Income Tax 1 - Introduction

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N
70	Tue&Thu	6:30-9:30pm	Jul 2-Aug 20	L

Fee: \$155.70

Investment Funds in Canada **NEW**

Course No.: BMFS411 **TRN:** 0779411 **DG**
 This course will cover the basic fundamentals of wealth creation through saving and investing with specific emphasis on investment funds. Students will learn the basic principles and operations governing investment funds, how they relate to investment objectives, and the regulation and responsibilities of those involved in advising and explaining investment funds to the public.

Class	Day	Time	Duration	Loc.
70	TBA	TBA	TBA	TBA

Fee: \$155.70

Keyboarding and WP Applications

Course No.: OAGN152 **TRN:** 6580152 **CD**
 Legal Assistant, Pharmacy Assistant and Travel and Tourism students will learn to keyboard proficiently using the touch method to a minimum level of 25 net wpm as well as learn to format correspondence, reports and tables on a microcomputer with WordPerfect.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:00pm	May 14-Jul 18	N

Fee: \$155.70

Keyboarding - Basic

Course No.: OAGN160 **TRN:** 6580160 **CD**
 You will learn to keyboard proficiently using the touch method to a minimum level of 30 net wpm in this course. (No previous or minimal knowledge of the keyboard is assumed.)

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:00pm	May 7-Jul 25	N

Fee: \$207.60

Keyboarding Skillbuilding

Course No.: OAGN170 **TRN:** 6580170 **CD**
 You will be able to increase your proficiency (and productivity) using a microcomputer keyboard in this course. The instructor will assist you to establish a speed development plan that incorporates proven touch-typing techniques and selective practice drills aimed at achieving your personal goal.
Pre-requisite: Knowledge of keyboarding

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-8:30pm	May 13-Jul 8	N

Fee: \$103.80

Labour Economics

Course No.: HRMS213 **TRN:** 4235213 **CF**
 You will examine the basic concepts in labour economics with relevance to human resource decisions and/or applications. Also, you will survey the varying structure, conduct and performance characteristics of labour markets.
Pre-requisite: BMGT101 Human Resource Management

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

Fee: \$155.70

Law, Business

Course No.: LAWS111 **TRN:** 5285111 **CJ**
 This course will introduce you to the study of Canadian Legal system. The course concentrates on Ontario business law; however, other aspects of Ontario and Federal law will also be reviewed.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N
51	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N
52	Sat	9:30-12:30pm	May 18-Aug 24	N
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Law, Corporate

Course No.: LAWS208 **TRN:** 5285208 **CJ**
 This course is concerned with the forms of business organizations, with specific concentration on non-offering Ontario corporations. Formation, amendments and routine procedures as well as dissolution will be dealt with. In addition to class work, students may be required, in teams, to attend at the offices of the Ontario Ministry of Consumer and Commercial Relations and to learn procedures for corporate searches, filings and registrations at their own expense.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

Fee: \$155.70

Law, Employment

Course No.: LAWS405 **TRN:** 5285405 **CJ**
 This course will introduce you to employee-employer relationship issues and attempts by the legal system to resolve conflicts in that relationship.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Law, Land

Course No.: LAWS209 **TRN:** 5285209 **CJ**
 This course will lead the student through the various stages of a typical residential real estate transaction from the Agreement of Purchase and Sale to closing at the Registry Office, then with the purchase and sale of new and resale condominiums, and finally will inform the student of the practice relating to mortgages, including representing a lender who wants a mortgagee to secure repayment of its loan, the mortgagee's remedies of foreclosure and power of sale in the event of the mortgagor's default.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

Fee: \$155.70



Legal Secretary Procedures

- Introduction

Course No.: OALG280 TRN:6615280 CD
 You will learn secretarial procedures and terminology common to various specialized areas of legal practice. You will open new client matters/files, prepare accounting forms and accounts, commercial legal instruments and related correspondence using a microcomputer with WordPerfect.

Pre-requisite: OAGN260 Word Pro. Systems - Intro. and Sec. Fund. Certificate or equivalent

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Manufacturing Operations

Course No.: MDPS200 TRN: 6125200 DG
 This course will provide you with an overall view of Operations Management. You will complete assignments on topics such as forecasting, estimating, inventories, scheduling, master scheduling, critical path scheduling, motion and time study, plant layout and materials handling.

Pre-requisite: BMAT110 Essentials of Business Math.

Class	Day	Time	Duration	Loc.
70	Wed	6:30-9:30pm	May 8-Aug 14	L

Fee: \$155.70

Marketing 1

Course No.: MKTG100 TRN: 6020100 CE
 This course will introduce you to the 'Systems' marketing concept as practiced in business management and provide a base for future marketing courses.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N

Fee: \$155.70

Marketing 1 for Marketing Management

Course No.: MKPD726 TRN: 5985726 CE
 This is the introductory business and marketing course. Students develop a solid understanding of the basic marketing concept and the marketing mix and then focus on learning and practising the development and implementation of strategic marketing plans.

Efforts are made to relate the nature and dimension of marketing in Canada to the students' own knowledge, experience and prospective employment.

This course provides the required base for more advanced marketing courses, and is a prerequisite for Marketing Research and for Marketing Management.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N

Fee: \$155.70

Marketing 2

Course No.: MKTG200 TRN: 6020200 CE
 Marketing 2 is a continuation of Marketing 1. Upon completion of this course, you will have an understanding of marketing planning, formulating a marketing mix, and evaluating a marketing effort.

Pre-requisite: MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Marketing Administration

Course No.: MKTG400 TRN: 6020400 CE
 The planning of alternative marketing strategies is essential to successful business. You will learn to use management techniques and skills currently employed by leading companies to critically evaluate marketing strategies and make basic management decisions. An advanced management simulation presents realistic marketing problems to you for analysis and solution.

Pre-requisite: ACCT106 Accounting Fundamentals 1, BMAT110 Essentials of Bus. Math, BMAT150 Marketing Mathematics, MKTG200 Marketing 2, MKTG310 Marketing Research 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N

Fee: \$155.70

Marketing - International

Course No.: MKTG470 TRN: 6020470 CE
 This course will provide you with a knowledge and understanding of global marketing, and the challenges, opportunities and environment confronting today's international marketer.

You will survey International marketing ideas, concepts, and strategies while considering the importance of cultural uniqueness found in global markets.

Pre-requisite: MKTG200 Marketing 2

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N

Fee: \$155.70

Marketing Operations

Course No.: MKPD702 TRN: 5985702 CE
 Marketing employees want new colleagues to rapidly identify with the firm's mission and to make an immediate contribution. New employees have essentially the same desires.

In this course you will discuss and practice techniques to assist newly hired marketing people to quickly achieve a high level of productivity.

Pre-requisite: Must meet Marketing Management Post Graduate Certificate Program admission requirements

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N

Fee: \$155.70

Mathematics, Essentials of Business

Course No.: BMAT110 TRN: 0770110 HF
 Topics covered in this course include arithmetic, algebra, retail math (percentages) an introduction to financial math and descriptive statistics. This is a pre-requisite course for other courses offered by the School of Business.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N
70	Tue&Thu	6:05-10:05pm	May 7-Jun 25	L

Fee: \$207.60

Mathematics, Financial

Course No.: BMAT210 TRN: 0770210 HF
 In this course you will master compound interest, present and future values, annuities, amortization and investment decisions.

Pre-requisite: BMAT110 Essentials of Business Math.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N
71	Tue&Thu	6:05-10:05pm	Jul 2-Aug 20	L

Fee: \$207.60

Medical Secretarial Procedures 1

Course No.: OAMD200 TRN: 6650200 CD
 You will handle secretarial tasks encountered in a typical medical setting, including appointment scheduling, patient communication, records management, and preparation of related correspondence, reports and records using a microcomputer with WordPerfect.

Pre-requisite: OAGN260 Word Pro Systems - Intro and Sec. Fund. Certificate or equivalent

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Occupational Health and Safety

Course No.: BMGT212 TRN: 0788212 CF
 In this course you will undertake an in-depth analysis of the current employment health and safety legislation in Ontario, namely Occupational Health and Safety Act WHMIS, and Workers Compensation Act. In addition, you will consider accident prevention, investigation, loss control, hazardous materials, monitoring and employees/employer rights and committees as defined by the legislation.

Pre-requisite: BMGT101 Human Resource Management

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Office Administration and Management

Course No.: OAGN400 TRN: 6580400 CD
 You will discuss theories of effective supervisory management relating to communications, motivation, decision-making, leadership and personnel management and apply them to practical situations encountered in an office setting.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

Fee: \$155.70

Organizational Behaviour

Course No.: BMGT310 TRN: 0788310 CF
 Today's managers must have a sound grounding in the more traditional aspects of management and an appreciation of the impact of rapid change on both individuals and the organizations in which they work. This course begins with a review of the role of the manager in carrying out the functions of planning, organizing, leading and controlling. It then provides opportunity to develop understanding of how the internal and external environments force change on individuals and organizations, and to develop knowledge of the tools and techniques available to effectively plan and manage change. Students will apply new knowledge and skills to contemporary business situations through case studies, exercises, and simulations.

Pre-requisite: BMGT101 Human Resource Mgmt.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N

Fee: \$155.70

Organizational Management

Course No.: BMGT301 TRN: 0788301 CF
Organizational Management combines long range planning with maximum utilization of human resources through people development. therefore this course is an extension of BMGT201 Principles of Management. It focuses on the planning, leadership and directing functions through the major intervention in most organizational development programs - Management By Shared Objectives (M.B.S.O.). A major experiential study will be included.

Pre-requisite: BMGT201 Principles of Management

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N
70	Mon&Wed	6:30-9:30pm	May 13-Jul 7	L

 Fee: \$155.70

Personal Effectiveness

NEW

Course No.: BMFS200 TRN: 0779200 DG
The objective of this course is to develop mastery in selected communications techniques including interviewing, negotiation, conflict management, non-verbal communication, problem-solving and dealing with a multicultural client base. Real financial services scenarios will be used to demonstrate these techniques effectively.

Class	Day	Time	Duration	Loc.
70	TBA	TBA	TBA	L

 Fee: \$155.70

Personal Finance

NEW

- Introduction

Course No.: BMFS203 TRN: 0779203 DG
Students will develop mastery of the techniques of personal financial statement preparation and analysis to enable the student to assess the client's personal financial situation and to suggest appropriate courses of action.

Class	Day	Time	Duration	Loc.
70	TBA	TBA	TBA	L

 Fee: \$155.70

Principles of Management

Course No.: BMGT201 TRN: 0788201 CF
This course develops an understanding of the approaches to effective management and the skills required. It also examines the management functions of planning, organizing, directing/influencing, and controlling from the supervisor's view.

Pre-requisite: BMGT101 Human Resource Mgmt.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N
71	Sat	9:30-12:30pm	May 4-Aug 17	L
72	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

 Fee: \$155.70

Quantitative Analysis I

Course No.: BSTA400 TRN: 0840400 HF
Using a computer, you will master the creation of sensitized mathematical models from real business applications rather than formula results.

Pre-requisite: BSTA300 Business Statistics

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

 Fee: \$207.60

Recruitment and Selection

Course No.: BMGT202 TRN: 0788202 CF
This course is designed to identify and teach the skills required in an organization to attract, select, and retain an effective workforce. The knowledge and skills acquired in the course will help the student undertake these activities to effectively contribute to the overall goals of an organization. The changing legal environment and the impact of laws on the employment function are a major component of this course.

Pre-requisite: BMGT101 Human Resource Mgmt.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N

 Fee: \$155.70

Retailing I

Course No.: MKTG205 TRN: 6020205 CE
In Fundamentals of Retailing 1 you will explore where and how retailing fits into the total marketing process. In addition, you will determine the processes and controls needed to run a successful retail operation.

Pre-requisite: MKTG100 Marketing 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 14-Jul 2	N

 Fee: \$155.70

Salary Compensation

Course No.: BMGT204 TRN: 0788204 CF
This program will cover the philosophy and practical application of salary and benefit administration. As a specialty within the human resource administration field, the course will provide an introduction to the principles involved in developing and maintaining an effective salary and benefit program for employees.

Pre-requisite: BMGT101 Human Resource Management

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

 Fee: \$155.70

Starting a New Business

Course No.: MKTG415 TRN: 020415 CE
On completion of this course you will be conversant with the mechanics of small and new businesses. You will learn to develop a logical, analytic and practical business plan, as well as consider and evaluate a new business venture.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 13-Jul 8	N

 Fee: \$155.70

Statistics, Business

Course No.: BSTA300 TRN: 0840300 HF
This course surveys and briefly outlines modern descriptive and inferential statistics. Little mathematical sophistication is required as the course deals with the application of formulas and techniques and not their derivation. Emphasis will be on the recording, analysis and presentation of data, forecasting and decision making.

Pre-requisite: BMAT110 Essentials of Business Math.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N
51	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N
70	Tue&Thu	6:05-10:05pm	May 7-Jun 25	L

 Fee: \$207.60

Training and Development

Course No.: HRMS403 TRN: 4235403 DG
In this course you will learn to assess training needs, develop and evaluate training programs, and train staff to meet organizational requirements.

Pre-requisite: BMGT301 Organizational Mgmt. or BMGT310 Organizational Behaviour

Class	Day	Time	Duration	Loc.
70	Mon&Wed	6:30-9:30pm	May 6-Jun 25	L

 Fee: \$155.70

Transcribing Taped Dictation

Course No.: OAGN200 TRN: 6580200 CD
For students enrolled in Office Administration day programs, this course will provide opportunities to develop skill in transcribing dictation of taped material from various fields of employment using a microcomputer with WordPerfect.

Pre-requisite: OAGN101 Office Systems-Intro., OAGN104 Keyboarding and Document Formatting, OAGN105 Office Proced. and Listening Skills and LANG103 Grammar and Editing

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

 Fee: \$155.70

Wills and Estates

Course No.: LAWS305 TRN: 5285305 CJ
This course will be an overview of Ontario law relating to wills, their validity and the procedure of administering deceased persons' estates including the duties of executors and administrators.

Pre-requisite: LAWS111 Business Law

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

 Fee: \$155.70

Word Processing Systems

- Introduction

Course No.: OAGN260 TRN: 6580260 CD
You will learn theory and concepts of automated information processing systems, and be able to identify and describe hardware components, systems and application software as well as the procedures for applying these to the production of documents. You will perform a variety of information processing tasks in a simulated office environment using word processing software.

Pre-requisite: OAGN160 Keyboarding - Basic or equiv.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 13-Jul 8	N

 Fee: \$155.70



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REGISTRATION INFORMATION ON PAGE 1

Commercial and Office Skills

Banking

Banking Procedures Certificate – Program 533

This certificate program is comprised of two courses – Banking Procedures 1 and 2. In this program students will obtain detailed knowledge of the procedures, products and services of most major financial institutions. This certificate program will prepare individuals for employment as either a teller or a customer service representative in any chartered bank or trust company. In order to obtain the Banking Procedures Certificate, students must obtain a minimum of 80% in each course.

Banking Procedures 1

Course No.: OFFS006 **TRN:** 6825006 **DG**
An introductory course for students in the subject of Banking. Course content will focus on the teller's role in handling currency, printed banking forms, wicket organization and processing customer account transactions.

Pre-requisite: A good command of oral English, aptitude for Math, working knowledge of whole numbers, fractions, decimals and percentages.

Class	Day	Time	Duration	Loc.
70	Mon	6:30-9:30pm	May 6-Aug 26	N
71	Sat	9-12noon	May 11-Aug 17	N

Fee: \$155.70

Banking Procedures 2

Course No.: OFFS007 **TRN:** 6825007 **DG**
Banking Procedures 2 is a continuation of Banking Procedures 1.

Pre-requisite: OFFS006 Banking Procedures 1

Class	Day	Time	Duration	Loc.
70	Thu	6:30-9:30pm	May 9-Aug 15	N
71	Sat	9-12noon	May 11-Aug 17	N

Fee: \$155.70

Bookkeeping

Bookkeeping Certificate – Program 525

Understanding how money, goods and services flow from organization to organization and how business transactions are tracked is a fundamental skill necessary for all levels of commerce. This certificate is made up of four separate courses which include OFFS001 Bookkeeping 1, OFFS002 Bookkeeping 2, OFFS003 Bookkeeping 3 and MICR461 Simply Accounting (DOS) 1 or MICR481 Simply Accounting (Windows) 1. A minimum of 80% is required in Bookkeeping 1, 2 and 3 in order to be granted the certificate.

Bookkeeping 1

Course No.: OFFS001 **TRN:** 6825001 **DG**
This course is designed to introduce the student to basic accounting/bookkeeping concepts. Course content will include an introduction to the basic accounting cycle, preparation and analysis of the balance sheet and income statement, and journalizing and posting the financial transactions of a business enterprise.

Pre-requisite: A good command of English and an aptitude for Math.

Class	Day	Time	Duration	Loc.
70	Mon	6:30-9:30pm	May 6-Aug 26	N
71	Sat	9-12noon	May 11-Aug 17	N

Fee: \$155.70

Bookkeeping 2

Course No.: OFFS002 **TRN:** 6825002 **DG**
Bookkeeping 2 is a continuation of Bookkeeping 1.

Pre-requisite: OFFS001 Bookkeeping 1

Class	Day	Time	Duration	Loc.
70	Fri	6:30-9:30pm	May 10-Aug 16	N
71	Sat	9-12noon	May 11-Aug 17	N

Fee: \$155.70

Bookkeeping 3

Course No.: OFFS003 **TRN:** 6825003 **DG**
Bookkeeping 3 is a continuation of Bookkeeping 2.

Pre-requisite: OFFS002 Bookkeeping 2

Class	Day	Time	Duration	Loc.
70	Sat	9-12noon	May 11-Aug 17	N

Fee: \$155.70

Simply Accounting (Windows) I

Course No.: MICR481 **TRN:** 5915481 **DG**
Formerly known as Bedford Accounting, this package is commonplace amongst small businesses. The first level course is intended for individuals who intend to work as bookkeepers in a small business which is computerized. Course content includes: posting, general journals, general ledgers, accounts payable, accounts receivable and preparation of a trial balance through menus and icons in the Windows environment.

Pre-requisite: MICR821 Open the Window or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
10	Tue	6:30-9:30pm	Jul 2-Jul 23	L

Fee: \$195

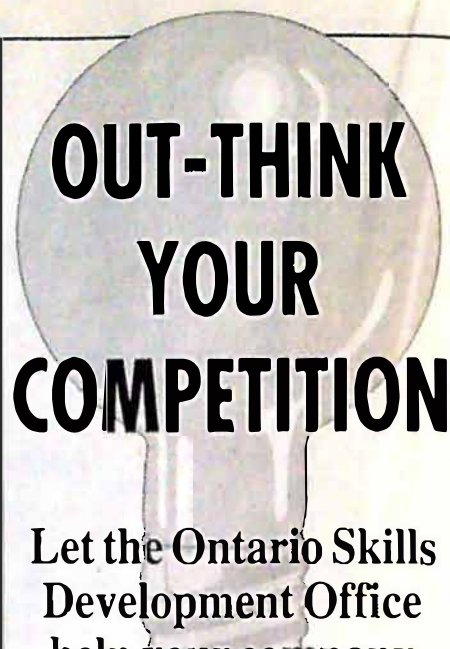
Simply Accounting (Windows) II

Course No.: MICR482 **TRN:** 5915482 **DG**
This course is intended for accountants setting up a computerized accounting system in a small business. Students will learn how to create an account structure, create and name accounts, set up recording mechanism for GST and PST, design and output financial reports, create and produce income and expense statements as well as balance sheets, and close accounts at year end through menus and icons in the Windows environment.

Pre-requisite: MICR481 Simply Accounting (Windows) I

Class	Day	Time	Duration	Loc.
30	Tue	6:30-9:30pm	Apr 9-Apr 30	L

Fee: \$195



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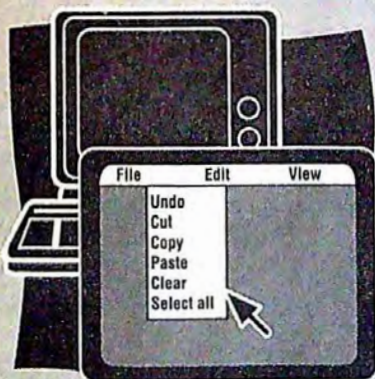
Information Technology and Business Computing

Information Technology and Business

Computing is a new section for the Continuing Education Calendar.

Please note that other microcomputer related courses may be found elsewhere in this publication.

You are encouraged to register early in all courses as classes without sufficient registration will be cancelled *one week* before classes start.



Information Systems Studies

Note: Successful completion of Information Systems Studies credit courses can contribute toward the Canadian Information Processing Society's (CIPS) requirements for re-certification of the Information Systems Professional (ISP) designation.

Following is the list of courses which have recently had a name or number change:
(Your graduation requirements are related to the term you started your program)

Old Name and Number	New Name and Number
ISYS221 Personal Comp.1	ISYS234 Spreadsheets
ISYS222 Personal Comp.2	ISYS231 PC Data Base
ISYS220 Sys.Con.Func.	ISYS268 Main.Oper.Sys.
ISYS206 Cobol 1 and ISYS105 Program.Tech.	ISYS113 Fund.of Program. and Design
ISYS223 Cobol 2	ISYS205 Cobol
ISYS218 Data Base	ISYS275 Rel.Data Base
ISYS219 Data Base Des. and Administration	ISYS204 Distr.Data Base
ISYS269 App.Networking	ISYS272 Network Mgmt.
ISYS245 Adv. C Language	ISYS280 Adv.C Language
ISYS273 Network Admin. and Troubleshooting	
ISYS274 Co-op. Proc.	CENG620 Net.Admin.and Troubleshooting

Course Equivalents: If you have taken the course(s) in the left column, you have satisfied the requirements for the corresponding course in the right column. Please note the opposite may not be true.

ISYS234 Spreadsheets	ISYS224 PC Applications
ISYS231 PC Database	
ISYS221 Pers.Comp. 1	ISYS224 PC Applications
ISYS222 Pers.Comp. 2	ISYS103 Inf.Sys.Concepts
ISYS100 Intro.to Info.Sys.	ISYS100 Intro.toInfo.Sys.
ISYS102 Intro. to PC	
ISYS103 Info.Sys.Con.	

Computer Programming Certificate – Program 239

(North Campus) 8 Courses

As we continue into the 1990's we know that computers will play an even more important role in every business situation than ever before. Most businesses could not survive without computers and there will continue to be a great demand for qualified computer programmers. Compulsory Courses. Our Computer Programming Certificate will teach you the necessary technical and practical skills you will need to become a functioning member of a computer programming support team. Training is provided by lectures and 'hands-on' use of micro and mainframe computers.

For further information call (416) 675-3111, ext. 4900
(For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Compulsory Courses

ISYS100 Information Systems – Intro.
ISYS116 Programming Fund. and Design Using C
ISYS210 Systems Analysis 1 – Intro.

Optional Courses (5 Required)

ISYS117 Microcomputer Technology
ISYS118 COBOL
ISYS217 Systems Audit, Control & Security
ISYS238 Network Design and Architecture

ISYS239 CICS

ISYS268 Mainframe Operating Systems
ISYS275 Relational Database
ISYS290 Intermediate C
ISYS291 Advanced C & C++
ISYS326 C++
ISYS327 Object Oriented Design
ISYS343 Visual Basic for Windows

Computer Programming – Program 237 – Advanced

(North Campus) 12 Courses

Our advanced Computer Programming Certificate is an extension of the Computer Programming Certificate – 239. Successful completion of an additional four (4) courses (not previously taken) will then give you the Advanced Computer Programming Certificate – 237. For further information call (416) 675-3111, ext. 4900
(For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Compulsory Courses

Computer Programming Certificate (8 courses)
ISYS211 Systems Analysis 2
Optional Courses (3 Required)

Choose three courses not previously taken from the optional course list for the Computer Programming Certificate

ISYS118 COBOL

ISYS217 System Audit, Control & Security
ISYS238 Network Design & Arch.
ISYS239 CICS
ISYS268 Mainframe Operating Systems
ISYS275 Relational Data Base
ISYS290 Intermediate C
ISYS291 Advanced C & C++
ISYS326 C++
ISYS327 Object Oriented Design
ISYS343 Visual Basic Pro for Windows

Microcomputer Office Management – Program 2015

(Lakeshore Campus)

This program focuses on the skills required to use PC applications effectively and efficiently in a business office. Graduates will be able to master the skills of DOS and Windows applications, and to integrate the use of word processing, spreadsheet, database and presentation graphics on the same set of documents.

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Compulsory Courses > Pre-requisite

ISYS103 Information Systems Concepts
ISYS363 Desktop Publishing Using PageMaker
ISYS600 MS-DOS Applications
ISYS601 Windows Applications
ISYS607 Computerized Accounting Simply
ISYS612 Integrated Applications 1 > MS-DOS Appl.
ISYS622 Integrated Applications 2 > Integrated Appl. 1
ISYS617 Computerized Accounting ACCPAC >

Computerized Accounting Simply
For further information, please contact Jane Russ at (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Teleprocessing/Networking Certificate (Advanced)

– Program 0218

(North Campus) 12 courses

Our 'Advanced Teleprocessing/Networking Certificate' program is an extension of the Teleprocessing/Networking Certificate. Upon completion of the Teleprocessing/Networking Certificate, you will only need to complete four (4) additional courses from among the optional courses (not previously taken for the Teleprocessing/Networking Certificate) in order to receive our Advanced Certificate. The Advanced Certificate is designed to give students the opportunity to receive further credit for specialized communications courses. For more information, call (416) 675-3111, ext. 4747 (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Pre-requisite
Teleprocessing/Networking Certificate Program 295
(8 courses)

Computer Programming Certificate in Computer Science for Engineering

The purpose of this program is to provide a background in computer science for technical personnel to move into computer areas. The program is especially suitable for college or university graduates of engineering, science or social science, who want to change career to work in computer programming or data analysis field. Although the program does not assume any previous computing experience, a good mathematical background at grade 12 or above is recommended. Those students with lesser background should contact Leon King at (416) 675-3111, ext. 4135; Internet: klg@acad.humberc.on.ca (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Compulsory Courses > Pre-requisite

Basic Certificate – Program 3016

To obtain this certificate, you must successfully complete the following 5 courses.

- CENG102 Programming in Pascal > Introduction to Computing or a working familiarity with computer usage
- CENG303 Introduction to C Programming > CENG 102 or equivalent high level language
- CENG302 Systems Analysis > CENG 102 or equivalent high level language
- ELIC702 PC Hardware and Peripherals > None. See Electronics section of the calendar
- CNET703 Operating Systems Environments > CENG 102 or equivalent high level language
- ELIC710 Virtual Instruments and Data Acquisition > Math to a level of Calculus 1, ELIC 702 PC Hardware and Peripherals, CENG 302 Intro to C

Note: Students who began the certificate prior to Jan. '96 may apply either the old or the new requirements where it involves courses already taken. Recognizing that many students have a working knowledge of computer applications the Intro. to Computers course (ISYS100 or ISYS102) has dropped from a requirement to a recommended course for those students lacking the appropriate background.

Computer Technology

Computer Technology Certificate – Program 3018

This certificate is designed for people who are working in the electrical/electronics industry and need to upgrade their skills in technical programming, computer systems and operating systems. For more information contact Leon King at (416) 675-3111, ext. 4135; Internet: king@acad.humberc.on.ca (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

- Compulsory Courses > Pre-requisite
CENG102 Programming in Pascal > Intro. to Computing or equiv.
- CENG303 Introduction to C Programming > Program. in Pascal or an equivalent high level language
- CENG410 Programming Techniques in C/C++ > Intro. to C Prog.
- CENG307 PC Assembly Language > Intro. to C or a suitable high level language
- CENG704 Intro. to UNIX > Programming in Pascal
- CENG408 PC Operating Systems > Intro. to C. Prog. and PC Assembly Language Programming
- CENG409 Computer Peripherals > PC Operating Sys.

Computer Information Technology Certificate – Program 3022

Requirements revised January 1996.

The Certificate in Computer Information Technology is co-sponsored by Digital Equipment Corporation. Designed for the information systems specialist, the Certificate combines courses in computer hardware and software with courses in business management to provide the graduate a more comprehensive foundation in information technology.

To be awarded this certificate, you must pass eight courses; four compulsory and three selected from two of the three modules. You will be granted exemption following proof of successful completion of a similar course at Digital or College/University. You must however complete a minimum of four courses at Humber to qualify for a certificate.

For individuals who have attended any of the following Digital training seminars, there is an opportunity to receive college exemptions.

- Intro. to Computer Systems
- Intro. to Data Communications
- VMS Languages
- VMS Small Systems Management
- VMS Features
- Data Base Systems Concepts
- VMS System Architecture

To obtain exemptions contact Leon King at (416) 675-3111, ext. 4135; Internet: king@acad.humberc.on.ca (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

- Compulsory Courses > Pre-requisite
ISYS238 Network Design and Architecture > Intro. to Information Systems
- CENG302 Systems Analysis Intro. > Prog. in Pascal
- CENG303 Introduction to C Programming
- CNET703 Operating Systems Environments > Familiarity with a major OS

Module 1

ISYS217 Systems Security > System Control Functions or equiv.

ISYS231 PC Data Base > Personal Computing, Intro. or equiv.

CENG701 Technology of Local Area Networks

Module 2

CENG704 UNIX, Intro. > Programming in Pascal

CENG606 Computer Systems Architecture

Module 3

BMGT101 Human Resource Management > None

BMGT201 Principles of Management >

Human Resource Management

BMGT301 Organizational Management >

Principles of Management

BMGT210 Business Communications > Principles of Management, Personal Computing, Intro.

Note: CENG702 Intro to VAX/VMS will no longer be offered. Students may substitute either CENG704 Intro. to Unix or CNET703 Operating Systems Environments. Students who use CENG704 for the Compulsory Courses cannot apply it towards Module 1.

Students who began the certificate prior to Jan. '96 may apply either the old or the new requirements where it involved courses already taken. Recognizing that many students have a working knowledge of computer applications the Intro. to Computers course (ISYS100 or ISYS102) has dropped from a requirement to a recommended course for those students lacking the appropriate background.

Network Administration Certificate (Basic)

For information contact Leon King at (416) 675-3111, ext. 4135; Internet: king@acad.humberc.on.ca (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

- Compulsory Courses > Pre-requisite
CENG701 Technology of Local Area Networks > CENG407/410 Programming Techniques or 2 years Programming Experience*

ELIC702 PC Hardware and Peripherals > None

CNET703 Operating Systems Environments > Detailed knowledge of one major OS. ie: MVS, MS-DOS

CNET704 Intro. to Netware > Background in computer systems

ISYS250 Digital Telephony > CENG701 Technology of Local Area Networks or ISYS238 Network Design and Architecture

CENG302 System Analysis > Background in Programming. ie: CPRO703, CENG102

*We are reviewing the use of ISYS238 as a course equivalent to CENG701. In many cases there are course equivalents to day courses or combinations thereof. For further information please contact the Program Coordinator.

Network Administration and Design Certificate

For information contact Leon King at (416) 675-3111, ext. 4135; Internet: king@acad.humberc.on.ca (For direct TouchTone dialing call (416) 798-1034).

Completion of the Network Administration Certificate (Basic)

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Compulsory Courses > Pre-requisite
CNET801 Case Studies/Network Projects
CNET802 Client/Server Database Administration > CENG302 Systems Analysis, CENG303 Intro. to C
CNET803 Network Programming > CENG407/410 Programming Techniques or CENG303 Intro. to C Plus 2 years programming experience
CNET804 Bridges and Routers > CENG701 Technology of Local Area Networks (or equiv.)
CNET805 Advanced Netware > CENG701 Technology of Local Area Networks (or equiv.) or CNET704 Intro to Netware
CENG705 Networking In a Unix Environment > CENG407/410 Programming Techniques
CNET807 Administering the Internet > CENG705

UNIX Certificate – Program 3027

This certificate will provide an overview of the UNIX environment from both the user and management perspectives.

The student will learn to program in the UNIX Operating system. Implementation and maintenance of local area network in the UNIX environment is also emphasized. For more information contact Leon King at (416) 675-3111, ext. 4135; Internet: king@acad.humberc.on.ca (For direct TouchTone dialing call (416) 798-1034).

Courses offered this semester are listed following the Certificate programs, under the heading Courses.

Compulsory Courses > Pre-requisite
CENG102 Programming In Pascal > Intro. to Computing or equivalent
CENG704 Introduction to UNIX > Programming in Pascal
CENG303 Introduction to C Programming > Programming in Pascal
CENG410 Programming Techniques in C/C++ > Intro. to C Programming
CENG508 UNIX Operating Systems > Intro. to UNIX/ Programming Techniques in C
CENG701 Technology of Local Area Networks > Programming Techniques in C
CENG705 Networking In a UNIX Environment > UNIX Operating Systems and Tech. of Local Area Networks

**HOW TO...
 LOCATE US
 FOR CAMPUS LOCATIONS
 SEE
 BACK INSIDE
 COVER**

Courses

Business Systems Analysis

Course No.: ISYS237 TRN: 4795237 CC
 You will learn how a system analyst employs various information systems principles to establish, improve or redesign a business system.
 Pre-requisite: ISYS103 Information Systems Concepts

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

 Fee: \$155.70

Business Telecommunications 1

Course No.: OATC200 TRN: 6685200 CC
 This course provides in-depth coverage of new telecommunications technology and includes such topics as telephone systems, networks, value-added services, Canadian telecom manufacturers and technological trends.
 Pre-requisite: OATC100 Telecommunications Concepts

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N

 Fee: \$155.70

Business Telecommunications 2

Course No.: OATC300 TRN: 6685300 CC
 This advanced course deals with common PBX systems that offer voice/data integration and reviews the procedures involved in selecting a new communications system.
 Pre-requisite: OATC200 Business Telecomm. 1. To ensure sufficient enrollment students are required to take the courses in numerical order (i.e. OATC100, 200, 201, 300, 301, 400, 500). In order to compress the time required to complete the program, students may take OATC200 and 201 concurrently followed by OATC300 and 301.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	Jul 2-Aug 20	N

 Fee: \$155.70

C Language

Course No.: ISYS226 TRN: 4795226 CC
 Programming in C language offers the structure and portability of a High-Order Language while retaining the detailed machine control, efficiency and speed of assembly language. This introductory course will enable the student to write, compile and execute C programs.
 Pre-requisite: ISYS113 Fundamentals of Programming and Design or ISYS206 Cobol 1

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N
51	Tue	6:30-9:30pm	May 7-Aug 13	N

 Fee: \$155.70

C Language – Advanced

Course No.: ISYS280 TRN: 4795280 CC
 In this course you will learn more advanced features of the C language and be introduced to the terminology and concepts of Object Oriented Programming.
 Pre-requisite: ISYS226 C Language

Class	Day	Time	Duration	Loc.
50	Fri	6:30-9:30pm	May 10-Aug 16	N

 Fee: \$155.70

C Programming – Introduction

Course No.: CENG303 TRN: 1085303 CL
 This course is an intensive introduction to the ANSI-C programming language under the Unix operating system and its application in the industrial/technical environment. The student will write structured programs using the following language features: preprocessor statements, type declaration statements, conditional and unconditional flow of control statements (excluding goto and setjmp statements), operators and type casting, functions and standard library functions for terminal and file I/O. In particular the student should pay close attention to terminal and file I/O concepts, structure and typedef declarations and the use of pointers to blocks of memory, structures and linked lists as these are fundamental building blocks to further programming.

For many students this will be their first exposure to the Unix operating system. Because many courses in the Computer Engineering program require a strong familiarity with UNIX, all labs will take place using either Ultrix on a RISC based Decsystem 3100 or Solaris running on a Sun Sparcstation 2. Labs will only be acceptable if tested and run on a UNIX system.

Pre-requisite: CPRO703/CENG102 Intro to Programming in Pascal. Students with a background in Fortran, Turing, PL/I or ADA may skip the pre-requisite. COBOL or BASIC programmers should first consult the Computer Engineering Program Co-ordinator.

Note: ISYS coded courses are business oriented and CENG coded courses have a technical focus.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N
51	Sat	9-1pm	May 4-Aug 10	N

 Fee: \$207.60

C++

Course No.: ISYS326 TRN: 4795326 CC
 This course introduces object-oriented concepts and programming in C++. At the end of the course, you will accomplish the following: 1) learn how to write reusable software in C++, based on object-oriented software technology; 2) make use of objects, classes and messages, develop polymorphic functions and take advantage of inheritance; 3) apply streams for files (input and output); 4) become familiar with object-oriented design.

Pre-requisite: Any programming course

Class	Day	Time	Duration	Loc.
50	Fri	6:30-9:30pm	May 10-Aug 16	N
51	Sat	9:30-12:30pm	May 11-Aug 24	N

 Fee: \$155.70

CICS

Course No.: ISYS239 TRN: 4795239 CC
 This course is designed to give you a basic foundation in COBOL command-level CICS (Customer Information Control System) design, coding, and concepts. Familiarity with COBOL, 3270 terminals, and data processing are the only pre-requisites to understanding this course. Knowledge of virtual storage access methods (VSAM) is helpful but not essential.

Pre-requisite: ISYS223 Cobol 2 or ISYS205 Cobol

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

 Fee: \$155.70

Cobol

Course No.: ISYS205 TRN: 4795205 CC
 This course is a continuation of ISYS113, emphasizing advanced COBOL techniques. Topics included are debugging, table handling, SORT, SEARCH, and indexed file handling. Following the Spring of 1996, this course will no longer be available, but parts of it will be included in ISYS118 COBOL.

Pre-requisite: ISYS113 Fundamentals of Programming and Design

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Computer Hardware

Course No.: ISYS605 TRN: 4795605 DG
 This course covers the hardware and system software components of personal computers. Topics covered will be: hardware vs software; data processing, PC components, I/O devices, processor/programs family of processors; and memory.

Class	Day	Time	Duration	Loc.
70	Mon	6:30-9:30pm	May 6-Aug 26	L

Fee: \$155.70

Computer Hardware 2

Course No.: ISYS615 TRN: 4795615 DG
 This course covers the hardware and system software components of personal computers. Students will configure a stand alone PC as part of the practical component.

Class	Day	Time	Duration	Loc.
70	Tue	6:05-9:05pm	May 7-Aug 13	L

Fee: \$155.70

Corel Draw for Windows Version 5

Course No.: ISYS345 TRN: 4795345 CC
 This course gives the student, 'hands-on' experience with this award winning software. The use of the drawing and typographical tools will be taught. Upon completion the student will be able to prepare pre-press artwork, overhead and other slide projection formats. Using the CorelSHOW module, the student will have the knowledge necessary to prepare Video Presentations, (Special Effects - F/X in the industry).

Pre-requisite: ISYS245 Windows

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

Data Communications 1

Course No.: OATC201 TRN: 6685201 CC
 This course provides a thorough introduction to the concepts of computer communications and gives the non-data processing person a general understanding of issues and concepts involved in the field.

Pre-requisite: OATC100 Telecomm. Concepts. To ensure sufficient enrollment students are required to take the courses in numerical order (i.e. OATC100, 200, 201, 300, 301, 400, 500). In order to compress the time required to complete the program, students may take OATC200 & 201 concurrently followed by OATC300 & 301.

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Data Communications 2

Course No.: OATC301 TRN: 6685301 CC
 This advanced course examines specific applications in computer communications, including office automation, local area networks, and private data networks.

Pre-requisite: OATC201 Data Communications 1

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N

Fee: \$155.70

Desktop Publishing/PageMaker

Course No.: ISYS363 TRN: 4795363 DG
 The student will be given 'hands-on' instruction on introduction to desktop publishing software and design considerations. The course provides instruction for setting up templates for typical office documents, technical manuals, marketing literature, books, newsletters and magazines. It assumes knowledge of wordprocessing and spreadsheets. The student will learn concepts of design and typography.

Class	Day	Time	Duration	Loc.
70	Tue	6:30-9:30pm	May 7-Aug 13	L

Fee: \$155.70

Digital Telephony

Course No.: ISYS250 TRN: 4795250 CC
 This course provides a comprehensive coverage of digital transmission systems and services. Topics to be covered include Fundamentals of DS1 and DS3 testing, multiplexing systems, digital crossconnects systems (AT&T, Alcatel), SONET and Bell Canada's digital services (Megaroute, Megastream and Dataroute).

Pre-requisite: ISYS238 Network Design and Arch.

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N

Fee: \$155.70

Fiber Optic Communications

Course No.: ISYS259 TRN: 4795259 CC
 In this course you will cover the underlying technology of fiber optic communications, including fiber types, transmission and multiplexing considerations, network components, and commercial implementations. You will also explore vendor products, carrier penetration, and factors affecting business applications.

Pre-requisite: ISYS238 Network Design & Architecture

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Information Systems Concepts

Course No.: ISYS103 TRN: 4795103 CC
 This course provides an in-depth study of the use of the computer in a primarily business information systems concepts environment. The material to be covered will introduce the student to the concepts of a business system, the structure and organization of data (files, records, etc.), the components and usage of both mainframe and microcomputers.

Class	Day	Time	Duration	Loc.
51	Wed	6:30-9:30pm	May 8-Aug 14	N
52	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

Information Systems - Introduction

Course No.: ISYS100 TRN: 4795100 CC
 This is an introductory computer course for computer students. In it, the student is introduced to mainframe computers, microcomputers and data communications, with the emphasis placed on the hardware aspects of these systems. Terminology, numbering systems, and basic hardware concepts make up much of the course. A small part of the course includes working with a wordprocessing package.

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N
53	Sat	9:30-12:30pm	May 11-Aug 24	N

Fee: \$155.70

Integrated Applications 2 NEW

Course No.: ISYS622 TRN: 4795622 DG
 This course uses Windows and the MicroSoft office programs of Word and Excel to solve small business application problems by integrating documents from other Windows and DOS applications.

Pre-requisite: ISYS612 Integrated Applications 1

Class	Day	Time	Duration	Loc.
70	Fri	6:05-9:05pm	May 10-Aug 16	L

Fee: \$155.70

Internet - Introduction

Course No.: ISYS279 TRN: 4795279 CC
 Students will learn how to use electronic mail, GOPHER, TELNET, FTP, and other tools to explore the Internet in this introductory, 'hands-on' course.

Pre-requisite: Familiarity with Windows

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
51	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

Local Area Networks

Course No.: ISYS207 TRN: 4795207 CC
 In this course you will focus on the broad, changing field of local networks. Your study will emphasize the key ingredients that serve to characterize and differentiate local networks, including transmission medium, network topology, communication protocols, switching technique, and hardware/software interface.

Pre-requisite: ISYS238 Network Design and Architecture

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Mainframe Operating Systems

Course No.: ISYS268 TRN: 4795268 CC
 This course will provide the student with a working knowledge of some of the commonly used multuser operating systems and their concepts and facilities. ISPF will be used to create MVS JCL and jobs submitted for Syntax checking. A brief introduction to Unix may also be covered. ISYS100: ISYS102 + ISYS103
 Pre-requisite: ISYS100 Information Systems Intro. and ISYS113 Fundamentals of Programming and Design or ISYS116 Fundamentals of Programming and Design using C

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Management Skills for Telecommunications Professionals

Course No.: OATC400 TRN: 6685400 CC

In this course you will survey the need for telecommunications management within an organization. In addition, you will cover negotiation and presentation skills, and financial and systems aspects of telecommunications.

Pre-requisite: OATC300 Business Telecommunications 2 and OATC301 Data Communications 2. To ensure sufficient enrollment students are required to take the courses in numerical order (i.e. OATC100, 200, 201, 300, 301, 400, 500). In order to compress the time required to complete the program, students may take OATC200 and OATC201 concurrently followed by OATC300 and OATC301.

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Microcomputer Technology

Course No.: ISYS117 TRN: 4795117 CL

This course is designed to provide the non-technical microcomputer user with sufficient knowledge of current microcomputer hardware content and configuration to begin diagnosing and solving simple hardware-related PC problems. In addition, it will enable a user to approach upgrading and maintaining a personal computer from a more knowledgeable perspective - and most importantly, will differentiate problems which can be handled at the workstation by the user from those requiring the specialized expertise of a qualified personal computer technician.

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

MS Access for Windows

Course No.: ISYS352 TRN: 4795352 CC

Microsoft Access for Windows, Version 2, is a powerful data management tool that you can use for sorting, organizing, and reporting the important information you need every day. It represents a conceptually different approach to dbase programming, called event-driven programming. Windows applications can be quickly and easily created with little or no programming. This course will guide the student through all aspects of Access from simple forms to more complex data management Windows applications.

Pre-requisite: ISYS245 Windows

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

MS DOS Applications

Course No.: ISYS600 TRN: 4795600 DG

This DOS based course combines concepts and practice in using DOS, word processing, spreadsheet and database applications through to the intermediate level. Software used will be DOS 6.0, WordPerfect, Lotus 1-2-3, and dBase IV.

Class	Day	Time	Duration	Loc.
70	Sat	9:30-12:30pm	May 4-Aug 17	L
71	Wed	7-10pm	May 8-Aug 14	L

Fee: \$155.70

MS Powerpoint for Windows

Course No.: ISYS353 TRN: 4795353 CC

Whether you are delivering a company's fiscal results to a shareholders' meeting or analyzing sales figures at a hastily scheduled meeting, presentations play a major role in how business people communicate. With Microsoft PowerPoint 4.0 for Windows you will be able to create professional looking charts of various kinds for reports, presentations, trade shows, brochures, etc. This course provides participants with the fundamental knowledge needed to design compelling presentations quickly and easily through 'hands on' experience.

Pre-requisite: ISYS245 Windows

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N

Fee: \$155.70

MS Word for Windows

Course No.: ISYS350 TRN: 4795350 CC

This course is designed to develop a proficiency in the use of Microsoft Word. Without having to remember clumsy and awkward key sequences for commands that are usually associated with word processing packages, Word for Windows is virtually self explanatory through the use of its button toolbars and a mouse. The button toolbars access pop up menus for a majority of words commands. This course will begin with basic functions to create, save, retrieve, edit and print a document and move, edit, delete and format text. Then advanced functions will be covered such as spelling, thesaurus, page formatting, headers/footers, columns, mail merge, drawing objects, and inserting tables, worksheets and charts.

Pre-requisite: ISYS245 Windows

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

Netware

Course No.: CNET704 TRN: 1440704 CL

This course introduces the student to Novell's Netware version 3.2, first as a user and then as a manager. You will learn all of the common user commands and a few of the menu utilities. As a manager you will be able to assign/revoke rights, use the inherited rights and manipulate file attributes. You will also configure application programs for network use.

The course is suitable for those students considering taking a Novell CNE program and can be used as credit towards the LAN Administration program during the day.

Pre-requisite: ISYS238 Network Design and Arch.

Class	Day	Time	Duration	Loc.
51	Wed	6:05-10:05pm	May 8-Aug 14	N

Fee: \$207.60

Netware, Advanced and Higher Level Protocols

Course No.: CNET805 TRN: 1440805

Covers advanced features of novell Netware. Continues where CNET704 Intro. to Netware left off.

Pre-requisite: CNET704 Intro. to Netware

Class	Day	Time	Duration	Loc.
50	Fri	6:05-10:05pm	May 10-Aug 16	N

Fee: \$207.60

Network Design and Architecture

Course No.: ISYS238 TRN: 4795238 CC

You will discover the fundamentals of data communications and networks by investigating analog and digital modulation techniques, hardware components of a network, and error detection and correction techniques. A comprehensive case study completes the course.

Pre-requisite: ISYS103 Information Systems Concepts or ISYS100 Intro. to Information Systems

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N
51	Tue	6:30-9:30pm	May 7-Aug 13	N
52	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Network Services

Course No.: OATC500 TRN: 6685500 CC

You will cover the design and operation of integrated corporate networks for all modes of telecommunications. In addition, you will survey the effects of present and future network services available from common Canadian and international carriers.

Pre-requisite: OATC400 Management Skills. To ensure sufficient enrollment students are required to take the courses in numerical order (i.e. OATC100, OATC200, OATC201, OATC300, OATC301, OATC400, OATC500). In order to compress the time required to complete the program, students may take OATC200 and OATC201 concurrently followed by OATC300 and OATC301.

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

Object Oriented Design

Course No.: ISYS327 TRN: 4795327 CC

Make yourself more marketable by learning how to use OO technology to reduce software crisis created by traditional design technologies. You will get familiar with major OO methodologies, classes and objects, relationships and interactions, object life cycles, state transitions, inheritance, polymorphism, OO software development process and tools.

Pre-requisite: Any programming language

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

Packet Switching and Networks

Course No.: ISYS229 TRN: 4795229 CC

This course will provide students with in-depth knowledge about popular existing and new emerging networking protocols and technologies. Technical detailed descriptions will be followed by internetworking and interoperability analysis. Practical aspects of X.25, Frame Relay, TCP/IP, Netware/IPX, Ethernet, Token Ring, FDDI, Sonet, and ATM will be discussed.

Pre-requisite: ISYS238 Network Design and Arch.

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N

Fee: \$155.70

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registration is
now open

PC Database

Course No.: ISYS231 TRN: 4795231 CC
 This course utilizes two of the most widely used database management systems for personal computers, Paradox 5 for Windows and Microsoft Access 2 for Windows. This course will cover how to create files, edit the database contents, design forms and reports, process queries. In addition, this course explores the use of object-oriented application development using Paradox 5 for Windows' ObjectPAL.

Pre-requisite: ISYS102 Personal Computing – Introduction or ISYS116 Fundamentals of Programming or a programming language

Class	Day	Time	Duration	Loc.
50	Sat	1-4pm	May 11-Aug 24	N

Fee: \$155.70

PC Operating Systems (DOS 6.22)

Course No.: ISYS230 TRN: 4795230 CC
 You will examine an extensive variety of DOS file management techniques and commands. Topics include how to install DOS, format disks, copy files, set up hierarchical directories and create AUTOEXEC batch files to simplify your work.

Pre-requisite: ISYS102 Personal Computing – intro.

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Aug 19	N

Fee: \$155.70

Personal Computing Applications

Course No.: ISYS224 TRN: 4795224 CC
 This course is an advanced personal computing course designed for business students who have already had some introductory experience with a PC and associated software (more specifically, word processing, spreadsheets, database and DOS or windows). This course takes the student into advanced topics in MS Excel spreadsheet, MS ACCESS.

Pre-requisite: ISYS102 Personal Computing – Intro.

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Personal Computing – Introduction

Course No.: ISYS102 TRN: 4795102, CC
 If you know little or nothing about computers, this course is for you! You will get a 'hands-on' introduction to personal computer use, including the operating system, word processing, spreadsheets and file management. You will gain valuable experience in the use of PC software in preparation for other courses in the program.

Please Note: This course is also offered through the new Open Learning Centre. See the General Education section on page 00 of this publication for further information.

Class	Day	Time	Duration	Loc.
35	Mon	6:30-9:30pm	May 6-Aug 19	N
37	Wed	6:30-9:30pm	May 8-Aug 14	N
40	Tue	6:30-9:30pm	May 7-Aug 13	N
41	Tue	6:30-9:30pm	May 7-Aug 13	N
45	Wed	6:30-9:30pm	May 8-Aug 14	N
51	Thu	6:30-9:30pm	May 9-Aug 15	N
55	Fri	6:30-9:30pm	May 10-Aug 16	N
60	Sat	9:30-12:30pm	May 11-Aug 24	N
66	Sun	1-4pm	May 12-Aug 18	N
70	Mon&Wed	6:05-9:05pm	May 6-Jun 26	L
71	Thu	6:30-9:30pm	May 9-Aug 15	L

Fee: \$155.70

Programming 1

Course No.: ISYS621 TRN: 4795621 DG
 This course covers Object-Oriented programming using Visual Basic in a Windows environment. Students will apply this knowledge to develop a small business application.

Class	Day	Time	Duration	Loc.
70	Thu	6:30-9:30pm	May 9-Aug 15	L

Fee: \$155.70

Programming Fundamentals Using C

Course No.: ISYS116 TRN: 4795116 CL
 This is a first course in problem solving/programming using a formal methodology (Structure Chart & Pseudocode) to lay out a solution, and C language to write, test and debug the program. Simple business problems (requiring sequences, loops and decisions) are used to learn the multi-faceted skills required to become a good programmer. This is a pre-requisite for all subsequent programming courses.

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
51	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

Programming for Computer Engineering – Introduction

Course No.: CENG102 TRN: 1085102 CL
 In this introduction to the Pascal programming language you will learn to write programs using the following Pascal language features - simple data types, one-dimensional arrays, conditional and control statements and procedures and functions. You will also learn the necessary VAX/VMS commands to create, edit, store, compile, link, and run these programs on a DEC VAX computer.

Pre-requisite: CPRO702/ISYS102 or familiarity with computer applications

Please Note: This course is identical to the old course designation CPRO703. The change in course number is an administrative change to bring the course code in line with the CENG day program.

Class	Day	Time	Duration	Loc.
50	Tue	6:05-10:05pm	May 7-Aug 13	N
51	Thu	6:05-10:05pm	May 9-Aug 15	N

Fee: \$207.60

NEW

Programming Techniques in C/C++

Course No.: CENG410 TRN: 1085407 CL
 In this course you will undertake a comprehensive discussion of data structures, followed by a detailed study of operations on applications of arrays, linearly linked lists, trees and hashed tables. Applications include sorting, searching, sequential and random file handling. Prior knowledge of C++ is not required and C++ syntax will be introduced gently throughout the course.

Students who already have CENG407 programming Techniques in C should not take this course as the content is very similar and CENG407 will apply in all certificates where CENG410 is listed. Students who are interested in a more detailed introduction to C++ are directed to take CENG707 or 709 From C to C++

Pre-requisite: CENG303 C Programming - Intro.

Class	Day	Time	Duration	Loc.
50	Mon	6:05-10:05pm	May 6-Aug 19	N
51	Wed	6:05-10:05pm	May 8-Aug 14	N

Fee: \$207.60

Spreadsheets (Excel 5.0)

Course No.: ISYS234 TRN: 4795234 CC
 In this course you will closely examine the spreadsheet graphics, data storage and manipulation capabilities of EXCEL, one of the most widely used computer spreadsheet programs. You will also be introduced to other spreadsheet software. As of the Winter of 1996, this course replaces the previous ISYS351 MS Excel for Windows.

Pre-requisite: ISYS245 Windows and/or ISYS102 Personal Computing – Intro.

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Structured Systems Analysis

Course No.: ISYS212 TRN: 4795212 CC
 This course is an extension of Systems Analysis 2 and involves the student in carrying out a detailed design or implementation of a proposed system. A proposal, similar to the one prepared in Systems Analysis 2, is further developed by the students into a detailed system design which will include program specifications. Class environment simulates that of a typical systems department. Good communication and documentation are stressed which will culminate in the production of a final report.

Pre-requisite: ISYS211 Systems Analysis 2

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70



Systems Analysis 1 – Introduction

Course No.: ISYS210 TRN: 4795210 CC
You will study the nature of the systems concept and how it is used in the business environment. Other topics include manual procedures, forms design and control, and the design feasibility of installing or expanding a computer system.

Pre-requisite: ISYS100 Information Systems – Intro., or ISYS103 Information Systems Concepts

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Systems Analysis 2

Course No.: ISYS211 TRN: 4795211 CC
This course is an extension of Systems Analysis 1 and allows the student to put into practice many of the principles they have learned. The student becomes involved with a case analysis and aided by relevant lecture material, is able to carry out a systems design for the given case.

This is a credit course.

Pre-requisite: ISYS210 Systems analysis 1

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

TCP/IP

Course No.: ISYS267 TRN: 4795267 CC
TCP/IP is the protocol suite used to build the world's largest networks. Students will learn how the various protocols that make up the TCP/IP suite work together to route data between networks of heterogeneous networks. The history and future of TCP/IP are addressed. Students will learn how messaging and mail, distributed systems, client-server interaction and management are implemented on a TCP/IP network.

Pre-requisite: ISYS238 Network Design & Architecture

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Telecommunications Switching Systems

Course No.: ISYS270 TRN: 4795270 CC
The telephone companies have implemented massive technological advances and developments in their networks within the last decade. This course will examine these advances in regards to the switching equipment which is the centre of their operations. The course will first introduce the student to the theory and terminology of telephony. It will then proceed to provide a thorough coverage of switching systems including step by step crossbar, Northern Telecom's DMS (10, 100, 200, 300 and Supernode) AT&T's #5 ESS and Siemens Stromberg-Carlson's EWSD and DCO switches.

Pre-requisite: ISYS238 Network Design & Architecture

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	May 9-Aug 15	N

Fee: \$155.70

UNIX – Introduction

Course No.: CENG704 TRN: 1085704 CL
This course will give the student a broad overview of the UNIX operating system. It covers the file system, the shell environment, programming in the Bourne shell and the Korn shell, and the C shell, editing, and general user tools such as mail and news.

Pre-requisite: Knowledge of DOS or a programming language is recommended

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-10:05pm	May 7-Jun 25	N
51	Fri	6:05-10:05pm	May 10-Aug 16	N

Fee: \$207.60

UNIX Operating System

Course No.: CENG508 TRN: 1085508 JA
This course focuses on the principles, theory and features of multi-user, multi-tasking operating systems. It covers processes, scheduling, input/output, memory management, and file systems. These concepts are illustrated by studying the operation of the ULTRIX operating system in detail. ULTRIX is DEC's version of UNIX.

Pre-requisite: CENG704 UNIX – Intro., or CENG408 PC Operating systems and CENG303 Intro. to C Programming

Class	Day	Time	Duration	Loc.
50	Tue	6:05-10:05pm	May 7-Aug 13	N
51	Thu	6:05-10:05pm	May 9-Aug 15	N

Fee: \$207.60

Visual Basic Pro for Windows

Course No.: ISYS343 TRN: 4795343 CC
Visual Basic is a revolutionary programming language developed by Microsoft, which represents a conceptually different approach to programming, called event-driven programming. This course will guide the student through all aspects of the Visual Basic programming from simple forms to more complex Windows applications.

Upon completion of the course the student will be able to: build Windows applications using Visual Basic; design user interfaces; using the Visual Basic programming language; customizing applications; interacting with other Windows based applications.

Pre-requisite: ISYS245 Windows

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Aug 13	N
51	Thu	6:30-9:30pm	May 9-Aug 15	N
52	Fri	6:30-9:30pm	May 10-Aug 16	N
53	Sat	9:30-12:30pm	May 11-Aug 24	N

Fee: \$155.70

Windows

Course No.: ISYS245 TRN: 4795245 CC
This course in Microsoft Windows is for the first-time Windows users and assumes no background with the software. During the semester the student will be exposed to basic Windows concepts, such as the use of Windows, dialog boxes, and menus that are transferable to many other Windows-based programs.

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Aug 14	N
52	Sun	9:30-12:30pm	May 12-Aug 18	N

Fee: \$155.70

Windows Applications

Course No.: ISYS601 TRN: 4795601 DG
Windows has quickly become the dominant user interface for microcomputers. Instead of using sometimes arcane language to manipulate data, Windows employs icons (small pictures) to identify tasks within the microcomputers. Through the use of icons a variety of functions through to the advanced level will be taught i.e. opening, closing, sizing, Paintbrush, Object packager, etc. This course also combines the Windows functions in learning WordPerfect 6.0. Students will learn various functions of this software from accessing the menu and ribbon bar to desktop publishing functions.

Class	Day	Time	Duration	Loc.
70	Sat	1-4pm	May 4-Aug 17	L

Fee: \$155.70



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Microcomputer Training – RapidStart

Imagine! In as little as two days you can become proficient in one of today's popular microcomputer software packages. All these courses are 'hands-on' with each student having the exclusive use of a computer during the course. Instruction is fast-paced and geared to learners in a hurry to acquire skills in today's popular software packages.

The courses listed in this section of the C.E. Calendar are specifically targeted at adults with a limited amount of time to gain a level of confidence in using a new software package or to improve their knowledge base in a familiar package. Please note that courses are available during the day as well as in the evening.

These courses are non-credit, however, it is possible to obtain a Humber College certificate through completing the requirements identified within the certificate descriptions.

A word about software versions...

The non-credit microcomputer courses taught at Humber College endeavour to use the most recent versions of software applications. In some instances, due to circumstances beyond our control, we are unable to have the latest version of software available (ie. release of a new version of software after this calendar has gone to print). Prior to enrolling, if it is critical to know what version of software you will be using please contact the campus program manager.

For more detailed information about course offerings in the RapidStart section call the campus offering the course you're interested in at:

Lakeshore Campus: Jane Russ (416) 675-3111, Ext. 3252

North Campus: Rob Malkovich (416) 675-3111, Ext. 4019

Certificate in Word Processing

For individuals who will be working extensively in a word processing environment it is critical that they be proficient in at least two popular packages. Completion of the requirements for this certificate will insure a full level of competence in at least one package of the student's choice and a strong working knowledge of at least one other package.

To obtain a certificate in word processing the student must successfully complete all three levels of at least one package plus at least two levels of one other word processing package.

Students may choose from the following:

- MICR211 WordPerfect 5.1 I
- MICR212 WordPerfect 5.1 II
- MICR213 WordPerfect 5.1 III
- MICR231 WordPerfect for Windows I
- MICR232 WordPerfect for Windows II
- MICR233 WordPerfect for Windows III
- MICR241 Word for Windows I
- MICR242 Word for Windows II
- MICR243 Word for Windows III

Certificate in Spreadsheets Applications

For individuals expecting to work in an environment which relies heavily on electronic spreadsheets for budgeting, forecasting, basic database functions or preparation of financial presentations to groups, a full working knowledge of electronic spreadsheets is mandatory. Students completing the requirements for a certificate in spreadsheets will be thoroughly familiar with all the major functions of one of the popular software packages available.

To qualify for a Certificate in Spreadsheet Applications a student must complete all four levels of one software package.

Students may choose from the following:

- MICR411 Excel I
- MICR412 Excel II
- MICR413 Excel III
- MICR414 Excel IV
- MICR421 Lotus 1-2-3 for DOS I
- MICR422 Lotus 1-2-3 for DOS II
- MICR423 Lotus 1-2-3 for DOS III
- MICR424 Lotus 1-2-3 for DOS IV
- MICR431 Lotus 1-2-3 for Windows I
- MICR432 Lotus 1-2-3 for Windows II
- MICR433 Lotus 1-2-3 for Windows III
- MICR434 Lotus 1-2-3 for Windows IV

Certificate in Small Office/Home Office Computing

The considerable growth in the number of small businesses and businesses operating from homes has, in no small part, been made possible through the introduction of microcomputers. With a single microcomputer and the correct choice of software packages a small business can operate very efficiently. Completion of the requirements for this certificate will enable an individual to work effectively with a variety of software applications as well as supporting utilities. It is an ideal series of microcomputer courses for individuals who are working or are expecting to be working in a small office or are anticipating setting up a business operating out of their home.

To obtain the Certificate in Small Office/Home Computing you must complete the following:

Choose one from the operating systems courses

- MICR811 MS-DOS I
- MICR812 MS-DOS II
- MICR821 Windows 3.1 I
- MICR822 Windows 3.1 II
- MICR831 Windows '95 I
- MICR832 Windows '95 II

Choose one from the spreadsheet courses

- MICR411 Excel I
- MICR412 Excel II
- MICR413 Excel III
- MICR414 Excel IV
- MICR421 Lotus for DOS I
- MICR422 Lotus for DOS II
- MICR423 Lotus for DOS III
- MICR424 Lotus for DOS IV
- MICR431 Lotus for Windows I
- MICR432 Lotus for Windows II
- MICR433 Lotus for Windows III
- MICR434 Lotus for Windows IV

- Choose two from the word processing courses
- MICR211 WordPerfect 5.1 I
- MICR212 WordPerfect 5.1 II
- MICR213 WordPerfect 5.1 III
- MICR231 WordPerfect Windows I
- MICR232 WordPerfect Windows II
- MICR233 WordPerfect Windows III
- MICR241 Word for Windows I
- MICR242 Word for Windows II
- MICR243 Word for Windows III

You must complete the following courses:

- MICR621 Paradox I
- MICR851 Communications Utilities (not offered every semester)
- MICR861 Software Utilities (not offered every semester)
- MICR461 Simply Accounting or
- MICR471 AccPac Plus I

Microcomputer Training Courses

AccPac Plus 1

Course No.: MICR471 TRN: 5915471 DG

This level will provide you with an introduction to the application of a medium sized computerized accounting system using the AccPac Plus Software on a microcomputer. Using this software, you will learn: system configuration, functions and integration; general ledger application; ledger configuration; creating batches, entries and transactions plus creating the Audit Trail Log.

Class	Day	Time	Duration	Loc.
10	Tue	7-10pm	May 7-May 28	L
11	Mon	6:30-9:30pm	Jun 3-Jun 24	L

Fee: \$195

AccPac Plus 2

Course No.: MICR472 TRN: 5915472 DG

Throughout this level you will continue with knowledge gained in AccPac 1 while incorporating and implementing a variety of additional accounting functions.

Pre-requisite: MICR471 AccPac Plus 1

Class	Day	Time	Duration	Loc.
10	Tue	7-10pm	Jun 4-Jun 25	L
11	Mon	6:30-9:30pm	Jul 8-Jul 29	L

Fee: \$195

Build Your Own Computer

Course No.: MICR033 TRN: 5915033 DG

If you would like to learn how to build an IBM compatible computer, then this course is for you! You will learn how to set up and address the different ports, to format and partition a hard disk, to set up a computer for your chosen software, to trouble-shoot and avoid common problems, and to manage and properly set up your hard disk. You can buy or bring in your own component. This is a non-credit course.

Class	Day	Time	Duration	Loc.
10	Wed	6:05-9:05pm	May 8-Jun 12	L

Fee: \$152.58

Computer Networking – Introduction

Course No.: MICR005 TRN: 5915005 DG
If you are considering networking your work environment, then this course is for you. During this four (4) week course, you will survey data communication; mainframe, micro and mini computers; types of networking; DOS environments and independent environment (Novell); pros and cons of local area networks; and the choice of what topology to use for the work environment. This is a non-credit course.

Class	Day	Time	Duration	Loc.
10	Mon	6:05-9:05pm	May 6-Jun 3	L

Fee: \$195

Computer Programs for Business (Windows) – Word/Excel – Introduction

Course No.: MICR995 TRN: 5915995 DG
This course will introduce you to the computer, DOS and Windows, and two of the most widely used business software applications – Word (word processing) and Excel (spreadsheet) for Windows. This course is ideal for anyone entering the workforce and looking for an introduction to the computer and a basic knowledge of these two popular business software applications.

Class	Day	Time	Duration	Loc.
31	Mon	6:30-9:30pm	Apr 8-Apr 29	L

Fee: \$195

Computers for the Novice

Course No.: MICR871 TRN: 5915871 DD
If you've never used a microcomputer and know little or nothing about them, then this is the course for you. You'll be introduced, in simple language, to the components of a microcomputer and how they work together. You'll then be taught the basics of Windows 3.1, be introduced to the fundamentals of word processing using Word 6.0 and some of the basic elements of an electronic spreadsheet using Excel 5. Once you've completed this course you'll be able to go on to other training courses that teach specific applications in more detail.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	Apr 16-Apr 25	N
51	Sat&Sun	9-4pm	May 4-May 5	N
52	Mon&Wed	7-10pm	Jun 10-Jun 19	N
53	Mon&Wed	7-10pm	Jul 8-Jul 17	N

Fee: \$195

Desktop Publishing Using PageMaker – Introduction

Course No.: MICR011 TRN: 5915011 DG
This 'hands-on' program will introduce you to desktop publishing. You will cover the terms, concepts, and operation of PageMaker desktop; Microsoft windows; drawing; and working with text, master pages, a laser printer and a mouse. To participate in this course you should have a good working knowledge of microcomputers and 'hands-on' experience with a wordprocessing program. This is a non-credit course.

Class	Day	Time	Duration	Loc.
10	Sat	9:30-12:30pm	May 4-May 25	L

Fee: \$195

Desktop Publishing Using PageMaker – Advanced

Course No.: MICR012 TRN: 5915012 DG
This advanced level course will enable you to use PageMaker in your own work environment and prepare layouts for various documents. You will become familiar with terms, concepts and operation of desktop publishing; changing page layouts; working with large publications; adapting graphics and text; designing; and typographing. This is a non-credit course.

Pre-requisite: MICR011 Desktop Publishing Using PageMaker – Introduction

Class	Day	Time	Duration	Loc.
10	Sat	9:30-12:30pm	Jun 1-Jun 22	L

Fee: \$195

Excel for Windows I

Course No.: MICR411 TRN: 5915411 DD
Excel is Microsoft's answer to Lotus 1-2-3. Working from within the Windows environment students will learn how to use Excel's functions to manipulate the electronic spreadsheet. The fundamentals of a spreadsheet together with the screen appearance will be covered. Students will learn how to: create, enter and save data; create and input formulas; copy and move data amongst cells; the difference between relative and absolute addressing; be introduced to graph preparation and learn how to print a spreadsheet.

Pre-requisite: Completion of MICR821 Open the Window or MICR871 Computers for the Novice or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	Apr 20-Apr 21	N
51	Tue&Thu	7-10pm	May 14-May 23	N
52	Tue&Thu	7-10pm	Jun 25-Jul 4	N
53	Tue&Thu	7-10pm	Jul 23-Aug 1	N
10	Wed	6:30-9:30pm	May 8-May 29	L

Fee: \$195

Excel for Windows II

Course No.: MICR412 TRN: 5915412 DD
Students enrolled in this course, will concentrate on using the toolbar as they learn how to use the "what if" and graphing capabilities of the electronic spreadsheet. Working with larger spreadsheets students will extract, link and combine spreadsheets. The databases functions will be introduced and explored in some detail.

Pre-requisite: MICR411 Excel for Windows or experience with Excel at a basic level.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 27-Jun 5	N
51	Sat&Sun	9-4pm	Jul 20-Jul 21	N
10	Wed	6:30-9:30pm	Jun 5-Jun 26	L

Fee: \$195

Excel for Windows III

Course No.: MICR413 TRN: 5915413 DG
Students will review graphing and database functions. Following that, students will spend the majority of this course creating, editing and debugging macros. Special, string, logical and database functions will also be taught.

Pre-requisite: MICR412 Excel for Windows II or experience with Excel at an intermediate level.

Class	Day	Time	Duration	Loc.
10	Wed	6:30-9:30pm	Jul 3-Jul 24	L
30	Wed	6:30-9:30pm	Apr 10-May 1	L

Fee: \$195

Internet for the Novice

Course No.: MICR702 TRN: 5915702 DD
Discover the Internet and its many resources! Using Netscape and other popular applications, you'll examine many aspects of the Internet, including e-mail, World Wide Web (WWW), Gophers and search engines. Learn how to make the Internet work for you using efficient techniques and the unique features of the software. Please note that this course includes extensive 'hands-on' practice time.

Pre-requisite: MICR821 Open the Window or previous experience using Windows 3.1.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	Apr 29-May 8	N
51	Sat&Sun	9-4pm	Jun 1-Jun 2	N
52	Tue&Thu	7-10pm	Jul 9-Jul 18	N

Fee: \$195

Internet – Introduction

NEW

Course No.: MICR705 TRN: 5915705 DG
Students will learn how to 'surf' the Internet using a web browser application software. GOPHER, electronic mail, FTP and other tools will also be explored in this introductory, 'hands on' course.

Pre-requisite: Familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
70	Sun	9:30-12:30pm	May 5-Jun 2	L

Fee: \$195

Internet – Advanced

NEW

Course No.: MICR706 TRN: 5915706 DG
This course is a continuation of MICR705 Internet – Introduction, and will introduce the student to more advanced techniques of exploration of the Internet. Emphasis in this course will be placed on learning the basics of the Hypertext Markup Language and 'creating your own web page' using web-authoring software.

Pre-requisite: Successful completion of MICR705 Internet – Introduction or equivalent

Class	Day	Time	Duration	Loc.
70	Sun	9:30-12:30pm	Jun 9-Jun 30	L

Fee: \$195

Lotus 1-2-3 For DOS I

Course No.: MICR421 TRN: 5915421 DD
Lotus 1-2-3 has established itself as the standard for personal computer-based electronic spreadsheets. Any person working in a financial or accounting environment, regardless of size, should be familiar with this powerful program. In this introductory course students will cover spreadsheets fundamentals, data entry techniques, formula creation and entry, block copying and moving, relative, absolute addressing within a spreadsheet and printing. An introduction to electronic graphing of spreadsheets is included in this course.

Pre-requisite: MICR 871 Computers for the Novice or experience with a PC at a basic level.

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	Apr 20-Apr 21	N

Fee: \$195

Lotus 1-2-3 for Windows I

Course No.: MICR431 TRN: 5915431 DD
Lotus 1-2-3 has established itself as the standard for personal computer-based electronic spreadsheets. Any person working in a financial or accounting environment, regardless of size, should be familiar with this powerful program. Working from within the Windows "point and click" environment students will learn to use the various icons to set up a spreadsheet, enter text and data; create and enter formulas; copy and move data and formulas, enhance spreadsheet appearance as well

as print the spreadsheet. An introduction to graphing is also included.

Pre-requisite: Completion of MICR821 Open the Window, MICR871 Computers for the Novice or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	Apr 30-May 9	N
51	Tue&Thu	7-10pm	May 28-Jun 6	N
52	Sat&Sun	9-4pm	Jul 13-Jul 14	N
10	Wed	6:30-9:30pm	May 8-May 29	L

Fee: \$195

Lotus 1-2-3 for Windows II

Course No.: MICR432 **TRN:** 5915432 **DD**
 Students will learn more about the graphing functions of 1-2-3 while using larger spreadsheets. Using spreadsheets to conduct 'what if' scenarios is examined in some detail. Linking, combining and extracting information from files is also covered. Students will spend some time on learning how to use the powerful database functions within the Lotus 1-2-3 software.

Pre-requisite: MICR431 Lotus 1-2-3 for Windows I or experience with Lotus 1-2-3 for Windows at a basic level.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	Jun 11-Jun 20	N
10	Wed	6:30-9:30pm	Jun 5-Jun 26	L

Fee: \$195

Lotus 1-2-3 for Windows III

Course No.: MICR433 **TRN:** 5915433 **DG**
 This advanced level course starts with a review of the database and graphing functions in Lotus before moving into the development of time saving macros. Students will learn how to create, edit and debug macros within the Lotus for Windows environment. Special, string, logical and database functions will also be covered.

Pre-requisite: MICR432 Lotus 1-2-3 for Windows II or experience with Lotus 1-2-3 for Windows at an intermediate level.

Class	Day	Time	Duration	Loc.
10	Wed	6:30-9:30pm	Jul 3-Jul 24	L

Fee: \$195

MS-DOS I

Course No.: MICR811 **TRN:** 5915811 **DD**
 MS-DOS or Microsoft Disk Operating System is critical to the operation of any IBM-compatible personal computer. An understanding of how it functions and controls other software will allow an individual to properly load applications software and manage files and directories. Use of the DOSHELL is included in this course. Students completing this course will be able to perform basic DOS commands as well as create directories and modify path statements both essential to loading and integrating new software packages.

Along with instruction in DOS, students will receive pointers that will assist in the purchase of microcomputers and peripherals (printers, monitors).

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	Apr 29-May 8	N
51	Sat&Sun	9-4pm	Jul 6-Jul 7	N
10	Mon&Wed	6:80-9:30pm	May 6-May 15	L
11	Sat	9:30-12:30pm	May 11-Jun 1	L

Fee: \$195

MS-DOS II

Course No.: MICR812 **TRN:** 5915812 **DD**
 For individuals who require a greater depth of knowledge in MS-DOS, this course provides it. Students will cover AUTOEXEC.BAT, CONFIG.SYS, FILES and BUFFERS in more detail. Physical drives, virtual drives, cache, expanded and extended memory are all reviewed. The primary utilities (DoubleSpace, memmaker, antivirus and DEFRAG) in MS-DOS v6.2 will be explored. Students will also learn how to recover from defective disks.

Pre-requisite: MICR811 MS-DOS I or experience with DOS at a basic level.

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	May 25-May 26	N
10	Mon&Wed	6:30-9:30pm	May 27-Jun 6	L
11	Sat	9:30-12:30pm	Jun 8-Jun 29	L

Fee: \$195

Open the Window

Course No.: MICR821 **TRN:** 5915821 **DD**
 Windows has quickly become the dominant user interface for microcomputers. Instead of using sometimes arcane language to manipulate data, Windows employs icons (small pictures) to identify tasks within the microcomputer. Students will learn how to activate functions (eg. opening, closing, sizing of windows) through movement of a mouse. The basic concepts and uses of the Program, File and Print Managers will be covered. Students should have some experience with a PC.

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	Apr 13-Apr 14	N
51	Mon&Wed	7-10pm	May 27-Jun 5	N
52	Sat&Sun	9-4pm	Jun 22-Jun 23	N
53	Mon&Wed	7-10pm	Jul 22-Jul 31	N
10	Sat	9:30-12:30pm	May 4-May 25	L
11	Tue	6:30-9:30pm	May 7-May 28	L

Fee: \$195

Open the Window Wider

Course No.: MICR822 **TRN:** 5915822 **DG**
 For powerusers and the "office expert" a more complete understanding of Windows is desirable. A detailed look at the Main Group; Windows multi-tasking function; Accessories Group (eg. Paintbrush, Recorder, Object Packager, etc.). The use of memory with Windows will be examined.

Pre-requisite: MICR821 Open the Window or experience with Windows 3.1.

Class	Day	Time	Duration	Loc.
10	Sat	9:30-12:30pm	Jun 8-Jun 29	L
11	Tue	6:30-9:30pm	Jun 4-Jun 25	L

Fee: \$195

PC Networks for the Novice **NEW**

Course No.: MICR881 **TRN:** 5915881 **DD**
 This course is designed for the person who needs to understand the basic concepts of computer networking using Novell Netware. Topics covered include network types, components, topology, setup and administrative functions. Please note that this course will serve as an introduction to a series of courses designed to prepare the student to write the CNA exam.

Pre-requisite: MICR811 MS DOS I or equivalent previous experience using DOS commands.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	May 14-May 23	N
51	Sat&Sun	9-4pm	Jun 15-Jun 16	N

Fee: \$195

PowerPoint for Windows I

Course No.: MICR996 **TRN:** 5915996 **DG**
 This course gives you 'hands on' experience with a very popular Windows based application program. You will learn how to take advantage of the power, versatility, effectiveness and ease-of-use of this presentation graphics package. PowerPoint enables you to create professional looking presentations that you can run as a slide show, transfer to overhead transparencies, reproduce into 35mm slides or simply use as handouts. This course examines presentation basics; change PowerPoint views using menus and icons; create, edit and format text presentations; use various drawing tools and work with drawn objects. You will also examine how to create, edit and format bullet and column chart presentations.

Pre-requisite: MICR821 Open the Window or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
10	Tue	6:30-9:30pm	Jul 2-Jul 23	L

Fee: \$195

Simply Accounting (Windows) I

Course No.: MICR481 **TRN:** 5915481 **DG**
 Formerly known as Bedford Accounting, this package is commonplace amongst small businesses. The first level course is intended for individuals who intend to work as bookkeepers in a small business which is computerized. Course content includes: posting, general journals, general ledgers, accounts payable, accounts receivable and preparation of a trial balance through menus and icons in the Windows environment.

Pre-requisite: MICR821 Open the Window or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
10	Tue	6:30-9:30pm	Jul 2-Jul 23	L

Fee: \$195

We accept:







Simply Accounting (Windows) II

Course No.: MICR482 TRN: 5915482 DG
 This course is intended for accountants setting up a computerized accounting system in a small business. Students will learn how to create an account structure, create and name accounts, set up recording mechanism for GST and PST, design and output financial reports, create and produce income and expense statements as well as balance sheets, and close accounts at year end through menus and icons in the Windows environment.
Pre-requisite: MICR481 Simply Account. (Windows) I

Class	Day	Time	Duration	Loc.
30	Tue	6:30-9:30pm	Apr 9-Apr 30	L

Fee: \$195

Visual Basic - Introduction

Course No.: MICR720 TRN: 5915720 DD
 For individuals with some programming experience, either with micros or mainframes, this course will serve as an introduction to programming Windows applications. Students will learn: programming code; creation of executable files; design of interfaces; event procedures; design modules; input/output operations. Students will spend some time on assignments in class. There will also be assignments to be completed outside of class time.
Pre-requisite: some programming experience or completion of MICR710 Q Basic - Introduction to PC Programming

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	Apr 16-May 9	N

Fee: \$395

Windows '95 Level I

Course No.: MICR831 TRN: 5915831 DD
 Windows 95 is the long-awaited 32-bit upgrade to Windows 3.1. Windows 95 employs icons (small pictures) to identify tasks within the microcomputer. Students will learn how to activate functions (eg. opening, closing, sizing of windows) through movement of a mouse. Key topics covered include the desktop, using the taskbar, file management using the explorer, the control panel and printing. Students enrolling in this course should have some experience with a PC.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	Apr 15-Apr 24	N
51	Sat&Sun	9-4pm	May 11-May 12	N
52	Tue&Thu	7-10pm	Jun 25-Jul 4	N
53	Sat&Sun	9-4pm	Jul 27-Jul 28	N

Fee: \$195

Windows '95 Level II

Course No.: MICR832 TRN: 5915832 DD
 This course is for students who intend to learn more about the operation and configuration of Microsoft Windows 95. The course includes information on the exchange of data between programs using OLE and DDE. Other topics covered include installation, mobile computing features, overview of the Registry and user profiles.
Pre-requisite: MICR831 Windows '95 Level I, or previous experience with Windows '95

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	Jun 8-Jun 9	N

Fee: \$195

Word for Windows I

Course No.: MICR241 TRN: 5915241 DD
 Microsoft's Word for Windows has established itself as one of the premiere Windows-application word processing software packages. Students will learn how to access the basic functions of this software through the use of the menu bar and ribbon bar. Through the entering of text students will become familiar with the editing functions, cursor movement insertion and deletion. Line, paragraph and page formatting together with the use of the spell checker and thesaurus are highlighted. Also taught are: search and replace, block moving and copying and document printing.
Pre-requisite: Completion of MICR821 Open the Window or MICR871 Computers for the Novice or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	Apr 15-Apr 24	N
51	Sat&Sun	9-4pm	May 11-May 12	N
52	Tue&Thu	7-10pm	Jun 11-Jun 20	N
53	Mon&Wed	7-10pm	Jul 22-Jul 31	N
10	Thu	6:30-9:30pm	May 9-May 30	L
11	Sat	9:30-12:30pm	Jul 6-Jul 27	L

Fee: \$195

Word for Windows II

Course No.: MICR242 TRN: 5915242 DD
 This course is a continuation of Word for Windows I. Students will learn how to modify the button bar; merge files to produce mass mailings; draw lines and change fonts within the text; create tables; import spreadsheets and merge them with text; create and edit time saving macros.
Pre-requisite: MICR241 Word for Windows I or experience with Word at a basic level.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	Jul 8-Jul 17	N
10	Thu	6:30-9:30pm	Jun 6-Jun 27	L
11	Sat	9:30-12:30pm	Aug 3-Aug 24	L

Fee: \$195

Word for Windows III (Desktop Publishing)

Course No.: MICR243 TRN: 5915243 DG
 Students who have taken the two previous courses or are already familiar with the word processing capabilities of Word will be able to explore the desktop publishing capabilities of this software package. The creation of flyers, newsletters and brochures is the core theme of this four week session. Use of graphics, lines, boxes, font changes and text wrap are all included in the course.
Pre-requisite: MICR242 Word for Windows II or experience with Word at an intermediate level.

Class	Day	Time	Duration	Loc.
10	Thu	6:30-9:30pm	Jul 4-Jul 25	L

Fee: \$195

WordPerfect 5.1 For DOS I

Course No.: MICR211 TRN: 5915211 DD
 WordPerfect 5.1 is still in wide use around the world. The course will introduce students to: simple text entry and editing; cursor movement; line and page formatting; block text moves; search and replace functions; use of the speller and thesaurus; document printing

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	Apr 13-Apr 14	N
10	Fri	6:05-9:05pm	May 10-May 31	L
11	Tue	6:05-9:05pm	May 7-May 28	L

Fee: \$195

WordPerfect 5.1 For DOS II

Course No.: MICR212 TRN: 5915212 DG
 Building on the basic skills covered in the first level course, students will explore the true power of this popular word processing package. Topics covered include: creating mass mailing through the mail merge function; creating columns, tables and graphic lines, tables of contents, an index, footnotes and endnotes; sorting and selecting data. Students will be introduced to macros, one of the true time savers in microcomputer software.
Pre-requisite: MICR211 WordPerfect 5.1 For DOS I or experience with WP 5.1.

Class	Day	Time	Duration	Loc.
10	Fri	6:05-9:05pm	Jun 7-Jun 28	L
11	Tue	6:05-9:05pm	Jun 4-Jun 25	L

Fee: \$195

WordPerfect 5.1 For DOS III (Desktop Publishing)

Course No.: MICR213 TRN: 5915213 DG
 WordPerfect 5.1 was one of the first word processing applications to include elements that allowed users of word processors to perform desktop publishing (DTP) functions. The third level course is intended for proficient users of WordPerfect who wish to be able to access the DTP portions of the software. Students will learn how to create flyers, newsletters and simple brochures.
Pre-requisite: MICR212 WordPerfect 5.1 For DOS II or experience with WP 5.1 at an intermediate level.

Class	Day	Time	Duration	Loc.
10	Fri	6:05-9:05pm	Jul 5-Jul 26	L
11	Tue	6:05-9:05pm	Jul 2-Jul 23	L

Fee: \$195

WordPerfect 6.0 for Windows I

Course No.: MICR231 TRN: 5915231 DD
 This version of WordPerfect takes advantage of the Windows interface with its "point and click" icons. Students will learn how to access the menu bar and ribbon bar; be introduced to the button bar; enter text and do basic editing; line, paragraph and page formatting; block moves and copying; the use of the spell checker and thesaurus as well as search and replace function.
Pre-requisite: Completion of Windows MICR821 or MICR871 Computers for the Novice or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
50	Sat&Sun	9-4pm	Apr 27-Apr 28	N
10	Mon	6:30-9:30pm	May 6-Jun 3	L
11	Thu	6:30-9:30pm	May 9-May 30	L

Fee: \$195



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REGISTRATION INFORMATION ON PAGE 1

WordPerfect 6.0 for Windows II

Course No.: MICR232 TRN: 5915232 DD
Continuing on from the first level course students will become more familiar with the button bar and the "point and click" options contained in this popular software package. The creation of columns (parallel and newspaper); tables, table of contents and an index, footnotes and endnotes; how to sort and select data, maths and import spreadsheets; the use of the mail merge function to create mass mailings; the creation of time saving macros.

Pre-requisite: MICR231 WordPerfect 6.0 for Windows I or experience with WP 6 for Windows at a basic level

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	Jun 10-Jun 19	N
10	Mon	6:30-9:30pm	Jun 10-Jul 8	L
11	Thu	6:30-9:30pm	Jun 6-Jun 27	L

Fee: \$195

WordPerfect 6.0 for Windows III (Desktop Publishing)

Course No.: MICR233 TRN: 5915233 DG
The beauty of the newest generation of word processors is their powerful desk top publishing capabilities. Students will learn how to use these functions to create newsletters, brochures and flyers. All the enhancing features to make these publications look professional, as well as stand out, will be covered.

Pre-requisite: MICR232 WordPerfect 6.0 for Windows II or experience with WP 6 for Windows at an intermediate level.

Class	Day	Time	Duration	Loc.
10	Mon	6:30-9:30pm	Jul 15-Aug 12	L
11	Thu	6:30-9:30pm	Jul 4-Jul 25	L

Fee: \$195

Microcomputer Training for Companies Corporate RapidStart



Business and Industry Services can deliver any of the courses listed under the **RapidStart** headings to corporate clients. Training can be conducted on-site or at our adult training facilities. Standard software offerings can be customized to your specific needs. If you have training needs for applications not listed here we can develop training for you and deliver it to your employees or train one of your employees to deliver training. Our pricing policies are extremely competitive and feature attractive 'group rate' discounts. For more information regarding corporate accounts please contact Ken Morgan at (416) 675-3111, ext. 4809 (For direct TouchTone dialing call 798-1034).

**Humber College
Business & Industry Services**

Weekday Workshop Series

For microcomputer learners in a hurry or small companies who only have one or two employees to train, these courses are ideal. Each course is one-day (six hours) in length. Instruction is fast-paced and designed to introduce students to the fundamentals of the selected software package. Each student has the exclusive use of a computer for the full course. Class sizes are small to insure each student has easy access to the instructor. Please note that completion of these courses does not count towards any of the RapidStart microcomputer certificates.

Excel for Windows

Course No.: MICR419 TRN: 5915419 DD
Students enrolled in this course will be taught the fundamentals of an Excel-based electronic spreadsheet including how to set up a spreadsheet and enter and manipulate labels, number and simple formulas. An introduction to graphing is included. Before taking this course you should have an basic understanding of Windows 3.1.

Class	Day	Time	Duration	Loc.
60	Mon	9-4pm	Apr 22	N
61	Tue	9-4pm	May 7	N
62	Tue	9-4pm	May 28	N

Fee: \$112

PowerPoint

Course No.: MICR251 TRN: 5915251 DD
Part of the Microsoft Office package, this graphics presentation allows users to prepare powerful presentations using data from Word and Excel. Students will learn how to use PowerPoint to create slides, overheads and handouts. Auto Content, Wizard, Slide View, Slide Sorter along with how to run a slide show on an LCD panel are all covered.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 13-May 15	N
60	Tue	9-4pm	Apr 23	N
61	Tue	9-4pm	Jun 11	N

Fee: \$112

The Internet Weekday Workshop

NEW

Course No.: MICR709 TRN: 5915709 DD
During this one-day course, you'll discover the many resources of the Internet. Using Netscape and other popular applications, you'll examine many aspects of the Internet, including e-mail, World Wide Web (WWW), Gophers and search engines. Learn how to make the Internet work for you using efficient techniques and the unique features of the software.

Pre-requisite: MICR829 Windows 3.1 Workshop or previous experience using Windows 3.1.

Class	Day	Time	Duration	Loc.
60	Tue	9-4pm	May 14	N
61	Tue	9-4pm	Jun 18	N

Fee: \$112

Windows 3.1

Course No.: MICR829 TRN: 5915829 DD
This course introduces students to the basics of Windows 3.1 including the Program Manager, File Manager and Print Manager. Students will learn how to manipulate the Windows interface using a mouse and icons. Before taking this course students should have a basic understanding of microcomputers.

Class	Day	Time	Duration	Loc.
60	Mon	9-4pm	Apr 15	N
61	Mon	9-4pm	May 13	N

Fee: \$112

Windows '95

Course No.: MICR839 TRN: 5915839 DD
This is an introductory course which introduces students to Windows '95. It will be of value to individuals new to using a Windows interface as well as those who have had some experience with Windows 3.1. Before taking this course students should have a basic understanding of microcomputers.

Class	Day	Time	Duration	Loc.
50	Mon	9-4pm	Apr 29	N
51	Mon	9-4pm	Jun 3	N

Fee: \$112

Word for Windows

Course No.: MICR249 TRN: 5915249 DD
At the end of this course you'll be able to do basic text entry and manipulation to a point where you can complete simple memos and correspondence using Word for Windows. Before taking this course you should have an basic understanding of Windows 3.1.

Class	Day	Time	Duration	Loc.
60	Tue	9-4pm	Apr 16	N
61	Mon	9-4pm	May 6	N
62	Mon	9-4pm	May 27	N

Fee: \$112

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dBASE IV Advanced Workshop

Course No.: MICR064 TRN: 5915064 DG
This workshop will help the student use the advanced features of dBASE IV. The student will learn to create programs that can be used in most offices with small modifications. The techniques, tips and traps can be transferred and applied to most applications. The design and programming principles and techniques gathered in this workshop will allow the student to quickly establish their own applications for the home, office or business. This workshop would be perfect for the dBASE user who is self taught and wants to improve his/her skills. This is a non-credit course.

Pre-requisite: MICR061 dBASE IV, Intro. or relevant experience

Class	Day	Time	Date	Loc.
30	Sat	9-3:30pm	Apr 6	L

Fee: \$112 (Lunch included)



FREE BUS SERVICE
SEE PAGE 100

Excel for Windows Introduction Workshop

Course No.: MICR125 TRN: 5915125 DG
Excel is Microsoft's answer to Lotus 1,2,3. Working from within the Windows environment, students will learn how to use Excel's functions to manipulate the electronic spreadsheet. The fundamentals of a spreadsheet together with the screen appearance will be covered. You will learn how to create, enter and save data; create and input formulas; copy and move data amongst cells; the difference between relative and absolute addressing; and be introduced to graph preparation and learn how to print a spreadsheet.
Pre-requisite: MICR821 Open the Window, MICR100 Windows Workshop or working knowledge of Windows

Class	Day	Time	Date	Loc.
31	Fri	9-3:30pm	Mar 29	L

Fee: \$112 (Lunch included)

Excel for Windows Intermediate Workshop

Course No.: MICR126 TRN: 5915126 DG
In this workshop you will concentrate on using the toolbar as you learn how to use the 'what if' and graphing capabilities of the electronic spreadsheet. Working with larger spreadsheets, students will extract, link and combine spreadsheets. Database functions such as sorting, locating, and extracting data meeting specified criteria will be introduced and explored in some detail.

Pre-requisite: MICR125 Excel for Windows Introduction Workshop

Class	Day	Time	Date	Loc.
31	Fri	9-3:30pm	Apr 12	L

Fee: \$112 (Lunch included)

Excel for Windows Advanced Workshop

Course No.: MICR127 TRN: 5915127 DG
Students will review graphing and database functions. Following that, students will spend the majority of this workshop creating, editing and debugging macros. Special, string, logical and database functions will also be taught.

Pre-requisite: MICR126 Excel for Windows Intermediate Workshop

Class	Day	Time	Date	Loc.
31	Fri	9-3:30pm	Apr 26	L

Fee: \$112 (Lunch included)

Lotus For Windows Introduction Workshop

Course No.: MICR103 TRN: 5915103 DG
This workshop is designed for individuals familiar with Windows but not Lotus. You will learn what Lotus in the Windows environment is all about. Starting with an introduction to the mouse, Lotus icons, and drop down menus, students in this hands on workshop will learn how to create, alter, format, edit, and print spreadsheets, with a short introduction to the various types of graphs available.

Pre-requisite: MICR821 Open the Window or familiarity with Windows 3.1

Class	Day	Time	Duration	Loc.
30	Fri	9-3:30pm	May 31	L

Fee: \$112 (Lunch included)

Lotus For Windows Intermediate Workshop

Course No.: MICR104 TRN: 5915104 DG
For those who would like to expand their Lotus knowledge and skills, this workshop will cover more extensive graphing, different printing techniques, how to sort data in a database, how to extract information from a database, and how to create simple macros utilizing both the Lotus icons and new drop down menus. This workshop will enable you to prepare more visually pleasing, professional spreadsheets, graphs and reports from a variety of sources.

Pre-requisite: MICR103 Lotus For Windows Intro. Workshop or relevant experience

Class	Day	Time	Duration	Loc.
31	Sat	9-3:30pm	Apr 6	L
32	Sat	9-3:30pm	Jul 27	L

Fee: \$112 (Lunch included)

Microsoft Word for Windows Introduction Workshop

Course No.: MICR123 TRN: 5915123 DG
This introductory workshop is designed for those familiar with Windows but not with Microsoft Word. You will gain a working knowledge of this very popular word processing package in the Windows environment. You will become familiar with all the basic functions which enable you to create, save, retrieve, edit and print a document; copy, move, edit, delete and format text using the button bar, ribbon and ruler; and utilize the speller, thesaurus and many more features through the use of a mouse to access program icons and menus, also using common short cuts.

Pre-requisite: MICR821 Open the Window or familiarity with Windows 3.1

Class	Day	Time	Date	Loc.
32	Sat	9-3:30pm	Apr 6	L
34	Fri	9-3:30pm	May 10	L

Fee: \$112 (Lunch Included)

MS-DOS Introduction Workshop

Course No.: MICR116 TRN: 5915116 DG
This workshop will provide the novice user IBM PC's and compatibles with an understanding of the hardware and basic DOS commands. You will master the formatting, control/editing, directing files, editing, tree directories and batch commands. This is a non-credit course.

Class	Day	Time	Date	Loc.
30	Sat	9-3:30pm	Jun 15	L
31	Sat	9-3:30pm	Aug 17	L

Fee: \$112 (Lunch included)

PowerPoint for Windows Introduction Workshop

Course No.: MICR128 TRN: 5915128 DG
This workshop gives you 'hands on' experience with a very popular Windows based application program. You will learn how to take advantage of the power, versatility, effectiveness and ease-of-use of this presentation graphics package. PowerPoint enables you to create professional looking presentations that you can run as a slide show, transfer to overhead transparencies, reproduce into 35mm slides or simply use as handouts. This workshop examines presentation basics; change PowerPoint views using menus and icons; create, edit and format text presentations; use various drawing tools and work with drawn objects. You will also examine how to create, edit and format bullet and column chart presentations.

Pre-requisite: MICR821 Open the Window, MICR100 Windows Workshop or working knowledge of Windows

Class	Day	Time	Date	Loc.
31	Sat	9-3:30pm	Apr 13	L

Fee: \$112 (Lunch included)

Windows Workshop

Course No.: MICR100 TRN: 5915100 DG
Microsoft Windows 3.1 is an extremely powerful but user friendly menu driven program for IBM/DOS based PC's. You will receive 'hands-on' experience and a good understanding of how Windows works with its many varied features and accessories in both Windows and non-Windows applications. You will learn how to open and work with two or more programs such as Lotus and WordPerfect simultaneously.

Class	Day	Time	Duration	Loc.
30	Sat	9-3:30pm	May 11	L
31	Fri	9-3:30pm	May 24	L
33	Sat	9-3:30pm	Jul 6	L
36	Sat	9-3:30pm	Apr 20	L

Fee: \$112 (Lunch included)

WordPerfect For Windows Introduction Workshop

Course No.: MICR101 TRN: 5915101 DG
This introductory workshop is designed for those familiar with Windows but not WordPerfect. You will gain a working knowledge of this very popular word processing package in the Windows environment. You will become familiar with all the basic functions which enable you to create, save, retrieve, edit, and print a document; copy, move, delete, and format text; utilize the speller, thesaurus, and many more features through the use of a mouse to access program icons and menus.

Pre-requisite: MICR060 Open The Window, MICR100 Windows Workshop or working knowledge of Windows

Class	Day	Time	Date	Loc.
30	Sat	9-3:30pm	Jun 1	L

Fee: \$112 (Lunch included)

Your Personal Computer Introduction Workshop

Course No.: MICR099 TRN: 5915099 DG
This workshop will introduce you to an IBM PC. You will learn how the computer can help you work more efficiently and effectively in its wide variety of applications. Discover the difference a computer can make in your business life. This is a non-credit course.

Class	Day	Time	Duration	Loc.
30	Sat	9-3:30pm	Apr 13	L

Fee: \$119.84 7% GST included in course fee.

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International Business

Certificate in International Business – Program 822

This program is designed to help participants understand the fundamentals of international business. Encompassing the areas of transportation, banking, financing, documentation and marketing, participants will be exposed to and be better prepared for the challenges and situations that may be encountered in international business. Participants must successfully complete 4 courses to be awarded the Certificate. Program: International Business – Overview, Canadian Customs, International Banking and Finance, International Marketing. For further information, please contact Barb Brewster, (416) 675-3111, Ext. 4139 (For direct TouchTone dialing call (416) 798-1034).

Canadian Customs

Course No.: SBUS032 TRN: 8155032 EC
This course is designed to give you a thorough working knowledge of all Canadian Customs procedures under the harmonized system, including preparing and filing of all documentation for imports, exports, refunds and drawbacks.

Class	Day	Time	Duration	Loc.
01	Thu	7-10pm	Apr 11-Jun 13	N

Fee: \$266.64

How to Start an Exporting Company

Course No.: SBUS073 TRN: 8155073 EC
This course will provide you with an overview of how business operates in an international environment.

Class	Day	Time	Duration	Loc.
01	Sat	9-4pm	May 11	N

Fee: \$111.82

International Business – Overview

Course No.: SBUS006 TRN: 8155006 EC
This course will provide you with an overview of how business operates in an international environment. You will study the history of international business, analyze international institutions and discuss the external and environmental factors that affect business operations. Finally, you will cover how businesses manage strategically to enhance competitiveness and succeed in a global market place.

Class	Day	Time	Duration	Loc.
01	Tue	7-10pm	Apr 9-Jun 11	N

Fee: \$266.64

Non-Profit Organizations

Certificate in the Fundamentals of Volunteer Management

The certificate in the Fundamentals of Volunteer Management is co-sponsored by the Volunteer Centre of Metropolitan Toronto and Humber College. The aim of the program is to provide new and prospective coordinators of Volunteers with the basic skills and knowledge necessary to function effectively in that position. The course is delivered in 9-one day segments (1 per month) and includes a significant field placement component. A limited number of bursaries are available through the generosity of several non-profit organizations.

Please call Barb Brewster at (416) 675-3111, ext. 4139 (For direct TouchTone dialing call (416) 798-1034) for more information.

Please be advised that no refund will be granted after the completion of the first class. When a refund is granted, a \$50.00 fee will be withheld to cover administrative costs.

Enriched Studies in the Management of Volunteers Certificate Program

We all know volunteers are vital to the success of many organizations today. Currency and being able to plan for the future are key elements to the success of volunteerism. Humber College, with the help of their active Advisory Committee have developed the following two seminars that help the manager of volunteers do just that.

Six (6) seminars are required to obtain this certificate.

1. The Computerized Volunteer Manager
2. Trends and Issues
3. Writing Real Policy for Real People
4. Dollars and Sense for the Not-For-Profit
5. Position Descriptions – A Proven Recipe
6. Working Together – Structures and Governance

The Computerized Volunteer Manager

Course No.: VOLM026 TRN: 8995026 EC
The need for computerization in volunteer services has become more and more critical. This half-day workshop will:

- explain how computers impact and enhance the functions performed by volunteer managers;
- provide steps for assessing your computer needs;
- assist you in developing a plan for achieving your vision of a computerized volunteer services department.

Class	Day	Time	Date	Loc.
01	Fri	9-12noon	May 10	TBA

Fee: \$60



Trends and Issues

Course No.: VOLM027 **TRN:** 8995027 **EC**
This workshop will examine current trends and issues and the impact of globalization on the not-for-profit sector. In addition participants will be able to access the current and future impact on their volunteer base and anticipate volunteer needs.

In light of this information students will be presented an alternative model of volunteer management.

Class	Day	Time	Date	Loc.
01	Thu	9-4pm	Jun 13	TBA

Fee: \$100.00

Of Special Interest

Auctioneering

Course No.: ATHL073 **TRN:** 0560073 **BA**
Learn how to auction everything from cars to coins! This course will give you a thorough understanding of the auction business. You will master the clear, smooth, rhythmic and melodic chant of a professional auctioneer. Ideal for creative people with an entrepreneurial spirit. Program instructor, Cliff Flaherty, brings 20 years of professional experience to this 10-week program.

Class	Day	Time	Duration	Loc.
50	Wed	7-10pm	Apr 24-Jun 26	N

Fee: \$385 7% GST is included in course fee.

Quality Customer Service Certificate – Program 0851

This program is designed for individuals providing front line service to customers in retail, manufacturing, wholesale, hospitality or service industries. These one-day workshops will be of interest to customer service representatives, retail sales personnel, receptionists or anyone who is in contact with company clients on a regular basis. A certificate of participation will be issued upon completion of the four six-hour workshops: Front Line Customer Service, Satisfying Customer Needs, Scheduling Your Work, and Handling Difficult People and Situations.

All courses are non-credit and not graded.

Front Line Customer Service

Course No.: CCL.102 **TRN:** 1015102 **DG**
This introductory workshop deals with the nature and importance of customer service. Through discussion and exercises, students will become familiar with the features of service quality. Basic company structures, process flow and investigative techniques are also discussed.

Class	Day	Time	Duration	Loc.
90	Sat	9-3:30pm	May 25	L

Fee: \$85.06

Handling Difficult People and Situations

Course No.: CCL.105 **TRN:** 1015105 **DG**
Participants will explore strategies and techniques for dealing effectively with stressful situations. Learn how to handle complaints and rush orders, maintain professionalism while dealing with difficult customers, and secure the co-operation of your suppliers and co-workers.

Class	Day	Time	Duration	Loc.
90	Sat	9-3:30pm	Jul 13	L
91	Sat	9-3:30pm	Apr 27	L

Fee: \$85.06

Satisfying Customer Needs

Course No.: CCL.103 **TRN:** 1015103 **DG**
This workshop provides practical tools for improving service quality in your organization. Topics include identifying customer demands, recognizing opportunities for improvement, building customer loyalty, and maintaining responsive processes.

Class	Day	Time	Duration	Loc.
90	Sat	9-3:30pm	June 8	L
91	Sat	9-3:30pm	Apr 6	L

Fee: \$85.06

Scheduling Your Work

Course No.: CCL.104 **TRN:** 1015104 **DG**
This workshop is designed to assist you in dealing effectively with the conflicting demands of the workplace. Students will learn how to prioritize tasks and organize work while maintaining flexibility. Participants will also be exposed to a variety of time management strategies.

Class	Day	Time	Duration	Loc.
90	Sat	9-3:30pm	Jun 22	L
91	Sat	9-3:30pm	Apr 20	L

Fee: \$85.06

Race, Culture and Empowerment: A Certificate Training Program

Humber College presents a timely program for those interested in acquiring knowledge and skills to combat discrimination in organizations. Five courses delivered by highly qualified instructors and interesting guest speakers will take you through experiential exercises, history, contemporary issues and methodology to enable you to adjust systems and deliver training. To qualify you must only write a brief letter.

For further information about the entire program, contact Jane Russ at (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Facilitation Skills for the Equity Trainer

Course No.: MGMT010 **TRN:** 5845010 **DG**
Participants will develop and apply skills such as training the adult learner, raising the awareness of trainees to issues of race, culture and human rights, coping with resistance and denial, providing knowledge and skills to engage in the organizational change process. A practicum will be required in which the participant will develop, present and evaluate a training session.

Facilitator: Tracy Williams-Shreve

Pre-requisite: MGMT006 The Dynamics of Culture, Race and Ethnicity, MGMT007 History of Racism - Canada and the World, MGMT008 Techniques and Methodology in Conducting a Needs Assessment, MGMT009 Developing an Anti-Racist and Ethno-Cultural Equity Organization

Class	Day	Time	Duration	Loc.
50	Thu*	6:30-9:30pm	Apr 25-Jun 15	L

Fee: \$400
*Plus Sat. June 15, 1996 (9-4pm)

Urban Tree Maintenance Program

The Urban Tree Maintenance Program is a 2-year (15 days per year) intensive, part-time program designed to upgrade the arboriculture knowledge of those currently employed in urban tree care, whether municipal, utility, or private sector. The topic areas discussed relate the application of arboriculture science to work completed in the field, with special emphasis on the need for workplace safety. For more information contact Anne O'Byrne at (416) 675-3111, ext. 4694 (For direct TouchTone dialing call (416) 798-1034).



Ontario Management Development Programs

Program Co-ordinator:
Helen Hrynkiw, (416) 675-3111, ext. 4159

Business Management Studies Certificate (OMDP) – Program 807

The Ontario Management Development Program (OMDP) is a cooperative venture of the Ministry of Colleges and Universities and the Colleges of Applied Arts & Technology. O.M.D.P. courses will help you meet your career goals by providing you with management training needed to run your business successfully. They emphasize the skills needed to run a business effectively and efficiently. You learn basic, fundamental principles – not theories. These courses are designed for people in the work force who do not have time for home study, extra projects and exams.

Certificate Criteria OMDP Business Management Studies:

Satisfactory completion of six courses. Students must attend 80% of the class. A minimum of four courses representing at least two of the groups from A to E. The remaining two courses may be drawn from groups A to E or from non-OMDP College approved courses (listed below).

Group A – Business Management
Management by Objectives and Results
Effective Supervision – The Principles
Effective Communication in Today's Business World

Group B – Financial Control
Small Business Bookkeeping
Financial Planning for Profit

Group C – Marketing
Marketing for Small Business
The ABC's of Selling
Implementing a Customer Service Plan

Group D – Production
Administration
Production

Group E – Personnel Management
Management Skills In Human Resources Selection
Communications
Human Relations
Effective Labour Relations
Facilitating Workplace Training
Teambuilding and Leadership

Non-OMDP
Conflict Resolution and Negotiation
Skills for Assertiveness

Important Note: Business Management Studies Certificate courses cannot be accredited towards any of Humber College's general arts and sciences programs, or the Supervisory Studies Certificate.

Supervisory Studies Certificate (OMDP) – Program 810

Program Coordinator:
Helen Hrynkiw, (416) 675-3111, ext. 4159
(For direct TouchTone dialing call (416) 798-1034)

OMDP was created by representatives of business, industry and the Ministry and is recognized throughout the province. These programs are designed to assist anyone who is employed or will be employed as a supervisor. They are designed for people in the work force who do not have time for home study, extra projects and exams. Students must attend 80% of the class.

Certificate Criteria OMDP Certificate in Supervisory Studies:

Satisfactory completion of six courses. Two courses are required from Group A, and one course from Group B. The remaining three courses can be any other three OMDP courses. Of these three, two can be drawn from the Non-OMDP courses listed below.

Group A – (two required)

Human Relations
Communications
Effective Supervision – The Principles
Effective Communication in Today's Business World
Facilitating Workplace Training
Team Building and Leadership

Group B – (one required)

Administration
Production
Implementing a Customer Service Plan

Group C – (three required)

Any additional three OMDP courses, of which a maximum of two can be drawn from the Non-OMDP courses listed.

Non-OMDP Courses

Financial Essentials for the Supervisor
Skills for Assertiveness
Conflict Resolution and Negotiation

Important Note: Supervisory Studies Certificate courses cannot be accredited towards any of Humber College's general arts and science programs, or the Business Management Certificate.

Please Note: Students are advised to have purchased their course material for the first evening/day of their class.

Please Note: Students are advised to take an OMDP Communications course first.

Transfers and Refunds
Transfers and refunds must be requested prior to the second evening class, or prior to the start of the Saturday classes. This applies to the Business Management and the Supervisory Studies courses. There will be a \$15 cancellation fee withheld.

Administration

Course No.: OMDP101 TRN: 6895101 EA
This course is designed for office workers. It covers topics such as goal setting, information flow, planning, scheduling and team building.

Class	Day	Time	Duration	Loc.
50	Sat	8:30-4:30pm	May 11-Jun 1	N

Fee: \$107.80
*Purchase material before course starts

Communications

Course No.: OMDP102 TRN: 6895102 EA
Communicating properly is one of the most important aspects of a supervisor's job. In this course you will learn to understand verbal and nonverbal messages and to communicate your ideas clearly and effectively. These skills will help you to complete work without lost time and costly errors.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	Apr 15-May 15	N
51	Tue	6:30-9:30pm	Apr 30-Jul 2	N
52	Sat	8:30-4:30pm	May 11-Jun 1	N

Fee: \$107.80
*Purchase material before course starts

Effective Communication in Today's Business World

Course No.: OMDP124 TRN: 6895124 EA
This course is for anyone interested in improving their communications skills. It will provide an understanding of the communication process. It will enable the participant to improve their skills in such areas as listening, negotiating, making presentations and writing. This will be achieved through case study and group discussion, supplemented by reading notes.

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	Apr 25-Jun 27	N
51	Sat	8:30-4:30pm	Jun 8-Jun 29	N

Fee: \$107.80
*Purchase material before course starts

Effective Supervision – The Principles

Course No.: OMDP119 TRN: 6895119 EA
When management selects a supervisor they look for people who can develop and maintain good relations with their employees. The importance of this role stems from the influence one has on a group of employees. This course will help to increase your effectiveness as a supervisor and to better achieve your goals.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 27-Jun 26	N
51	Sat	8:30-4:30pm	Apr 13-May 4	N

Fee: \$107.80
*Purchase material before course starts

Human Relations

Course No.: OMDP103 TRN: 6895103 EA
Human Relations will improve your understanding of people. You'll discuss motivation, handling conflict, delegation, building morale and more. Studying these topics will give you practical insights into handling people more effectively and improve your performance.

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 1-Jul 3	N
51	Sat	8:30-4:30pm	Jun 8-Jun 29	N

Fee: \$107.80
*Purchase material before course starts

Implementing A Customer Service Plan

Course No.: OMDP125 TRN: 6895125 EA
Many businesses and professions are developing a renewed emphasis on providing quality services and products to their customers. They are also re-emphasizing the importance of improved customer service in order to remain competitive. In today's business environment, providing a quality product or service is merely the entrance fee to play in the game. Supporting the product or service with exceptional customer service is what will enable an organization to succeed.

Class	Day	Time	Duration	Loc.
50	Sat	8:30-4:30pm	Apr 13-May 4	N

Fee: \$107.80

Marketing for Small Business

Course No.: OMDP115 TRN: 6895115 EA

This course will introduce participants to the marketing field and all it encompasses. The notions of marketing that revolve around knowledge of the consumer, and to stress the importance of consumer orientation and information will be addressed.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	Apr 16-May 16	N

Fee: \$107.80

Management Skills In Human Resources Selection

Course No.: OMDP100 TRN: 6895100 EA

Intended for supervisors who are, or will become, involved in the hiring process, this course covers such topics as selection procedures, the position announcement, screening methods, interviewing, personnel selection and follow-up.

Class	Day	Time	Duration	Loc.
50	Sat	8:30-4:30pm	Jun 8-Jun 29	N

Fee: \$107.80

*Purchase material before course starts

Production

Course No.: OMDP104 TRN: 6895104 EA

In this course you will examine the principles of supervision, including setting objectives, realizing goals, planning, scheduling, measuring results, evaluating efficiency and motivating employees. You will discuss problems and consider appropriate courses of action.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 28-Jun 27	N

Fee: \$107.80

*Purchase material before course starts

Skills for Assertiveness

Course No.: OMDP122 TRN: 6895122 EA

Do you want to learn how to increase your self respect and gain the respect of others? Do you want to learn how to say 'No' in a straight forward manner? In this course you will learn how to express yourself openly and honestly without diminishing others.

Class	Day	Time	Duration	Loc.
50	Sat	8:30-4:30pm	Jun 8-Jun 29	N

Fee: \$107.80

*Purchase material before course starts

Of Special Interest to McDonald's Restaurants Employees

McDonald's Restaurants and Humber College have developed a unique opportunity for McDonald's employees to acquire credits for courses presented by the College and McDonald's Training Department.

Credits will be applicable to:

- Ontario Management Development Program (OMDP) – Business Management Studies
- Ontario Management Development Program (OMDP) – Supervisory Studies
- Humber College Business Management Certificate Program

For further information, McDonald's employees should contact McDonald's Training Department, or John Riccio at Humber College (416) 675-3111, Ext. 4388 (For direct TouchTone dialing call (416) 798-1034).

Professional Institutes and Associations

Association of Condominium Managers of Ontario

Condominium Management and Administration Certificate – Program 823

Program Co-ordinator:

Helen Hrynkiw, (416) 675-3111, ext. 4159
(For direct TouchTone dialing call (416) 798-1034)

Humber College in cooperation with the Association of Condominium Managers of Ontario offers a part-time certificate program in Condominium Management.

Participants will learn how to deal with people, buildings and record keeping more effectively. Theory, day to day problems and practices will be blended to encourage participants to apply their skill. Adult education principles will be emphasized by the program faculty who have been drawn from the field. All have direct hands-on experience managing condominiums.

This program is comprised of the following five courses:

1. Physical Building Management
2. Condominium Law
3. Financial Management
4. Condominium Administration* Pre-requisite: Condominium Law
5. Human Resources Development

*The receipt of this certificate is now a pre-requisite to sitting the Registered Condominium Manager examination set by the Association of Condominium Managers of Ontario.

For further information on ACMO membership and the R.C.M. exam please call the A.C.M.O. office at (416) 626-7895.

Condominium Administration

Course No.: ACM0003 TRN: 0045003 EA

Control of documents and Information for present and future use: maps and plans, minutes, on-site offices, and proper files.

How to effectively conduct and participate in all types of meetings: time management, people management, and use of computers.

Class	Day	Time	Duration	Loc.
01	Thu	6:30-9:30pm	Apr 18-Jun 20	N

Fee: \$259

Financial Management

Course No.: ACM0004 TRN: 0045004 EA

How to operate a condominium according to sound fiscal policies and procedures to ensure long-term economic success. Also covered will be: budget, collection, expenses, reserve fund, investments, etc.

Class	Day	Time	Duration	Loc.
02	Wed	6:30-9:30pm	Apr 17-Jun 19	N

Fee: \$259

Human Resources Development

Course No.: ACM0001 TRN: 0045001 EA

This course will teach managers about the human element and how to work with people they will meet on a daily basis. Course includes: how to deal with directors, fellow managers, owners, superintendents, and trades; how to effectively develop verbal and written communication skills; and how to handle complaints.

Class	Day	Time	Duration	Loc.
02	Tue	6:30-9:30pm	Apr 16-Jun 18	N

Fee: \$259

Physical Building Management

Course No.: ACM0002 TRN: 0045002 EA

Learn about the physical aspects of your total site and how to get the most economical life out of your common elements through good maintenance practices.

- learn about the construction and components of both common elements and units

- learn about structures, equipment and grounds and how to operate and maintain common elements

- learn about maintenance programming scheduling, and inspecting to ensure proper building management

- learn to 'trouble shoot' by looking for problems and correcting them before they become costly serious trouble

- learn about proper specifications, systems and the integration of building services to provide a quality residential environment.

Class	Day	Time	Duration	Loc.
01	Tue	6:30-9:30pm	Apr 9-Jul 2	N

Fee: \$336

Certified General Accountants Association

Some of our business courses are accepted as exemptions in the C.G.A. programs. For further details, contact the association (C.G.A.) at (416) 322-6520. For CGA and College equivalent courses, please refer to the Accounting Certificate – Program 229 in the Business section of this calendar.

Human Resource Professionals Association of Ontario (HRPAO)

Many subjects in the Human Resource Management Certificate – Program 2005 can be credited towards the CHRM designation, a professional accreditation program run by the Human Resource Professionals Association of Ontario (HRPAO). Individuals wishing to pursue the CHRM program should contact the Association directly at 923-2324.

For further information, please refer to the Business, Post-Secondary Credit Programs section of this calendar.

Institute of Housing Management

Program Co-ordinator:
Helen Hrynkiw, (416) 675-3111, Ext. 4159
(For direct TouchTone dialing call (416) 798-1034)

Certificate in Property Management

Humber College, in cooperation with the Institute of Housing Management, is pleased to offer the Certificate in Property Management.

For many years property managers were conscious of the requirement for a professional organization that would provide both recognition for their skills and responsibilities and educational opportunities for upgrading and advancement. In response to this need, the Institute of Housing Management was established.

This certificate program will be of benefit to those involved in the management and operation of publicly and privately owned residential, commercial, industrial and institutional buildings.

One of the objectives of the program is to accredit Property Management Professionals.

To graduate with a certificate, the student will be required to complete six courses, four compulsory and two electives.

Compulsory Courses

1. Property and Building Administration
2. Managing Maintenance Services and Building Systems
3. Strategic and Financial Planning for Property Mgrs.
4. Human Relations for Property Managers

The following will qualify as elective courses:

1. LAWS111 Business Law
2. ISYS102 Personal Computing - Introduction
3. NIHM102 Communicating for Effectiveness
4. NIHM100 Tenancy Law in Ontario
5. NIHM103 Supervision: Techniques and Practices
6. Intro. to Property Management (for dates, times, etc. please contact the Institute of Housing Management)
7. NIHM104 Reserve Fund Planning and Management

Please Note: Students wishing to receive an exemption for the elective(s), should put their request in writing to the Education Committee at the Institute of Housing Management, 20 Upjohn Road, Toronto, Ontario, M3B 2V9.

Human Relations For Property Managers

Course No.: NIHM004 TRN: 6455004 EA
In this course property managers will develop the analytical and behavioural skills necessary to supervise employees, and interact with tenants, owners, sub-contractors and the general public. Topics will include decision-making, leadership, delegation, team building, motivation, counselling and coaching, evaluation, discipline, personnel procedures, recruitment, public relations, client/tenant services, owner/board liaison and business ethics.

Class	Day	Time	Duration	Loc.
01	Tue&Thu	6:30-9:30pm	May 14-Jul 2	N

Fee: \$283

Managing Maintenance Services and Building Systems

Course No.: NIHM005 TRN: 6455005 EA
The purpose of this course is to provide an understanding of maintenance management services, for those involved in the property management sector or a related field. It will give a general overview of the management systems, such as the principles of residential construction, building science, blueprint reading, specification writing, managements' responsibility for the management of life safety systems, contract management, and the impact of the Construction Lien Act.

Class	Day	Time	Duration	Loc.
01	Sat	9-4pm	May 4-Jul 6	N

Fee: \$355 (Material included in fee.)

Communicating for Effectiveness

Course No.: NIHM102 TRN: 6455102 EA
Communication is the exchange of information between two or more people. Understanding both verbal and non-verbal messages is of the utmost importance. Effective communication will get the job done without misunderstanding, lost time or costly errors. This course will provide you with the tools to 'communicate effectively' with: employees, tenants, owners, sub-contractors, and the general public. These very necessary skills will make your job both easier and more efficient.

Class	Day	Time	Duration	Loc.
01	Fri-Sun	8-6pm	Jul 19-Jul 22	N

Fee: \$175

Property and Building Administration

Course No.: NIHM001 TRN: 6455001 EA
To gain insight into the administration of large buildings and complexes, you will survey the Landlord and Tenant Act, lease negotiation, rent geared to income, breach of contract procedures, collection procedures, insurance and liability, management information systems, building start-up and take-over and the marketing/advertising of rental units.

Class	Day	Time	Duration	Loc.
01	Mon&Wed	6:30-9:30pm	May 6-Jul 3	N

Fee: \$297 (Material included in fee.)

Strategic and Financial Planning for Property Managers

Course No.: NIHM003 TRN: 6455003 EA
This course is designed to provide a complete review of the accounting process and principles, the managerial use of accounting and financial statements and their analysis and budget preparation procedures for property managers. In addition, the techniques and approaches for establishing and organizing objectives and implementing strategies will be discussed. Topics will include: the accounting cycle, revenue and expenditure forecasting, establishment of operating and capital budgets, monitoring, controlling and reconciling budgets, the audit process, mission statements, goals and objectives, implication strategies, target dates and review schedules and operational reviews.

Class	Day	Time	Duration	Loc.
01	Sat	9-4pm	May 4-Jun 29	N

Fee: \$283 (Material included in fee.)

Tenancy Law in Ontario

Course No.: NIHM100 TRN: 6455100 EA
As a landlord are you aware of what your rights are? This course will benefit both experienced property managers and potential property managers. It is designed to set out procedures and legal issues surrounding residential tenancies in Ontario. It will examine the Landlord and Tenant Act, Part IV, section by section. This information will be applied to the applicable daily routines of a property manager. It will suggest methods and policies respecting the management of a residential portfolio, large or small.

Class	Day	Time	Duration	Loc.
01	Tue&Thu	6:30-9:30pm	May 7-Jun 27	N

Fee: \$212

Institute of Law Clerks of Ontario

Makeup exams may be held once a year for all four courses. Please contact the Institute of Law Clerks at (416) 214-6252 for further information.

A Program for Law Clerks - Program 817

The Law Clerks Program is offered in cooperation with the Institute of Law Clerks of Ontario. The entire program is two years in length. Examinations will be written for the four parts, after completion of each course. It is strongly recommended that students have a minimum of three years experience in a legal environment, as the courses are very intense. The College does not confirm the student's eligibility.

Employment opportunities afforded by the Law Clerks Program include the legal departments of Trust companies, Local, Provincial and Federal Governments and larger commercial and industrial firms.

It is recommended that students take the courses in the following order:

Year One

Real Estate (Fall Semester)
Estates (Winter Semester)

Year Two

Litigation (Fall Semester)
Corporate (Winter Semester)

There will be a registration fee payable to the Institute of Law Clerks to write the exam. Makeup exams may be held once a year for all four courses. Please contact the Institute of Law Clerks at (416) 214-6252 for further information.

Please Note: The Law Clerks Certificate program does not run in the Spring semester.



YOU CAN REGISTER BY FAX, JUST DIAL (416)675-2427

REGISTRATION INFORMATION ON PAGE 1

Insurance Institute of Canada – Associateship – Program 827

Program Co-ordinator:

Helen Hrynkiw, (416) 675-3111, ext. 4159 (For direct TouchTone dialing call (416) 798-1034)

This is a twelve course detailed program covering all aspects of property/casualty Insurance. The program contains all the product knowledge for agents, brokers, adjusters, risk managers as well as employees of insurance companies, reinsurance companies and crown corporations.

To qualify for the A.I.I.C. designation of the Insurance Institute of Canada, a candidate is required to pass twelve courses: six compulsory and six selected from either the General, Marine or Accountancy options. Examinations are conducted by the Insurance Institute of Canada and examination fees are payable to the Insurance Institute of Canada. Textbooks are available for purchase through the Campus Bookstore.

Compulsory Courses:

Principles and Practices of Insurance
Insurance on Property – Part 1
Insurance Against Liability
Automobile Insurance
Claims 1
The Business of Insurance

Principles and Practices of Insurance

Course No.: IIOC001 **TRN:** 4445001 **EA**
This course will introduce you to the insurance business and serve as the foundation of the rest of the program. You will survey how insurance works, types of coverage, licensing of insurance companies, documents, claims, risk management and insurance organizations.

Class	Day	Time	Duration	Loc.
50	Sat	9-12noon	Apr 20-Jul 6	N
51	Wed	6:30-9:30pm	Apr 17-Jul 3	N

Fee: \$172

Insurance on Property, Part 1

Course No.: IIOC002 **TRN:** 4445002 **EA**
An introduction to property Insurance including fire Insurance, co-insurance, mortgage clauses, extended coverage, basics of inland marine and multi-peril, homeowner's named perils, miscellaneous coverages, homeowner's policy, tenants' policy, co-operatives and condominiums.

Pre-requisite: IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	Apr 17-Jul 3	N

Fee: \$172

Automobile Insurance

Course No.: IIOC003 **TRN:** 4445003 **EA**
This course will provide you with knowledge of a variety of automobile insurance industry procedures. The applications examined include: the policy, endorsements that may be used with owner's policy; non-owned liability insurance; automobile garage policies; automobile claims; industry programs for insurance availability and Highway Victims Indemnity Funds; automobile insurance rating, automobile loss prevention; automobile marketing and specifics of policy coverage in each province.

Pre-requisite: IIOC001 Principles & Practices of Ins.

Class	Day	Time	Duration	Loc.
50	Sat*	9-4pm	Apr 13-Jun 22	N

Fee: \$172

*Course runs alternate Saturdays

Personal Lines Production

Course No.: IIOC005 **TRN:** 4445005 **EA**
Introduces participants to automobile, personal property and basic life insurance coverages. The emphasis is placed on how to sell these products and to whom.
Pre-requisite: IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.
50	Sat*	9-4pm	Apr 20-Jul 6	N

Fee: \$172
*Course runs alternate Saturdays

Insurance Against Liability

Course No.: IIOC006 **TRN:** 4445006 **EA**
An introduction to liability insurance. Topics covered will include: Canadian law; general concepts of liability; common law; the Civil Code in Quebec; general legal concepts; liability policies; underwriting reinsurance and claims.

Pre-requisite: IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	Apr 18-Jul 4	N

Fee: \$172

Reinsurance

Course No.: IIOC017 **TRN:** 4445017 **EA**
Reinsurance is the insurance of insurers. In this course, the student is introduced to its principles and applications. They will study the main types of reinsurance and their contribution to and importance in maintaining a stable insurance industry. It is recommended that students complete Property 1, Liability, Auto, and Property 2 before this course.

Pre-requisite: IIOC001 Principles and Practices of Insurance

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	Apr 16-Jul 2	N

Fee: \$172

Materials Control Certificate (C.A.P.I.C.) – Program 815

Program Co-ordinator:

Barbara Brewster, (416) 675-3111, ext. 4139
(For direct TouchTone dialing call (416) 798-1034)

Humber College, in cooperation with C.A.P.I.C. is proud to offer this 10 course certificate program. This program is designed to provide working adults with the training and education necessary to pursue a career in materials control. This program would be of interest to anyone involved in production and inventory control, buying or related professions.

Compulsory Courses

Principles of Buying
Principles of Transportation
Production and Inventory Management Modules (P.I.M.)

1. Principles of Inventory Control
 2. Principles of Planning
 3. Principles of Manufacturing Control
 4. Principles of Operations Management
- Information Systems Concepts
Introduction to Accounting
Electives (any 2 of the following):
Business Law (formerly Elements of Law 1)
Quality Assurance Fundamentals
Human Relations (SOCIO04)
CAPIC Seminars of at least one day duration

Municipal Administration Program

Manager: Jane Russ, (416) 675-3111, Ext. 3252
(For direct TouchTone dialing call (416) 798-1034)

Association of Municipal Clerks and Treasurers of Ontario (A.M.C.T.O.)

The program is divided into four units on subjects particularly relevant to the work of the Clerk and Treasurer. It is also of value to other municipal administrative staff or those contemplating a career in the municipal service. Upon successful completion of all units, students are eligible to write a comprehensive exam under the auspices of the Association of Municipal Clerks and Treasurers of Ontario. Successful completion of this exam qualifies individuals for the A.M.C.T. designation. Candidates who are eligible to write the comprehensive exam must contact Jane Russ, as soon as possible to receive additional details and information.

Compulsory Courses:

Introduction to Local Government
The Municipal Administrative Structure
Municipal Financial Management
Municipal Management

Ontario Real Estate Association

To enquire about the next available date, please call (416) 674-2472.

Humber College in cooperation with The Ontario Real Estate Association offers both the Introductory and the Certificate program. Registration for Real Estate courses must be done at the location you hope to attend. Due to limited enrolment and in order to guarantee a seat in the course, we are unable to accept Real Estate registrations at any other campus than the advertised one.

Transfers and Refunds

Students wishing to withdraw from a course must do so by noon, four (4) business days prior to the first class. A \$15.00 cancellation fee will be held back. No refund will be issued after that time. Students may transfer once between courses. Additional transfers will cost \$30.00. All transfer requests must be made in writing. If you wish to transfer less than four business days prior to the start of the course in which you are registered, there is a \$30.00 transfer fee. Once you have transferred, no part of the course fee is refundable.

Real Estate as a Professional Career

This is a two part program for those who wish to obtain their sales licence, or to gain a better understanding of the industry. The program can be completed in five weeks full time, or five months on a part-time basis. The pre-requisite to the two part program is a correspondence course which is two months in duration. The correspondence course is run by the Ontario Real Estate Association (416) 445-9910. The students must achieve a passing grade of 75% before they can register for Phase 2. Information kits and registration forms for the correspondence course as well as the College schedule can be picked up at the Registration Centre, North Campus.

Real Estate – Phase 2

Course No.: REAL200 EA
 In this course you will deal with the technical aspects of the Real Estate and Business Brokers Act. You will examine regulations of trading, economics, evaluation, municipal planning, subdivision control, land description, construction property tax, mortgages, statutes, and agreement of purchase and sale.

Class	Day	Time	Duration	Loc.
11	Mon-Fri	9-4pm	Apr 15-Apr 26	N
12	Mon-Fri	9-4pm	May 13-May 24	N
13	Mon-Fri	9-4pm	Jun 17-Jun 28	N
14	Mon-Fri	9-4pm	Jul 8-Jul 19	N
15	Mon-Fri	9-4pm	Aug 12-Aug 23	N
16	Mon-Wed*	6:30-9:30pm	May 27-Jul 15	N

Fee: \$409
 * Plus Sat (8:30-3:30pm) June 1, 15, 22, 1996

Real Estate – Phase 3

Course No.: REAL300 EA
 This course is conducted as a workshop dealing with the following topics: Approaches to value, financing, the listing process, marketing drafting and presentation of offers, counter offers, case studies.

Pre-requisite: REAL200 Real Estate Phase 2

Class	Day	Time	Duration	Loc.
09	Mon-Fri	9-4pm	Apr 1-Apr 19	N
11	Mon-Fri	9-4pm	Apr 29-May 17	N
12	Mon-Fri	9-4pm	May 27-Jun 14	N
13	Mon-Fri	9-4pm	Jul 2-Jul 19	N
14	Mon-Fri	9-4pm	Jul 22-Aug 9	N
15	Mon-Fri	9-4pm	Aug 26-Sep 13	N
16	Mon&Wed*	6:30-9:30pm	Jul 29-Oct 21	N

Fee: \$609
 *Plus Sat. (8:30-3:30pm) August 10, 24, September 7 and 21, 1996

Real Estate Certificate Program

This is a six-part program available to anyone but is aimed at those attempting to become Real Estate Brokers or Office Managers. To obtain a Broker's Licence, candidates must have a sales licence, two years of practical experience and have completed the five mandatory courses and one elective needed in the Certificate Program. Broker's Licences are issued by: The Ministry of Consumer and Commercial Relations, Registrar's Office, 555 Yonge Street, Toronto, Ontario, M7A 2H6, (416) 963-0446.

These courses are also beneficial to those who would like to specialize in one or more areas of real estate or for general interest. The courses are not for the sole purpose of obtaining your Broker's Licence.

Mandatory Courses

1. Real Property Law
2. Principles of Appraisal
3. Principles of Mortgage Financing
4. Real Estate Office Management*
5. Professional Real Estate Brokerage**

*The Office Management course is a pre-requisite to the Real Estate Brokerage course.

** Note: You may not enroll in the Real Estate Brokerage course until you have successfully completed the four mandatory courses and one of the elective courses. The Real Estate Brokerage course and the Management course are run by the Ontario Real Estate Association (416) 445-9910.

Elective Courses (one required)

1. Property Management
2. Industrial, Commercial & Investment

Real Property Law

Course No.: REAL404 EA
 In this component of the Real Estate Certificate program, you will study the following topics: history, estates in land, leasehold estates, law of agency, legal aspects, contract law, real estate forms, closing, landlord and tenant act, planning act, condominium act, expropriations act, land speculation tax act, tax act, business practices act and consumer reporting act.

Class	Day	Time	Duration	Loc.
10	Mon-Wed	9-4:30pm	Apr 22-May 1	N
11	Wed-Wed	9-4:30pm	Jun 12-Jun 19	N
12	Wed-Wed	9-4:30pm	Aug 7-Aug 14	N

Fee: \$420

Principles of Appraisal

Course No.: REAL400 EA
 Topics covered are: purpose and function of real estate appraisal, basic principles of real property, income approach, to description and value, how to inspect a property, direct sales comparison approach to value, correlation and final estimate of value and the appraisal report.

Class	Day	Time	Duration	Loc.
10	Wed-Wed	9-4:30pm	May 1-May 8	N
11	Mon-Wed	9-4:30pm	Jul 8-Jul 17	N
12	Mon-Wed	9-4:30pm	Aug 12-Aug 21	N

Fee: \$420

Principles of Mortgage Financing

Course No.: REAL401 EA
 In this course you will master the Canadian mortgage market; mortgage document and mathematics; financing and the applicant; dealing with major lending institutions; services of a broker; appraisal process; and variations in mortgage financing.

Class	Day	Time	Duration	Loc.
10	Wed-Wed	9-4:30pm	Apr 10-Apr 17	N
11	Mon-Wed	9-4:30pm	Jun 3-Jun 12	N
12	Wed-Wed	9-4:30pm	Jul 24-Jul 31	N

Fee: \$420

Industrial, Commercial and Investment

Course No.: REAL402 EA
 In this course you will survey the I.C. and I. Field and examine the following topics: official plan and zoning, real estate as an investment, types of investors, selling the apartment site, promotion and renting, demand for office space, history and leasing of retail properties, the Real Estate and Business Brokers Act, and industrial properties.

Class	Day	Time	Duration	Loc.
03	Wed-Wed	9-4:30pm	Jun 19-Jun 26	N

Fee: \$420

Purchasing Certificate (P.M.A.C.) – Program 814

Program Co-ordinator:
 Barb Brewster, (416) 675-3111, ext. 4139
 (For direct TouchTone dialing call (416) 798-1034)

Humber College, in cooperation with P.M.A.C., is proud to offer a six-course certificate program. This program is designed to help provide the training and education necessary to pursue a career in purchasing. Humber College Purchasing Certificate Criteria:

Three core courses:

(Principles of Buying is compulsory, plus two of the other three)

- Principles of Buying (P.M.A.C.)
- Principles of Inventory and Operations Control (P.M.A.C.)
- Principles of Transportation (P.M.A.C.)
- Principles of Quality (P.M.A.C.)

Note: The above 'Principles' courses only are also required in P.M.A.C.'s Certified Professional Purchaser program.

Plus three elective courses:

- Value Analysis
- Micro or Macro Economics
- Information Systems Concepts
- Business Law (formerly Elements of Law 1)

Society of Management Accountants

Some of our business courses are accepted as exemptions in the C.M.A. programs. For further details contact the Society of Management Accounts (C.M.A.) at 363-8191.

Society of Manufacturing Engineers

Courses within the Manufacturing Engineering Certificate – Program 303 are creditable towards the Manufacturing Engineering Diploma program. The Society of Manufacturing Engineers – National Certification Committee has approved Humber's Certificate program as a credit granting course towards recertification.

We accept:







Sales Development

Certificate in Sales Development - Program 0835

This program is designed to assist sales managers, sales representatives and customer service personnel strengthen their skills to enhance job success. Its purpose is to provide practical information that can be applied immediately to the job thereby strengthening the participant's ability to compete in today's competitive market. Although primarily for individuals with some sales experience, individuals considering a career in professional selling will also find this program beneficial.

For further information, please call Barbara Brewster (416) 674-3111, ext. 4139 (For direct TouchTone dialing call (416) 798-1034).

- Sales and Self Management
- Customer Relations for Sales Representatives
- Strategies for Objection Handling
- Telemarketing: Effective Selling by Telephone
- Effective Presentation Skills

Sales and Self-Management

Course No.: MGMT014 TRN: 5845014 EC
The objective of self-management is to increase profitability by spending more time with buyers in face-to-face selling. This course will help you master self-management and increase your personal planning and selling abilities. Topics covered will include routing the territory, employing scheduling techniques, using the telephone, keeping records, prospecting and evaluating sales performance.

Class	Day	Time	Duration	Loc.
50	Thu	7-10pm	May 9-Jun 27	N

Fee: \$192.50

Customer Relations for the Sales Representative

Course No.: MGMT018 TRN: 5845018 EC
Customer relations is a vital component in the client/sales relationship. Through good customer relations, you can maintain and strengthen your sales. Learn how to identify your customers' needs, solve little problems before they develop into major ones and how to turn a potentially disastrous situation into a positive one.

Class	Day	Time	Duration	Loc.
01	Tue	7-10pm	May 7-Jun 25	N

Fee: \$192.50

TALK TO C.H.R.I.S

CALL HUMBER'S REGISTRATION
AND INFORMATION SERVICE

(416) 798-1034

SEE PAGE 111 FOR DETAILS

Small Business

China Concept Financing and Business Ethics

Course No.: SBUS085 TRN: 8155085 DG
Doing business between West and East requires skill, knowledge and understanding. Doing business in the People's Republic of China demands even greater sensitivity regarding values and cultures. The course provides an in-depth understanding to potential businessmen to prepare them to gain a positive foothold before stepping onto China's soil. The content of the weekly student program will cover ethics in business transactions, creative management, buy out-of-state-owned companies in the privatisation drive of China's State-run companies. Special opportunities await those patient and willing to combine technology, capital, and management expertise. They will benefit from China's fast growing economy. We will discuss and simplify the maze in the complex bureaucratic process of approvals from the Ministry of Foreign Trade and Economic Council (MOFTEC), setting up of financing and banking arrangements with the Joint-Venture partners, and participate in classroom discussions.

Class	Day	Time	Duration	Loc.
70	Wed	6:30-9:30pm	May 15-Jun 26	L

Fee: \$142.01

Small Business Seminars

For more information, please contact Jane Sweeney at (416) 675-3111, ext. 3358 (For direct TouchTone dialing call (416) 798-1034)

Running Start Training Seminar for New Ventures Applicants

Course No.: BUSN001 TRN: 0875001 CP
This 10-hour seminar is mandatory for any individuals wishing to apply for a New Ventures or Youth Ventures small business loan. Topics covered include environmental trends which may affect your business, qualities of successful entrepreneurs, accounting and record-keeping, marketing and customer service. This course is offered every week, for three hours on Wednesday and seven hours on Saturday. Participants must attend both sessions in order to receive a Certificate of Completion. For more information, please contact Jane Sweeney at (416) 675-3111, ext. 3358 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
04	Wed&Sat	*	Mar 27-Mar 30	L
05	Wed&Sat	*	Apr 3-Apr 6	L
06	Wed&Sat	*	Apr 10-Apr 13	L
07	Wed&Sat	*	Apr 17-Apr 20	L
08	Wed&Sat	*	Apr 24-Apr 27	L
09	Wed&Sat	*	May 1-May 4	L
10	Wed&Sat	*	May 8-May 11	L
11	Wed&Sat	*	May 15-May 18	L
12	Wed&Sat	*	May 29-Jun 1	L

Fee: \$75

*Wed. (6:30-9:30pm), Sat. (8:30-4:30pm)

Marketing for Small Business **NEW**

Course No.: BUSN002 TRN: 0875002 CP
This seminar is offered as a follow-up for Running Start graduates, and for other small business owners who want to learn how to most effectively market their product or service. You will learn about the four major environmental trends impacting your business, how to capitalize on these trends, and how to develop five marketing strategies for your business for under \$55. For more information, please contact Jane Sweeney at (416) 675-3111, ext. 3358 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
01	Sat	9-4pm	Mar 30	L
02	Sat	9-4pm	Apr 20	L
03	Sat	9-4pm	May 4	L
04	Sat	9-4pm	Jun 1	L

Fee: \$75

Financial Management for Small Business **NEW**

Course No.: BUSN003 TRN: 0875003 CP
This seminar is offered as a follow-up for Running Start graduates, or for other small business owners who need 'hands on' assistance in managing their business' financial affairs. You will learn how to use financial data to project your future, how to generate cash from your customer and financing from your suppliers, and how to develop a break-even analysis and use it to project your cash requirements. For more information, please contact Jane Sweeney at (416) 675-3111, ext. 3358 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
02	Sat	9-4pm	Apr 6	L
03	Sat	9-4pm	May 18	L
04	Sat	9-4pm	Jun 15	L

Fee: \$75

Technical Manual Writing

Technical Manual Writing Certificate - Program 0838

(Formerly Technical Manual Writing Program)

The Technical Writing Certificate has been designed into a modular format to give students added flexibility in choosing subjects that suit their information needs and schedules. This new certificate program covers the basics of designing and organizing manuals, grammar fundamentals, procedure and reference writing exercises, indexing, project management tips for both single writer and multi writer projects, training and presentation tips, etc. For more information on any of the courses, contact Barbara Brewster, (416) 675-3111, ext. 4139 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses:

- CCL.110 Grammar and Punctuation
- CCL.111 Manual Writing 1
- CCL.112 Manual Writing 2
- CCL.113 Project Management Planning

Elective Courses (2 to be chosen)

- CCL.114 Presentation Skills
- CCL.115 Designing Effective Computer Training
- MICR011 Desktop Publishing

Or

- MICR047 Desktop Publishing

Grammar and Punctuation

Course No.: CCL.110 TRN: 1015110 EC
 A technical writer requires an above-average command of the written language. This course concentrates on improving existing grammar and punctuation skills to the level required for the technical writing program. Written exercises and assignments ensure that grammar and punctuation rules are applied in technical writing situations.

Class	Day	Time	Duration	Loc.
01	Wed&Mon	6:30-9:30pm	May 1-May 27	N

Fee: \$159.39

Technical Manual Writing 2

Course No.: CCL.112 TRN: 1015112 EC
 Technical Manual Writing 2 adds to the skills you learned in Technical Manual Writing 1. In producing a User's Guide and a Reference Manual, you learn to write reference information, measure the quality of your material, format your material into a complete manual and, finally produce a printed manual.

Pre-requisite: CCL.111 Technical Manual Writing 1

Class	Day	Time	Duration	Loc.
01	Thu	7-10pm	Apr 4-Jun 13	N

Fee: \$250.47

Project Management Planning

Course No.: CCL.113 TRN: 1015113 EC
 The Project Management Planning course is designed to help participants learn about the project responsibilities of a technical communicator. Specifically, participants will learn the following: how to define their role in various organizational structures; how to get information from subject matter experts required to support technical communications projects; how to complete documentation and project plans, and how to ensure documentation is tested, accurate, competitive and maintained.

Class	Day	Time	Duration	Loc.
01	Tue	7-10pm	Apr 2-Jun 18	N

Fee: \$273.24

Powerful Presentations

Course No.: CCL.114 TRN: 1015114 EC
 Forceful and persuasive presentations in such areas as proposals, meetings, client discussions, and detailed product explanations play an increasingly major role in business today. Staff and supervisors alike are at times thrust in front of large or small groups to explain products or services, policies or procedures, rules or regulations.

Powerful Presentations in two sessions of six hours each, offers a practical and disciplined approach for creating and delivering crisp, quality oral presentations - whether addressing group sizes of four or forty. It provides practical tips and techniques in the preparation and execution of presentations so that messages can be delivered with a polish and a professionalism that reflect the company's commitment to excellence.

Class	Day	Time	Duration	Loc.
01	Sat	9-4pm	Apr 20-Apr 27	N

Fee: \$222.09

Isn't this what you want in a training organization?



All the resources to get it done

No matter what your needs, Humber College Business & Industry Services has the right learning tool to get you out of the woods. With over 1,500 specialists to draw upon, we can easily design and deliver customized training programs to meet your organization's specific needs. Whether it means re-designing your business processes, providing analytical

troubleshooting techniques, conducting a full training needs analysis, or even designing a wilderness survival skills course, we can do it.

Call us today to discover how we can identify, design and deliver the customized, practical solutions you're looking for. Our service is backed by a 100% customer satisfaction guarantee.

Contact Janis Miller,
 Business & Industry Services,
 205 Humber College Blvd.,
 Etobicoke, Ontario, M9W 5L7.
 Tel: (416) 674-2472
 Fax: (416) 675-6681

Humber College
Business & Industry Services

The Canadian Plastics Training Centre (CPTC)



The Canadian Plastics Training Centre (CPTC) is a division of Humber College that operates with the cooperation of industry, the federal and provincial governments and labour. Our facility is over 22,000 sq. ft. and contains the latest in processing and material testing equipment.

Training at the CPTC focuses on providing 'hands-on' results oriented training that is immediately transferable to the workplace. Our short duration courses range from basic to advanced levels with an emphasis on a balanced approach to theoretical and practical instruction. Courses are offered in the following areas: injection Moulding, Blow Moulding, Blown Film, Pipe and Profile Extrusion, Plastic Material, Quality, Control Systems, Safety and Design.

Through the Centre's contracted services, companies can have training and assessment programs designed to meet their requirements. Flexible training around production schedules and the ability to train on one's own equipment has made this a popular option for many companies seeking to upgrade the technical skills of their employees.

For registration and information on upcoming courses, call the Project Co-ordinator at (416) 213-0931.

Note: Please refer to the Science and Technology section of this Calendar for a listing of our plastics certificate and diploma programs and courses.

Travel & Tourism

The Tourism Industry in Canada is growing rapidly and as a result, there is a need for qualified personnel in the areas of Tourism and Travel. A variety of courses is offered each semester for the purpose of an industry update in this ever-changing field. For more information, please call (416) 675-5094.

Travel Industry Certificate — Program 1003

(Lakeshore Campus)

The Travel Industry Certificate Program has been designed for mature individuals who wish to enter into various phases of the travel industry. Courses offered in this program will prepare individuals for employment in travel agencies, wholesale travel operations, and airlines. Emphasis in the program will be on those specific skills required by the competent travel professional.

Courses	Credit	Semester		
		F	W	S
TRAV122 Intro. to Airline Documentation	2	•	•	•
TRAV123 Travel Guides and Geography	3	•	•	•
TRAV124 Travel Reference Manuals	2	•	•	•
TRAV202 Office Procedures	3	•	•	
TRAV203 Computer Applic. 1	2	•	•	
TRAV201 Tariff and Ticketing North America	3	•	•	•
TRAV204 Inclusive Tour Holidays	3	•	•	•
TRAV304 Computer Applic. 2	2	•	•	
TRAV361 Tariff and Ticketing International	3	•	•	
TRAV306 Cruise/Coach/Car Rental/Insurance	3	•	•	

Travel Guides and Geography

Course No.: TRAV123 TRN: 8820123 AA
Students will become familiar with the Domestic and International Official Airline Guide. They will study capacities and capabilities of aircraft; the best connecting services between cities not served by direct flights; international time zones; official airport, city and airline abbreviation codes. Additionally, students will develop an awareness of world geography as is necessary for arranging travel itineraries.

Please Note: Students should be prepared to bring a current world atlas for the first night of class.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Travel Reference Manuals

Course No.: TRAV124 TRN: 8820124 AA
This course will introduce students to the major hotel guides, the T.I.M. (Travel Information Manual), and International currency regulations. Students will also examine hotel reservation systems and car rental brochures.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 14-Jun 13	L

Fee: \$103.80

Computer Applications 2

Course No.: TRAV304 TRN: 8820304 AA
This course will provide the student with the intermediate level skills and techniques needed to enhance the basic skills already acquired. Maximum utilization of the 'Galileo Canada' system as a sales tool for instant and updated travel counselling will be developed.

Pre-requisite: TRAV203 Computer Applications 1 and all TRAV100 level courses

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

Tariff & Ticketing, North America

Course No.: TRAV201 TRN: 8820201 AA
This course is designed to teach students the correct application of the fares published in the appropriate sectors of the 'North American Passenger Tariff' (ATPCO). It will provide the student with the skills required to complete passenger tickets based on the fares and rules.

Pre-requisite: TRAV122 Introduction to Airline Documentation or TRAV102 Intro. to Airline Documents

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Inclusive Tour Holidays

Course No.: TRAV204 TRN: 8820204 AA
This course will acquaint students with selected Canadian and International Inclusive Tour Programs. Students will also examine a variety of I.T.C. operators and their respective products. Students will learn how to construct Domestic and Foreign Inclusive Tours to a variety of destinations.

Pre-requisite: TRAV122 Intro. to Airline Documentation, TRAV123 Travel Guides and Geography, and TRAV124 Travel Reference Manuals

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 9-Jun 27	L

Fee: \$155.70

Airline Documentation – Introduction

Course No.: TRAV122 TRN: 8820122 AA
This course will provide the student with the skills essential to ensure the accuracy demanded by scheduled airlines, relative to the issuance of airline documents.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 10	L

Fee: \$103.80

Travel Agency Office Procedures

Course No.: TRAV202 TRN: 8820202 AA
This course will cover specific office procedures, practices and forms, that relate to Retail & Wholesale Travel Offices. It will also cover the skills and techniques necessary for telephone transactions. Additionally, the course will provide an introduction to the language of airline reservations and business systems.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Armchair Traveller to Explorer

Course No.: TRAV900 TRN: 8820900 AA
This course is designed to provide 'armchair travellers' with an in-depth look at selected vacation venues, developing practical travel itineraries based on unique themes. The first course, entitled "The Viking Connection: from Norway to Newfoundland", is scheduled to commence in the Spring of 1996.

Participants will 'armchair-travel' through places where the legendary Vikings have explored and settled, and examine their impact on the culture and language of those places. Besides glimpsing the chronicled Viking past, participants will look at the present – exciting travel destinations such as Norway, Iceland, Scotland, Greenland, Newfoundland... etc.

Classes will consist of well-researched lectures, knowledgeable guest-speakers, film/slide presentations and classroom discussions. Course participants will contribute to the designing of unique and imaginative tours, exploring selected countries on the Viking Route. There will be tips on travel photography, packing and a variety of practical suggestions to enhance the enjoyment of travel.

The first tour, a two-week sojourn to Norway and Iceland, is scheduled to operate shortly after the course. Tours will be competitively-priced with emphasis on travel enrichment through research and learning, rather than high-priced luxury. **Participation on these tours is not a mandatory part of the course.**

Class	Day	Time	Duration	Loc.
50	Tue&Thu	8:30-9:30pm	May 14-May 30	L

Fee: \$100

Note: TRAV100 courses are pre-requisites for TRAV200 courses and TRAV200 courses are pre-requisites for the TRAV300 courses.

Transportation Training Services

Transportation Training Services is devoted exclusively to the development and operation of driver education programs for several types of vehicles. Currently, programs are being offered for motorcycles and trucks.

Commercial Driver Training Program (Class AZ)

Course No.: TRUK100 **DK**
Based on a trucking-industry validated job skills analysis, this program was designed by trucking industry professionals to effectively train new tractor-trailer drivers for the '90's. The curriculum itself was developed by individuals who are members of the Transportation Safety Association Council of Driver Trainers.

Graduates of the program will not only know how to operate a tractor-trailer unit but understand how their behaviour on the road reflects upon employers, the customer being delivered to and the public that shares the road with tractor-trailer units. The regulatory and safety environments in which trucks operate will be clearly identified to students.

The in-vehicle portion of the course will be taught in specially equipped Kenworth trucks which feature state-of-the-art electronically controlled diesel engines. The in-class portion combines lectures, video presentations and student handouts. Air brake training is included in the price of the program.

For more information about the program course fees and training schedules (part-time and full-time) contact Transportation Training Services, at (416) 798-0300.

Straight Truck Driver Training (Class DZ)

Course No.: TRUK500 **DK**
The curriculum in this 46-hour program is specifically designed to teach a driver the skills required to operate a "DZ" class vehicle.

The student will spend nine hours in-cab receiving one-on-one instruction in a modern six speed Kenworth "Mid-Ranger". During the 27 hours of in-class instruction students receive a recognized Dangerous Goods course and the Canada Safety Council Professional Driver Improvement Course. They will also be taught about load documentation, hours of work legislation and proper completion of logbooks, National Safety Code and pre-trip inspection procedures as well as customer service skills for the commercial driver. The Ministry of Transportation-approved "Z" air brake endorsement course is also included in the fee.

This is a continuous intake program. Students requiring specific information about course fees and times should contact the Centre for Transportation Training directly at (416) 798-0300.

Border Crossings/I.C.C.

Course No.: TRUK833 **TRN: 8865833 DK**
This course is designed to provide the student with a solid understanding of how border crossings and I.C.C. regulations apply to commercial truck driving. In this 3-hour course, the student is taught customs documentations, U.S. border Regulations, and U.S. licensing regulations. This course is designed for persons working in a commercial transportation capacity.

Class	Day	Time	Duration	Loc.
A1	Thu	7-10pm	Apr 18	TTS
B1	Thu	7-10pm	May 16	TTS
C1	Thu	7-10pm	Jun 20	TTS
D1	Thu	7-10pm	Jul 18	TTS
E1	Thu	7-10pm	Aug 15	TTS

Fee: \$64

Customer Service for the Commercial Driver

Course No.: TRUK853 **TRN: 8865853 DK**
This course deals with effective customer service for the commercial driver. Throughout this 3 hour course, the commercial driver is taught the importance of professionalism on the job. Most commercial drivers are the front line of their organization. They need to know the importance of customer service, and how it affects not only them, but also their entire organization.

Class	Day	Time	Duration	Loc.
A1	Thu	7-10pm	Apr 11	TTS
B1	Thu	7-10pm	May 9	TTS
C1	Thu	7-10pm	Jun 13	TTS
D1	Thu	7-10pm	Jul 11	TTS
E1	Thu	7-10pm	Aug 8	TTS

Fee: \$59

Dangerous Goods for Commercial Drivers

Course No.: TRUK843 **TRN: 8865843 DK**
This course examines the laws and regulations which apply to the carriage of dangerous goods. In this 3 hour course, the student will be taught the different classes of dangerous goods, how they affect the commercial truck driver, and the responsibilities of the driver when dangerous goods are on board. This course is designed for persons with a current background in transportation.

Class	Day	Time	Duration	Loc.
A1	Wed	7-10pm	Apr 17	TTS
B1	Wed	7-10pm	May 15	TTS
C1	Wed	7-10pm	Jun 19	TTS
D1	Wed	7-10pm	Jul 17	TTS
E1	Wed	7-10pm	Aug 14	TTS

Fee: \$71

Logbooks

Course No.: TRUK823 **TRN: 8865823 DK**
In this course you will review the basic logbook skills required by every commercial truck driver. You are taken step by step through the process of filling out a logbook and taught about the different hours of work regulations that apply in Canada and the U.S.

Class	Day	Time	Duration	Loc.
A1	Wed	7-10pm	Apr 10	TTS
B1	Wed	7-10pm	May 8	TTS
C1	Wed	7-10pm	Jun 12	TTS
D1	Wed	7-10pm	Jul 10	TTS
E1	Wed	7-10pm	Aug 7	TTS

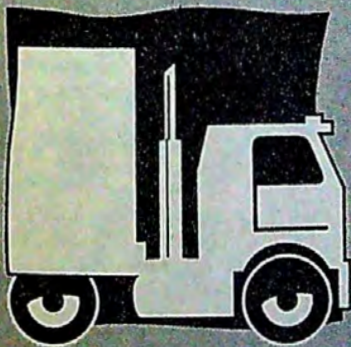
Fee: \$60

Professional Driver Improvement Course

Course No.: TRUK813 **TRN: 8865813 DK**
In this course, the principles of defensive driving with relation to the commercial driver are covered. The curriculum is designed by the Canada Safety Council. This course is designed for persons currently in truck or bus transportation.

Class	Day	Time	Duration	Loc.
A1	Wed&Thu	7-10pm	Apr 3-Apr 4	TTS
B1	Wed&Thu	7-10pm	May 1-May 2	TTS
C1	Wed&Thu	7-10pm	Jun 5-Jun 6	TTS
D1	Wed&Thu	7-10pm	Jul 3-Jul 4	TTS
E1	Wed&Thu	7-10pm	Jul 31-Aug 1	TTS

Fee: \$127



"Z" Air Brake Endorsement

Course No.: TRUK020

DK

It is now mandatory for the operator of an Air-Brake equipped vehicle to have a "Z" endorsement on their license. Upon successfully completing this course you will receive a certificate which you may exchange for a "Z" class Air-Brake endorsement upon presentation to the Ministry of Transport.

Class	Day	Time	Duration	Loc.
A1	Sat	8-6pm	Apr 13	TTS
A2	Sat	8-6pm	Apr 27	TTS
B1	Sat	8-6pm	May 11	TTS
B2	Sat	8-6pm	May 25	TTS
C1	Sat	8-6pm	Jun 8	TTS
C2	Sat	8-6pm	Jun 22	TTS
C3	Sat	8-6pm	Jun 29	TTS
D1	Sat	8-6pm	Jul 13	TTS
D2	Sat	8-6pm	Jul 27	TTS
E1	Sat	8-6pm	Aug 10	TTS
E2	Sat	8-6pm	Aug 24	TTS

Fee: \$115

Motorcycle Training and Safety**Transfers and Refunds**

Withdrawal from a course must be done by noon, four business days before the first class. For any cancellation there is a \$45.00 charge. No refunds will be issued after the official cancellation time and date.

Students may transfer once between courses as long as the transfer is completed prior to the first class. A second transfer will cost \$45.00. Transfers less than four business days before the start of the course in which you are registered will cost \$45.00. Once you have transferred no part of the course fee is refundable.

All requests for transfers and cancellations must be received in writing by Humber College prior to the course starting. Phone requests will not be accepted.

Motorcycle Maintenance - Basic

Course No.: CYCL011

TRN: 1890011

DE

This short program on motorcycle maintenance is designed to give the new motorcyclist the simple skills required to keep his/her motorcycle in good 'safe' running order.

You will not be a motorcycle mechanic after completion of this program, but should obtain an understanding of motorcycles and their problems that will make for trouble free enjoyment of your motorcycle.

The program is 8-hours long covering basic motorcycle mechanical theory including; proper tools to carry with you when riding, 17 point technical inspections, internal combustion, engine tune-ups, troubleshooting, basic maintenance procedures and what to look for when buying a used motorcycle.

Using a Yamaha proto-type, students will receive a 'hands-on' opportunity to perform basic maintenance procedures through-out the course.

Class	Day	Time	Duration	Loc.
01	Sun	9-5pm	Apr 7	TTS
02	Sun	9-5pm	Apr 28	TTS
03	Sun	9-5pm	May 12	TTS
04	Sun	9-5pm	Jun 9	TTS
05	Sun	9-5pm	Jun 23	TTS
06	Sun	9-5pm	Jul 21	TTS
07	Sun	9-5pm	Aug 18	TTS
08	Sun	9-5pm	Sep 15	TTS

Fee: \$80

7% GST included in course fee

Motorcycle Training

Course No.: CYCL010

TRN: 1890010

DE

Since 1982 Humber College's motorcycle training program has trained over 22,000 new motorcycle riders. Humber's course is now generally recognized as the largest of its kind in the world.

Students are taught the Canada Safety Council Motorcycle Training Program curriculum by specially trained and certified instructors who are themselves motorcyclists. The program is seventeen hours long, three hours in-class, fourteen hours on-bike. Motorcycles are provided for the course through a unique corporate association with Yamaha Motor Canada Ltd.

Students who complete all the instruction and pass the final test will be eligible to receive their "M2" license with no further testing. To take advantage of this feature students must have obtained an "M1" license prior to the start of the course in which they are registered. Please note: You do not need an "M1" license to register for the course, but you must obtain one before starting the instruction.

Class	Day	Time	Duration	Loc.
02	Fri-Sun	*	Apr 5-Apr 7	N
03	Fri-Sun	*	Apr 12-Apr 14	N
04	Fri-Sun	*	Apr 19-Apr 21	N
05	Fri-Sun	*	Apr 26-Apr 28	N
06	Fri-Sun	*	May 3-May 5	N
07	Fri-Sun	*	May 10-May 12	N
08	Fri-Sun	*	May 17-May 19	N
09	Fri-Sun	*	May 24-May 26	N
10	Fri-Sun	*	May 31-Jun 2	N
11	Fri-Sun	*	Jun 7-Jun 9	N
12	Fri-Sun	*	Jun 14-Jun 16	N
13	Fri-Sun	*	Jun 21-Jun 23	N
14	Fri-Sun	*	Jul 5- Jul 7	N
15	Fri-Sun	*	Jul 12-Jul 14	N
16	Fri-Sun	*	Jul 19-Jul 21	N
17	Fri-Sun	*	Jul 26-Jul 28	N
18	Fri-Sun	*	Aug 9-Aug 11	N
19	Fri-Sun	*	Aug 16-Aug 18	N
20	Fri-Sun	*	Aug 23-Aug 25	N
21	Fri-Sun	*	Sep 6-Sep 8	N
22	Fri-Sun	*	Sep 13-Sep 15	N
23	Fri-Sun	*	Sep 20-Sep 22	N
24	Fri-Sun	*	Sep 27-Sep 29	N
25	Fri-Sun	*	Oct 4-Oct 6	N
26	Fri-Sun	*	Oct 18-Oct 20	N
71	Tue-Thu	7-10pm	May 7-May 16	N
72	Tue-Thu	7-10pm	May 21-May 30	N
73	Tue-Thu	7-10pm	Jun 4-Jun 13	N
90	Tue-Thu	9-5pm	Apr 9-Apr 11	N
91	Tue-Thu	9-5pm	Apr 16-Apr 18	N
92	Tue-Thu	9-5pm	Apr 23-Apr 25	N
93	Tue-Thu	9-5pm	Apr 30-May 2	N
94	Tue-Thu	9-5pm	May 7-May 9	N
95	Tue-Thu	9-5pm	May 14-May 16	N
96	Tue-Thu	9-5pm	May 21-May 23	N
97	Tue-Thu	9-5pm	May 28-May 30	N
98	Tue-Thu	9-5pm	Jun 4-Jun 6	N
99	Tue-Thu	9-5pm	Jun 11-Jun 13	N

Fee: \$259

7% GST included in course fee

* Friday (7-10pm), Saturday and Sunday (8:30-5:30pm)

Pro Rider Course

Course No.: CYCL080

TRN: 1890080

DE

The ProRider course is aimed and designed specifically for the experienced rider who wants to make the most of his/her riding ability. It incorporates the best of road racing techniques in terms of machine manipulation, and those skills necessary to cope with the major traffic problems that exist today.

This course is not intended as a refresher course for those returning to motorcycling after an absence of a few years. It is for those currently riding.

On the practice range, students will be taught how to maximize use of both brakes and transmission in slowing their bike, co-ordination of throttle, brakes and transmission in corner execution, the correct method of setting up and taking corners, emergency braking and out-tracking to avoid collision, concluding with decision making techniques.

You must own a properly licensed and insured motorcycle (must be fitted with street tires) and possess a current class 'M2' or 'M' licence.

To qualify for class 'M' license testing, applicants must have a valid class 'M2' licence for a period of 18 months (with a basic rider training course) or 24 months (without basic rider course). Note: The College is presently obtaining the authority to test for the 'M2 exit' license. To ensure applicants are sufficiently experienced to participate in the course, a short riding skills test will be administered at the beginning of the course along with an inspection of your motorcycle for safety related defects. Failure of either the skill test or safety inspection will preclude you from continuing in the course. There is a \$25.00 administrative fee charged on refunds to those who do not pass the riding test or safety inspection.

You must also come prepared with proper riding gear which includes: D.O.T. approved helmet, heavy jacket, leather gloves, heavy pants and boots that will cover the ankle. Those arriving with inadequate gear will not be permitted to participate.

Class	Day	Time	Duration	Loc.
01	Sun	8:30-6pm	Apr 7	N
02	Sun	8:30-6pm	Apr 28	N
03	Sun	8:30-6pm	May 12	N
04	Sun	8:30-6pm	Jun 2	N
05	Sun	8:30-6pm	Jun 23	N
06	Sun	8:30-6pm	Jul 14	N
07	Sun	8:30-6pm	Aug 4	N
08	Sun	8:30-6pm	Aug 25	N
09	Sun	8:30-6pm	Sep 15	N
10	Sun	8:30-6pm	Oct 6	N
11	Sun	8:30-6pm	Oct 20	N

Fee: \$125

7% GST included in course fee

It's easy as
1 2 3!

Register by
Mail • Phone • In Person

REGISTRATION INFORMATION ON PAGE 1

Motorcycle Refresher Course

Course No.: CYCL012 TRN: 1890012 DE
 Whether you are new to motorcycling or have a lot of experience, this refresher course is for you! Designed from the Canada Safety Council 'Gearing Up' program, the Humber College refresher course offers motorcyclists an opportunity to sharpen their basic riding skills. Practising slow speed manoeuvres, curves, collision avoidance and emergency braking, the student will quickly refresh skills already taught from the 'Gearing Up' program.

Motorcycles are provided for the course or the student may provide their own. However, the student will be required to wear proper clothing in order to participate in this program. Proper clothing includes: heavy pants, a heavy jacket, a D.O.T. approved helmet, leather gloves and boots which cover the ankle.

Pre-requisite: CYCL010 Motorcycle Training

Class	Day	Time	Duration	Loc.
01	Tue	7-10pm	May 14	N
02	Thu	7-10pm	Jun 13	N
03	Tue	7-10pm	Jul 16	N
04	Thu	7-10pm	Aug 15	N

Fee: \$99 7% GST included in course fee

Dirt Bike and Trail School

Experience off-road riding with our qualified instructors. We provide a one-day course complete with motorcycles, lunch, basic riding equipment and in-depth instruction on the art of trail riding.

Students will be taught the basics of off-road riding with lessons progressing to activities which include negotiating steep hills, deep sand, mud, water and landing jumps. All segments include instruction, demonstration and are then followed by student practice. Upon completion of the instructional components of the program, students will have the opportunity to practice their skills on an outdoor motocross track.

Students are not required to have previous riding experience prior to taking this course. For further information on this course please contact the Centre for Transportation Training at (416) 798-0300.

Specialized Corporate Training**Consulting Services**

Humber College also provides consulting services to companies to assist them in the establishment of the necessary files to ensure that driver information (abstracts, licence status, endorsements, renewals, medical information, hours of work, copies of training documents, etc.) is kept current. We also provide advice on ensuring that vehicle files are in the proper form. With these two functions properly established and maintained companies will have no difficulty in passing any facility audits that may occur. More importantly, they will have up-to-date information regarding all of their employees operating company vehicles or personal vehicles on company time.

Custom Program Development

Custom program design can be done in consultation with a designated representative from the organization utilizing a variety of techniques. Our preference is to prepare a Jobs Skills Analysis with journeymen/practitioners in the particular discipline, followed by a course outline, lesson plans and teaching aids. Since each program is unique, pricing is done on a project-by-project basis once a clear mandate has been given.

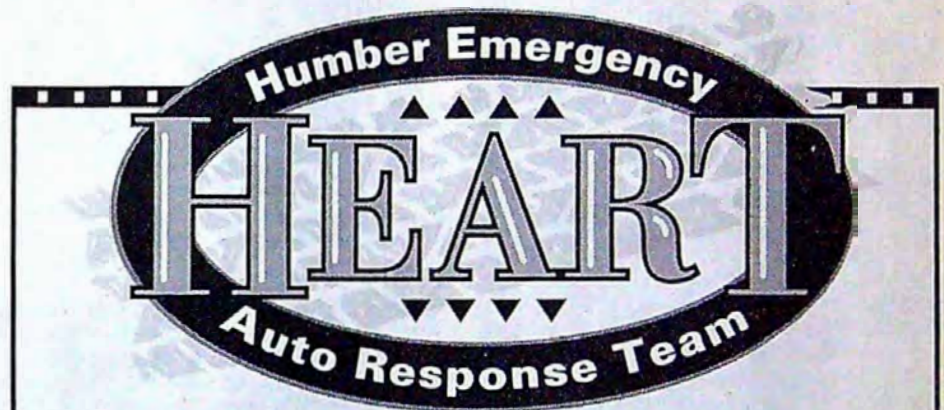
For more information on these specialized services, please contact the Centre for Transportation Training at (416) 798-0300 or Fax (416) 798-0307.

Transportation of Dangerous Goods

Course No.: DANG001 TRN: 1960001 DG
 This one-day training program will prepare companies to comply with Federal Regulations pertaining to Transportation of Dangerous Goods. Contact Jane Russ at (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034) for more information.

Class	Day	Time	Duration	Loc.
77	Mon	9-4pm	Apr 22	L
78	Mon	9-4pm	May 27	L
79	Mon	9-4pm	Jun 24	L

Fee: \$275.07



**Jump start a battery,
 Loan a gas can, Provide air for a flat tire,
 Emergency assistance telephone numbers
 for other services.**

The Humber Emergency Auto Response Team is a service of the Parking Office of Campus Services, Physical Resources. **HEART** is designed to assist students, staff, faculty, and visitors experiencing vehicle problems while at the college. To summon the services of **HEART**, simply call Parking Services at (416) 675-3111 or 798-1034 extension 4416, or through any emergency telephone. We're not trained mechanics, but we'll lend or try to loan you the equipment to get you on your way safely.

The HEART service is free of charge!

(416) 675-3111 or 798-1034 ext. 4416

Career Preparation and Personal Development

Business and Industry Services

Business and Industry Services is committed to providing individuals with the tools and resources necessary for success in a perpetually changing employment environment. Assisting individuals to make the transition from job security to employment security is our priority. Our Spring workshops include:

Career Transitions

This is designed to assist individuals who are considering a career change. Career assessment tools will be used to identify viable choices that are relevant to the current job market.

Active Job Search

This is a highly interactive workshop designed for individuals who want to find employment. A facilitator supports and monitors clients as they finalize and implement their personal plan of action.

Workforce 2000

(7 One-day sessions)

Workforce 2000 is comprised of independent sessions designed for the entrepreneur who has either started his own business or is intending to venture into proprietorship. Each session provides specific information necessary to establish and expand a business in the current entrepreneurial climate.

For further information, please call Biljana Bruce, Product Manager, at (416) 675-3111, ext. 4777 (For direct TouchTone dialing call (416) 798-1034).

Career Development Programs

The Career Development Department offers a variety of full-time programs to assist in career exploration and career change and to prepare you for job search.

Please call the contact person attached to the program you are interested in or call (416) 675-3111, ext. 3330 (For direct TouchTone dialing call (416) 798-1034) for general information.

Job Finding Clubs

A 3-week program assisting unemployment insurance recipients with all aspects of job search. You will learn to present yourself in the best possible way, access the "Hidden Job Market", obtain job interviews and prepare for them, and write, edit and update your resume and other correspondence. Materials and other support provided. For further information contact the Club in your area. Islington (416) 234-8942, Rexdale (416) 745-0281, Willowdale (416) 222-8417.

Access for Success (formerly T.H.A.T.)

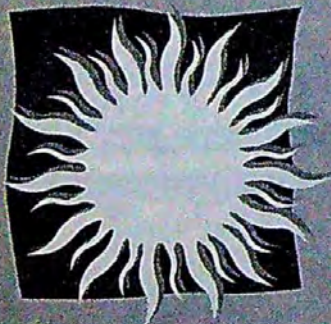
Students with disabilities who are having difficulty finding or keeping a job gain 'hands-on' experience in career development and planning, and academic upgrading in communications, mathematics, and computer literacy. Through classes in personal management, employment transition and interpersonal skills, students observe and practice the behaviours, attitudes and work habits needed to establish and maintain a satisfying career. Access for Success is a full-time, continuous intake program offered at the Lakeshore Campus. To be eligible, candidates must be supported by a public or private agency, and speak fluent English. Typical candidates' academic abilities range from middle school to university levels. For further information contact Al Pallin, (416) 675-3111, ext. 3277 (For direct TouchTone dialing call (416) 798-1034).

Futures (Youth Programs)

Subsidized and under contract with the Learning Employment Preparation Branch (LEPB) of the Ontario Training Adjustment Board (OTAB), Humber College provides job preparation and work experience training for young unemployed adults (15-24 years of age). For information call (416) 675-3111. (For direct TouchTone dialing call (416) 798-1034), Sanja Anlic at ext. 3430, Sandra Henry at ext. 3431, Rilyn Kooren at ext. 3432, or fax us at (416) 253-6765.

ReachAbilities

This program offers students with disabilities the opportunity to upgrade their skill computer operation, English and mathematics, and to identify necessary accommodations or assistive devices in preparation for post secondary education or further training. Students will identify current academic levels, clarify career and educational goals and prepare an action plan leading to a career. The program provides training in personal effectiveness, critical thinking, career management and interpersonal skills. ReachAbilities is a full-time, continuous intake program offered at the Lakeshore Campus. To be eligible, candidates must be supported by a public or private agency, working at a grade eight level or higher and able to speak fluent English. For further information contact Al Pallin, (416) 675-3111, ext. 3277 (For direct TouchTone dialing call (416) 798-1034).



Career Planning

Teaching Effectiveness Courses

The Teaching Effectiveness Courses are a series of five separate courses, each designed to develop an essential aspect of teaching competency. Assignments, which may be negotiated individually, are graded on a pass-fail basis. Each twelve-hour course is open to anyone with a background in adult education. The courses help prepare you for gaining employment or for advancement in the field of adult education or adult training. A Certificate of Completion is granted for successfully completing all five courses.

Preparing For Instruction

Course No.: DEV.003 TRN: 2065003 HD
 This course covers the following topics: a systematic model of instruction; learning goals and objectives; taxonomies in the cognitive, affective and psychomotor domains and developing a lesson plan.

Class Day	Time	Duration	Loc.
50 Tue&Thu	6:30-9:30pm	May 7-May 16	N

Fee: \$41.52

Creating a Positive Learning Environment

Course No.: DEV.007 TRN: 2065007 HD
 This course will cover the following topics: the first meeting; communication in the classroom; setting the stage for success; survival tips for teachers, and dealing with conflict.

Class Day	Time	Duration	Loc.
50 Tue&Thu	6:30-9:30pm	May 21-May 30	N

Fee: \$41.52

Delivering Instruction

Course No.: DEV.004 TRN: 2065004 HD
 This course covers the following topics: choosing teaching techniques; the effective lecture; alternatives to the lecture; effective questioning techniques; instructional and media aids.

Class Day	Time	Duration	Loc.
50 Tue&Thu	6:30-9:30pm	Jun 11-Jun 20	N

Fee: \$41.52

Evaluating Instruction

Course No.: DEV.005 TRN: 2065005 HD
 This course covers the following topics: rationale and principles of evaluation; alternative methods of evaluation; test construction, administration and analysis.

Class Day	Time	Duration	Loc.
50 Tue&Thu	6:30-9:30pm	Jul 2-Jul 11	N

Fee: \$41.52

Learning Technology

Course No.: DEV.006 TRN: 2065006 HD
 This course covers the following topics: computer assisted learning and multi-media instruction.

Class Day	Time	Duration	Loc.
50 Tue&Thu	6:30-9:30pm	Jul 16-Jul 25	N

Fee: \$41.52

Human Services

Educational Assistant - Program 093

(Lakeshore Campus) 8 Courses
 This program will provide an opportunity to individuals in a teaching role to develop and expand their skills to fulfill the demands of an educational assistant in an educational setting. The role of the educational assistant, understanding student behaviours and personalities, philosophies of education, students with special needs, race relations, and the abused child will be the primary focus of the program. Students will also be required to complete a self-directed practicum.

Entrance Requirements
 Applicants must have an Ontario Secondary School Diploma at or above the general level, or equivalent, or mature student status and be currently employed on a full or part-time basis in a helping role.

Compulsory Courses > Pre-requisite
 DSW.600 Educational Assistant in Education > None
 DSW.612 Physical Management of Students With Exceptionalities > DSW.600 Educat. Assist. in Educ.
 DSW.622 Students with Exceptionalities > DSW.600 Educational Assistant in Education
 DSW.632 Behavioural Models and Approaches > DSW.600 Educational Assistant in Education
 DSW.640 Psychoeducation for Students with Special Needs > DSW.600 Educational Assistant in Education
 DSW.650 Race Relations and the Education System > DSW.600 Educational Assistant in Education
 DSW.662 Child Abuse Implications and Respon. > DSW.600 Educational Assistant in Education
 DSW.670 Self-directed Practicum > DSW.600 Educational Assistant in Education

Please Note: DSW.670 is the last course to be taken in the program.

Credits
 Each course will have a credit value of 2, except for DSW.670 Self-directed Practicum, which will have 4 credits, making the entire certificate program 18 credits. Each course will be 8 sessions in length at 3 hours per course totalling 24 hours per course, except for the Self-directed Practicum.

Educational Assistant in Education

Course No.: DSW.600 TRN: 2275600 DG
 In this course you will examine in detail, from a historical, contemporary and futures perspective, the role of the teaching assistant.

Class Day	Time	Duration	Loc.
72 Wed	6:05-9:05pm	May 8-Jun 26	L

Fee: \$83.04

Child Abuse Implications and Responsibilities

Course No.: DSW.662 TRN: 2275662 DG
 This course will enable the student to examine legislation, board policies and school practices in relation to child abuse.

Class Day	Time	Duration	Loc.
70 Thu	6:30-9:30pm	May 9-Jun 27	L

Fee: \$83.04

Physical Management of Students with Exceptionalities

Course No.: DSW.612 TRN: 2275612 DG
 This course will introduce students to physical management strategies and techniques related to life skills for students with exceptionalities. This will also include techniques used for handling, positioning, dressing, feeding, toileting, and equipment and wheelchair management.

Class Day	Time	Duration	Loc.
70 Tue&Sat	*	May 7-Jun 11	L

Fee: \$83.04
 *Tue (5:30-8:30pm) Sat (9-4:30pm)

Psychoeducation for Students with Special Needs

Course No.: DSW.640 TRN: 2275640 DG
 In this course you will examine a variety of approaches to meet the needs of students with physical, behavioural or cognitive growth challenges.

Class Day	Time	Duration	Loc.
70 Wed	5:30-8:30pm	May 8-Jun 26	L

Fee: \$83.04

Post-Diploma Certificate in Psycho-Social Rehabilitation in Mental Health - Program 105

(Lakeshore Campus) 5 Courses
 The certificate in Psycho-Social Rehabilitation in Mental Health is co-sponsored by Humber College's Institute for Community Integration and the International Association for Psycho-Social Rehabilitation, Ontario Chapter. The aim of this program is to provide front-line staff, service users, and board members of mental health agencies with the knowledge and understanding of psychosocial rehabilitation principles and practices. This is the only program of its kind in Canada. The program is divided into five courses plus a field experience. All courses, with the exception of the field experience, are offered in the evening.

Entrance Requirements:
 Persons possessing a College diploma or University degree in a related field or equivalent work experience in the Mental Health Field will be considered for admission.
 For more information, please call Jane Russ, Humber College at (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034), or Nancy Higgins at (416) 481-5652.

Courses > Pre-requisite	Semester
	F W S
PSRC111 Principles and Practices of Psychosocial Rehabilitation, Part 1	• •
PSRC112 Principles and Practices of Psychosocial Rehabilitation, Part 2 >	• •
PSRC111 Principles and Practices of Psychosocial Rehabilitation, Part 1	•
PSRC002 Functional Assessment >	•
PSRC111 Principles and Practices of Psychosocial Rehabilitation, Part 1	•
PSRC003 Case Management > PSRC111 Princ. and Prac. of Psycho. Rehab., Part 1	•
PSRC004 Topical Seminar in Psychosocial Rehabilitation > PSRC111 Principles and Practices of Psychosocial Rehab., Part 1	•
PSRC005 Field Placement in Psychosocial Rehabilitation > PSRC111 Princ. and Pract. of Psycho.Rehab., Part 1, PSRC112 Princ. and Pract. of Psycho. Rehab., Part 2, PSRC002 Functional Assess., PSRC003 Case Mgmt.	• •

Field Experience in Psychosocial Rehabilitation

Course No.: PSRC005 TRN: 7525005 DG
This practice based course will provide students with an opportunity to enhance their understanding of psychosocial rehabilitation as it is applied in a program or service. Students will increase their knowledge of various aspects of a psychosocial rehabilitation practitioner's role. The ingredients of a psychosocial and rehabilitation program/service, will be identified and critiqued. This course will comprise of 60 hours field placement, and 12 hours of class time during this semester.

Class	Day	Time	Duration	Loc.
70	Thu	6:30-9:30pm	May 9-Aug 15	L

Fee: \$239.40

Principles and Practices of Psychosocial Rehabilitation – Part 1

Course No.: PSRC111 TRN: 7525111 DG
In this course you will examine the basic skills, history, main theoretical models, and significant research and literature in psychosocial rehabilitation. You will also investigate current applications of the model within Ontario's mental health system through on-site visits.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

College Preparation/ Academic Upgrading

The College Preparatory program is a carefully designed course of study which provides education in English Communications, Mathematics and Science for those who do not have the necessary skills for employment or for admission to certificate or diploma programs offered in a College of Applied Arts and Technology. The flexibility of the curriculum allows individuals to take only those courses, or parts of courses, that are required.

The courses in this program develop skills at a level of difficulty comparable to those offered through a Board of Education. They are not, however, designed for credit towards a secondary school diploma.

English

English (College Prep) – Individualized Learning Program

Course No.: PREP033 TRN: 7490033 HF
This individualized learning program is designed to meet the needs of those requiring English upgrading for admission to post-secondary studies. You will be assessed to determine your level and an individualized program will then be designed for you. This course is approximately equivalent to Grades 9 to 12 English.

Class	Day	Time	Duration	Loc.
30	Sat	9-12noon	May 11-Aug 17	N
50	Tue&Thu	6:05-9:05pm	May 7-Jun 25	N

Fee: \$155.70



Mathematics and Sciences

Math, Biology, Physics and Chemistry (College Prep) – Individualized Learning Program

Course No.: PREP034 TRN: 7490034 HF
This course is designed to meet the needs of those requiring math, biology, physics or chemistry upgrading in order to begin post-secondary studies. In this individualized learning program, the instructor will assist you in successfully completing objectives required for your specific needs. An Individualized program will be designed for you. Once registered in this course, you can work through your lessons on your own time, attending classes when you choose for extra help and to write tests.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Humber College also offers Ontario Basic Skills (O.B.S.) – free, full-time day academic upgrading (up to grade 12 equivalency) in math, English, science and computer applications. It is designed for adults 25 years of age or older who wish to prepare for further education, training, or work. Students may qualify for free day care or transportation. O.B.S. is sponsored and funded by the Ontario Training and Adjustment Board. For more information please call (416) 675-3111, ext. 4725 or 4432 (For direct TouchTone dialing call (416) 798-1034).

Personal and Professional Development

Assertiveness Training I

Course No.: CCL.021 TRN: 1015021 DG
Do you want to learn how to increase your self respect and gain the respect of others? This course will help you express yourself openly and honestly without diminishing others, and say 'NO' in a straight forward manner.

Class	Day	Time	Duration	Loc.
70	Mon	7-9:30pm	May 13-Jul 22	N

Fee: \$155.69 7% GST included in course fee.

Become More Self Confident

Course No.: PGR0045 TRN: 7105045 DG
You can develop confidence and a positive self-image from this course. You will learn to know yourself better, like yourself better, stop self-criticism, set realistic personal standards, improve your communication skills, and approach new situations with a positive attitude.

Class	Day	Time	Duration	Loc.
70	Tue	7-9:30pm	May 14-Jul 16	N

Fee: \$155.69 7% GST included in course fee.

Effective Time Management

Course No.: PGR0012 TRN: 7105012 DG
Making the most of your time is the key to getting the most out of your life. Having the freedom to do what you want is a matter of using your time the right way. Time management focuses on giving you proven methods to increase your efficiency and enhance your effectiveness. This seminar will emphasize the importance of goals and plans. Time wasters and energy drainers will be discussed, as well as techniques for delegating. The implications of the Pareto principle will be examined and finally a plan for organizing your time and life will be completed.

Class	Day	Time	Duration	Loc.
70	Sat	9:30-4:30pm	Jun 15	L

Fee: \$105.93 7% GST included in course fee.

Secrets of Everyday Negotiations

Course No.: PGR0031 TRN: 7105031 DG
Almost everything we do is somehow tied to the negotiation process. Conflicts in business and in personal life are commonly solved through negotiation. When we buy things, sell ideas or solve problems, negotiation gets us what we want.

The outcome of any negotiation depends on the behavioural skills of the negotiator, the strategies and tactics used by the negotiator and the situational dimensions surrounding the negotiation.

This one-day workshop will focus on creating a positive climate for negotiating, preparing your strategy, dealing with conflict, reaching common ground and the tools for effective communication.

Class	Day	Time	Duration	Loc.
70	Sat	9:30-4:30pm	May 25	L

Fee: \$105.93 7% GST included in course fee.

Communications

English Communications

The ability to communicate in writing is vital to your success both here at the college and at work. The following courses have been designed to help you obtain the necessary skills to write clearly, confidently, and correctly.

COMM100, 200, and 300 are for students whose first language is English or whose command of English equals that of a native speaker.

ESL 100, 150, 200, and 300 are for students whose first language is not English.

Please note: Students who successfully complete these ESL post-secondary courses will have satisfied the College Communications requirements.

The following courses must be taken in sequence: COMM100, 200, and 300 or ESL 100, 150, 200, and 300. However, you may be granted an exemption from COMM100 and 200 or ESL 100 and 150 based on the results of your Communications Placement Test (CPT). You may also be required to take an appropriate level ESL or College Prep course. See CPT box.

CPT Box

All students who have never been enrolled in a Humber College COMM/ESL/LANG course are required to take the Computerized Placement Test and Writing Assessment so that they can be placed in the appropriate course. If you are registering for your first course, please enrol in either ESL 100 or COMM100. You must have a student number to take the test.

For the North Campus

The CPT will be administered on May 1 and May 2, 1996 at 7pm in Room D225. Be sure to complete the test during this week. If you do not take the test during the designated week, you will have to complete it the following week, and pay a Late Fee of \$25.00.

For the Lakeshore Campus

The CPT will be administered on April 30, May 1 and May 2, 1996 at 6pm in Lab A237. Please book an appointment as space is limited. Call (416) 675-3111, ext. 3316 (For direct TouchTone dialing call (416) 798-1034).

Communications 100

Course No.: COMM100 **TRN:** 1505100 **HA**
This course is a review of basic sentence structure and the writing process. Students will learn to write clear, and correct sentences in unified and developed paragraphs. Students will also learn how to compose according to purpose and audience.

Pre-requisite: Computerized Placement Test (CPT).
See CPT Box

Class	Day	Time	Duration	Loc.
57	Mon&Wed	6:30-9:30pm	May 6-Jul 17	N
59	Tue&Thu	6:30-9:30pm	May 7-Jul 11	N
70	Tue&Thu	5:30-8:30pm	May 7-Jul 11	L

Fee: \$207.60

Communications 200

Course No.: COMM200 **TRN:** 1505200 **HA**
This course is a continuation of Communications 100. The emphasis here is on essay composition. Students will learn how to plan, write, and edit essays in a variety of rhetorical modes. A part of the course will also be devoted to research techniques.

Pre-requisite: Successful completion of COMM100 or direct placement via CPT. **See CPT box**

Class	Day	Time	Duration	Loc.
56	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N
57	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N
58	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N
70	Wed&Sat	*	May 8-Jun 26	L
71	Mon&Wed	5:30-8:30pm	May 6-Jun 26	L
72	Mon&Wed	5:30-8:30pm	Jul 3-Aug 26	L
73	Tue&Thu	6:05-9:05pm	May 7-Jun 25	L

Fee: \$155.70

*Wed (6:05-9:05pm), Sat (9:30-12:30pm)

Communications 300

Course No.: COMM300 **TRN:** 1505300 **HA**
This course is a continuation of Communications 200. The emphasis here is on business communications. Students will learn to communicate in a variety of business forms (letters, memos, oral and written reports). A part of this course will also be devoted to critical reading.

Pre-requisite: See CPT Box

Please Note: This course is also offered through the new Open Learning Centre. See the General Education section on page 84 of this publication for further information.

Class	Day	Time	Duration	Loc.
54	Tue&Thu	6:30-9:30 pm	May 7-Jun 25	N
56	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N
57	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N
58	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N
59	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N
70	Tue&Thu	6:05-9:05pm	May 7-Jun 25	L
71	Mon&Wed	6:05-9:05pm	Jun 3-Jul 24	L
72	Wed&Sat	*	May 8-Jun 26	L
73	Mon&Wed	6:30-9:30pm	Jul 3-Aug 21	L
74	Tue&Thu	6:05-9:05pm	Jul 2-Aug 20	L
75	Wed&Sat	**	Jul 3-Aug 21	L

Fee: \$155.70

*Wed (6:05-9:05pm), Sat (9:30-12:30pm)

**Wed (6:30-9:30pm), Sat (9:30-12:30pm)

English As A Second Language 100

Course No.: ESL 100 **TRN:** 2835100 **HA**
The aim of this course is to improve the basic writing skills of students whose first language is not English to enable them to enter ESL 150. The course will emphasize sentence structure and integrate reading and writing. As well, students will write short, unified and coherent paragraphs in response to readings.

Pre-requisite: Computerized Placement Test (CPT).
See CPT Box

Class	Day	Time	Duration	Loc.
58	Mon&Wed	6:30-9:30pm	May 6-Jul 17	N
59	Tue&Thu	6:30-9:30pm	May 7-Jul 11	N

Fee: \$207.60



English As A Second Language 150

Course No.: ESL.150 TRN: 2835150 HA
The aim of this course is to build on and reinforce the sentence and paragraph writing skills introduced in ESL.100. Competency in these skills will enable the student to enter ESL.200, upon successful completion of the ESL.150 Proficiency Examination.

Pre-requisite: Successful completion of ESL.100 or direct placement via CPT and Writing Assessment. See CPT box.

Class	Day	Time	Duration	Loc.
59	Mon&Wed	6:30-9:30pm	May 6-Jul 17	N

Fee: \$207.60

English As A Second Language 200

NEW

Course No.: ESL.200 TRN: 2835200 HA
ESL.200 is designed to help advanced ESL (English as a Second Language) students attain the level of writing proficiency and reading comprehension needed to participate in their next level of Communications (ESL.300). While some non-native errors cannot be eliminated from the writing of most ESL students in the short and medium term, the graduates of this course will nevertheless be able to produce writing that is understandable, with errors that do not hinder meaning, so that the reader has the impression of a functionally efficient writer.

Pre-requisite: Successful completion of ESL.150 or direct placement via CPT and Writing Assessment. See CPT box.

Class	Day	Time	Duration	Loc.
58	Mon&Wed	6:30-9:30pm	May 6-Jul 17	N
59	Tue&Thu	6:30-9:30pm	May 7-Jul 11	N

Fee: \$207.60

Writing Skills (Health Sciences)

Course No.: LANG101 TRN: 5040101 HA
Students in the Nursing, Pharmacy, Funeral, and Ambulance programs must complete this course. It is designed to develop the reading, writing, and speaking skills necessary for success in both their College program and in their Health Science field. A part of this course is devoted to employment strategies and the student will prepare a job application portfolio.

The pre-requisite for this course is Communications 100. However, you may be granted an exemption from Communications 100 or be asked to take an appropriate level ESL course (see ESL section following) based on the results of your Communications Placement Test (CPT).

Class	Day	Time	Duration	Loc.
59	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

Grammar and Editing

Course No.: LANG103 TRN: 5040103 HA
Students in all Office Administration programs must complete this course. This course concentrates on developing skills in the areas of grammar, punctuation and spelling that are necessary for success in the business field. In addition, a part of the course will also be devoted to composition to ensure that students have the opportunity to apply the grammar and editing skills that they are learning to actual writing situations.

Note: There are no exemptions from this course; however, based on the results of their Computerized Placement Test, some students may be required to complete Communications 100 as a pre-requisite. See CPT box.

Class	Day	Time	Duration	Loc.
59	Tue&Thu	6:30-9:30pm	May 7-Jul 11	N

Fee: \$207.60

Business Communications

Effective Business Writing 1

Course No.: COM.001 TRN: 1470001 HA
This course is designed to help participants write with greater impact in their business communications. The development of superior skills in grammar, organization and reading comprehension will be stressed. You will learn how to select and arrange your ideas by the audience and purpose of your message.

Class	Day	Time	Duration	Loc.
59	Mon	6:30-9:30pm	Apr 15-Jun 24	N

Fee: \$103.80

Effective Speaking 1

Course No.: COM.002 TRN: 1470002 HA
This course is designed to help participants overcome the natural fear of speaking in front of an audience. Participants will learn how to identify the strengths of their presentation skills, how to deliver an organized speech, and how to apply presentation skills to daily activities. Participants will practice the skills they learn by preparing and delivering short speeches.

Class	Day	Time	Duration	Loc.
59	Wed	6:30-9:30pm	Apr 17-Jun 19	N

Fee: \$103.80

English As A Second Language (ESL)

Humber College offers a variety of part-time English as a Second Language (ESL) courses that are broadly divided into two areas - General and Special Interest (Academic and for Professionals/Business).

ESL General Courses

Low Intermediate, High Intermediate and Advanced

The general ESL courses provide speakers of other languages with a foundation in speaking, listening, reading and writing skills in English. They offer an integrated component approach to learning English through speaking, listening, pronunciation, reading and writing. Recurring themes for communicating in everyday situations in English are introduced and practiced throughout the levels, starting with more simple and progressing to more complex grammar, vocabulary, situations and functions. While students may register for the level of their choice, interviews and written tests are administered on the first day of classes to ensure appropriate choice and placement.

ESL - Low Intermediate

Course No.:	ESL.008	TRN:	2835008	HA
Class	Day	Time	Duration	Loc.
90	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

ESL - High Intermediate

Course No.:	ESL.009	TRN:	2835009	HA
Class	Day	Time	Duration	Loc.
90	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

ESL Special Interest Courses

The following courses focus on special needs and interests and are designed for the student functioning at an intermediate to advanced level.

ESL - Advanced Speaking Skills

Course No.: ESL.003 TRN: 2835003 HA
This is a course for individuals who already have a basic knowledge of English but who need more practice and confidence in speaking. The course provides an opportunity to speak, discuss, present and explain with more fluency in a variety of work-related and social situations. Topics chosen reflect current events or any other areas of interest to the class.

Class	Day	Time	Duration	Loc.
90	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

ESL - Advanced Grammar (for non-native English speakers)

Course No.: ESL.044 TRN: 2835044 HA
Correct grammar is important in all aspects of learning a language. Improving your grammatical skills will improve your spoken and written English. This course will focus on the communicative aspect of grammar as well as provide practical exercises to enhance awareness of the relationship of grammatical forms and meaning. This course would also be useful to the ESL student who is having difficulty in Communications 100 or 150 and needs an advanced grammar review.

Pre-requisite: Knowledge of basic English grammar

Class	Day	Time	Duration	Loc.
90	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N

Fee: \$155.70

ESL - Pronunciation and Speaking Skills (for non-native English speakers)

Course No.: ESL.042 TRN: 2835042 HA
This course is for students at an intermediate or advanced level who already have a basic knowledge of English but who need more practice and confidence in speaking. The course provides an opportunity to speak, discuss, present and explain with more fluency in a variety of situations. You will review basic pronunciation aspects and cover refinement of intonation and stress patterns.

Class	Day	Time	Duration	Loc.
90	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N

Fee: \$155.70

Humber Institute of Language and Culture

Tudor Moise, Manager: (416) 675-5006

"How many languages do you speak? English? Aha, I see..." This could be the last line of your interview. And gone are your chances to land that wonderful job or well-deserved promotion. But you can avoid the embarrassment. Here, at Humber, we are aware that language skills are no longer a luxury item, but rather a powerful work and business tool. In our courses, based on conversation and proper language structure learning, you will move quickly and efficiently through French, Spanish, Italian, Japanese, Mandarin, German, Portuguese, Arabic. Our classes are thoroughly taught by experienced professionals, and are, at the same time, enjoyable, rich in cultural content, and enhanced by such activities as role playing, games, video and audio presentations. Our classes are of a medium size, and they do not exceed 20 students.

For information regarding customized 'In-house' programs for business, industry, and government or for private lessons, please call Tudor Moise (416) 675-5006.

Certificate Programs

To qualify for a Humber College Certificate, students must complete at least four (4) out of the six (6) required courses at Humber. Individuals with previous language experience may be eligible for exemptions and be able to begin at a higher level. Contact the Humber Institute of Language and Culture at (416) 675-5006 for further exemption information.

Students interested in studying French or Spanish but who do not wish to pursue the certificate may take individual courses according to their own interests and desired level of proficiency.

French Language Certificate Program

A new and exciting opportunity is now available at Humber College. Students willing to achieve high proficiency in French may complete a six-course program leading to a certificate. Courses are based on conversation covering a large variety of topics, while language skills are properly developed and reinforced by steady learning of language structures. Courses have also a strong cultural component, with emphasis on French Canadian culture. While the scope of the program is general in nature, students can eventually apply their language skills to various areas such as business and travel, thereby improving their employability chances.

French 1 – Beginner

Course No.:	LAN.102	TRN:	4995102	HC
Class	Day	Time	Duration	Loc.
51	Mon	6:30-9:30pm	May 6-Aug 26	N
57	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N
70	Mon&Wed	7-10pm	May 6-Jun 26	L

Fee: \$155.70

French 2 – Novice-High

Course No.:	LAN.103	TRN:	4995103	HC
Class	Day	Time	Duration	Loc.
57	Mon&Wed	6:30-9:30pm	May 6-Jul 3	N

Fee: \$155.70

French 3 – Intermediate-Low

Course No.:	LAN.104	TRN:	4995104	HC
Class	Day	Time	Duration	Loc.
57	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N

Fee: \$155.70

French 4 – Intermediate-High

Course No.:	LAN.105	TRN:	4995105	HC
Class	Day	Time	Duration	Loc.
51	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

French 5 – Advanced

Course No.:	LAN.127	TRN:	4995127	HC
Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

French 6 – Advanced-High

Course No.:	LAN.129	TRN:	4995129	HC
Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Spanish Language Certificate Program

Following significant developments in the area of global trade, Spanish is becoming more and more the second language of choice for Canadian business people. Enrollment in Spanish courses at Humber has dramatically increased in the last year. In order to better meet the high demand and give students an opportunity to achieve high proficiency in Spanish, Humber College is now offering a six-course certificate program. The program is designed to help students become fully operative in Spanish, while giving them a better insight into Latin-American culture and customs.

Spanish 1 – Beginner

Course No.:	LAN.120	TRN:	4995120	HC
Class	Day	Time	Duration	Loc.
52	Tue	6:30-9:30pm	May 7-Aug 13	N
57	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

Spanish 2 – Novice-High

Course No.:	LAN.121	TRN:	4995121	HC
Class	Day	Time	Duration	Loc.
57	Mon&Wed	6:30-9:30pm	May 6-Jun 26	N

Fee: \$155.70

Spanish 3 – Intermediate-Low

Course No.:	LAN.122	TRN:	4995122	HC
Class	Day	Time	Duration	Loc.
51	Mon	6:30-9:30pm	May 6-Aug 26	N

Fee: \$155.70

Spanish 4 – Intermediate-High

Course No.:	LAN.123	TRN:	4995123	HC
Class	Day	Time	Duration	Loc.
52	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Spanish 5 – Advanced

Course No.:	LAN.126	TRN:	4995126	HC
Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Spanish 6 – Advanced-High

Course No.:	LAN.128	TRN:	4995128	HC
Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70



Language Courses

French – Advanced – Grammar and Writing Skills

Course No.: LAN.131 TRN: 4995131 HC
This course is meant for students proficient in spoken French, and who wish to perfect their grammar as well as writing skills.

Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

German 1

Course No.: LAN.106 TRN: 4995106 HC
This course is designed for beginners. You will learn to understand and express yourself in German in simple dialogue in everyday situations.

Class	Day	Time	Duration	Loc.
51	Mon	6:30-9:30pm	May 6-Aug 26	N

Fee: \$155.70

German 2

Course No.: LAN.107 TRN: 4995107 HC
This course is intended for students with some basic knowledge of German. Structural aspects of language are taught, while conversation topics are expanded.

Class	Day	Time	Duration	Loc.
52	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Italian 1

Course No.: LAN.109 TRN: 4995109 HC
This course is designed for beginners. Basic language structures and conversational topics are introduced.

Class	Day	Time	Duration	Loc.
51	Mon	6:30-9:30pm	May 6-Aug 26	N

Fee: \$155.70

Italian 2

Course No.: LAN.110 TRN: 4995110 HC
This course is designed for students who have some basic knowledge of Italian. More language structures are introduced, while conversation topics are expanded.

Class	Day	Time	Duration	Loc.
52	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Italian 3

Course No.: LAN.111 TRN: 4995111 HC
This course is designed for students who have a good grasp of the language. Conversation becomes complex, more language structures are analyzed, and writing abilities are developed.

Class	Day	Time	Duration	Loc.
52	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70

Italian 4

Course No.: LAN.132 TRN: 4995132 HC
This course is meant for students who have already acquired good oral and written skills in Italian. Complex language structures are introduced while conversation covers practically all issues of social life.

Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Portuguese 1

Course No.: LAN.125 TRN: 4995125 HC
This course is designed for beginners. Basic conversation topics and language structures are introduced.

Class	Day	Time	Duration	Loc.
51	Mon	6:30-9:30pm	May 6-Aug 26	N

Fee: \$155.70

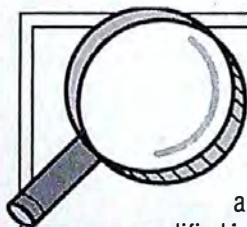
Portuguese 2

Course No.: LAN.130 TRN: 4995130 HC
This course is designed for students who have some basic knowledge of Portuguese. Most language structures are introduced, while conversation topics are expanded.

Pre-requisite: LAN.125 Portuguese 1

Class	Day	Time	Duration	Loc.
52	Tue	6:30-9:30pm	May 7-Aug 13	N

Fee: \$155.70



**We are
looking...**

for experienced
and academically
qualified instructors of foreign
language and culture courses who
are interested in teaching private,
small or large group classes.

Instructors who are available for
lessons during working hours are
especially needed.

Please mail your resumé with a
covering letter outlining your recent
experience to:

**The Humber Institute
of Language and Culture
205 Humber College Blvd.
Etobicoke, Ontario
M9W 5L7**

World Civilizations

The Humber Institute of Language and Culture opens a series of courses meant to explore various world civilizations. The courses will focus on a whole culture, or on a significant aspect, or historical period. Some courses will be taught in English while others in the language of expression, of the culture under examination.

Rediscovering Latin America

Course No.: LAN.202 TRN: 4995202 HC
This course is designed for Spanish native speakers who wish to improve their language skills, like writing and reading. The course has also a strong cultural component, which will help students learn more about their culture and identity. (Taught in Spanish).

Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Pre-Columbian Civilizations

Course No.: LAN.203 TRN: 4995203 HC
Before Europeans discovered America, Latin America was the cradle of impressive civilizations – Mayas, Incas, Aztecs attained advanced forms of social organization and produced at the same time amazing works of art. This course is meant to examine the history of those civilizations, as well as their artistic achievements. (Taught in English).

Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Il Rinascimento in Italia – Course on Italian Renaissance

Course No.: LAN.201 TRN: 4995201 HC
The Renaissance in Italy is one of the most amazing eras in the history of mankind, rich in culture and arts. The course will focus on the main achievements of Italian writers, painters, sculptors and philosophers. The course will be taught in Italian, therefore requiring good knowledge of the language.

Class	Day	Time	Duration	Loc.
53	Wed	6:30-9:30pm	May 8-Aug 14	N

Fee: \$155.70

Arts Administration

Arts Administration Certificate – Program 418

The Arts in Canada is a growth industry dependent upon the talents and expertise of trained managers – managers with a genuine commitment to and understanding of the arts, as well as strong business skills.

There is an increasing demand for trained and experienced arts managers in Metropolitan Toronto:

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

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

The Certificate Program

Offered on a part time basis, the Arts Administration Certificate Program requires the successful completion of seven courses, chosen from: *Leadership and Communications; *Financial Management; Arts and the Law; *Board and Personnel Management; Tour/Exhibit Management; Fundraising; Public Relations; *Strategic Planning; Marketing the Arts; Microcomputer Applications; Grantsmanship and Government Relations; Working with Volunteers; Dynamic Communication. *Compulsory Courses.

Program Co-ordinator: Gerald Smith, (416) 675-3111, Ext 4558 (For direct TouchTone dialing call (416) 798-1034).

Financial Management

Course No.: ARTA102 TRN: 0420102 DG

This course introduces accounting as a tool in decision making and assumes no previous accounting background. Coverage includes the complete accounting cycle, with an emphasis on the conceptual and procedural elements of the cycle. With a basic understanding of how financial statements are prepared, the emphasis shifts to budgeting and interpretation of financial information.

Class	Day	Time	Duration	Loc.
50	Mon	6-9pm	Apr 22-Jun 24	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto

Fundraising

Course No.: ARTA202 TRN: 0420202 DG

This hands on, basic course provides the student with an understanding of the roles played by goal setting, identifying fundraising sources, and establishing a fundraising plan to cover individuals, corporations, foundations, government and special events. Topics also include direct mail, donor identification and development, preparing a case statement, and annual capital and project campaigns.

Class	Day	Time	Duration	Loc.
50	Tue	6-9pm	Apr 23-Jun 25	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto

Grantsmanship and Government Relations

Course No.: ARTA105 TRN: 0420105 DG

This course focuses on developing and managing the relationship between the arts organization and the various government partners (municipal, regional, provincial and federal). The largest single source of contributed revenue for many organizations may very well be the annual grant, and this course will introduce participants to the skills required to design successful proposals. But government relations requires much more than completing annual grant applications; the leadership and advocacy role of arts organizations is also a core component of this course.

Class	Day	Time	Duration	Loc.
50	Mon-Fri	6-9pm	Jul 10-Jul 23	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto

Leadership Development

Course No.: ARTA103 TRN: 0420103 DG

Students in this course are introduced to the skills and knowledge needed to be an effective leader in an arts organization. Competence in certain personal and interpersonal skills - supportive communication, gaining power and influence, motivation, delegation - are just as important as financial management and marketing in today's arts sector.

Class	Day	Time	Duration	Loc.
50	Wed	6-9pm	Apr 24-Jun 26	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto

Special Event/Tour Management

Course No.: ARTA200 TRN: 0420200 DG

This course provides the student with the tools to plan, promote and execute a tour, exhibit or special event in the arts market. Topics covered include identifying the audience, communications and promotion, sales and contracts, budgeting and raising the necessary funds through earned revenue, grants, donations, sponsorship and sales.

Class	Day	Time	Duration	Loc.
50	Mon-Fri	1-4pm	Jul 10-Jul 23	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto

Strategic Planning

Course No.: ARTA300 TRN: 0420300 DG

This course introduces the arts manager to the skills necessary for long range planning - fire prevention rather than fire fighting. Drawing on areas covered by the certificate program including finance, marketing, personnel and advocacy, this course provides the participant with an opportunity to develop a five year plan for an (their) arts organization. (Entrance to this course is restricted; see the co-ordinator for details.)

Class	Day	Time	Duration	Loc.
50	Mon-Fri	9-12noon	Jul 10-Jul 23	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto



Working With Volunteers

Course No.: ARTA104 **TRN:** 0420104 **DG**
This course focuses on the tasks required to identify, recruit, select, train and manage the volunteers who work for arts organizations. Drawing from the visual and heritage sector, as well as from the performing arts, students will have practical opportunities in such areas as training procedures, motivational techniques, interviewing skills and evaluation tools. Recognizing voluntary work as a traditional entry into board and management, this course stresses the overall human resources management needs of the next decade.

Class	Day	Time	Duration	Loc.
50	Thu	6-9pm	Apr 25-Jun 27	*

Fee: \$103.80

*OISE, 252 Bloor St., Toronto

Design Arts

Advertising and Graphic Design

Graphic Design Certificate – Program 176

This certificate program is for students who are interested in acquiring skills in graphic and advertising design. The program is constructed to provide students with an opportunity to formalize their knowledge, and potentially pursue a career in the field.

While it would be useful to students of this program to have some basic drawing and visualizing skills, there are no pre-requisites. For this program, the start-up material and equipment expenses will be about \$150. The certificate is comprised of the six courses listed below. For more information please call at (416) 675-5094.

Students with graphic design background may in certain cases be eligible for exemptions; however, all students requesting exemptions must make an appointment with Monica McGillivray at (416) 675-3111, ext. 4265 (For direct TouchTone dialing call (416) 798-1034) for an assessment on Thursday, May 2, 1996 from 5:30pm to 7pm. Students are required to bring portfolios and transcripts at this time. Permission to register in advanced courses without assessment and permission of the C.E. Chair is not permitted.

Courses

GRAF800 Drawing and Rendering
GRAF801 Typography
GRAF802 Design 1
GRAF803 Design 2
GRAF804 Reprographics
GRAF814 Electronic Design – Intro.

Semester

	F	W	S
•	•	•	•
•	•	•	•
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Drawing and Rendering

Course No.: GRAF800 **TRN:** 3640800 **AA**
This course deals with the development of basic drawing and rendering skills, and their application to advertising, editorial and product illustration. The theory and practice of one, two and three point perspective drawing will be dealt with in depth, using three of the most popular media available to illustrators: graphite, ink and gouache.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70

Reprographics

Course No.: GRAF804 **TRN:** 3640804 **AA**
This course is designed to provide the student with the technical skills required to prepare professional camera-ready art. Emphasis will be upon the varied print media and will encompass line, line and screens, two colour line, halftone and four colour process, requiring keyline and acetate overlay separations for newspaper, magazine, gravure or screen processes.

Design projects are introduced to explore the different media from the start to the camera ready stage.

Class	Day	Time	Duration	Loc.
50	Wed	7-10pm	May 6-Aug 14	N

Fee: \$155.70

Electronic Publishing

With the exception of GRAF814 Electronic Design – Introduction, electronic publishing courses have been incorporated into Humber's new Digital Imaging Training Centre. Please refer to that section for information.

Electronic Design – Introduction

Course No.: GRAF814 **TRN:** 3640814 **AA**
This course provides you with an introduction to the fundamentals of computer technology and an overview of computer graphics as a design medium, using software such as PageMaker, QuarkXPress, Adobe Illustrator, Microsoft and scanning. (This course replaces GRAF811 Computer Graphics).

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:30-9:30pm	May 7-Jun 25	N

Fee: \$155.70

The Humber Digital Imaging Training Centre

Humber College, noted for excellence in design training, brings the latest technology and training techniques to the fields of design, photography and audio-video production.

Our award-winning, state of the art digital imaging facility has been planned with the assistance of Kodak Canada Inc. and Apple Canada Inc. to offer you the absolute latest and best in equipment and software. The Training Centre includes two learning centres equipped with 43 PowerPCs, sophisticated digital scanners, a Kodak Colour Edge copier, a professional quality film recorder, continuous tone thermal dye transfer printing and much, much more.

Instruction by Industry Experts

The faculty is made up of current industry experts who will take you beyond the basic execution skills to the complexity and challenges of design. To help you meet your training goals and the needs of industry, we've developed four Certificate Programs which will provide you with sequenced and planned professional development and accreditation. Our Certificates include:

- Digital Imaging for Designers;
- Digital Imaging for Photographers;
- Digital Imaging for Audio and Video Specialists;
- 3D and Convergence Technology.

As a part-time learner, the choice is yours, choose one course or all four Certificates.

Customize Programs for Corporations

In addition to the Certificate Programs, Humber College also welcomes corporate clients. If your company has a specific training requirement, allow us the opportunity to develop a specialized program for your employees. Let us show you how digital imaging is changing your industry and how you can take the lead through customized training, whether it be the field of real estate, health, education or design.

Small Class Sizes

In the new Digital Imaging Centre the class size will be small. A maximum of 19 participants will work with one instructor and one assistant. Each participant will be provided with his/her own workstation.

Visit and See

Whether you're on your own or representing a multinational corporation, we encourage you to visit our Centre to see first hand what we can offer you. The Digital Imaging Centre is located at Humber's North Campus just off of Hwy. 27 north of Hwy. 401. Please call Carmine DeSanto at (416) 675-3111, ext. 4487 (For direct TouchTone dialing call (416) 798-1034) to arrange for a visit.

We look forward to your participation. If you have further questions call (416) 675-3111, ext. 4412 (For direct TouchTone dialing call (416) 798-1034).

Refunds

A full refund less \$50 administration fee will be issued if the Centre receives written notice of withdrawal three weeks prior to the class start date. No refund will be issued within three weeks of the scheduled start date due to the specialized nature of these courses. No transfers between sections.

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3-D and Convergence Technology

Of interest to: designers, animators and modelers interested in 3-D modeling for illustration, design, multimedia, interface design, game design, animation and virtual reality.

Certificate Requirements

- IMAG403 3-D Basics
- IMAG404 Professional 3-D Modeling
- IMAG100 Digital Audio Production
- IMAG101 Digital Video Production
- IMAG102 Designing and Producing Interactive Multimedia

- IMAG405 Introduction to 3-D for Animation
- IMAG406 3-D for Professional Animation

Optional Courses

- IMAG407 3-D Open-Interactive Game Design
- IMAG408 Interface Design for Multimedia and Software Design

For additional course offerings please call (416) 675-3111, ext. 4412 (For direct TouchTone dialing call (416) 798-1034) for full course details and registration.

Digital Imaging Certificate for Audio-Video Production

Of Interest to: Individuals familiar with the audio and video product field who wish to gain experience in the digital media environment.

Certificate Requirements

- IMAG001 The World of Digital Imaging Workshop
- IMAG201 Photoshop 1
- IMAG100 Digital Audio Production
- IMAG101 Digital Video Production
- IMAG102 Designing and Producing Interactive Multimedia Presentations

Elective

An elective may be any 24 hour course offered in the Centre.

Digital Imaging Certificate for Graphic Designers

Of Interest to: Individuals active in the field of design who wish to develop their technological skills to industry standard.

Certificate Requirements

- IMAG001 Introduction to the World of Digital Imaging
- IMAG301 QuarkXpress for Designers 1
- IMAG302 QuarkXpress for Designers 2
- IMAG201 Photoshop 1
- IMAG303 Adobe Illustrator for Designers
- IMAG304 Desktop Prepress and Print Production
- IMAG305 Advanced Typography for Desktop Publishing
- IMAG306 Advanced Design and Desktop

Digital Imaging Certificate for Photographers

Of Interest to: Photographers trained in traditional techniques who wish to enhance their skills with digital imaging technology.

Certificate Requirements:

- IMAG001 Introduction to the World of Digital Imaging
- IMAG201 Photoshop 1
- IMAG301 QuarkXpress for Designers 1
- IMAG202 Photoshop 2
- IMAG203 Photoshop 3
- IMAG204 Photoshop 4

Elective

An elective may be any 24-hour course offered in the Centre

Introduction to the World of Digital Imaging

Course No.: IMAG001 TRN: 4500001 AA

This workshop prepares participants for the world of digital imaging. The theoretical component provides an overview of the technology and an examination of the applications for photography, print, design, and audio-video production. The practical component provides an introduction to Macintosh and an introduction to peripheral devices such as the scanner, colour copier, and calibrator. In this latter component, students will work at their state of the art work stations and learn to: format disks; recognize and utilize icons and pull-down menus; carry out the windows functions of activating, sizing, moving, and closing; create file folders, rename file folders, move between disks, trash files and eject floppy disks; create, save, and print simple files.

Note: If you are inexperienced in either the field of digital imaging or the Macintosh this is a required course.

Class	Day	Time	Duration	Loc.
56	Sat	9-4pm	Mar 23-Mar 30	N
57	Sat	9-4pm	Apr 13-Apr 20	N
58	Tue	7-10pm	May 28-Jun 18	N
59	Mon	6:30-9:30pm	Jul 8-Jul 29	N
62	Fri&Sat	9-4pm	Jun 14-Jun 15	N
70	Mon	6:05-10:05pm	Aug 12-Aug 26	N
71	Sat&Sun	9-4pm	Aug 24-Aug 25	N
72	Tue-Thu	6:05-10:05pm	Aug 27-Aug 29	N

Fee: \$181

Designing and Producing Interactive Multimedia Presentations

Course No.: IMAG102 TRN: 4500102 AA

An intermediate course dealing with designing and producing multimedia presentations. Participants will work with text, graphics, audio and video elements digitized for interactive computer presentations. Interactive iconic authorware will be used for programming electronic presentations. This course will include: interactive design scripting and storyboarding principles; working with colour presentation templates; creating original colour templates; importing digitized photos, graphics and audio/video clips into presentation files; applying special effects transitions; creating interactive buttons for individual navigation of electronic presentations. Software: Macromedia's Director

Pre-requisite: IMAG100 Digital Audio Production and IMAG101 Digital Video Production (or equivalent)

Course	Day	Time	Duration	Loc.
60	Tue	6:30-10pm	Jun 25-Aug 27	N

Fee: \$675

Digital Audio Production

Course No.: IMAG100 TRN: 4500100 AA

This course is designed to introduce practical procedures for fully exploiting and integrating sound into multimedia and desktop video production. The theoretical concepts and practical processes required to construct digital sound tracks will be presented, using Sound Edit Pro software. This course will include information about digital audio standards and define the various compression formats. The process of digitizing sound will be described, and students will have the opportunity to digitize their own work. Professional music, dialogue and sound effects editing techniques will be applied to practical projects.

Participants in this workshop will: explore digital recording and graphical editing techniques; create labels and cue points; apply digital audio effects; mix multiple sound tracks. Software: SoundEdit Pro

Pre-requisite: IMAG001 Introduction to the World of Digital Imaging or equivalent

Course	Day	Time	Duration	Loc.
52	Tue	7-10pm	Apr 2-Apr 23	N

Fee: \$225

Digital Video Production

Course No.: IMAG101 TRN: 4500101 AA

This course provides an introduction to the process of digitizing video for use in multimedia presentations. Participants will work with digitizing hardware and software to transform analog video into digital video. Desktop video editing software will then be used to create QuickTime movies for multimedia presentations. The course will include: digitizing; compiling and playing movies; special effects; video and audio filters; titling; superimposition and keying; motion commands within clips; ripple and rolling-edit tools.

Software: Adobe Premiere

Pre-requisite: IMAG001 Introduction to the World of Digital Imaging and IMAG201 Photoshop 1 (or equivalent)

Course	Day	Time	Duration	Loc.
61	Tue	7-10pm	Apr 30-Jun 18	N

Fee: \$450

Photoshop 1

Course No.: IMAG201 TRN: 4500201 AA

Photoshop 1 acquaints participants with the basics of the Adobe Photoshop program. This software package allows photographers and designers, working from scanned images, to re-touch, manipulate, assemble and colorize photographs and original art work.

Software: Photoshop

Pre-requisite: IMAG001 Introduction to the World of Digital Imaging or equivalent

Class	Day	Time	Duration	Loc.
54	Mon	7-10pm	Apr 29-Jun 24	N
55	Mon-Thu	1-4pm	Jun 17-Jun 27	N
56	Wed	6:30-9:30pm	Jul 3-Aug 21	N

Fee: \$450

Photoshop 2

Course No.: IMAG202 TRN: 4500202 AA

A continuation of Photoshop 1, participants will further explore: re-touching; manipulating; assembling and critical colour control; colour balancing of scanned photographs and art work. Software: Photoshop

Pre-requisite: IMAG201 Photoshop 1 or equivalent

Class	Day	Time	Duration	Loc.
52	-	1-4pm	Jul 2-Jul 11	N
60	Mon	7-10pm	Mar 25-May 20	N

Fee: \$450

*Week 1: Tue-Fri., Week 2: Mon-Thu.

Photoshop 3

Course No.: IMAG203 TRN: 4500203 AA
For students who have completed Photoshop 1 and 2, Photoshop 3 will allow greater freedom and more self-directed learning in the participants' areas of interest. Participants will examine: colour control luminosity and translucence; precise colour control; prepress techniques (CYMK colour, halftone etc.); selection and masking tools; importing images to other programs such as Illustrator and QuarkXpress. Software: Photoshop
Pre-requisite: IMAG201 Photoshop 1 and IMAG202 Photoshop 2 or equivalent

Class	Day	Time	Duration	Loc.
51	Thu	6:30-9:30pm	Jul 11-Aug 29	N

Fee: \$450

Adobe Illustrator For Designers

Course No.: IMAG303 TRN: 4500303 AA
Adobe Illustrator is the main graphic creation package used in desktop publishing. It allows the designer to create original, coloured artwork which can be integrated with other digital imaging applications. Graphic assignments in this workshop will include the creation and execution of logos, artwork, magazine ads, etc. Participants in this course will learn to: make use of the drawing tools; use the scanner; become proficient with the PEN command and control anchor and direction points; create and manipulate TEXT outlines; convert scanned images into custom artwork; use keyboard shortcuts; create and apply masks; set stroke and fill colours/shades/patterns; trap; manipulate viewing commands; use compound paths.
Software: The latest version of Adobe Illustrator
Pre-requisite: IMAG001 Introduction to the World of Digital Imaging or equivalent)

Class	Day	Time	Duration	Loc.
53	Mon-Thu	9-12noon	Jun 17-Jun 27	N
54	Tue	6:30-9:30pm	Jun 25-Aug 13	N

Fee: \$450

QuarkXpress For Designers 1

Course No.: IMAG301 TRN: 4500301 AA
QuarkXpress is one of the most widely used and powerful software packages in electronic publishing. Participants will integrate design skills with the strengths of this program to produce finished prepress files to industry standards. Course content will include an overview of the principles of typography. Participants in this course will: become familiar with the basic functions of the software package including user preferences and document set up; learn the correct function of each item in the tools menu; learn text formatting using the style menu; perform kerning, tracking, scaling and alignment of text using the pull-down menus, the measurements palette and the keyboard; import and modify TIFF and EPS images; create and use pantone and process colours using the edit colours menu; prepare files for final printing using chooser, page setup and print menus.
Software: The latest version of QuarkXpress
Pre-requisite: IMAG001 Introduction to the World of Digital Imaging

Class	Day	Time	Duration	Loc.
54	Wed	7-10pm	May 1-Jun 19	N
55	*	9-12noon	Jul 2-Jul 11	N

Fee: \$450
*Week 1: Tue-Fri., Week 2: Mon-Thu.

QuarkXpress For Designers 2

Course No.: IMAG302 TRN: 4500302 AA
This course is a continuation of QuarkXpress for Designers 1. Participants will follow through and build on the technical skills from level 1, while integrating the principles of good design.
Areas of study will include: working with colours and trapping; the efficient use of style sheets, master pages and templates; advanced picture editing features and picture usage; advanced techniques with type including the use of kerning tables and fonts; prepress procedures and interaction with service bureaus; file management in relation to prepress issues.
Software: The latest version of QuarkXpress
Pre-requisite: IMAG001 Introduction to the World of Digital Imaging and IMAG301 QuarkXpress for Designers 1

Class	Day	Time	Duration	Loc.
52	*	9-12noon	Jul 29-Aug 9	N

Fee: \$450
*Week 1: Mon-Thu., Week 2: Tue-Fri.

Design and Desktop – Advanced

Course No.: IMAG306 TRN: 4500306 AA
This is a high level, presentation workshop where the instructor will act as a facilitator. Group critique will be an important component of this course. Participants will concentrate on the integration of sophisticated Illustrator, Photoshop, and Quark tools to solve complex design problems. Emphasis will be placed on professional standards, results and quality. Discussions focusing on the challenges and limitations of the software will be included as will presentations on the changes and developments in industry.
Software: The latest version of QuarkXpress, Adobe Illustrator, and Photoshop
Pre-requisite: IMAG001 Introduction to the World of Digital Imaging; IMAG301 QuarkXpress for Designers 1; IMAG302 QuarkXpress for Designers 2; IMAG201 Photoshop 1; IMAG303 Adobe Illustrator for Designers; IMAG305 Advanced Typography for Desktop Publishing (or equivalent)

Class	Day	Time	Duration	Loc.
50	Thu	7-10pm	May 2-Jun 20	N

Fee: \$450

3-D Basics: An Introduction to the World of 3-D Modeling

Course No.: IMAG403 TRN: 4500403 AA
The goal of this course is to familiarize the students with the concepts of 3-D modeling. Students will become conversant with the 3-D environment, some of the 3-D modeling applications used in the real world, and the principles of creating beautiful stills from 3-D objects. Software will include Adobe Illustrator, Adobe Dimensions and Strata Studio Pro.
Pre-requisite: Knowledge of Illustrator software

Class	Day	Time	Duration	Loc.
61	Sat	9-4pm	Apr 20-May 11	N
62	Mon	6:30-10pm	Jul 8-Aug 26	N

Fee: \$450

3-D Animation – Introduction

Course No.: IMAG405 TRN: 4500405 AA
Students will explore the world of 3-D animation and become conversant with the techniques of smooth, realistic motion. Using techniques taught throughout the course, and time in-class, students will create a short 15-30 second spot at multimedia quality. Software will include, Strata Studio Pro!, Adobe Premiere and Adobe Photoshop.
Pre-requisite: IMAG403 3-D Basics, IMAG101 Digital Video Production

Class	Day	Time	Duration	Loc.
60	Thu	7-10pm	May 23-Jul 11	N

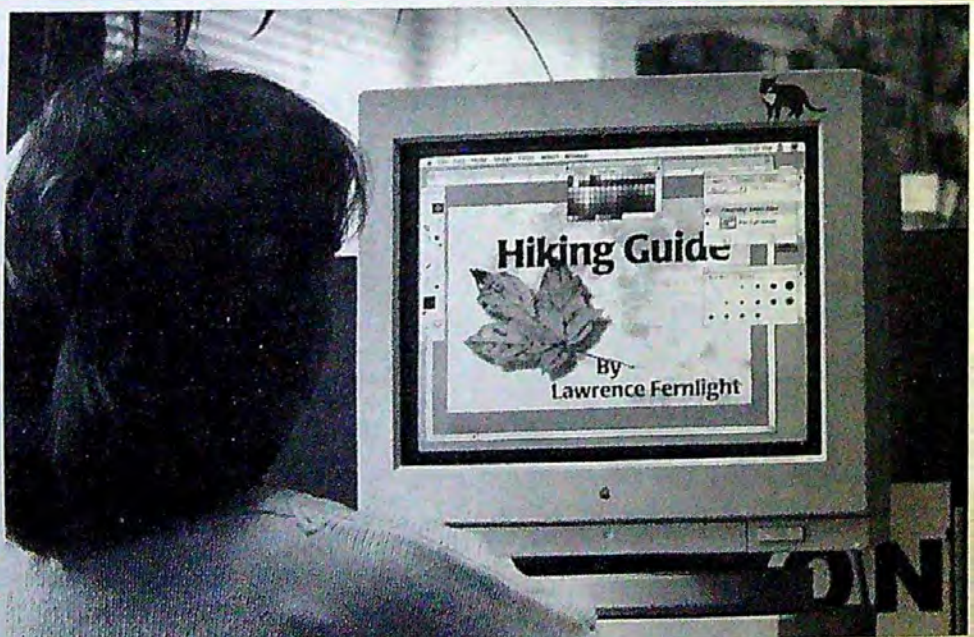
Fee: \$450

3-D for Professional Animation

Course No.: IMAG406 TRN: 4500406 AA
This course is a continuation of IMAG405, 3-D Animation – Introduction. Participants will refamiliarize themselves with Sketch!, concentrate on post f/x, storyboarding, movie construction and continuity. Class work will consist of a single project worked out over the 8-week period. Format will be largely 'hands-on'.

Class	Day	Time	Duration	Loc.
60	Thu	6:30-10pm	Jul 18-Aug 29	N

Fee: \$450



Professional 3-D Modeling **NEW**

Course No.: IMAG404 TRN: 4500404 AA
 Students will learn everything necessary to create realistic and stunning 3-D images and objects at a professional level. This course builds on the knowledge gained from the 3-D Basics course and introduces the students to Alias Sketch. Software will include Alias Sketch, Strala Studio Pro, KPT Bryce and Adobe Photoshop.
 Class Day Time Duration Loc.
 60 Thu 7-10pm Mar 28-May 16 N
 Fee: \$450

3-D Open Interactive Game Design **NEW**

Course No.: IMAG407 TRN: 4500407 AA
 Students will work in teams to plan and produce a game demo. This course will emphasize design skills, detail, production skills, time planning, organization and business skills. Although game design is used as the paradigm, the knowledge gained from this course can easily be applied to any open interactive project which includes information and educational applications, interface design, multimedia kiosks and virtual reality design. Software will include Premiere, Director, StudioPro, Sketch!, Bryce, Photoshop, Illustrator and SoundEdit Pro.
 Pre-requisite: IMAG102 Designing and Producing Interactive Multimedia, IMAG404 Professional 3-D Modeling and IMAG101 Digital Video Production
 Class Day Time Duration Loc.
 60 Mon-Fri 9-12noon Jul 15-Jul 30 N
 Fee: \$675

Other Courses Of Interest To Digital Imaging Clients

3D Studio - Introduction

Course No.: ARCH726 TRN: 0315726 AA
 This course presents an introduction to 3D Studio desktop rendering and animation software. Emphasis will be placed on the fundamentals of 3D object creation, material selection and editing, lighting, perspective and animation. Students will practice these concepts through step by step 'hands-on' tutorials using 3D Studio Version-4 software. This course is taught on an IBM Platform.
 Pre-requisite: Computer experience
 Class Day Time Duration Loc.
 50 Mon&Wed 6:05-10:05pm May 6-Jun 26 N
 Fee: \$207.60

Internet A - Interacting with the Internet **NEW**

Course No.: IMAG501 TRN: 4500501 AA
 This course will provide an introduction to the Internet from the business perspective and will focus on the requirements for bringing the Internet into the workplace. The course will also review the major business resources available on the Internet and how to use Internet tools and services, including the World Wide Web using Netscape. Case studies will examine how small businesses is using the Internet.
 Class Day Time Duration Loc.
 80 Wed 6:30-9:30pm May 1-May 22 N
 Fee: \$225.00

Internet B - Business Opportunities on the Internet **NEW**

Course No.: IMAG502 TRN: 4500502 AA
 This course will provide a more in-depth look at the Internet and the strategic use of the Internet for business purposes such as research, support, sales and marketing. The course will cover the creation of a Web-based Net presence and participants will learn how to create HTML documents. Participants will leave the course with a personally created Web page ready to implement.
 Pre-requisite: IMAG501 Internet A - Interacting with the Internet or equivalent
 Class Day Time Duration Loc.
 60 Wed 6:30-9:30pm May 29-Jul 17 N
 Fee: \$450.00

Mac Troubleshooting **NEW**

Course No.: IMAG011 TRN: 4500011 AA
 This 3-day program has been developed to help increase productivity in the Macintosh environment in both the business and educational sectors. By providing computer technicians and operators with a detailed knowledge of the complete Macintosh system and the skills required to support hardware and system software, organizations will save time, expense and the aggravation associated with outside repair and recovery services. Participants in this 'hands-on' workshop will apply troubleshooting and networking problem-solving techniques to the Macintosh workstations, the related peripherals and the appropriate software applications.
 Class Day Time Duration Loc.
 51 Tue-Thu 9-4pm May 21-May 23 N
 Fee: \$340.00

Multimedia Summer Camp **NEW**

Course No.: IMAG905 TRN: 4500905 AA
 An amazing opportunity for high school students to get a jump start on tomorrow! The Digital Imaging Training Centre is offering a two-week summer program for high school students to develop their creativity in a multimedia computer environment. Using software applications including Photoshop, QuarkXPress, Adobe Illustrator, Adobe Premiere, and SoundEdit Pro, students will have the opportunity to create and design colour images, scan in photos/artwork and learn how to manipulate and enhance them (and then output them to a t-shirt), and also create a short digital video. In addition, students will learn about the Internet and be able to surf the World Wide Web using Netscape.
 Pre-requisite: Computer literate with a creative aptitude. There will be a selection process among applicants, for a maximum of 18 students. For more information contact Carolyn Booth at (416) 675-3111, ext. 2259 (For direct TouchTone dialing call (416) 798-1034).
 Class Day Time Duration Loc.
 50 Mon-Fri 9-4pm Jul 15-Jul 26 N
 Fee: \$780.00

New Certificate this Spring

Internet Certificate for Designers
 Please call (416) 675-3111, ext. 2259 (For direct TouchTone dialing call (416) 798-1034).

Interior Decorating Certificate - Program 186

This professional level certificate program can help you harness your decorating talents, and develop your design sensitivity. Our instructors are practising professionals in the decorating and design field; they can help you to formalize your knowledge of the subject, and to pursue a career in residential interior decorating. The certificate is comprised of the eight courses listed below. In addition to the course fees, materials costs may average \$100 per course. Although a basic drawing skill is not a pre-requisite for these courses, it would certainly be useful to you. It is also recommended that only one course be taken per semester. **Please take note of the mandatory pre-requisite courses when planning your schedule.** The schedule will permit you to proceed one course at a time or two at a time if you prefer. If you choose the faster pace you should make sure to consult with the Program Co-ordinator.

Students with interior decorating background may in certain cases be eligible for exemptions; however, all students requesting exemptions must make an appointment with Monica McGillivray at (416) 675-3111, ext. 4265 (For direct TouchTone dialing call (416) 798-1034) for an assessment on Thursday, May 2, 1996 from 5:30pm to 7pm. Students are required to bring portfolios and transcripts at this time. Permission to register in advanced courses without assessment and permission of the C.E. Chair is not permitted.

Courses	Semester		
	F	W	S
DECO110 Colour Theory and Design	•	•	•
DECO101 Drafting	•	•	•
DECO104 Residential Materials			•
DECO111 Decorating Fundamentals			•
DECO103 Furniture	•		
DECO109 Decorating Applications and Presentation	•		
DECO112 Advanced Decorating			•

Colour Theory and Design

Course No.: DECO110 TRN: 1995110 AA
 This course includes an Introduction to the basic colour theory system, colour psychology and practical applications for interiors, as well as the elements and principles of design.
 Class Day Time Duration Loc.
 50 Tue&Thu 7-10pm May 7-Jun 25 N
 Fee: \$155.70

Decorating Fundamentals

Course No.: DECO111 TRN: 1995111 AA
 In this course, students will be introduced to planning basic spaces such as living and dining rooms. Presentation and client needs will also be discussed. Course material has been revised.
 Pre-requisite: DECO110 Colour, DECO101 Drafting, DECO104 Residential Materials
 Class Day Time Duration Loc.
 50 Tue&Thu 6:05-9:05pm May 7-Jun 25 N
 Fee: \$155.70

Residential Materials

Course No.: DECD104 TRN: 1995104 AA
 This course examines the use of fabrics, carpets and other floor coverings, and wall coverings in the residential environment.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70

Fashion and Beauty Industry

Make-up Artistry for Weddings and Self-Improvement

Earn extra income by doing make-up for weddings and self-improvement in this certificate program.

Learn to enhance the features of people with different face shapes and ethnicities as well as mastering the techniques for beautiful weddings. Students enrolling in the program will be required to purchase supplies to build up a make-up kit.

The Certificate consists of the following four practical courses which will provide you with the knowledge necessary to succeed in business:

Cosmetic Applications 1
 Cosmetic Applications 2
 Skin Theory and Treatment
 Cosmetic Sales

Skin Theory and Treatment

Course No.: FASH210 TRN: 2905210 AA
 Participants will learn the structure, function, conditions and disorders of the skin. The subject matter includes skin type analysis and its treatment. Participants will also learn the correct skin treatment procedures and the steps of a basic facial. Additional supply costs will amount to approximately \$100 and the purchase of the text, *The Business of Beauty* is required.

Class	Day	Time	Duration	Loc.
50	Thu	7-10pm	May 9-Jul 11	N

Fee: \$103.80

Fine Arts

Drawing 1

Course No.: ART.001 TRN: 0385001 AA
 This course is an introduction to basic drawing and sketching techniques. The basic principles of perspective will be covered; the use of pencil, chalk and charcoal will precede pen and wash drawing. This course is suitable for both Fine Art and Design students, particularly Package Design, Graphic and Interior Design and Decorating. Students will be encouraged to work at their own pace.

Class	Day	Time	Duration	Loc.
50	Wed	7-10pm	May 8-Jul 10	N

Fee: \$125.36 7% GST included in course fee.

Painting – Introduction

Course No.: ART.003 TRN: 0385003 AA
 In this course the student is introduced to painting techniques in the wet mediums of acrylic and watercolour. Students explore the versatility of each medium through demonstration and participation, and deal also with elements of design and composition in visual images. Students must provide their own materials.

Class	Day	Time	Duration	Loc.
50	Tue	7-10pm	May 7-Jul 9	N

Fee: \$125.36 7% GST included in course fee

Floral Design

Floral Design Certificate

This practical, 'hands-on' program will be of interest to those entering the retail floristry industry or those working in the profession wishing to upgrade their skills. The primary focus is on the principles and practice of floral design including form, technique, composition, colour and construction. The program consists of the following courses taught in Humber's Floristry Lab and Greenhouse.

Courses	Semester		
	F	W	S
FLRS811 Floral Design 1	*	*	
FLRS812 Floral Design 2		*	*
FLRS813 Floral Design 3		*	*

Upon successful completion of these three courses, students will receive a Certificate of Achievement.

Program Costs

Each course fee includes a floral materials fee of approximately \$10.00 per night for Level 1, \$12.00 per night for Level 2, and \$12.00 per night for Level 3. Students will be able to take home their floral work each week. In addition, students can expect to pay \$100.00 for tools and textbooks which will be used throughout the three courses.

Floral Design 2

Course No.: FLRS812 TRN: 3045812 AA
 This course is a continuation in the study and application of the elements and principles of design, including composition, colour theory, texture and form. Students will begin the study of vegetative and experimental floral concepts.

Pre-requisite: FLRS811 Floral Design 1

Class	Day	Time	Duration	Loc.
50	Wed&Thu	7-10pm	May 8-Jun 26	N

Fee: \$305.70

Floral Design 3

Course No.: FLRS813 TRN: 3045813 AA
 This course continues the advanced study and application of the elements and principles of design, including composition, colour theory, texture and form. Professional critiques will be fundamental to this course as will the integration of experimental design. Course fee includes flowers.

Pre-requisite: FLRS811 Floral Design 1, FLRS812 Floral Design 2

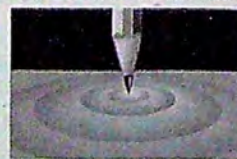
Class	Day	Time	Duration	Loc.
50	Mon&Tue	7-10pm	May 6-Jun 25	N

Fee: \$335.70

In the past four years,

Margaret Atwood, ANN BEATTIE, Peter Carey, CONSTANCE BERESFORD-HOWE, Hayden Carruth, TIMOTHY FINDLEY, Richard Ford, TIM O'BRIEN, Caryl Phillips, PAUL QUARRINGTON, Carol Shields, D.M. THOMAS, Marianne Wiggins, ERIC WRIGHT,

THE HUMBER
SCHOOL FOR
WRITERS



have all taught at Canada's foremost creative writing school.

To find out about our summer workshop (August 3-9, 1996), or about our upcoming correspondence program, write to

Joe Kertes, The Humber School for Writers
 Humber College, 205 Humber College Boulevard
 Toronto, Ontario, Canada, M9W 5L7
 or call (416) 675-5095, or (416) 675-3111, ext. 4436,
 and leave your name and full address.

Media Arts

Television

Television Operation and Production Certificate – Program 187

This three-level career-oriented course is designed to introduce students to television operating and production techniques. It will be of interest to those who wish to work in the television industry whether it be cable, industrial, or educational. Students will be introduced to the many forms of television production from single camera electronic editing, to multiple camera studio production.

These courses are offered Fall and Winter.

Courses > Pre-requisites

FMTV801, Basic TV Oper. and Prod.

FMTV802, Intermed. TV Oper. and Prod. > FMTV801 Basic TV Oper. and Prod.

FMTV803 Adv. TV Oper. and Prod. > FMTV802 Intermed. TV Oper. and Prod.

Performing Arts

For information, please call (416) 675-3111, ext. 3252 (For direct TouchTone dialing call (416) 798-1034)

Music

Community Music School

Humber College offers a range of music studies for pre-school children through young adults. This program has been a training ground for many outstanding young musicians who have received national recognition.

The faculty are composed of professional performers and educators with a commitment to excellence in music education. The program strives to develop the joy and creativity of music while instilling the discipline required for success.

Students beyond the pre-school levels are interviewed after registration and placed according to their abilities. The school can accommodate the novice musician through the pre-professional.

For more information or an audition date, contact Cathy Miltro, Program Co-ordinator, (416) 675-3111, ext. 4847 (For direct TouchTone dialing call (416) 798-1034).

SCAN
the fine print for
Admissions & Academic facts.
SEE PAGE 97 FOR DETAILS

Pre-School Music

(For Children 3 – 6 years of age)

Students enrolling in the pre-instrumental courses will not require an interview.

Music and Movement (3 years old)

Course No.: KIDS123 TRN: 4900123 AF
This course is an introduction to music designed for young children who have had no previous instruction. Based on the concept that children learn best when learning is fun, specially designed games, activities and songs introduce students to basic elements such as rhythm and melody. In addition, all students receive 'hands-on' exposure to a wide variety of instruments.

Class Day	Time	Duration	Loc.
70 Sat	9:30-10:30am	Apr 20-Jun 15	L

Fee: \$64.00

Young Musicianship Level 1 (4 – 5 years)

Course No.: KIDS115 TRN: 4900115 AF
This course follows the same format as Music and Movement but at a more in-depth level. Upon completion of this course students will have acquired a vocal repertoire of 25-30 songs and learned to identify and write basic rhythms and simple melody patterns.

Class Day	Time	Duration	Loc.
70 Sat	10:30-11:30am	Apr 20-Jun 15	L

Fee: \$75.00

Young Musicianship Level 2 (5 – 6 years)

Course No.: KIDS116 TRN: 4900116 AF
Upon completion of this course students will have acquired an additional vocal repertoire of 25-30 songs and be capable of identifying and notating simple songs, based on the pentatonic scales.

Pre-requisite: Audition required, or KIDS115 Young Musicianship Level 1 (4 – 5 years)

Class Day	Time	Duration	Loc.
70 Sat	11:30-12:30pm	Apr 20-Jun 15	L

Fee: \$75.00

Children's Music

(For children 6 – 13 years of age)

At these levels an interview is recommended for placement after registration.

Instrumental – Basic (6 – 9 years)

Course No.: KIDS111 TRN: 4900111 AF
(Class of 4.) Instruction is offered in the following areas: piano, percussion, woodwind, brass and guitar. Classes develop the skills to complete Royal Conservatory Examinations. Students require their own instrument for 'at-home' practising.

Lesson format is 1 hour each week instrumental, and 1 hour every 2nd week ensemble. Instrumental lessons are based on four students per hour class.

Class Day	Time	Duration	Loc.
70		Apr 22-Jun 17	L

Fee: \$117.00
*All students will be personally contacted

Instrumental – Intermediate (6 – 13 years)

Course No.: KIDS112 TRN: 4900112 AF
(Class of 3.) Instruction is continued at a more in depth level in both the instrumental and ensemble sections of the program. The Royal Conservatory syllabus will be supplemented by exposing students to a wide variety of music styles. Lesson format of 1 hour/week instrumental and 1 hour every 2nd week, ensemble, is continued. Instrumental lessons are based on three students per hour class.

Pre-requisite: Audition required.

Class Day	Time	Duration	Loc.
70		Apr 20-Jun 17	L

Fee: \$143.00
*All students will be personally contacted

Private Lessons 'A'

Course No.: KIDS113 TRN: 4900113 AF
Students receive private lessons on the instrument of their choice – piano, guitar, bass, brass, woodwind or drums – and may focus their studies in the areas of pop, jazz or classical music. Ensemble classes continue skill development in ear training, theory and ensemble performance. Lesson format is 1/2 hour weekly private lessons and 1 hour ensemble class every second week.

Class Day	Time	Duration	Loc.
70		Apr 20-Jun 17	L

Fee: \$176.00
*All students will be personally contacted

Ensemble "A"

Course No.: KIDS129 TRN: 4900129 AF
This course is designed for students who want to complement their private instrument study by attending an Ensemble Class. Theory, ear training, ensemble rehearsal and performance are all components of this course. Students may also have the opportunity to try different instruments such as synthesizers, drums and percussion. All students will be placed according to age and level of expertise.

Pre-requisite: Audition Required

Class Day	Time	Duration	Loc.
70		Apr 20-Jun 17	L

Fee: \$47
*All students will be personally contacted

Youth Jazz

(For students 14 – 18 years of age)

Audition is required for these courses prior to registration.

Instrumental – Advanced

Course No.: KIDS124 TRN: 4900124 AF
This course is intended for students who are ready to explore their musical studies at a more in depth level. Each week students are required to attend two lessons – a 1/2 hour private lesson on their instrument, and a 1 1/2 hour ensemble class. Private lessons may include classical, jazz or pop study, while ensemble classes will explore improvisation, theory, ear training and small group performance. Recommended age – 13 to 18 years.

Pre-requisite: KIDS112 Intermediate – Instrumental/Audition required

Class Day	Time	Duration	Loc.
70		Apr 20-Jun 17	L

Fee: \$262.15 7% GST is included in course fee.
*All students will be personally contacted

Jazz Combo

Course No.: KIDS128 **TRN:** 4900128 **AF**
 Designed for students already studying an instrument and interested in pursuing small group performance, this program will develop and enhance basic ensemble and improvisation skills. Weekly rehearsals and course material cover the elements of jazz theory and ear training as they pertain to improvisation. Students are placed according to level of expertise on their major instrument.

Pre-requisite: Audition required

Class	Day	Time	Duration	Loc.
70			Apr 22-Jun 10	L

Fee: \$138.03 7% GST included in course fee.
 *All students will be personally contacted

Photography

For information, please call (416) 675-5094

All students are expected to supply their own 35mm or 2 1/4" camera as well as flash, tripod, film and processing. Approximate additional costs for supplies will range from \$100 at the introductory level to \$160 at more advanced levels.

Depending on instructor evaluation and student participation, all photography classes may include some additional costs. Students will be advised of actual material requirements during class.

Students with photographic background may in certain cases be eligible for exemptions; however, all students requesting exemptions must make an appointment with Monica McGillivray at (416) 675-3111, ext. 4265 (For direct TouchTone dialing call (416) 798-1034) for an assessment on Thursday, May 2, 1996 from 5:30pm to 7:30pm. Students are required to bring portfolios and transcripts at this time. Permission to register in advanced courses without assessment and permission of the C.E. Chair is not permitted.

Certificate in Photographic Techniques – Program 482

Required Courses

- FOTO801 Photography 1
- FOTO802 Photography 2
- FOTO803 Photography 3
- FOTO804 Photography 4

Plus any two additional 3 credit photography courses such as:

- FOTO810 Nature Photography
- FOTO805 Photography Portrait 1
- FOTO806 Photo Portrait 2
- FOTO807 Photography Wedding 1
- FOTO814 Photo Wedding 2
- FOTO817 Travel Photography
- FOTO818 Altered Images

Photography 1

Course No.: FOTO801 **TRN:** 3220801 **AA**
 This will be your introduction to the understanding of your camera, your lenses, design and composition, as well as lighting and exposure control. It will give you a good understanding of 35mm photography.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6-Jun 26	N
51	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$155.70

Photography 2

Course No.: FOTO802 **TRN:** 3220802 **AA**
 This course is designed for students who have completed Photography 1. It will familiarize students with the workings of the black and white darkroom, its equipment and the introduction of processing film, making contact sheets and enlargements.

Pre-requisite: FOTO801 Photography 1 or successful completion of pre-test

Class	Day	Time	Duration	Loc.
51	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$165.20

Photography 3

Course No.: FOTO803 **TRN:** 3220803 **AA**
 A continuation of Photography 2, this course will deal with advanced black and white darkroom processes such as toning, double printing, high contrast materials, dodging and burning. It will also introduce you to the proper presentation of your prints such as mounting, matting and framing.

Pre-requisite: FOTO802 Photography 2 or approval of C.E. Chair

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$170.30

Photography 4

Course No.: FOTO804 **AA**
 Photography 3 is a pre-requisite to this colour print course. It includes subtractive colour printing, contrast and colour control as well as cibachrome printing and C-41 colour negative processing. The lab facilities will not be open until after the class lecture.

Pre-requisite: FOTO803 Photography 3 or approval of C.E. Chair

Please note: Students must register through the Applied and Creative Arts office for this course only. Call (416) 675-3111, ext. 4265 (Fordirect TouchTone dialing call (416) 798-1034). Students may not repeat this course without written permission from the program chair.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$255.70

Photo Portrait 2

Course No.: FOTO806 **TRN:** 3220806 **AA**
 This intermediate portrait photography course continues the design, composition and technical theory learned in Photo Portrait 1 and encourages students to further develop their talent for creating outstanding portraits – for business or pleasure. Fee includes cost of models.

Pre-requisite: FOTO805 Photo Portrait 1 or approval of CE Chair

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$217.70

Photo Wedding 2

Course No.: FOTO814 **TRN:** 3220814 **AA**
 This intermediate wedding photography course continues the design, composition and technical theory learned in Photo Wedding 1 and encourages students to further develop their talent for creating outstanding wedding photographs – for business or pleasure.

Pre-requisite: FOTO807 Photo Wedding 1 or approval of CE Chair

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$217.70

Altered Images

Course No.: FOT0818 **TRN:** 3220818 **AA**

This course introduces the students to experimental techniques in photography. Each class will consist of lecture, demonstration, shooting, processing and printing. Topics will include unconventional portraiture, double printing, making your own paper and more. Dark-room experience recommended for this course. Students should plan to spend an additional \$75 for supplies.

Pre-requisite: FOTO801 Photography 1 or approval of co-ordinator

Class	Day	Time	Duration	Loc.
50	Mon&Wed	7-10pm	May 6 Jun 26	N

Fee: \$175.70

Travel Photography

Course No.: FOT0817 **TRN:** 3220817 **AA**
 A 35mm camera is required. A telephoto lens and a set of close-up filters are recommended. Students will be required to provide their own transportation to field trip classes.

Pre-requisite: FOTO801 Photography 1 or approval of Co-ordinator

Class	Day	Time	Duration	Loc.
50	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$155.70

School For Writers

Canada's foremost workshop in creative writing will once again be offered this summer from August 3 through 9. Plan on an intensive week, discussing your writing in a class led by a professional author and participating in panel discussions given by agents, editors and publishers. This year's author list will be headed by Timothy Findley. For a brochure, please call (416) 675-3111, ext. 4436 (For direct Touch Tone dialing call (416) 798-1034).

School for Writers – Fiction

Course No.: CRWR110 **KL**

Class	Day	Time	Duration	Loc.
50*	Sat-Fri	9-4:30pm	Aug 3-Aug 9	N
51**	Sat-Fri	9-4:30pm	Aug 3-Aug 9	N

Fee: **, ** 7% GST is included in course fee

*Class 50 – Early Bird Registration must be received prior to May 31, 1996 the fee is \$695.50

**Class 51 – anyone registered after May 31, 1996 the fee is \$775.75

School for Writers – Poetry

Course No.: CRWR120 **KL**

Class	Day	Time	Duration	Loc.
50*	Sat-Fri	9-4:30pm	Aug 3-Aug 9	N
51**	Sat-Fri	9-4:30pm	Aug 3-Aug 9	N

Fee: **, ** 7% GST is included in course fee

*Class 50 – Early Bird Registration must be received prior to May 31, 1996 the fee is \$695.50

**Class 51 – anyone registered after May 31, 1996 the fee is \$775.75

Health Care and Human Services

Ambulance Programs

Further information may be obtained from Doug Leonard at (416) 675-3111, ext. 4301 (For direct TouchTone dialing call (416) 798-1034).

Bioscience

Program Co-ordinator:
Henry Ruschin, (416) 675-3111, Ext. 4641
(For direct TouchTone dialing call (416) 798-1034).

Human Anatomy and Physiology – Introduction

Course No.: BIOS101 TRN: 0735101 FC
This course, required for some of the post-secondary programs in the Health Sciences Division, is designed for the student with limited background in this area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concept of health and disease processes.

This course includes Laboratory Sessions in addition to regularly scheduled classes. These will be arranged by the instructor on the first evening of class.

Note: This course is creditable to the Nursing, Registered Practical Nursing and Funeral Service Education programs. This course is not creditable to the Pharmacy Assistant or Ambulance and Emergency Care programs.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	*	May 21-Jul 30	N

Fee: \$218.20
*Tue. (6:30-9:30pm), Thu. (Lab 5-7pm, Class 7-8pm)

Anatomy and Physiology 2

Course No.: BIOS211 TRN: 0735211 FC
This course is designed to extend the study of anatomy and physiology for students who have completed a course of study in Introductory Anatomy and Physiology. The emphasis will be in physiological concepts. Pre-requisite: BIOS101 Human Anatomy and Physiology – Intro. or equivalent

Class	Day	Time	Duration	Loc.
50	Mon&Wed	*	May 13-Jul 29	N

Fee: \$218.20
*Mon. (6:30-9:30pm), Wed. (Lab 5-7pm, Class 7-8pm)

Microbiology

Course No.: BIOS102 TRN: 0735102 FC
Students will be introduced to the basic concepts of microbiology. Special emphasis will be placed on the study of pathogenic organisms, infection control, methods of sterilization, and in the treatment of infectious diseases. This course is creditable to the Pharmacy Assistant and Funeral Service Education program.

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Jun 11	N

Fee: \$62.28

Early Childhood Education

Program Co-ordinator:
Karen De Sousa (416) 675-3111, ext. 4288
(For direct TouchTone dialing call (416) 798-1034)

Early Childhood Education Diploma – Program 791 (E.C.E.)

This program is comprised of 25 courses and 4 Field Placements.

This diploma program is designed to provide you with the knowledge and skills necessary for work with pre-school children.

Graduates of this program are qualified to work in Nursery Schools, Day Cares and other settings.

The courses offered this semester are only part of the full diploma program.

Each semester a different group of courses are offered. These courses are advertised in the Humber College Guide to Continuing Education. A Student Handbook (outlining the complete program and program policies) is available at the orientation seminar.

*All new students are required to attend the orientation seminar scheduled before each Teaching The Young Child 1.

*Students interested in pursuing a diploma should register for Teaching the Young Child 1, as their first course. This course is the recommended pre-requisite and/or co-requisite for all other courses.

*It is the students' responsibility to meet all pre-requisites prior to registering for a course.

Important Information For All Students Enrolled In Continuing Education Courses In The Early Childhood Education Department at Humber College

Criminal Record Check

As a student in the E.C.E. Program, you will be in contact with children who are under the care of Humber College and outside agencies. Therefore, the College and agencies reserve the right to conduct a criminal record check on all students to ensure that we provide for necessary safeguards regarding the care and protection of children.

1st Level Courses For E.C.E. Students

Orientation Seminar for New Students

All new students are required to attend the Student Orientation Seminar. At this seminar students will be introduced to the Co-ordinator of the program. We will discuss the complete program and program policies. A Student Handbook will be distributed. Date of this seminar will be: Tuesday, April 30, 1996 at 6:30 p.m. This seminar will be conducted prior to the first class of ECE 101 Teaching The Young Child 1 and in the same classroom.



Teaching the Young Child 1

Course No.: ECE.101 **TRN:** 2345101 **FD**
 This course is a pre-requisite and/or co-requisite for all other courses for students pursuing the diploma program. Content covered in this course will be a study of the philosophy of early childhood education, the teacher's role and teacher's philosophy, transitions, routines, theory of Piaget and Erikson, setting the stage, ages and stages of development, positive communication, techniques of guidance and nutrition and health.

Co-requisite: Orientation seminar

Please note the following changes to this course: This course is now eighteen sessions. ECE.105 Nutrition and Health is a new component to this course.

Class Day	Time	Duration	Loc.
50 Tue*	6:30-9:30pm	Apr 30-Jul 23	N

Fee: \$186.84

*Plus Thursday, May 2, 16, 30, June 20, July 18, 1996

Teaching the Young Child 2

Course No.: ECE.201 **TRN:** 2345201 **FD**
 A continuation of the course Teaching the Young Child 1. **Pre-requisite:** ECE.101 Teaching the Young Child 1, orientation seminar

Class Day	Time	Duration	Loc.
50 Thu*	6:30-9:30pm	May 2-Jul 18	N

Fee: \$155.70

*Plus Tuesday, May 7, June 4, and July 16, 1996

Curriculum 1

(Formerly Creative Activities Workshop 1)

Course No.: ECE.102 **TRN:** 2345102 **FD**
 This course will study the theories behind the creativity of young children, focusing on a variety of creative materials. It is designed to help the student plan and establish appropriate stimulating activities for all types of preschool programs. This should ensure a healthy learning environment for the development of the whole child.

Classes will offer the opportunity to learn theory, exchange ideas and practice skills in a workshop environment.

Pre-requisite or Co-requisite: ECE.101 Teaching the Young Child 1

Class Day	Time	Duration	Loc.
50 Wed	6:30-9:30pm	Apr 17-Jul 3	N

Fee: \$124.56

Curriculum 2

(Formerly Creative Activities Workshop 2)

Course No.: ECE.202 **TRN:** 2345202 **FD**
 This is a continuation of Curriculum 1. **Pre-requisite:** ECE.102 Curriculum 1

Class Day	Time	Duration	Loc.
50 Mon	6:30-9:30pm	Apr 22-Jul 1	N

Fee: \$114.18

Observing and Recording Children's Behaviour

Course No.: ECE.205 **TRN:** 2345205 **FD**
 This course emphasizes objective observational techniques as basic tools for assessing children and developing and evaluating their programs. Topics will include operational definitions and the basic format of Individual Program Plans.

Note: Student must have access to a pre-school program to complete assignments.

Pre-requisite: ECE.201 Teaching The Young Child 2, ECE.202 Creative Activities Workshop 2

Class Day	Time	Duration	Loc.
50 Wed	6:30-9:30pm	May 8-Jul 10	N

Fee: \$103.80

Psychology of Infancy 1

Course No.: ECE.104 **TRN:** 2345104 **FD**
 This course is designed for the study of the psychological development of children from conception to six years of age, emphasizing intellectual, emotional, and social aspects in the home, neighbourhood and pre-school environment.

Pre-requisite: ECE.101 Teaching the Young Child 1

Class Day	Time	Duration	Loc.
50 Tue&Thu*	6:30-9:30pm	May 7-Jul 23	N

Fee: \$155.70

*Thursday, May 30, June 27, and July 18, 1996

Psychology of Infancy 2

Course No.: ECE.204 **TRN:** 2345204 **FD**
 This course is a continuation of Psychology of Infancy 1.

Pre-requisite: ECE.104 Psychology of Infancy 1

Class Day	Time	Duration	Loc.
50 Tue&Thu*	6:30-9:30pm	May 7-Jul 23	N

Fee: \$155.70

*Thursday, May 30, June 27, and July 18, 1996

2nd Level Courses for E.C.E. Students**Comparative Studies**

Course No.: ECE.418 **TRN:** 2345418 **FD**
 Discussion will be directed towards the many different theories and methods dealing with how to teach children. Some of the older and newer theories will be dealt with in this course. The reasons each are important will be discussed as well as their relationship to the method taught at Humber College.

Pre-requisite: All first level courses

Class Day	Time	Duration	Loc.
50 Tue	6:30-9:30pm	May 7-Jun 4	N

Fee: \$51.90

Psychology of Middle Childhood

Course No.: ECE.313 **TRN:** 2345313 **FD**
 In this course, the student will study the school age child; the adolescent and young adult in the area of cognitive, social and emotional growth and development.

Pre-requisite: All first level courses

Class Day	Time	Duration	Loc.
50 Thu	6:30-9:30pm	May 9-Jul 18	N

Fee: \$114.18

The Child With Special Needs 2

Course No.: ECED309 **TRN:** 2450309 **FD**
 This course is designed to familiarize the student with a variety of developmental disabilities, programming suggestions and guidelines, and specific teaching techniques for the various developmental disabilities. Programming philosophies including the commitment to normalization and the concept of integration will be investigated together with resources to assist in the review of many teaching strategies required for success with infants and children who have developmental lags.

Pre-requisite: All first level courses, ECED101 The Child with Special Needs 1

Class Day	Time	Duration	Loc.
50 Mon&Wed	7-10pm	May 13-Jun 19	N

Fee: \$124.56

Field Placements For E.C.E. Students Only**Field Work Seminar**

Course No.: ECE.800 **TRN:** 2345800 **FD**
 Prior to each field placement, students must attend a field work seminar which is offered at the beginning of each semester. This seminar provides an opportunity for the student to explore the expectations and requirements of a field placement experience. Students will also have the opportunity to ask questions and discuss any concerns relating to their field placement.

Please Note: Students who have completed ECE.603 Field Practice 1 and ECE.703 Field Practice 2 must attend the ECE.800 Field Work Seminar (Class 51) session. All first level courses for this session must be completed.

Pre-requisite: See Field Practice 1, 2, 3 and 4

Class Day	Time	Duration	Loc.
50 Sat	9:30-12:30pm	May 11	N
51 Sat	1-4pm	May 11	N

Fee: \$12.43

Field Practice 1

Course No.: ECE.603 **TRN:** 2345603 **FD**
 Each Field Practice session will be 3 weeks in duration. Time and place will be individually arranged with the Field Co-ordinator at each Field Work Seminar. Personal health review and immunization record, certified by a qualified physician are required. Students must be absent of chronic limitations that would prevent effective supervision of children.

Pre-requisite: ECE.101 Teaching The Young Child 1, ECE.102 Curriculum 1, ECE.800 Field Work Seminar Class 50

Class Day	Time	Duration	Loc.
50 *	*	May 1-Aug 31	*

Fee: \$190.30

*To be arranged by supervisor.

Field Practice 2

Course No.: ECE.703 **TRN:** 2345703 **FD**
 See Field Practice 1.

Pre-requisite: ECE.603 Field Practice 1, ECE.201 Teaching the Young Child 2, ECE.202 Curriculum 2, ECE.205 Observing & Recording Children's Behaviour, ECE.800 Field Work Seminar Class 50.

Class Day	Time	Duration	Loc.
50 *	*	May 1-Aug 31	*

Fee: \$190.30

*To be arranged by supervisor.

Field Practice 3

Course No.: ECE.803 **TRN:** 2345803 **FD**
 See Field Practice 1.

Pre-requisite: All first level courses, ECE.800 Field Work Seminar Class 51.

Class Day	Time	Duration	Loc.
50 *	*	May 1-Aug 31	*

Fee: \$190.30

*To be arranged by supervisor.

Field Practice 4

Course No.: ECE.903 **TRN:** 2345903 **FD**
 See Field Practice 1.

Pre-requisite: All first level courses, ECE.803 Field Practice 3, ECE.800 Field Work Seminar Class 51.

Class Day	Time	Duration	Loc.
50 *	*	May 1-Aug 31	*

Fee: \$190.30

*To be arranged by supervisor.

Early Childhood Education Advanced Studies

Early Childhood Education - Advanced Studies in Special Needs - Program 790

This new post-diploma program is intended to better serve needs previously addressed by the Early Childhood Education for the Developmentally Handicapped diploma program and the post-diploma: Early Childhood Education Resource Teacher.

The curriculum of the program will offer the specialized skills and knowledge needed in the training of people to work in the field of special needs. Graduates from this program will be qualified to be Resource Teachers and Consultants as specified in the Day Nurseries Act, R.S.O. 1980, C. 111 Ontario Regulation 760/83. This role could be as a direct worker with children with special needs or as a consultant to teachers working with children who have special needs in day cares. Ten academic courses plus two field placements are required for the completion of this post-diploma certificate.

For further information call Karen De Sousa, Program Co-ordinator (416) 675-3111, ext. 4288 (For direct TouchTone dialing call (416) 798-1034).

Pre-requisite: Community College Diploma in Early Childhood Education and Orientation Session.

Early Childhood Education - Advanced Studies Post-Diploma Certificate - Program 793

Humber's Advanced Early Childhood program offers E.C.E. diploma graduates the opportunity to increase their knowledge and skills for working with young children. These courses will be of a challenging nature, taught by people with extensive experience and special skills. Twelve credits totaling 180 hours are required for the completion of the certificate.

For further information call Karan De Sousa, Program Co-ordinator (416) 675-3111, ext. 4288 (For direct TouchTone dialing call (416) 798-1034).

Pre-requisite: Community College Diploma in E.C.E.

The Child With Special Needs 3

Course No.: ECAS104 **TRN:** 2310104 **FD**
This course explores a number of techniques and strategies to enhance the student's performance in the field of special needs. A familiarization with the role of the resource teacher is essential and as such students will explore and examine all aspects of the teacher's role, in providing direct and indirect service. Emphasis will be placed on applications of learning principles and educational strategies. Using a case study approach students will examine a variety of instructional adaptations. The research component of this course will include: the value of research and education; how to critique research and selected research studies.

Pre-requisite: ECAS101 Issues in Normalization and Integration, ECAS102 Individual Program Plans, ECAS105 Developmental Activities 1, ECAS106 Working with Families

Class	Day	Time	Duration	Loc.
50	Wed	8:30-9:30pm	Apr 24-Jun 12	N

Fee: \$83.04

Field Practice 1

Course No.: ECAS103 **TRN:** 2310103 **FD**
Class Day Time
50 Durallon Loc.
Apr 1-Aug 31 N
Fee: \$190.30 *To be arranged by supervisor

Emergency Skills

The following programs are designed to teach the student lifesaving skills such as First Aid and C.P.R. Comfortable clothing should be worn. For further information please call (416) 675-3111, ext. 4083 (For direct TouchTone dialing call (416) 798-1034).

CPR - Basic

Course No.: HLT.001 **TRN:** 3955001 **FF**
This 12-hour course is designed for both health-care professionals and the general public. The knowledge and skills required to recognize and manage adults, children and infants in cardiac and/or respiratory distress is emphasized. A CPR manual should be purchased and reviewed prior to attending this program. Successful completion leads to certification through the Heart and Stroke Foundation of Ontario at the Basic Rescuer ('C') level.

This course is a pre-requisite for Ambulance and Emergency Care, Nursing, Practical Nursing and Occupational Therapy Assistant/Physiotherapy Assistant programs.

Class	Day	Time	Duration	Loc.
01	Sat&Sun	9-4pm	Apr 20-Apr 21	N
02	Sat&Sun	9-4pm	May 4-May 5	N
03	Tue-Thu	6:05-10:05pm	May 14-May 16	N
04	Sat&Sun	9-4pm	Jun 8-Jun 9	N
05	Sat&Sun	9-4pm	Jul 6-Jul 7	N
07	Sat&Sun	9-4pm	Aug 3-Aug 4	N
08	Tue-Thu	6:05-10:05pm	Aug 6-Aug 8	N
09	Thu&Fri	9-4pm	Aug 15-Aug 16	N

Fee: \$42.52

CPR - Basic Retraining

Course No.: HLT.002 **TRN:** 3955002 **FF**
This 4-hour course is designed for both health-care professionals and the general public who have attended a Basic Rescuer level course. The knowledge and skills required to recognize and manage adults, children and infants in cardiac and/or respiratory distress will be reviewed. The current CPR manual should be reviewed prior to attending this course. Successful completion leads to recertification through the Heart and Stroke Foundation of Ontario at the Basic Rescuer ('C') level.

Pre-requisite: Previous Basic Rescuer certification required

Class	Day	Time	Duration	Loc.
01	Sat	9-1pm	Apr 20	N
02	Sat	9-1pm	May 4	N
04	Sat	9-1pm	Jun 8	N
05	Sat	9-1pm	Jul 6	N
07	Sat	9-1pm	Aug 3	N
08	Tue	6:05-10:05pm	Aug 6	N
09	Thu	9-1pm	Aug 15	N

Fee: \$42.52

CPR - Infant/Child

Course No.: HLT.022 **TRN:** 3955022 **FF**
This 4-hour course provides the knowledge and practical skills required to assess and manage respiratory distress, respiratory arrest and cardiac arrest in infants and children. Emphasis will be placed on accident prevention involving infants and children. A Basic Rescuer CPR manual should be purchased and reviewed prior to attending this course. Successful completion leads to certification through the Heart and Stroke Foundation of Ontario at the Infant/Child ('D') Level.

This course is a pre-requisite for the Early Childhood Education program.

Class	Day	Time	Duration	Loc.
01	Wed	6:05-10:05pm	Jul 10	N
02	Thu	6:05-10:05pm	Aug 8	N

Fee: \$19.29

First Aid - Emergency/CPR - Heartsaver

Course No.: HLT.010 **TRN:** 3955010 **FF**
This 12-hour course provides the knowledge and practical skills required to assess and manage illness and/or injury in life-threatening situations. Consideration will be given to the causes and prevention of accidents as well as recognition and management of adults in cardiac and/or respiratory distress. Successful completion leads to certification through St. John Ambulance at the Emergency First Aid Level and through the Heart and Stroke Foundation of Ontario at the Heartsaver ('A') Level.

Class	Day	Time	Duration	Loc.
02	Sat&Sun	9-4pm	Jul 20-Jul 21	N

Fee: \$51.52

First Aid - Standard

Course No.: HLT.007 **TRN:** 3955007 **FF**
This 16-hour course provides the knowledge and practical skills required to assess and manage illness and/or injury in emergency situations. Consideration will be given to the causes and prevention of accidents. Successful completion leads to certification through St. John Ambulance at the Standard First Aid Level.

This course is a pre-requisite for Ambulance and Emergency Care, Nursing, Practical Nursing, Funeral Services Education, Early Childhood Education, Occupational Therapy Assistant/Physiotherapy Assistant programs.

Class	Day	Time	Duration	Loc.
01	Sat&Sun	8:30-5:30pm	Apr 27-Apr 28	N
02	Sat&Sun	8:30-5:30pm	May 25-May 26	N
03	Sat&Sun	8:30-5:30pm	Jun 8-Jun 9	N
04	Sat&Sun	8:30-5:30pm	Jul 13-Jul 14	N
06	Thu&Fri	8:30-5:30pm	Aug 8-Aug 9	N
07	Tue&Wed	8:30-5:30pm	Aug 13-Aug 14	N
08	Sat&Sun	8:30-5:30pm	Aug 24-Aug 25	N

Fee: \$64.36

ATTENTION
registration is
now open

First Aid – Standard/CPR – Basic

Course No.: HLT.009 TRN: 3955009 FF

This 24-hour course provides the knowledge and practical skills required to manage illness and/or injury in emergency situations. Consideration will be given to the causes and prevention of accidents. Recognition and management of adults, children and infants in cardiac and/or respiratory distress is emphasized. Successful completion leads to certification through St. John Ambulance at the Standard First Aid Level and through the Heart and Stroke Foundation of Ontario at the Basic Rescuer ('C') Level.

This course is a combination of courses HLT.001 CPR – Basic and HLT.007 First Aid – Standard.

Class	Day	Time	Duration	Loc.
01	Sat&Sun	8:30-5:30pm	May 25-Jun 1	N
02	Fri-Sun	8:30-5:30pm	Jul 19-Jul 21	N
03	Fri-Sun	8:30-5:30pm	Aug 16-Aug 18	N

Fee: \$93.04

First Aid – Standard CPR – Infant/Child

Course No.: HLT.024 TRN: 3955024 FF

This 20-hour course provides the knowledge and practical skills required to assess and manage illness and/or injury in emergency situations. Consideration will be given to the causes and prevention of accidents involving infants and children. Successful completion leads to certification through St. John Ambulance at the Standard First Aid Level and the Heart and Stroke Foundation of Ontario at the Infant/Child ('D') Level.

This course is a combination of HLT.007 First Aid – Standard and HLT.022. CPR – Infant/Child.

Class	Day	Time	Duration	Loc.
01	Fri-Sun	*	Jul 12-Jul 14	N
02	Fri-Sun	*	Aug 9-Aug 11	N

Fee: \$79.20

*Fri (6:05-10:05pm), Sat&Sun (8:30-5:30pm)

Gerontology Programs

The gerontology programs offered at Humber College are designed for persons who work with or on behalf of an older population. The programs provide a holistic bio-psycho-social approach to the study of aging. Pertinent topics and issues in the field are explored. Theoretical knowledge is complemented with practical placement experience in both community and institutional settings.

To obtain a certificate in Gerontology, the student must complete four core courses, four courses from one of the outlined specialties and the field placement requirements.

Core Courses

- GERN101 Introduction to Gerontology
- GERN102 Biology of Aging
- GERN103 Psychological and Social Perspectives on Aging
- GERN104 Communication with the Older Adult and Support Network

Specialty One**– Activation Techniques/Life Enrichment (Post Certificate) – Program 785**

- GERN210 Group Work Skills and the Team Approach
- GERN211 Promotion of Abilities
- GERN212 Life Enrichment and Program Planning
- GERN213 Advanced Program Planning and Independent Study Project
- GERN214 Institutional/Community Field Placement

Specialty Two – Multidiscipline (Post Diploma) – Program 783

- GERN220 Ethnicity and Aging
- GERN221 Policies and Issues on Aging
- GERN222 The Older Adult at Risk: Special Needs Populations
- GERN223 Practice Related Research and Independent Study Project
- GERN224 Institutional/Community Field Placement

Admission Requirements

Specialty One – Applicants must possess a certificate in some aspect of health or social services, or the equivalent experience.

Specialty Two – Applicants must have completed an approved diploma/degree in health or social services.

For further information, please contact, Linda Hill, Health Sciences Division, (416) 675-3111, ext. 4078 (For direct TouchTone dialing call (416) 798-1034).

Health Care Multidiscipline Childbirth Educators Program

Multidiscipline The topics include: prenatal and postnatal ILP; prenatal and postnatal tutorials, experiential learning and group dynamics; pain and pain management theories; clinical observations; labour and delivery; prenatal class clinical observations; teaching practicum (clinical) curriculum development. For information please contact: Secretary, C.E. Health Sciences, (416) 675-3111, ext. 4062 (For direct TouchTone dialing call (416) 798-1034).

Pre-requisite: Undergraduate and/or Post Graduate Education in Arts and Science, or a Community College Certificate Program.

Childbirth Educators – Adult Learning and Group Dynamics

Course No.: CBED202 FN
Module A. A 4-day workshop covering principles of Adult Education Theory and Group Dynamics.

Pre-requisite: RN or RPN

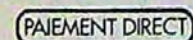
Class	Day	Time	Duration	Loc.
50	Mon&Tue	9-4pm	May 6-May 14	N

Fee: \$138.40

Health Care Aide Certificate

Further information may be obtained from Rosemary Watkins at (416) 675-3111 ext. 4643 (For direct TouchTone dialing call (416) 798-1034).

This program is designed to meet the needs of students who wish to become Health Care Aides in residential or community-based agencies. This program combines the theory with sufficient lab hours and supervised clinical experiences to meet the Ministry of Colleges and Universities guidelines for Health Care Aide Programs. This program is comprised of six (6) theory courses and a minimum of 275 hours in clinical field agencies. A student is required to take two courses over three semesters, two nights per week. The clinical experience is on weekends.

We accept:

EMPLOYERS

Learn about how many of these courses/programs can be customized and delivered at your organization. Call the Institute for Health and Community Learning at (416) 674-2472

Law and Security

For information, please call Jane Russ (416) 675-3111, Ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Certified Protection Officer – Program 138

The Certified Protection Officer Program is a home/distance study course in security procedures for security officers working in the field who wish for certification of their skills and knowledge.

For information, please call Jane Russ (416) 675-3111, Ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Advanced Police Science Certificate – Program 128

This certificate program offers students the opportunity to gain a new awareness of behavioural factors which affect individual and group behaviour in a changing society. Designed for law enforcement officers, the program consists of a variety of studies based on professional law courses, and supported by a number of applied behavioural science offerings.

Eight (8) courses are required for the completion of the certificate. Courses: Accident Investigation; Philosophy of Law Enforcement; Psychology in Law Enforcement; Criminal Law; Principles of Police Writing; Impaired Driving; Advanced Investigation Issues; By-Law Enforcement; Criminalistics; Crisis Intervention; Drug Investigation Techniques; Introduction to Criminal Investigations; Issues in Law Enforcement; Nature of Crime; Organized Crime; Police and Minority Groups; Practical Evidence; Perspectives on Immigration; Customs Practices; Family Violence; Computer Crime and The Young Offender.

Casino Security

This Certificate Program is designed to offer a specialization in Casino Security. Issues related to both charity and permanent site casinos will be addressed. This program will familiarize the student with all aspects of casino security, including security issues related to individual games. This is an experiential program, placing a great deal of emphasis on practical application.

Compulsory Courses > Pre-requisite

LASN101 Casino Practices 1

LASN201 Casino Practices 2 > LASN101

LASN301 Specialized Investigative Issues > LASN201

Electives (select one)

LASN401 CPR and First Aid

LASN402 Pressure Point and Self Defence

(select two)

LASN501 Blackjack

LASN502 Poker

LASN503 Baccarat

LASN504 Roulette

Casino Practices 1

Course No.: LASN101 TRN: 5180101 DG
This course introduces the student to the history of casinos, as well as basic security procedures and issues. The difference between charity and permanent site casinos is examined and analysed.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:30-9:30pm	May 7-May 30	L

Fee: \$194.44

Casino Practices 2

Course No.: LASN201 TRN: 5180201 DG **NEW**
This course is a continuation of LASN101 Casino Practices 1. More in-depth security issues are covered, including closed circuit monitoring, robbery prevention, and table security.

Pre-requisite: LASN101

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:30-9:30pm	Apr 2-Apr 25	L
71	Tue&Thu	6:30-9:30pm	Jun 4-Jun 27	L

Fee: \$194.44

Private Security Practitioner Certificate – Program 1100

The Private Security Practitioner Certificate Program is a course of study that is designed to meet the training needs of the private security professional. In particular, courses are designed to provide a level of training which is consistent with what security managers have indicated is desirable. The program will appeal to security officers with little or no training, who wish to advance within the industry.

The certificate program will consist of five courses which will take the student from basic security practices through supervision and basic investigative techniques. At the completion of the five courses the student will receive a certificate as a private security practitioner.

Compulsory Courses (5)

SECN111 Security Practices 1

SECN211 Security Practices 2

SECN212 Security Supervision

SECN213 Investigative Techniques 1

SECN313 Investigative Techniques 2

Municipal By-Law Certificate – Program 1101

The Municipal By-Law Certificate is a course of study that is designed to meet and supplement the training needs of the Municipal By-Law Enforcement Officer. The program is designed for those already in the By-Law enforcement field who wish to continue their education and training, as well as those seeking employment in Municipal By-Law Enforcement agencies. Courses will provide the student with instruction in all areas of By-Law Enforcement including Common By-Laws, Property Standards, The Planning Act and Trials and Committee Presentations.

Compulsory Courses (4) > Pre-requisite

LASP633 By-Law Enforcement

LASP642 Trial and Committee Presentations >

LASP633 By-Law Enforcement

LASP643 Property Standards and Zoning > LASP633

By-Law Enforcement

LASP644 Municipal By-Laws > LASP633 By-Law Enforcement

Community Based Corrections

Course No.: LASP655 TRN: 5215655 DG
This course will provide extensive information to students who wish to learn about community corrections, policy formulation, program evolution, and how governments, agencies, the public and offenders manage and respond to the complexities and challenges in this important area of the criminal justice system. This will enable students to identify and analyse critical and controversial issues surrounding this topic.

Class	Day	Time	Duration	Loc.
70	Thu	7-10pm	May 9-Aug 15	L

Fee: \$155.70

Criminal Investigations – Introduction

Course No.: LASP634 TRN: 5215634 DG
In this course you will survey the numerous facets of a criminal investigation. Topics emphasized include: investigation of typical criminal code offences, forensic evidence, homicide investigation, first officer on the scene responsibilities and evidence preparation for court.

Class	Day	Time	Duration	Loc.
71	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$155.70

Customs Practices

Course No.: LASA217 TRN: 5075217 DG
This course will provide the students with an understanding of the Department of Revenue Canada and the impact of its policies on society both socially and economically. It will also look at the duties of the various levels of customs officers with particular emphasis on their enforcement responsibilities; the Customs Act as it relates to the movement of persons and goods into and out of Canada.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

Hate Crime

Course No.: LASP657 TRN: 5215657 DG
This course is designed to familiarize the student with hate crime. The focus is on the nature of hate crime, and identifying the elements of hate crime. There will be an emphasis on proactive initiatives that can be implemented in the community.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	7-10pm	May 7-Jun 25	L

Fee: \$155.70

Investigative Techniques 1

Course No.: SECN213 TRN: 8240213 DG
This course will introduce the student to some advanced concepts and theories in the security field. Topics will include, interviews, statement taking and field note taking.

Class	Day	Time	Duration	Loc.
70	Tue-Thu	6:05-10:05pm	Jul 2-Jul 4	L
71	Fri&Sat	*	Jul 12-Jul 13	L

Fee: \$61.52

*Fri (6:05-10:05pm), Sat (8:30-4:30pm)

Investigative Techniques 2

Course No.: SECN313 TRN: 8240313 DG
In this course you will continue to master the material presented in Investigative Techniques 1 and broaden your survey to include retail investigations, undercover operations and surveillance techniques.

Pre-requisite: SECN111 Security Practices 1

Class	Day	Time	Duration	Loc.
70	Tue-Thu	6:05-10:05pm	Jul 16-Jul 18	L
71	Fri&Sat	*	Jul 26-Jul 27	L

Fee: \$61.52

*Fri (6:05-10:05pm), Sat (8:30-4:30pm)

Security Practices 1

Course No.: SECN111 TRN: 8240111 DG
 This course is intended to act as the cornerstone and introduction for all courses in the Private Security Practitioner Certificate Program. Students must complete this course in order to continue with the program.

Class	Day	Time	Duration	Loc.
70	Tue-Thu	6:05-10:05pm	May 7-May 9	L
71	Fri&Sat	*	May 25-May 26	L

Fee: \$61.52
 * Fri (6:05-10:05pm), Sat (8:30am-4:30pm)

Security Practices 2

Course No.: SECN211 TRN: 8240211 DG
 In this follow up to Security Practices 1 you will examine aggression management, crowd control, bomb threat response and courtroom procedures.

Pre-requisite: SECN111 Security Practices 1

Class	Day	Time	Duration	Loc.
70	Tue-Thu	6:05-10:05pm	May 28-May 30	L
71	Fri&Sat	*	Jun 7-Jun 8	L

Fee: \$61.52
 * Fri (6:05-10:05pm), Sat (8:30am-4:30pm)

Security Supervision

Course No.: SECN212 TRN: 8240212 DG
 This course is intended as an introduction to those students who may wish to seek promotion within their agency. It will also apply to those lower level supervisors who have not received any training.

Pre-requisite: SECN111 Security Practices 1

Class	Day	Time	Duration	Loc.
70	Tue-Thu	6:05-10:05pm	Jun 18-Jun 20	L
71	Fri&Sat	*	Jun 28-Jun 29	L

Fee: \$61.52
 * Fri (6:05-10:05pm), Sat (8:30am-4:30pm)

Special Needs Offenders

Course No.: LASP656 TRN: 5215656 DG
 Special Needs Offenders, whether they serve terms of imprisonment or are engaged in community corrections programming, are utilizing an ever increasing share of decreasing scarce resources for their effective management in the criminal justice system. These groups of offenders with special needs, including women, young offenders, and the mentally challenged among others, require specialized management and treatment. This course will acquaint students with the issues surrounding special needs offenders. The emphasis will be on developing an understanding of those issues as well as discovering ways in which to engage effectively in the management and treatment of these offender groups.

Class	Day	Time	Duration	Loc.
70	Mon&Wed	7-10pm	May 6-Jun 26	L

Fee: \$155.70

Nursing

Continuing Education in Nursing

Continuing Education in Nursing will be offering the following courses and programs on an ongoing part-time basis in 1996.

R.N. Programs and Courses

Coronary Care Nursing Program; Respiratory Nursing Program; Emergency Nursing Program; Neuroscience Nursing Program; Nephrology Nursing; Operating Room Nursing Program; Obstetric Nursing Program; Mental Health Nursing Program; Management Skills for Nurses; Patient Assessment; Care of the Post-Anaesthetic Patient; Human Physiology; I.V. Therapy, Surgical Nursing Advanced Care, R.N. Examination Review and Community Mental Health Nursing, Children Are Unique, a Pediatric course.

For more information contact Secretary, Health Sciences, Continuing Education at (416) 675-3111, Ext. 4062 (For direct TouchTone dialing call (416) 798-1034).

R. N. Programs

Coronary Care Nursing 1

Course No.: CORN101 TRN: 1575101 FN
 (36 hours) This introductory course will be of value and relevance to the Registered Nurse working in any setting who is apt to encounter cardiac patients. The learner will develop skills in recognition of basic cardiac arrhythmias and to anticipate appropriate intervention for each of the arrhythmias discussed. Emphasis will also be placed on ischemic heart disease, myocardial infarction and its major complications.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.
50	Fri	9-4pm	Apr 12-May 17	N
51	Mon-Fri	9-4pm	Jun 3-Jun 10	N

Fee: \$129.56

Coronary Care Nursing 2

Course No.: CORN201 TRN: 1575201 FN
 (60 hours) This course will be of interest and value to Registered Nurses working in critical care areas. The major focus is directed at developing the student's skill in patient assessment, arrhythmia, and 12 lead ECG interpretation. The course format provides opportunity for student participation in discussion and practice sessions.

Pre-requisite: CORN101 Coronary Care Nursing 1

Class	Day	Time	Duration	Loc.
50	Thu	9-4pm	Apr 11-Jun 13	N

Fee: \$212.60

Coronary Care Nursing 4

Course No.: CORN401 TRN: 1575401 FN
 (60 hours) This course is designed for nurses working in critical care areas. It will include more in-depth study of the assessment and treatment of myocardial infarction and its complications, clinical assessment, hemodynamic waveform analysis; current medical and surgical therapeutics; advanced arrhythmia and 12 lead ECG Interpretation.

Pre-requisite: CORN201 Coronary Care Nursing 2

Class	Day	Time	Duration	Loc.
50	Tue	9-4pm	Apr 2-Jun 4	N

Fee: \$212.60

Emergency Nursing 4

Course No.: EMGY401 TRN: 2730401 FN
 (48 hours) This course is designed to assist the emergency nurse to deal with polytraumatized patients including the assessment and management of burns.

Pre-requisite: EMGY301 Emergency Nursing 3

Class	Day	Time	Duration	Loc.
50	Wed	9-4pm	Apr 24-Jun 12	N

Fee: \$171.08

Respiratory Nursing 4

Course No.: RESP401 TRN: 7910401 FN
 (60 hours) This course includes an in-depth study of the assessment and treatment of respiratory failure and complex problems in ventilatory management. Topics of emphasis will include: clinical assessment, advanced respiratory pathophysiology, and current techniques in the ventilatory management of patients with raised intracranial pressure, myocardial infarction, and thoracic abdominal surgery, treatment of ARDS, and ethical, philosophical, and social implications of long-term ventilation.

Pre-requisite: RESP201 Respiratory Nursing 2 or RESP120 Respiratory Nursing 12

Class	Day	Time	Duration	Loc.
50	Thu	9-4pm	Apr 4-Jun 6	N

Fee: \$217.60

Obstetrical Lecture Series

RN's interested in keeping current are encouraged to enquire about attending the "OBST201 Lecture Series". Timetables for OBST201 indicating content to be covered each week will be mailed upon request. Participants can register for those days which are of interest. Registration is limited.

Please contact, Sylvia Segal (416) 675-3111, Ext. 4078 (For direct TouchTone dialing call (416) 798-1034).

IV Therapy - Basic

Course No.: POST124 TRN: 7350124 FM
 (30 hours) This course is designed to assist the RN to acquire knowledge and skills in the initiation and care of patients receiving IV therapy. Case studies, group work and extensive laboratory practice will be utilized.

Pre-requisite: RN

Class	Day	Time	Duration	Loc.
50	Thu	6:30-9:30pm	Apr 11-Jun 13	N
51	*	9-4pm	May 31-Jun 7	N

Fee: \$108.80

* Mon, Tue, Wed & Fri

IV Therapy - Advanced

Course No.: POST125 TRN: 7350125 FM
 (30 hours) This course is designed to assist the RN to acquire advanced knowledge and skill in specialized IV Therapy. With the current trend towards community care the RN will gain knowledge of IV therapy in the home. Case studies, group work and laboratory practice will be utilized.

Pre-requisite: POST124 IV Therapy - Basic

Class	Day	Time	Duration	Loc.
50	Tue	9-4pm	Apr 9-May 7	N

Fee: \$108.80

**WHERE
DO I
PARK?**



SEE PAGE 100 FOR DETAILS

Children Are Unique

Course No.: POST123 **TRN:** 7350123 **FN**
 This course will focus on the care and management of the following emergencies: respiratory, gastro-intestinal, ear, nose and throat, fever/seizures, poisoning, shock and resuscitation. Growth and development, interviewing techniques, assessment and pathophysiology will be included.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.
50	Mon	9-4pm	Apr 22-May 6	N

Fee: \$72.28

Patient Assessment

Course No.: POST107 **TRN:** 7350107 **FN**
 (80 hours) This course is designed to assist the nurse in developing pre-existing skills in obtaining patient histories, interviewing and performing physical examinations. Emphasis will be placed on developing additional skills and abilities in distinguishing normal from abnormal findings. Supplemental anatomy and physiology will be reviewed with a consideration of various age groups. The student is expected to take an active part in small group discussions and laboratory/practice demonstrations.

Please Note: This course is part of and therefore mandatory to the Emergency Nursing Program.

Pre-requisite: Registered Nurse

Class	Day	Time	Duration	Loc.
50	Tue	9-4pm	Apr 2-Jun 4	N
51	Thu	9-4pm	Apr 4-Jun 6	N

Fee: \$212.60

RN Examination Review

Course No.: RNER101 **TRN:** 7910101 **FL**
 (30 hours) This course is designed to assist graduate nurses who are eligible to write the Ontario Provincial Nurse Registration Examination in the skill of reading, understanding and responding to multiple choice examinations. Utilizing the Canadian Nurses' Association Testing Services Examination Blueprint the student will learn how to prepare and answer multiple choice questions. Many practice sessions in reviewing test items will be provided.

Pre-requisite: Graduate Nurse eligible to write RN examinations in Ontario

Class	Day	Time	Duration	Loc.
50	Wed	9-4pm	Apr 24-May 22	N

Fee: \$107.80

RN Community Nursing

(Pending Ministry Approval)

This program is designed to prepare RN's to work in a variety of community settings such as health units, visiting nursing agencies, community clinics and camp nursing. The program will emphasize working with groups and the development of leadership skills. Content will focus on health assessment, promotion, illness and injury prevention, health maintenance and community development. The program consists of five (5) courses.

Pre-requisite: RN

Compulsory Courses

POST107	Patient Assessment
CBED202	Adult Learning and Group Dynamics
POST126	Community Nursing for the RN 1
POST226	Community Nursing for the RN 2
POST326	Community Nursing for the RN 3

Registered Practical Nurse**RPN Programs and Courses**

Operating Room Nursing Program: Mental Health Nursing: Administration of Medications, Asepsis for the RPN. Anatomy and Physiology 2. ECG Recording for the RPN. Phlebotomy for the RPN. RPN Exam Review, Supervisory Skills for the RPN in the Practice Setting, The RPN. The Surgical Client and Enhanced Nursing Skills.

Community Nursing for the RPN

This program is designed to prepare RPN's to work in a variety of community settings such as health units, visiting nursing agencies, community clinics and camp nursing. The program will focus on health assessment and screening, health maintenance, and health promotion. The program consists of seven (7) courses.

Pre-requisite: RPN

Compulsory Courses

RNA.100	Assessment Skills (42 hours)
RNA.104	Asepsis for RPN (42 hours)
CBED202	Adult Learning and Group Dynamics (40 hours)
HLTH110	Medications (54 hours)
RPN.100	Community Nursing for the RPN 1
RPN.200	Community Nursing for the RPN 2
RPN.300	Community Nursing for the RPN 3

Assessment Skills for RPN's

Course No.: RNA.100 **TRN:** 8050100 **FN**
 This 42 hour course is designed to assist the RPN to improve those skills related to client assessment such as interviewing, history taking and physical examinations. The emphasis is on the development of skills and ability to distinguish normal from abnormal findings.

Pre-requisite: RPN

Class	Day	Time	Duration	Loc.
50	Fri	9-4pm	Apr 19-May 31	N

Fee: \$150.32

E.C.G. Recording for RPN

Course No.: RNA.103 **TRN:** 8050103 **FN**
 This course is designed to assist the R.N.A. to acquire the skills necessary for 12 lead E.C.G. recording. This will include equipment, electrode placement and the necessary communication skills.

Pre-requisite: RPN

Class	Day	Time	Duration	Loc.
50	Mon-Thu	9-4pm	Jun 10-Jun 13	N

Fee: \$88.04

Phlebotomy for the RPN

Course No.: RNA.102 **TRN:** 8050102 **FJ**
 This course is designed to familiarize the RPN with skills needed to draw blood samples for lab testing. Topics include equipment, infection control, documentation and an introduction to blood tests.

Pre-requisite: RPN

Class	Day	Time	Duration	Loc.
50	Fri	9-4pm	May 3-May 24	N

Fee: \$88.04

RPN Administration of Medications

Course No.: HLTH110 **TRN:** 3990110 **FN**
 The Registered Practical Nurse Administration of Medications course is a 54-hour course composed of 42 hours of theory and a 12-hour clinical component. Supervised experience will occur in simulated and clinical practice sessions.

The course is designed to assist the Registered Practical Nurse to expand his/her competencies to include administration of medications and focuses on the RPN employed in the long term care setting.

Pre-requisite: RPN

Class	Day	Time	Duration	Loc.
50	Wed	9-4pm	Apr 3-May 22	N

Fee: \$222.60

RPN Exam Review

Course No.: RNA.105 **TRN:** 8050105 **FN**
 This course is designed to assist the graduate nursing assistant, who is eligible to write the Ontario Provincial Registration exams, in the skill to read and respond to multiple choice examinations.

Pre-requisite: Eligible for registration

Class	Day	Time	Duration	Loc.
50	Fri	9-4pm	May 10-Jun 7	N

Fee: \$106.80

Part-Time Practical Nursing - Program 712

This program is designed for students who wish to become registered as a Practical Nurse. Health Care Aides may apply for exemptions.

Program Outline

BIOS211	Anatomy and Physiology 2
LANG101	Writing Skills for the Health Practices
SOC1002	Introductory Sociology
PSYC001	Introductory Psychology
PSYC002	Developmental Psychology
BIOS101	Anatomy and Physiology
NURS101	Nursing Practice 1
NURS102	Health Assessment
NURS110	Nursing Theory 1
NURS201	Nursing Practice 2
NURS212	Legal and Professional Issues
NURS214	Ethics
NURS216	Medication Administration
NURS220	Nursing Theory 2
NURS221	Nursing Practice 2 Consolidation
NURS314	Nursing Theory 3
NURS315	Nursing Practice 3
NURS311	Pre-Graduate Semester

Admission Requirements

Successful completion of pre-admission testing is a pre-requisite to ensure student's ability to complete the program.

Pre-requisite: See admission requirements

For further information, contact (416) 675-3111, ext. 4282 (For direct TouchTone dialing call (416) 798-1034).

Palliative Care/ Hospice Programs

Life Threatening Illness – Dying and Bereavement (Multidiscipline)

A post-diploma certificate program specifically designed for and restricted to those working in related human service fields who wish to improve their knowledge, skill and comfort levels. This program, originally developed by Humber College in consultation with the Clarke Institute of Psychiatry, combines theoretical knowledge with practical applications related to the varied experiences and approaches of an interdisciplinary group of human service professionals.

For those working or planning to work in palliative care/hospice settings, special workshops in pain and symptom management, complementary therapies and supportive care will be provided.

Palliative Care/Hospice Contract Programs

Humber College is experienced in providing short palliative care/hospice programs and workshops designed to meet the needs of specific groups. These programs can be delivered at Humber College or at the client site virtually anywhere in Ontario.

Program Outline:

Death in Our Society
Life Threatening Illness
Helping the Critically ill and Their Families
Field Placement 1
Death, Grief and Bereavement
Helping the Bereaved
Field Placement 2

For further information, please contact, Don Foster, Program Co-ordinator, Health Sciences Division, (416) 675-3111, ext. 4260 (For direct TouchTone dialing call (416) 798-1034).

Pharmacy Assistant

Pharmacy Assistant – Program 733

Program Co-ordinator:
Marie Atlas (416) 675-3111, Ext. 4221 (For direct TouchTone dialing call (416) 798-1034)

The Health Sciences Division has developed this program, in cooperation with the Ontario College of Pharmacists, to train technical personnel to assist registered pharmacists in both community and hospital pharmacy. The program consists of 18 courses: 13 vocational and 5 non-vocational subjects. Depending on the number of courses taken each semester, completing the Pharmacy Assistant Program through the Centre for Continuous Learning on a part-time basis could take approximately four years. First-level vocational courses are pre-requisites for some second-level courses. First-level courses (Community Pharmacy Prescriptions, Pharmaceutical Calculations 1, Orientation to Pharmacy, Pharmacy Science 1) will be offered during the Fall or Winter semester. Some of the non-vocational subjects may be completed during the Spring/Summer semester when few vocational courses are offered. Students without the required pre-requisites for a course, will be asked to withdraw. Keyboarding is a required course in the program. It is suggested that students be able to type before taking pharmacy courses. Laboratory courses have limited enrolment, if the class is filled, please call (416) 675-3111, ext. 4059 or 4221 (For direct TouchTone dialing call (416) 798-1034) to be placed on a wait list.

Graduation from the program requires work experience in a hospital pharmacy full-time, for four consecutive work weeks during the day and in a community pharmacy for three full weeks during the day. Arrangements are made by the program co-ordinator after completion of course work, near the end of the program.

Hospital Pharmacy Dispensing

Course No.: PHAR217 TRN: 7140217 FI
You will gain practical experience in modern methods of drug distribution in institutions (hospitals and nursing homes). You will investigate unit dose, modified unit dose, individual patient prescription dispensing and profiling in a simulated environment.

Pre-requisite: PHAR102 Community Pharmacy Prescriptions, PHAR104 Pharmaceutical Calculations 1

Class	Day	Time	Duration	Loc.
50	Sat	9-4pm	Apr 20-Jun 15	N

Fee: \$166.08

Pharmaceutical Calculations 2

Course No.: PHAR204 TRN: 7140204 FI
In this course you will master pharmaceutical calculations likely to be encountered in a hospital setting. Pre-requisite: PHAR104 Pharm Calculations 1

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Jun 26	N

Fee: \$83.04

Customer Service for Pharmacy Assistants

NEW

Course No.: MKTG916 TRN: 6020916 FI
Specifically designed for pharmacy technicians, this course is for future hospital or store technicians, and will emphasize the growing customer demand for a high level of excellence in customer service. This will include both internal and external customers.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6-8:30pm	May 14-Jun 20	N

Fee: \$103.80

Pharmacy Assistant Post-Certificate Courses

The Pharmacy Assistant Program is developing a new initiative in co-operation with the pharmaceutical industry. Two post-certificate courses will be offered on a part-time basis. A theory course which is a pre-requisite for a subsequent field/work placement course will form the foundation of this initiative.

Admission Requirements

Those interested must participate in a pre-admission orientation/evaluation session. Applicants must have a Pharmacy Assistant certificate from an Ontario College of Applied Arts and Technology or be enrolled in such a program.

For further information, please contact Margaret Woodruff, faculty in the Pharmacy Assistant Program at (416) 675-3111, Ext. 4218 (For direct TouchTone dialing call (416) 798-1034).

The Community Pharmacy Assistant (Self-Study) Training Program

This distance education/correspondence program has been developed specifically for people currently working as pharmacy technicians in community (retail) pharmacies, who wish to upgrade their knowledge through practical, 'hands-on' exercises and assignments. The pharmacist acts as a performance monitor for student progress and provides guidance related to their specific pharmacy needs. Successful completion of seven modules leads to a Certificate of Completion. It should be noted that this is not equivalent to Humber College's Pharmacy Assistant Program. For further information, please contact Joanne Bonham, (416) 675-3111, ext. 4462 (For direct TouchTone dialing call (416) 798-1034).



Social Services

Individual and Systemic Advocacy – Program 1102

Advocacy means "to advance a case" or "to plead for another". To advocate is to attempt to correct a situation where an individual's rights are being compromised, or where their needs are being unjustly denied. This program is designed to train individuals with a strong commitment to human rights, and the empowerment of disadvantaged persons, to be effective advocates.

It will appeal to those who currently work with psychiatric survivors, those labelled developmentally disabled, older people, and individuals with physical disabilities, who see the need for changes in the way that our human services system operates.

This program will also interest people who want to learn how to advocate for themselves, their friends and family members.

Compulsory Courses

- SSW.501 Philosophies of Empowerment
 SSW.502 Ethical and Legal Aspects of Advocacy
 SSW.503 Introduction to Individual(Case) Advocacy
 SSW.523 Introduction to Systemic (Class) Advocacy
 SSW.506 Legislation In Advocacy
 SSW.524 Practicum

Electives (select one)

(These courses will be offered according to the demand.)

- SSW.530 Advocacy With Psychiatric Survivors
 SSW.531 Advocacy With Older Citizens
 SSW.532 Advocacy With Persons Labelled Developmentally Disabled
 SSW.533 Advocacy With Individuals With a Physical Disability
 SSW.534 Advocacy In Institutions
 SSW.535 Advocacy For Persons With AIDS
 SSW.536 Advocacy For And With Persons Within The Educational System
 SSW.537 Advocacy for Children with Disabilities
 SSW.538 Advocacy With Survivors of Childhood Sexual Abuse
 SSW.539 Advocacy and Community Organization
- For entrance requirements and further information, please call (416) 675-3111 Trish Spindel at ext. 3255 or Jane Russ at ext. 3252 (For direct TouchTone dialing call (416) 798-1034).

Philosophies of Empowerment

Course No.: SSW.501 TRN: 8540501 DG
 This course is intended to provide students with an understanding of the philosophical framework upon which the concepts of advocacy and empowerment are built. Common ways that society has devalued minorities, older people, those with disabilities, and women, will be discussed. Students will learn about integration, normalization, social role valorization, the least restrictive alternative doctrine, and how these ideas can be applied in promoting alternatives to our current service systems. Students will also learn about how communities can be encouraged to respond more competently to those who are disadvantaged because of discrimination and inequity.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:30-9pm	May 7-Jun 25	L

Fee: \$121.10

Systemic (Class) Advocacy – Introduction

Course No.: SSW.523 DG
 Systemic advocacy is a process of confronting inherent injustices in society and its institutions. It is the means by which laws, policies and practices are changed to include and empower groups of disadvantaged persons. Students will learn how to research systemic cases and lobby government, the justice system and other institutions to promote equality and support group rights.

Class	Day	Time	Duration	Loc.
70	Mon&Wed	6:30-9pm	May 6-Jun 26	L

Fee: \$121.10

Certificate Program **NEW** in Advanced Client-Directed Case Management – Program 1105

The Certificate Program In Advanced Client-Directed Case Management offers human services professionals in the mental health, developmental services, and long term care systems, volunteers, clients, and their families, the opportunity to acquire a sound philosophical base, and advanced skills in empowerment-oriented case management practice. The program is based upon a 'strengths' perspective which avoids the use of negative labels and attempts at social control, and focuses upon helping individuals, by creating personal support networks and competent communities.

This challenging 'hands on' program consists of four core courses, two of which are compulsory, and an elective course in an area of specialization.

Entrance Requirements

Must have a diploma or degree in Social Sciences and/or significant experience in the human services system.

Compulsory Courses

- SSW.601 Philosophy of 'Strengths-Based' Case Management
 SSW.602 Introduction to Client-Directed Case Management Practice

Choose two other core courses from the list below

- SSW.603 Legal and Ethical Issues in Case Management Practice
 SSW.604 Feminist Case Management Practice
 SSW.605 Systemic Issues in Case Management Practice
 SSW.606 Advanced Client-Directed Case Management Practice

Choose one elective in an area of specialty

- SSW.607 Client-Directed Case Management in Community Mental Health
 SSW.608 Client-Directed Case Management in the Developmental Services
 SSW.609 Client-Directed Case Management in Long Term Care
 SSW.610 Families as Case Managers

Philosophy of Strengths-Based Case Management

Course No.: SSW.601 TRN: 8540601 DG
 This course will provide you with a basic understanding of empowerment philosophy using the 'strengths' model, which avoids victim-blaming and negative stereotyping, and stresses personal value. It examines how social, economic, and political forces help to create attitudes, and explores the philosophical underpinnings of empowerment practice.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:05-9:05pm	Apr 30-Jun 4	L

Fee: \$114.18

Client-Directed Case Management Practice – Introduction **NEW**

Course No.: SSW.602 TRN: 8540602 DG
 This course will provide you with the basic skills needed to work in a collaborative relationship with clients to generate resources during tough economic times. In a way which promotes the empowerment of individuals, and increases the competence of communities to respond to people.

Class	Day	Time	Duration	Loc.
70	Fri	9-4:30pm	May 3-May 31	L

Fee: \$121.10

EMPLOYERS

Learn about how many of these courses/programs can be customized and delivered at your organization. Call the Institute for Health and Community Learning at (416) 674-2472

Hospitality

In the constant challenge to service the educational needs of the ever expanding and growing hospitality industry, Humber College has expanded its Continuous Learning offerings. These now include a large variety of courses leading to certificates in areas of Bar Operations, Rooms Division and Culinary Training. These courses can be taken on an individual basis for interest and professional upgrading and/or accumulated in working towards a certificate

If you are interested in these courses or working towards any of the certificates please contact the Hospitality Management Department at (416) 675-5094.

Culinary

The following courses comprise a program of continuing education designed to meet the needs of entry level employees, cooks, chef and kitchen managers who would like to up-grade themselves in specific areas or gain certificate level training for further certification. These courses can be taken on an individual basis or progress towards any of the certificates offered.

Successfully completed courses may be credited (where applicable) towards the full-time study programs in the Culinary Management Diploma, Hotel and Restaurant Management Diploma, Cuisine Apprentice and Cook Entry Level programs.

Individuals with industry experience may be eligible for pre-requisite exemptions and should contact the Culinary Management Department at (416) 675-3111, ext. 4550 (For direct TouchTone dialing call (416) 798-1034) for further information.

Note: For practical lab classes, students must supply the required tools, uniforms and texts.

Proper dress code is mandatory and includes leather shoes, long pants, white apron, hair net and paper hat. Call (416) 675-5094 for dress code details.

Institutional Cook Certificate – Program 4012

This unique certificate program is designed to meet the needs of entry level food service employees, cooks, and assistant cooks in hospitals, cafeterias, contract catering and other institutional food service operations. Emphasis is upon assisting the adult learner in the development of cooking skills, theoretical knowledge, kitchen organization, sanitation, safety, pantry and cold work preparation, and nutritional needs and trends. The certificate consists of the following six courses:

Course	Semester		
	F	W	S
CULN101 Food Production Practical	.	.	
CULN103 Food Production Theory	.	.	
CULN105 Kitchen Sanitation and Safety (Self Study & Tutorial Format)	.		
CULN700 Kitchen Management/Organization Skills	.	.	
CULN100 Practical Baking	.	.	
CULN703 Basic Nutrition and Lifecycle	.		

For more information on the Institutional Cook Certificate Program, please call (416) 675-5094.

Kitchen Production Management Certificate Program

The Kitchen Production Management Certificate provides the student with the opportunity to further develop their knowledge and skills in kitchen production management. Emphasis will be upon the relationship of food preparation to purchasing, menu planning, people management, sanitation, safety and planning for profit. The use of computers and food systems software are integral components of this program.

The Certificate consists of seven courses and is intended for individuals working in the field who are interested in preparing themselves for the future.

The School of Hospitality recognizes that there may be individuals who have previous work experience which may be evaluated towards credit in the Kitchen Production Management Certificate. These courses can also be credited to Culinary Management and Hotel and Restaurant Management Diploma Programs. For more information or assistance contact Nancy Abell at (416) 675-5094.

Course	Semester		
	F	W	S
CULN101 Food Production – Practical	.	.	
CULN103 Food Production – Theory	.	.	
CULN105 Kitchen Sanitation and Safety (Self Study and tutorial format)	.		
HOSP104 Hospitality Computers	.		
CULN832 Menu Planning and Design			TBA
HOTL214 Effective Leadership and Management			TBA
HOTL135 Planning for Profit			TBA

Catering Management Certificate

The Catering Management Certificate is designed to prepare the student as a well rounded catering professional. The series of courses has a heavy component of practical courses yet still ensures that the student is well versed in the critical issues of profitability and management skills. This certificate program will be of interest to those entering the catering field, those interested in opening a restaurant or those working in industry wishing to upgrade their catering and banquet skills.

Course	Semester		
	F	W	S
CULN107 Catering and Banquet Cuisine – Practical	.	.	
CULN108 Catering and Banquet Production Management – Theory	.	.	
CULN100 Practical Baking	.	.	
CULN101 Food Production – Practical	.	.	
CULN103 Food production – Theory	.	.	
HOTL135 Planning for Profit			TBA



Catering and Banquet Cuisine Applications

NEW

Course No.: CULN107 **TRN:** 1855107 **AA**
 This Catering and Banquet Cuisine course provides the student with advanced skills in the preparation of hot and cold food items for catered events and banquets. Emphasis is on the on-going use of production planning techniques, correct cooking techniques, flavour building, food presentation and styling, and proper sanitation.

Class	Day	Time	Duration	Loc.
50	Wed&Thu	6:05-10:05pm	May 8-Jun 26	N

Fee: \$317.60

Kitchen Management Organization Skills

Course No.: CULN700 **TRN:** 1855700 **AA**
 This course provides an introduction to the managerial aspects of the kitchen operation. Students will study a wide range of personnel topics including line management and the effective utilization of personnel, basic cost controls, purchasing specifications, and production organization.

Class	Day	Time	Duration	Loc.
50	Wed	6:05-10:05pm	May 8-Jun 26	N

Fee: \$103.80

Practical Baking

Course No.: CULN100 **TRN:** 1855100 **AA**
 This course teaches the student the fundamentals of bakery ingredients and technology of bakery products. The preparation of bread and rolls, sponge and fruit cakes, pie crusts, choux paste, puff pastry, tea biscuits and muffins will be covered. Emphasis will be on product management and product evaluation.

Class	Day	Time	Duration	Loc.
50	Mon&Tue	6:05-10:05pm	May 6-Jun 25	N

Fee: \$317.60

The Humber School of Bartending

The Humber School of Bartending is one of the most innovative and dynamic centres for learning the skills necessary for employment in the field. Whether it is a basic knowledge of cocktail preparation, or a more thorough understanding of bar operations, you will find just what you require at the School of Bartending. Hundreds and hundreds of students have benefited from the experienced instructors in the program, with many ending up employed in the field. If you are looking for a total career change, or a part-time job, start your development with us! For more information, please contact (416) 675-5094.

Bar Operation Skills Certificate – Program 4006

Working in a bar – or managing a lounge or tavern – can be a very rewarding experience. This unique program focuses on bar operations, from drink production through to principles of management in a bar operation.

Course	Semester		
	F	W	S
HOTL018 Bartending 1			
HOTL019 Bartending 2			
HOTL022 Cash and Sales Reporting			
HOTL025 Effective Guest Relations			
HOTL027 Management Skills			

Bartending 1

Course No.: HOTL018 **TRN:** 4165018 **AA**
 This course is designed for anyone considering bartending as a career or part-time job opportunity. The course focuses on the role of bar personnel in the foodservices operation. Students will develop skills in basic cocktail preparation, glassware and equipment uses. At the end of the course, the student will be able to create 75 of the most popular cocktails.

Class	Day	Time	Duration	Loc.
50	Tue	6:30-9:30pm	May 7-Jun 25	N
51	Thu	6:30-9:30pm	May 9-Jun 27	N

Fee: \$158.04

Bartending 2

Course No.: HOTL019 **TRN:** 4165019 **AA**
 This course provides a more comprehensive study of the bar operation. Methods of preparation include building/layering, blending, specialty cocktail preparation. Mocktail preparation as well as the use of alcohol-free products, will also be considered. In addition, students will be introduced to design management, beers, wines and the legal obligations and responsibilities of the operator.

Pre-requisite: HOTL018 Bartending 1

Class	Day	Time	Duration	Loc.
50	Mon	6:30-9:30pm	May 6-Jun 24	N

Fee: \$158.04

Hotel and Restaurant Management

Rooms Division Operations Certificate – Program 4007

Hotels, resorts and other properties in the accommodation sector of the hospitality industry need qualified personnel to work in the thousands of facilities across the country.

Rooms division in a typical hotel includes the sales and service of guest room facilities. Depending on the type and size of property this area may consist of many integrated departments, each contributing to the overall success of the property.

This specialized program introduces students to the operations of the rooms division, ranging from guest accounting skills through to management of inventory and resources.

Course	Semester		
	F	W	S
HOTL116 Rooms Division			
HOTL025 Effective Guest Relations			
HOTL022 Cash and Sales Reporting			
HOTL027 Management Skills			

Cash & Sales Reporting

Course No.: HOTL022 **TRN:** 4165022 **AA**
 In the hospitality industry today, operators of hotels, restaurants and pubs are becoming increasingly aware of potential risks involved in the handling of cash in the course of their operations. This course will introduce the hospitality operator to the principles that are involved in developing an effective cash control system, starting with the selection of a point of sale cash register through to the analysis of sales reports and operational statistics. Included in this session will be the introduction of control measures to prevent employees from pocketing the receipts of the operations' sales.

Class	Day	Time	Duration	Loc.
50	Wed	6:30-9:30pm	May 8-Jun 12	N

Fee: \$62.28

REGISTER EARLY



AND AVOID DISAPPOINTMENT

REGISTRATION INFORMATION ON PAGE 1

CHARGE IT!



WE ACCEPT MASTERCARD & VISA

General Education

The Liberal Arts and Sciences Division of the College offers courses in the Humanities, the Social Sciences, Literature and Communications. Unless otherwise noted, there are no pre-requisites for any of the offerings.

Humanities

Course No.: HUMA024 TRN: 4340024 HA

The Humanities course will initially focus on the questions individuals ask of themselves when seeking to understand their own motives and behaviour. The course will then extend outward to the various contexts within which individuals operate as participants in a social, cultural and physical world. Through all of the contexts and corresponding units of the course there will be an emphasis on the fundamental questions that accompany human endeavour. Qualifies as a General Education Credit.

Please Note: This course is also offered through the new Open Learning Centre. See page 79 for further information.

Class	Day	Time	Duration	Loc.
01	Mon&Wed	7-10pm	May 6-Jun 26	N
02	Tue&Thu	7-10pm	May 7-Jun 25	N
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L

Fee: \$155.70

Economics

Macroeconomics

Course No.: ECON002 TRN: 2520002 HA

Macroeconomics will deal with national income and production, the function of money and banking, the business cycle, inflation and unemployment, and the function of government in an economy. Qualifies as a General Education Credit.

Class	Day	Time	Duration	Loc.
70	Tue&Thu	6:30-9:30pm	May 7-Jun 25	L
59	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$155.70

Microeconomics

Course No.: ECON001 TRN: 2520001 HA

This course will look at the basic problems of any economic society, different economic systems, general price theory and current economic issues in Canada. Qualifies as a General Education Credit.

Please Note: This course is also offered through the new Open Learning Centre. See page 79 for further information.

Class	Day	Time	Duration	Loc.
59	Mon&Wed	7-10pm	May 6-Jun 26	N
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Personal Finance

Course No.: ECON011 TRN: 2520011 HA

This course examines such topics as budgeting, wills, savings, insurance, investments, loans and mortgages, within a discussion of broader issues such as the implications of the Canadian tax system, the consequences of "speculation" on society, and the effects of lifestyle differences among Canadians. The intent of this course is to provide students with the knowledge necessary to wisely manage their own financial resources, and require them to consider the broader questions of wealth and equity both between classes and, in the broadest context, between nations. Qualifies as a General Education Credit.

Class	Day	Time	Duration	Loc.
59	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70

Human Behaviour

Certificate in the Study of Human Behaviour - Program 971

Understanding human behaviour is a task both difficult and vital in contemporary Canada. Our society is changing rapidly, becoming more multicultural, more densely populated, more anxious about individual and Canadian identity. New challenges face us in our roles as employees and employers, as family members and citizens. There is a rising demand for individuals, from the shop floor to the office of the CEO to have people skills that require more than simple assumptions about human nature. To help meet these complex needs, we are offering a certificate program in the study of human behaviour. Upon completion of the required course work, the student will have developed a systematic understanding of human behaviour as studied through the perspectives of sociology, psychology and related social science disciplines.

Students will be required to take four core courses: Introduction to Psychology, Introduction to Sociology, Methods of Research and Analysis, and Philosophy of Social Science. In addition to the core courses, three courses from the list below must be completed. We recommend that the core courses be taken first. Any of these courses may be taken for interest and not for credit; the seven courses may be taken in any sequence. Courses: Abnormal Psychology, Anthropology - Introduction, Developmental Psychology, Deviant Behaviour, Exploring Human Sexuality, Humanities, Religions of the World, Marriage & The Family, Ethical Issues and Social Psychology.

If a course is undersubscribed, students will be counselled into another appropriate course.

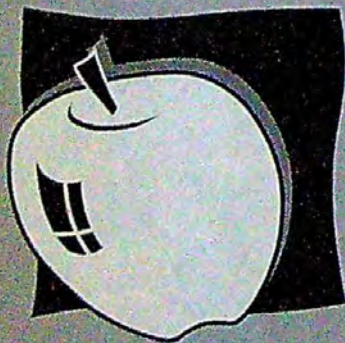
Methods of Research and Analysis

Course No.: BEH.002 TRN: 0665002 HA

We are consumers of a great deal of research. Unfortunately, the research findings we encounter in the media can be misleading, causing us to make ill-advised business, political and personal social decisions. This course is designed to be an enlightening consumers' guide to social scientific research.

Class	Day	Time	Duration	Loc.
59	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70



Psychology

Psychology – Introduction

Course No.: PSYC001 **TRN:** 7560001 **HA**
 The purpose of this course is to introduce you to some basic principles of human behaviour, to relate these principles to your own experiences, and to help you gain a better understanding of yourself and others. Qualifies as a General Education Credit.
Please Note: This course is also offered through the new Open Learning Centre. See page 79 for further information.

Class	Day	Time	Duration	Loc.
59	Tue&Thu	7-10pm	May 7-Jun 25	N
70	Tue&Thu	7-10pm	May 7-Jun 25	L
90	Sat	9-12noon	May 11-Aug 17	L

Fee: \$155.70

Psychology – Abnormal

Course No.: PSYC004 **TRN:** 7560004 **DG**
 Through the use of lectures, and audio-visual materials, this course will focus on a number of psychological perspectives. Then, through the use of the case method, a variety of abnormal conditions including schizophrenia, manic depressive psychosis, sexual deviations, psychosomatic reactions, and situational disorders will be examined. Since this course does not have as one of its aims the preparation of therapists, treatment methods will be given limited attention. Qualifies as a General Education Credit.

Class	Day	Time	Duration	Loc.
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L

Fee: \$155.70

Psychology – Developmental

Course No.: PSYC002 **TRN:** 7560002 **HA**
 In this course, you will trace human development from conception to death. Included will be: the interaction of heredity and environment; age group characteristics and physiological and psychological problems that appear from early childhood through the aging process. Qualifies as a General Education Credit.
Please Note: This course is also offered through the new Open Learning Centre. See page 80 for further information.

Class	Day	Time	Duration	Loc.
59	Mon&Wed	7-10pm	May 6-Jun 26	N

Fee: \$155.70

Psychology – Social

Course No.: PSYC003 **TRN:** 7560003 **HA**
 Social psychology concerns itself with the social influences that affect our behaviour. The media and the influence of advertising will be examined. Our relationships with other people and social skills are important areas. Other topics include humour, leadership, non-verbal communication and self-esteem. Qualifies as a General Education Credit.

Class	Day	Time	Duration	Loc.
59	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$155.70

Sociology

Marriage and The Family

Course No.: SOCI010 **TRN:** 8400010 **HA**
 The family, no matter how it is structured, is the most basic social institution in all societies. The way it is formed, how it operates, who is considered a member may be factors that differ from one society to another, but all societies expect a family form to be responsible for marriage, reproduction, child development, and through the process of procreation, ensure the survival of the society itself.

In most Western societies, including our own, very little attention is given to the training of young people in preparation for forming their own families. This course, then, will focus on family formations, how they cope with stresses such as marital discord, child raising, family finances, family disputes, separations, and divorce. Qualifies as a General Education Credit.

Class	Day	Time	Duration	Loc.
59	Tue&Thu	7-10pm	May 7-Jun 25	N

Fee: \$155.70

Sociology – Introduction

Course No.: SOCI002 **TRN:** 8400002 **HA**
 This is an introductory course to the study of Sociology. Through discussion, debate and film, students will examine topics such as social structure, deviance, religion, education, the changing nature of the family, prejudice and discrimination. Qualifies as a General Education Credit.

Class	Day	Time	Duration	Loc.
59	Mon&Wed	7-10pm	May 6-Jun 26	N
70	Mon&Wed	6:30-9:30pm	May 6-Jun 26	L
90	Sat	9-12noon	May 11-Aug 17	L

Fee: \$155.70



Open Learning Centre

Open Learning Centre (OLC)

Courses offered through the Open Learning Centre (OLC) are the same courses as are offered in our day program. When you set up your personal learning contract, you should keep in mind that sixteen weeks are required in a day program to complete a course. You might want to complete your course in less time, or maybe, due to your particular situation, you will require a longer time. However, there is a maximum time limit of thirty-two weeks in which to complete a course.

What should I do after registering for an Open Learning Centre course?

Go to the Open Learning Centre (OLC) in Room D225 and pick up your course outline and an OLC student handbook. If you want to speak to an instructor, OLC staff will help you arrange a meeting either in person or by telephone. Your instructor can help you set up your personal learning contract. Your course outline will tell you if you need a textbook or study guide. All course materials are available at the Humber College Book Store. That's it. You're ready to learn!

The last day to drop a course for refund is according to the academic calendar. May 17, 1996 or 10 days after enrolment in class, whichever is later. The last day to withdraw without academic penalty is July 31, 1996. The last day to enrol in a Spring/Summer course is July 31, 1996.

Open Learning Centre Hours

Regular Hours: Monday – Friday: 8am-9pm
Saturday: 9am-1pm

Summer Hours: May 1 – August 23, 1996
Monday – Friday: 11am-7pm
Saturday: 9am-1pm

The Open Learning Centre is located on the second floor of 'D' wing at the North Campus in Room D225.

For further information on the Open Learning Centre, please call (416) 675-5049.

For the Spring 1996 semester, the following courses will be available through the Open Learning Centre:

Personal Computing – Introduction

Course No.: ISYS102 TRN: 4795102 CC
If you know little or nothing about computers, this course is for you! You will get a 'hands on' introduction to personal computer use, including the operating system, word processing, spreadsheets and file management in a Windows and MS office environment. You will gain valuable up-to-date experience in the use of PC software in preparation for other courses in the program.

This course is equivalent to a classroom based course of 3 credits.

Class	Day	Time	Loc.
99	*	*	N

Fee: \$155.70

*Monday to Saturday, see OLC hours above

Communications 300

Course No.: COMM300 TRN: 1505300 HA
This course is a continuation of Communications 200. The emphasis here is on business communications. Students will learn to communicate in a variety of business forms (letters, memos, oral and written reports). A part of this course will also be devoted to critical reading.

This course is equivalent to a classroom based course of 3 credits.

Please Note: Only those students who have been exempted from COMM200 Communications 200 on the basis of their CPT score are eligible to take this course through the Open Learning Centre. Eligible students will be given a letter for registration.

Class	Day	Time	Loc.
99	*	*	N

Fee: \$155.70

*Monday to Saturday, see OLC hours above

Corel Draw 5.0 for Windows

Course No.: ISYS345 TRN: 4795345 CC
In this course the student will learn by 'hands on' experience the skills required to use this award winning software. The use of drawing and typographical tools will be taught. At the end of this course, the student will be able to create various charts using CorelCHART. Using the CorelSHOW module, will give the student the necessary knowledge to prepare video presentations (Special effects-F/X in the industry). Use of CorelMOVE will teach the animation basics.

This course is equivalent to a classroom based course of 3 credits.

Another option is available through the Internet. For details regarding Internet delivery of this course, please call (416) 675-5049.

Pre-requisite: Familiarity with Windows

Class	Day	Time	Loc.
99	*	*	N

Fee: \$155.70

*Monday to Saturday, see OLC hours above

DOS – Introduction

Course No.: CPR0104 TRN: 1715104 CC
This course, offered through the Open Learning Centre, is designed to provide learners with an introduction to the DOS operating system (MS-DOS or PC-DOS, Versions 6.x) found on IBM-PC compatible computers. A self-study guide will be used that will direct the learner through the topics to be covered in this course at a pace that is compatible with the learners' needs. Module one of the course covers the structure and purpose of an operating system. Module two explores the conventions used for DOS file names and directories. Module three will discuss how to use and work with floppy disks in a PC. Module four will detail the operation and use of a selection of DOS commands. Module five examines the use of redirection, pipes and filters with DOS commands. Module six details how to write DOS batch files. And finally module seven examines how a computer is configured and initialized at boot-up through the use of config.sys and autoexec.bat files.

Class	Day	Time	Loc.
99	*	*	N

Fee: \$103.80

*Monday to Saturday, see OLC hours above



DC Circuits

Course No.: ELIC101 **TRN:** 2625101 **JC**
 An introductory section on basic concepts of electricity and current flow leads to the analysis of series, parallel and series-parallel circuits. Classical circuit theorems are introduced to calculate the current or voltage in resistive networks. Power and efficiency of small systems are studied. Capacitors and inductors are studied in simple switching circuits.
 Complimentary laboratory work includes the use of analog and digital voltmeters, oscilloscopes, power supplies, signal generators, and universal bridges
 Breadboard software will be used in the lab
Co-requisite: TMAT702 Mathematics 1 or TMAT104 Mathematics 1

Class	Day	Time	Loc.
99	*	*	N

Fee: \$207.60
 *Monday to Saturday, see OLC hours above

Humanities

Course No.: HUMA024 **TRN:** 4340024 **HA**
 The Humanities course will initially focus on the questions individuals ask of themselves when seeking to understand their own motives and behaviour. The course will then extend outward to the various contexts within which individuals operate as participants in a social, cultural and physical world. Through all of the contexts and corresponding units of the course there will be an emphasis on the fundamental questions that accompany human endeavour. Qualifies as a General Education Credit.
 This course is equivalent to a classroom based course of 3 credits.

Please Note: Only those students who have been exempted from COMM200 Communications 200 on the basis of their CPT score are eligible to take this course through the Open Learning Centre. Eligible students will be given a letter for registration.

Class	Day	Time	Loc.
99	*	*	N

Fee: \$155.70
 *Monday to Saturday, see OLC hours above

Logic 1

Course No.: ELIC102 **TRN:** 2625102 **JC**
 This course will provide you with a solid foundation in digital logic used by computers, communications equipment, and control systems. Through a series of lectures and laboratory experiments you will learn the elements of digital hardware (such as gates, flip-flops, registers, counters and display devices), machine arithmetic, and applications of Boolean algebra.
Class Day **Time** **Loc.**
 99 * * N
 Fee: \$207.60
 *Monday to Saturday, see OLC hours above

Mathematics 1

Course No.: TMAT702 **TRN:** 8785702 **HF**
 Fundamental concepts and operations; functions and graphs; trigonometric functions; systems of linear equations (2 equations in 2 unknowns); factoring and fractions; quadratic equations; trigonometric functions of any angle, vectors and oblique triangles; exponents and radicals; exponential and logarithmic functions and variation.
 This course is equivalent to a classroom based course of 4 credits.
Pre-requisite: Students taking this course must have a grade of 70% or better in a Grade 12 Advanced Math Course, or a combined score of 180 on the CPT assessment test for Arithmetic and Algebra. Under normal circumstances, students should complete this course in 60 hours or less.
Class Day **Time** **Loc.**
 99 * * N
 Fee: \$207.60
 *Monday to Saturday, see OLC hours above

Microeconomics

Course No.: ECON001 **TRN:** 2520001 **HA**
 This course will look at the basic problems of any economic society, different economic systems, general price theory and current economic issues in Canada. Qualifies as a General Education Credit.
 This course is equivalent to a classroom based course of 3 credits.
Please Note: Only those students who have been exempted from COMM200 Communications 200 on the basis of their CPT score are eligible to take this course through the Open Learning Centre. Eligible students will be given a letter for registration.
Class Day **Time** **Loc.**
 99 * * N
 Fee: \$155.70
 *Monday to Saturday, see OLC hours above

Psychology – Introduction

Course No.: PSYC001 **TRN:** 7560001 **HA**
 The purpose of this course is to introduce you to some basic principles of human behaviour, to relate these principles to your own experiences, and to help you gain a better understanding of yourself and others. Qualifies as a General Education Credit.
 This course is equivalent to a classroom based course of 3 credits.
Please Note: Only those students who have been exempted from COMM200 Communications 200 on the basis of their CPT score are eligible to take this course through the Open Learning Centre. Eligible students will be given a letter for registration.
Class Day **Time** **Loc.**
 99 * * N
 Fee: \$155.70
 *Monday to Saturday, see OLC hours above



Psychology – Developmental

Course No.: PSYC002 TRN: 7560002 HA

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

This course is equivalent to a classroom based course of 3 credits.

Please Note: Only those students who have been exempted from COMM200 on the basis of their CPT score are eligible to take this course through the Open Learning Centre. Eligible students will be given a letter for registration.

Class	Day	Time	Loc.
99	*	*	N

Fee: \$155.70

*Monday to Saturday, see OLC hours above

Sociology of Learning: Portfolio Development Course

Course No.: SDCI030 TRN: 8400030 HA

This independent study course is designed to teach students to identify significant learnings acquired through life/work experiences. Students will, as well, be introduced to education and sociological theories on learning. Utilizing the appropriate theories, students will relate these learnings to career and educational goals. Finally, students will develop detailed portfolios that relate statements of learning to specific Humber College courses and provide documentation that may make them eligible to receive credit(s) for Humber courses.

This course is equivalent to a classroom based course of 3 credits.

Pre-requisite: English language abilities adequate to handle extensive writing and group discussions. Previous work and/or volunteer experience (minimum of two years) that will provide the basis for a portfolio and application for PLA credits. Recommendation from the PLA facilitator or course instructor. It is recommended that this course be completed prior to enrolment in a program if an individual plans to apply for credit(s) through Prior Learning Assessment. Qualifies as a General Education Credit.

For more information, please contact the Counselling office at (416) 675-3111, ext. 5090, (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Loc.
99	*	*	N

Fee: \$155.70

*Monday to Saturday, see OLC hours above

Novell CNE Preparation

Offered through the Open Learning Centre

Note: These are not training courses. They consist of a series of practice tests, video tapes and workbooks. Their purpose is to prepare participants who are already familiar with Novell's NetWare for CNE certification testing. Registration in Novell's program and payment for the individual tests is the responsibility of the individual. Testing is performed off-campus by approved Novell vendors.

For more information on Novell certification contact Novell Education at 1-800-233-3382.

NetWare 3.x Administration

Course No.: CNET508 TRN: 1440508 CL

This preparation will cover the creation of user accounts and the setting of user rights. Students should have a strong DOS background. Leads to Novell test #50-130. Equivalent to Novell 508.

This preparation is equivalent to a classroom based preparation of 2 credits.

Pre-requisite: A previous Introduction to NetWare and/or equivalent experience

Class	Day	Time	Loc.
99	*	*	N

Fee: \$110.72

*Monday to Saturday, see OLC hours above

NetWare 3.x Administration – Advanced

Course No.: CNET518 TRN: 1440518 CL

This preparation will cover advanced user support, login scripts and printing. Students should have previous NetWare administration experience. Leads to Novell test #50-131. Equivalent to Novell 518.

This preparation is equivalent to a classroom based preparation of 2 credits.

Pre-requisite: CNET508 or Novell 508 or equivalent experience

Class	Day	Time	Loc.
99	*	*	N

Fee: \$110.72

*Monday to Saturday, see OLC hours above

NetWare 3.x Installations and Configuration

Course No.: CNET502 TRN: 1440502 CL

This preparation includes the creation of DOS and NetWare disk partitions, installation of adapter cards and cables and the addition of NetWare support to workstations. Students should have a strong background in personal computer hardware. Leads to Novell test #50-132. Equivalent to Novell 802.

This preparation is equivalent to a classroom based preparation of 2 credits.

Pre-requisite: CNET518 or Novell 518 or equivalent experience

Class	Day	Time	Loc.
99	*	*	N

Fee: \$110.72

*Monday to Saturday, see OLC hours above



**Jump start
a battery, Loan a gas
can, Provide air for a
flat tire, Emergency
assistance telephone
numbers for other
services.**

The Humber Emergency Auto Response Team is a service of the Parking Office of Campus Services, Physical Resources.

HEART is designed to assist students, staff, faculty, and visitors experiencing vehicle problems while at the college.

To summon the services of **HEART**, simply call Parking Services at (416) 675-3111 or 798-1034 extension 4416, or through any emergency telephone.

We're not trained mechanics, but we'll lend or try to loan you the equipment to get you on your way safely.

**The HEART service is
free of charge!**

Science and Technology

You are encouraged to register early in all courses as classes without sufficient registration will be cancelled *one week* before classes start.



Technology Diploma and Certificate Programs

Through part-time studies you can earn a Technology diploma or certificate. A Technician diploma requires the equivalent of two years of full-time studies (92 credits), while a Technology diploma requires (138 credits). Certificates can be obtained in a much shorter length of time, and usually provide specialization in a specific area selected from a diploma program. Most certificate courses are transferable to diploma programs. If your work experience is directly related to a specific course, you may be given advanced standing. Thus, your course work will be reduced. In addition to night-school courses, many other courses can be accessed through part-time day study if your employer can release you for one morning or afternoon per week.

Course Pre-requisites

Many of the courses offered through the Technology Division have specific pre-requisites. Please contact the Technology office regarding any course you are interested in taking to ensure that you meet its requirements.

Extra Labs

Due to limited lab facilities some courses may require lab sessions to be held on another evening.

Courses

You will find details concerning individual courses listed in alphabetical order after the certificate and diploma listing. Please note that all required courses may not be offered every semester.

Architecture/Civil/HVAC

Architectural Design Technician – Program 331

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

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

You will design and develop a different building type including residential, industrial, commercial, and multi-use buildings. We will help you to present your design ideas on paper, and to record through drawings how these ideas will take physical shape.

For more information call Jeff Huhta at (416) 675-3111, ext. 4414 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisites

Level 1

ARCH103 Materials & Methods 1
ARCH106 Drafting & Detailing 1
ARCH107 Architectural Graphics
ARCH203 Structures 1
ARCH204 Environmental Systems 1 or HVAC703 Heating Refrigeration and Air Conditioning 3
TMAT702 Math 1
CDMM200 Communications 200

Level 2

ARCH202 Materials & Methods 2
ARCH205 Drafting & Detailing 2
ARCH304 Structures 2
CAPP701 Computer Applications
TMAT703 Math 2 > Math 1
COMM300 Communications 300 > Comm. 200
HUMA024 Humanities

Level 3

ARCH301 Drafting & Detailing 3 > Drafting & Detail. 1
ARCH302 Materials & Methods 3
ARCH725 CADD 1
CNST351 Specifications & Construction Adm'n. 1
GNED General Education

Level 4

ARCH307 Environmental Systems 2
ARCH401 Drafting & Detailing 4 > Drafting & Detail. 2
ARCH408 Construction Surveying
ARCH715 CADD 2 > CADD 1
CNST451 Estimating 1
GNED General Education

Architectural Drafting Certificate – Program 642

This course will introduce the student to the principles and practices of architectural drafting and wood frame construction as used in housing and light industrial buildings. The student will acquire fundamental skills in working drawing techniques, code requirements, and construction through the preparation of working drawings for various small buildings. Courses within this certificate are creditable towards the Architectural Technician Program. For more information call Jeff Huhta at (416) 675-3111, ext. 4414 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

ARCH106 Drafting & Detailing 1
ARCH205 Drafting & Detailing 2
ARCH103 Materials & Methods 1
ARCH202 Materials & Methods 2
ARCH203 Structures 1
ARCH304 Structures 2
ARCH204 Environmental Systems 1 or Heating Refrigeration & Air Conditioning 3 > Mathematics 1



Certificate in Computer – Aided Estimating – Program 3019

This certificate is designed for technologists, technicians, contractors, architects or those people interested in learning how to use and apply the latest computer software to aid in the process of building cost estimation, quantity surveying and material takeoff. The program includes lectures, workshops, and where appropriate 'hands-on' computer instruction. AutoCad and Timberline Estimating computer programs will be primarily used. For more information, please call Jeff Huhta at (416) 675-3111, ext. 4414 (For direct TouchTone dialing call (416) 798-1034).

Required Courses > Pre-requisite
Reading and Estimating Architectural Drawings
 (Blueprint Reading)
Construction Estimating > Rdg. & Est. Arch. Drawgs.
Computer Aided Estimating > Reading and Est. Arch.
 Drawings (Blueprint Reading)
Computer Integrated Construction > Computer Aided
 Estimating

Environmental Technology Certificate – Program 3039

This certificate is designed to appeal to technician, technologist, or science graduates who wish to extend their skills into the environmental protection area. Non graduates should ensure that their mathematics and communication skills are at an appropriate level to complete the work. Exemptions may be granted to students who have completed equivalent post secondary courses. Graduates will be capable of filling positions in the environmental protection and monitoring industries. Upon completion of this program, a certificate will be issued. Courses taken within this program will be eligible for credit towards a Civil Engineering Technology – Environmental Profile – Diploma. For more information, please call John Dunncliff at (416) 675-3111, ext. 4700 (For direct TouchTone dialing call (416) 798-1034).

Pre-requisites for the program:
 TMAT104 Math 1
 Math 2 (any 2nd level Technical Math)
 COMM 200 Communications 200 or equivalent

Compulsory Courses > Pre-requisites
CIVL101 Surveying 1
CHEM101 Chemistry 1
CHEM205 Chemistry 2 > Chemistry 1
ENVI203 Environmental Sampling Techniques >
 Surveying 1
CHEM203 Organic Chemistry Lecture >
 Chemistry 1
ENVI302 Hazardous Materials and Safety >
 Organic Chemistry
CHEM204 Organic Chemistry Lab > Chemistry 1
ENVI401 Environmental Chemistry >
 Organic Chemistry
CIVL616 Water Quality Management
ENVI504 Air Quality Management

Heating, Refrigeration & Air Conditioning Certificate – Program 306

Humber College is offering a certificate program designed for people interested in the heating, refrigeration and air conditioning fields. By assisting students to understand the principles and practices used to produce comfortable living conditions and preserve food, the course should increase job satisfaction and improve promotion possibilities. The certificate consists of 4 courses. Each course is a pre-requisite of the one before it. If you have 2 or more years of acceptable industrial experience, you may receive exemptions from the first two courses.

Compulsory Courses > Pre-requisite
Heating, Refrigeration and Air Conditioning 1
Heating, Refrig. and Air Conditioning 2 > HVAC 1
Heating, Refrig. and Air Conditioning 3 > HVAC 2
Heating, Refrig. and Air Conditioning 4 > HVAC 2
 For more information, please call John Dunncliff at (416) 675-3111, ext. 4700 (For direct TouchTone dialing call (416) 798-1034).

Professional CADD Certificate – Program 034

This certificate is designed for people who are using or are going to use CADD. It will be of interest to architects, industrial and interior designers and draftspersons. A background in drafting is required.

Course time includes lectures, workshops, and 'hands-on' time with personal instruction on your own terminal. AutoCad software (version 11 and 12) is used with 386 and 486 Type terminals and high resolution graphics peripherals including multi-pen plotters. For more information, please call Jeff Huhta at (416) 675-3111, ext. 4414 (For direct TouchTone dialing call (416) 798-1034).

Required Courses > Pre-requisite
CADD 1 > Background in drafting, Intro. to Computing
 or equiv.
CADD 2 > CADD 1
Professional CADD 1 > CADD 2
Professional CADD 2 > CADD 2

Optional Course
ARCH726 Introduction to 3D Studio*
 *Please refer to the Digital Imaging Training Centre courses in the Creative and Performing Arts section of this publication.

Project Management Certificate – Program 3047

This certificate program is designed to appeal to technicians, technologists, science and business graduates, who wish to enhance their skills while pursuing a career as a project manager or co-ordinator in their respective disciplines. The current competitive business environment requires that graduates possess non-traditional skills empowering them to take on greater responsibility with increasing confidence, while maintaining a global approach to their assignments in industry and commerce.

Upon completion of this program graduates will be capable of filling positions as Project Managers and Co-ordinators within a wide range of sectors of industry related to their technical discipline.

For more information, please call John Dunncliff at (416) 675-3111, ext. 4700 (For direct TouchTone dialing call (416) 798-1034).

Required Courses > Pre-requisite
Project Management Principles
Project Planning and Control > Project Mgmt.
 Principles
Project Economics > Project Planning and Control
Project Management Skills Development >
 Project Economics

Building Maintenance Mechanic – Apprenticeship Training Program

In cooperation with the provincial government's Ontario Training and Adjustment Board (OTAB), Humber College is offering a Building Maintenance Mechanic Apprenticeship Training Program.

The Apprenticeship Training program is a total of 4000 hours of skills development training. Humber College will offer the two in-school sessions, Basic and Advanced, of 240 hours each at night school. The remaining 3520 hours are on-the-job training provided by an employer.

OTAB covers the cost of the in-school training and all students must be registered Building Maintenance Mechanic Apprentices. Employers can register apprentices with their local OTAB Apprenticeship and Client Services Office.

Currently the Building Maintenance Mechanic Trade is non-regulated and people work in the trade without servicing an apprenticeship. This is an opportunity for workers in this field to receive formal training to a recognized standard in order that they can say, with confidence, they have the skills necessary to be classified as a professional.

The first in-school basic session at Humber College will be offered at our North Campus two nights a week starting every Fall, for 35 weeks. The basic session will cover such topics as work safety, lifting devices, maintenance of ventilation, heating, laundry and water treatment systems in addition to electrical and plumbing systems.

Spaces are limited for this new apprenticeship opportunity so call your local OTAB Apprenticeship and Client Services office today. The hotline training number is 1-800-387-5656.

For program information, please call Paul MacLennan (416) 675-3111, ext. 4014 (For direct TouchTone dialing call (416) 798-1034).

EMPLOYERS ★

Learn about how many of
 these courses/programs can
 be customized and delivered
 at your organization. Call
Business & Industry Services
 ★ at (416) 674-2472



Mathematics and Physics

For more information, please call Harry Matsugu at (416) 675-3111, Ext. 4380 (For direct TouchTone dialing call (416) 798-1034)

Quality Assurance Certificate – Program 394

The purpose of this program is to provide a theoretical and practical background for people in the field of Quality Assurance or for those who are interested in joining the field.

The program has been developed and is offered in participation with the ASQC (American Society for Quality Control), Toronto section. Further information about the ASQC may be obtained at (416) 755-9354.

Admission Requirements

- Ontario Secondary School Diploma (O.S.S.D. at or above general level), or equivalent or mature student status
- Grade 12 English (General level)
- Grade 12 math (General level)
- TMAT702 Mathematics 1 recommended

For more information, please call Wayne Lem at (416) 675-3111, ext. 4104, (For direct TouchTone dialing call (416) 798-1034).

Certificate Requirements

To obtain this certificate, you must successfully complete 7 courses:

- Compulsory Courses > Pre-requisite QENG705 Fundamentals of Quality Assurance
- QENG709 Statistical Process Control (SPC) > Grade 12 Math (General or Business) or equivalent
- QENG707 Principles of Quality Assurance – ISO9000 > Statistical Process Control, Fund. of Quality Assurance
- QENG708 Concepts of Reliability > Adv. Statist. Methods
- QENG711 Management of Quality Assurance > Princ. of Quality Assurance
- QENG710 Advanced Statistical Methods > Principles of Quality Assurance

- Select one of the following
- MECH106 Workshop Practices
 - ARCH709 Reading & Estimating Architectural Drawings (Blueprint Reading)

Electrical/Electronics

Electronic Basics Certificate – Program 3003 (Revised)

The objective of this program is to enable students to progress within various electronic programs. It is also designed to serve as a step in the upgrading process for the adult learner who wants to eventually access a specialized day or evening program.

For more information, please call Joe Enekes at (416) 675-3111, ext. 4329, or Shamsh Jiwa at ext. 4091 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

- Math 1
- DC Circuits > Co-requisite Math 1
- Math 2 > Math 1
- Logic 1
- Introduction to Computing
- AC Circuits > Math 1, DC Circuits
- Electronic Devices & Circuits > Math 1, DC Circuits

Electronics Intermediate Certificate – Program 3050

This certificate provides the student with the opportunity to add to the basic electronics knowledge mastered in the Basic Electronics certificate. The emphasis for this certificate is on the fundamentals of analysis, design and troubleshooting of electronic circuits, such as transistor small signal and power amplifiers, RF amplifiers, operational amplifiers, and pulse and switching circuits. The student will also learn the techniques of electronic drafting and the prototyping of an electronic project.

For more information call Shamsh Jiwa at (416) 675-3111, ext. 4091 (For direct TouchTone dialing call (416) 798-1034).

- Compulsory Courses > Pre-requisite CAD for Electronics > DC Circuits
- Electronic Production > CAD for Electronics
- Electronic Circuits 2 > Electronic Devices & Circuits, Math 2
- Communication Systems > Electronic Devices and Circuits, AC Circuits, Math 2
- Electronic Circuits 3 > Electronic Circuits 2
- Troubleshooting > Embedded Microcomputers, Electronic Circuits 2

Digital Electronics Basic Certificate (Revised) – Program 318

The following group of courses (selected from the Electronics Diploma program) should be of interest to people who require specific knowledge of the digital field. Upon completion of all the courses a certificate in Digital Electronics will be issued. Courses taken within this certificate are creditable toward the Electronics Engineering Diploma. For more information, please call Joe Enekes at (416) 675-3111, ext. 4329 (For direct TouchTone dialing call (416) 798-1034).

- Compulsory Courses > Pre-requisite Math 1
- DC Circuits > Co-requisite Math 1
- Logic 1
- Computer Systems Fundamentals
- Logic 2 > Logic 1
- Embedded Microcomputers > Logic 1
- Digital Troubleshooting > Micro 1

Electronics Communications Certificate – Program 3052

This program is designed for the student who has a solid background in electronics (as demonstrated by meeting the required pre-requisites) and wishes to gain further knowledge in electronic communication systems in the areas of microwave, electromagnetics and optoelectronics for example.

For more information, please call Joe Enekes at (416) 675-3111, ext. 4329, or Shamsh Jiwa, (416) 675-3111, ext. 4091 (For direct TouchTone dialing call (416) 798-1034).

- Compulsory Courses > Pre-requisite Telecommunications > AC Circuits, Logic 2
- Data Communications > Telecommunications, Micro 2
- Applied Electromagnetics > Physics, Telecommunications, Communication Systems, Intro. Calculus
- Display Systems > Troubleshooting, Electr. Circuits 3
- Fiber Optic Communication > Physics, Intro. Calculus
- Microwave Techniques > Physics, Telecomm.
- Cellular Radio Telephone Technology > Applied Electromagnetics

It's easy as
1 2 3!
Register by
Mail • Phone • In Person

REGISTRATION INFORMATION ON PAGE 1

Electronics Engineering Technician Diploma – Program 353

The program for electronics technicians provides a comprehensive background in modern electronic principles. Practical experience in a modern, well-equipped laboratory will give you a foundation for employment in the electronics industry.

For more information, call Joe Enekes at (416) 675-3111, ext. 4329 or Shamsh Jiwa at ext. 4091 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Level 1

DC Circuits > Co-requisite Math 1

Logic 1

Physics

Computing, Intro.

Mathematics 1

Communications 200

Level 2

Logic 2 > Logic 1

AC Circuits > Math 1, DC Circuits

Electronic Devices & Circuits > DC Circuits, Math 1

CAD for Electronics > DC Circuits, Math 1

Mathematics 2 > Math 1

Communications 300

Level 3

Communication Systems > AC Circuits

Embedded Microcomputer > Logic 1

Electronic Circuits 2 > Electronic Devices & Circuits

Telecomm Systems > AC Circuits

Electronic Production > CAD for Electronics

Humanities

General Education

Level 4

Microcomputer Systems 2 > Embedded Microcomp.

Electronic Circuits 3 > Electronic Circuits 2

Motors & Controls > AC Circuits

Intro. to P.L.C. > Embedded Microcomputers

Troubleshooting > Embedded Microcomputers

Calculus 1 > Math 2

General Education

Electronics Engineering Technology Diploma – Program 351

This program is designed to provide intensive training in electronic theory and practice following the initial four levels of the electronic technician program. The emphasis on basic circuitry measurement techniques and design fundamentals enables the graduate to perform measurements, test and trouble shoot complex equipment, design and construct prototypes and prepare electronic drawings, technical manuals and specifications.

For more information, call Joe Enekes at (416) 675-3111, ext. 4329 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Level 5

Data Communications > Telecommunication Systems

Microcomputer Systems 3 > Micro 2

Electronic Circuits 4 > Electronic Circuits 2

Fiber Optic Communication > Physics, Calculus 1

Techniques of Design > Electronic Circuits 3

App. Electromagnetics > Physics, Telecomm.

Calculus 2 > Calculus 1

Level 6

Control Systems > Microcomputer 3, Calculus 2, Motors and Controls

Display Systems > Troubleshooting, Electr. Circuits 3

Technical Project > Techniques of Design

Electronic Circuits 5 > Electronic Circuits 2

Microwave Techniques > Calculus 2, Telecomm.

Statistics > Grade 12 Math

Electrical Control Systems Certificate – Industrial Process Instrumentation – Program 3025

The following group of courses selected from the Electrical Control Systems Technology Program should be of interest to people who require a working knowledge of Industrial Process Instrumentation. Upon completion of all the courses a Certificate in Industrial Process Instrumentation will be issued. All courses taken within this certificate are creditable toward the Electrical Control Systems Technology Diploma.

For more information, call Mike Birmingham at (416) 675-3111, ext. 4189 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

DC Circuits

AC Circuits > DC Circuits

Measuring Instruments

Electronic Sensors & Instruments > Measuring Instr.

Introduction to Automatic Controls >

Electronic Sensors and Instruments

Computer Process Control > Intro. to Auto. Controls

Electrical Control Systems Certificate – Power Systems – Program 3024

The following group of courses selected from the Electrical Control Systems Technology Program, should be of interest to people who require a working knowledge of Electrical Power Systems. Upon completion of the courses a Certificate in Power Systems will be issued. Courses taken within this certificate are creditable toward the Electrical Control Systems Technology diploma.

For more information, call Mike Birmingham at (416) 675-3111, ext. 4189 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Math 2 > Math 1

CAD for Electronics > DC Circuits

Control Design > CAD for Electrical, Intro. to Auto Controls

DC Equipment and Controls

AC Equipment 1 > Math 2

AC Equipment 2 > AC Equipment 1

Polyphase Circuits > AC Equipment 2

Power Systems > Polyphase Circuits

AC Circuits > DC Circuits

Canadian Electrical Code

Electrical Control Systems Certificate – Programmable Logic Controllers – Program 3026

The following group of courses selected from the Electrical Control Systems Technology and Computer Engineering Technology programs should be of interest to Licensed Electricians and Control or Instrumentation Technicians who require a working knowledge of Programmable Logic Controllers as used in a manufacturing environment. Upon completion of all courses, a certificate in Electrical Control Systems – Programmable Logic Controllers Theory and Application will be issued. Courses taken within this certificate are creditable toward the Electrical Control Systems Technology Diploma where applicable.

For more information, call Mike Birmingham at (416) 675-3111, ext. 4189 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

AC Circuits > DC Circuits

Advanced PLC > Introduction to PLC

Logic 1

Computer Systems Fundamentals

Control Applications Using PLC's > Advanced PLC

DC Circuits

Introduction to PLC > Logic 1, Computer Systems

Fundamentals



**YOU CAN REGISTER
BY FAX, JUST DIAL
(416)675-2427**

REGISTRATION INFORMATION ON PAGE 1

Electrical Engineering Technician – Control Systems – Program 3011

This program will provide a systems approach covering both electrical control and instrumentation in the process and manufacturing industries. Modern industrial equipment integrates these areas and offers new opportunities to those who have specialized training. Students will gain technical knowledge and skills in control systems, application design, equipment selection, installations, commissioning, and maintenance as well as business and sales. For more information, call Mike Birmingham at (416) 675-3111, ext. 4189 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Level 1
 DC Circuits > co-requisite Math 1
 Logic 1
 Computer Systems Fundamentals
 Mathematics 1
 Physics
 Communications 200

Level 2
 AC Circuits > Math 1, DC Circuits
 Electronic Devices & Circuits > Math 1, DC Circuits
 CAD for Electronics
 Measuring Instruments
 Mathematics 2 > Mathematics 1
 Communications 300 > Communications 200

Level 3
 Electronic Sensors and Instruments > Measuring Instruments
 Canadian Electrical Code
 DC Equipment and Control > DC Circuits, Mathematics 2
 Graphics and Simulation for Control Systems > AC Circuits, Electronic Devices & Circuits
 Introduction to Programmable Logic Controllers > Logic 1
 Humanities
 General Education

Level 4
 Introductory Calculus (Electronics) > Mathematics 2
 AC Equipment 1 > DC Equipment and Control, AC Circuits
 Intro. Auto Controls > Electronic Sensors & Inst.
 Polyphase Circuits > DC Equipment and Control, AC Circuits
 Advanced Programmable Logic Controllers > Introduction to PLC's
 Industrial Electronics > Electronic Devices & Circuits, Logic 1, AC Circuits
 General Education

Electrical Engineering Technology – Control Systems

Level 5
 Applied Calculus > Introductory Calculus
 AC Equipment 2 > AC Equipment 1
 Computer Process Controls > Introduction to Automatic Controls
 Control Design > CAD for Electronics, Intro to Auto. Controls, AC Equipment 1
 Power Electronics > Industrial Electronics
 Applied Graphics and Control > Graphics and Simulation for Control Systems
 Starting A New Business
Level 6
 Technical Project
 Control Systems > Elect. Sensors and Inst.
 Control Applications Using PLC's > PLC – Advanced
 Power Systems > AC Equipment 2
 Statistics
 Professional Selling 1

Electricians Upgrade Programs

Fire Alarm Certification – Program 3041

Offered in co-operation with the Canadian Fire Alarm Association this program is designed for electricians or technicians working in the industry who are interested in becoming certified fire alarm technicians. This program will provide the educational component required for certification. Upon successful completion of this program, students may apply to the Canadian Fire Alarm Association for membership. For more information call Joe Tomona at (416) 675-3111, ext. 4126 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite
 ELIC101 DC Circuits > co-requisite Math 1
 ELIC208 Electronic Devices & Circuits > Math 1, DC Circuits
 COM.014 Effective Business Writing 2 > Effective Business Writing 1
 ELIC706 Fire Alarm and Protection Industry – Introduction > Previous experience in the Electrical or Fire Alarm Industry
 ELIC707 Fire Alarm Systems > DC Circuits, Electronic Devices & Circuits, Effective Business Writing 1, Intro. to the Fire Alarm and Protection Industry

Industrial Electronics Certificate

This program provides preparation for the Industrial Electronics License Endorsement for 309A Construction and Maintenance Electricians. The Certificate is made up of the following four courses:
 Courses > Pre-requisites
 ELIC820 Electronic Controls 1
 ELIC821 Electronic Controls 2 > ELIC820 Electronic Controls 1
 ELIC822 Electronic Controls 3 > ELIC820 Electronic Controls 1 and ELIC821 Electronic Controls 2
 ELIC823 Electronic Controls 4 > ELIC820 Electronic Controls 1 and ELIC821 Electronic Controls 2

Mechanical Programs

Note: Mechanical Program and Certificate courses if a particular course that you would like to take is not being offered this semester, please contact in writing: Ed Espin, Humber College, North Campus, 205 Humber College Blvd., Etobicoke, Ontario M9W 5L7.
 Please include your name, student number, and the course you require.

Mechanical Technical Preparation Certificate – Program 042

Pre-requisite to all mechanical certificates (Advanced standing or credits given for applicable work experience). Leading to Certificates in:
 • Automation • Manufacturing
 • Design • Safety
 The objective of this program is to enable students to progress within various mechanical programs. It is also designed to serve as a step in the upgrading process for the adult learner who wants to eventually access a specialized day or evening program.
 For more information, call Ed Espin at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite
 Mathematics 1
 Mathematics 2 > Math 1
 Technical Drawing
 Computer Applications (MECH204)
 Statics
 Manufacturing Processes
 Workshop Practice

Plastics Engineering Certificate – Program 3042

This program introduces the plastics technologies to the student for an entry-level position in the plastics industry. The basic chemistry for plastics material is covered. The courses have an approximate 50% 'hands on' component involving machinery and equipment used in the industry. Courses within this certificate are creditable towards the Humber College Plastics Engineering Diploma.
 For more information, please call Ken MacKay at (416) 675-3111, ext. 4755 (For direct TouchTone dialing call (416) 798-1034).

Pre-requisite: Mechanical Technical Preparation Certificate
 Compulsory Courses > Pre-requisite
 MECH103 Electromechanical Controls 1
 PLAS201 Chemistry for Plastics Technology
 PLAS202 Plastics Processing Technology 1
 PLAS301 Polymer Plastics > PLAS201 Chemistry for Plastics Technology
 PLAS401 Plastics Processing Technology 2 > PLAS202 Plastics Processing Technology 1
 PLAS302 Mold and Die Design 1 > MECH101 Technical Drawing
 EMEC202 Industrial Hydraulics

REGISTER BY PHONE 
(416)798-1034

Plastics Engineering Technician

The job vacancy rate in the plastics industry is considerably higher than in the rest of the economy. A career in plastics engineering technology will introduce you to one of the fastest growing fields in the manufacturing sector with 65% of the Canadian plastics industry located in Ontario. The program is designed to provide practical and theoretical training in processes such as injection moulding, blow moulding, pipe and profile extrusion and blown film extrusion.

Plastics has gained prominence in recent times because of the many advantages they have over other materials: they are energy efficient, easy to process, lightweight, and non-corrosive, intrinsically safe and easy to recycle. Canada has over 3,000 firms in the plastics industry, employing 120,000 people an increase of 133% over the past 15 years. Plastics are greatly needed in all walks of life but are especially demanded by the packaging and automotive industries.

The industry needs a skilled and versatile workforce able to adapt to a variety of settings: production, set-up, quality control, testing, troubleshooting and design. Plastics engineering technicians will work to assist process engineers in problem-solving and hands-on activities on the work floor at various manufacturing and processing stages.

For more information please call Ken MacKay at (416) 675-3111, ext. 4755 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses

Level 1

Technical Drawing
Electromechanical Controls 1
Workshop Practices
Computer Applications
Mathematics 1
Communications 200

Level 2

Industrial Hydraulics
Chemistry for Plastics Technology
Plastics Processing Technology 1
CAD (Autocad) 101
Mathematics 2
Communications 300

Level 3

Industrial Pneumatics
Polymer Plastics
Humanities
Plastics Processing Technology 2
Logic 1
General Education

Level 4

Plastics Processing Technology 3
Microprocessor Controls and PLC Applications
Mold and Die Design
Product Design/Plastic
Quality Control (SPC)
Robotics 1
General Education

Please refer to The Canadian Plastics Training Centre in the Business Specialties section of this calendar for more plastics related courses.

Automation

For more information, please call Ed Espinat at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Electromechanical Engineering Technician Diploma – Program 325

The electromechanical technician will be able to test and evaluate the performance of machines and control systems that use hydraulic, pneumatic, mechanical and electrical power as their energy source. The technician gives advice regarding the maintenance of complex equipment for their control systems, analyzes technical problems involving fluid power equipment, and plans, installs and inspects the installation of such equipment in a great variety of industries.

Compulsory Courses > Pre-requisite

Level 1

Technical Drawing
Computer Applications
Elec. Mech. Controls 1
Workshop Practice
Mathematics 1
Communications 200

Level 2

Statics > Math 1
Material Science
Industrial Hydraulics
Mathematics 2 > Math 1
Communications 300 > Communications 200
Humanities

Level 3

Dynamics > Math 2, Statics
Elec. Mech. Controls 2 > Electromech. Controls 1
Manufacturing Processes > Comp. Applications
Logic 1
Industrial Pneumatics
Mech. Power Transmission > Ind. Hydraulics

Level 4

Robotics 1 > Computer Applications
CAD (AUTOCAD) 101 > Technical Drawing
P.L.C. Applications > Electro. Controls 1, Pneumatics
Microprocessor or Embedded Microcomputers > Logic 1
General Education (2)

Fluid Power Certificate – Program 302

The program is designed to prepare the student to work in the fluid power industry. The courses provide general background in the mechanical field and specialized skills relating to fluid power. Courses taken within this certificate are creditable toward the Electromechanical Engineering Diploma program.

Pre-requisite: Mech. Technical Preparation Certificate

Compulsory Courses > Pre-requisite

Industrial Hydraulics
Industrial Pneumatics
Fluid Power Circuits
or
Electrohydraulic Controls for Industrial Automation and Robotics
Programmable Logic Control Applications >
Electromech. Controls 1, Pneumatics

Robotics Certificate – Program 390

This program introduces the technologies involved in the design, operation and maintenance of industrial robots. The three areas that are investigated in the courses within the program are Mechanical, Fluid Power and Electrical/Electronics. The basic principles will be discussed as well as how they are applied to the physical components of industrial robots. Control methods and programming completes the course.

Although some topics are supported by mathematical arguments, Calculus is not needed as a pre-requisite.

Entrance Requirements:

Mechanical Technical Preparation Certificate

All courses offered in this program are creditable towards the Electromechanical Engineering Technology Program.

Compulsory Courses > Pre-requisite

Industrial Pneumatics

Robotics 1 > Computer Applications
Industrial Hydraulics
CAD (AUTOCAD) 101 > Technical Drawing
Electromechanical Controls 1
Robotics 2 > Robotics 1

Programmable Logic Control Applications >

Electromech. Controls, Pneumatics

Technical Drawing

Advanced Computer Applications > Computer Appl 1

Fluid Power Circuits

Or

Electrohydraulic Controls for Industrial Automation and Robotics > Industrial Pneumatics

For more information, please call Ed Espin at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Manufacturing

For more information, please call Ed Espin at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Manufacturing Engineering Certificate – Program 303

This program is offered to those presently working in a manufacturing environment or planning to enter into the field. Manufacturing Engineering has become a reality as an academic discipline and as a discrete job title within the industrial community. The graduate will be able to develop production procedures and select equipment for products made by various production methods. The Humber Certificate Program is approved by the Society of Manufacturing Engineers' National Certification Committee as a credit granting course toward recertification.

Pre-requisite: Mechanical Technical Preparation Cert.

Compulsory Courses > Pre-requisite

Manufacturing Processes

Materials Science

Manufacturing Process Planning > Man. Proc.
CAD (Autocad) 101 > Technical Drawing
Manufacturing Cost Estimating > Man. Proc. Plan.
Numerical Control 1 > Workshop Practice

Manufacturing Operations Management Certificate – Program 257

(North Campuses) 9 courses
This certificate is designed to aid supervisory personnel in manufacturing, warehousing, transportation and service industries. The program provides study in managerial techniques and systems which are used in the day-to-day operations and improvement of a business. Classes can be taken during regular business hours or in the evening.
For more information please contact Linda Merel at (416) 675-3111, ext. 3286 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses (6 required) > Pre-requisite
ACCT111 Accounting 1 – Intro. > None
BMAT110 Mathematics, Essentials of Business > None
ISYS102 Personal Computing – Intro. > None
MOPS200 Manufacturing Operations > Mathematics, Essentials of Bus
MOPS310 Production Inventory Management > Manufacturing Operations
MOPS325 Productivity, Methods and Measurement > Manufacturing Operations
Optional Courses (3 required) > Pre-requisite
BMGT101 Human Resource Management > None
BMGT201 Principles of Management > Human Resource Management
BSTA300 Statistics > Mathematics, Essentials of Business
BSTA450 Quantitative Methods > Statistics
ISYS103 Information Systems Concepts > None
MKTG318 Logistics > Marketing 1
MOPS300 Principles of Purchasing > Mfg. Operations
MOPS450 Facility Planning and Layout > Production Inventory Management

Mechanical Engineering Technician – Numerical Control – Program 322

This program will train the technician in types of N/C controls and systems, their operation, planning and programming. Emphasis will be placed on the intricacies of process and tooling lay-out, as well as manual and computer assisted programming. The graduate will be able to prepare manufacturing and fabricating processes, costing, tool design and inspection requirements. A modern Production Laboratory serves as a practical and experimental ground for implementing projects under real conditions.

As a graduate you may work in the metal working, plastics, rubber (tire) manufacturing or sales and service of N/C machinery.

Compulsory Courses > Pre-requisite

Level 1
Technical Drawing
Electromechanical Controls 1
Workshop Practice
Mathematics 1
Communications 200
Computer Applications (MECH204)

Level 2
CADD (Autocad 101) > Technical Drawing
Numerical Control 1 > Workshop Practice
Tool and Fixture Design > Technical Drawing
Mathematics 2 > Mathematics 1
Communications 300 > Communications 200
Humanities

Level 3
Statistics
Manufacturing Processes
Material Science
Numerical Control 2 > Numerical Control 1
Production & Inventory Control
General Education (2)

Level 4
Robotics 1 > Computer Applications 1
Mfg. Process Planning 1 > Manufacturing Processes
Computer Aided Manufacturing 1 > Numerical Ctrl. 2
Numerical Control 3 > Numerical Control 2
Engineering Report
Quality Control

Numerical Control Certificate – Program 384

Some machine tool manufacturers have already switched completely from conventional machine tools to numerical control machines. Today 80% of machine tools being sold in Ontario are numerically controlled. Humber College has designed a certificate to assist people who wish to enter the field or to update their knowledge in numerical. Courses contained within this certificate are creditable towards the Mechanical (Numerical Control) Engineering Technician Diploma Program.

Pre-requisite: Mech. Technical Preparation Certificate.

Compulsory Courses > Pre-requisite
Numerical Control 1 > Workshop Practice
Numerical Control 2 > Numerical Control 1
Numerical Control 3 > Numerical Control 2
Manufacturing Process Planning > Mfg. Processes
Tool & Fixture Design > Technical Drawing
CAM 1 > Numerical Control 2
CADKEY > Technical Drawing, Computer Applications

Design

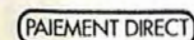
Computer Aided Drafting Certificate – Mechanical – Program 3037

This program introduces the student to mechanical drafting and design on the drawing board and continues on to use AutoCAD software on microcomputers. The course provides instructions and hands on use of computers in preparing drawings of mechanical parts and systems.

On successfully completing the program the student will be able to produce production drawing of moderate complexity using microcomputers. For more information, please call Ed Espin at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite
TMAT702 Math 1
MECH101 Technical Drawing
MECH204 Computer Applications
MECH203 CAD (AutoCAD 101) > Computer Applications and Technical Drawing
MECH806 Advanced AutoCAD > AutoCAD
MECH408 CADKEY > Technical Drawing, Computer Appl.

We accept:



Mechanical Engineering Technician – Drafting Design – Program 321

The program is designed to enable the graduate to apply design principles and practices, prepare engineering drawings and standards, and acquire a thorough knowledge of materials and solutions to varied engineering and mechanical design problems.

For further information, please call Ed Espin at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Level 1

Technical Drawing
Computer Applications
Electromechanical Controls 1
Workshop Practice
Mathematics 1
Communications 200

Level 2

Statics > Math 2
Material Science
CAD (AUTOCAD) 101 > Technical Drawing
Mechanical Design Draft 1 > Technical Drawing
Mathematics 2 > Math 1
Communications 300 > Communications 200

Level 3

Dynamics > Math 2
Production and Inventory Control
Manufacturing Processes
Mech. Power Transmission > Industrial Hydraulics
Mech. Design Drafting 2 > Mech. Design Drafting 1
Humanities

Level 4

Strength of Materials > Statics
Industrial Hydraulics
Mech. Design Drafting 3 > Mech. Design Drafting 2
General Education (2)

Tool Engineering Certificate – Program 304

This program is aimed at people with some technical drawing background who intend to develop it further to enter into the tool and die design field or related tool engineering areas. The main emphasis will be on drafting and design techniques as applied specifically to tool design. The Humber Tool Engineering Certificate Program is approved by the Society of Manufacturing Engineers – National Certification Committee as a credit-granting course toward recertification. Courses taken within this certificate are creditable towards the Mechanical (Tool & Design) Engineering Technician Diploma.

Pre-requisite: Mechanical Technical Preparation Cert.

Compulsory Courses > Pre-requisite

Tool & Fixture Design > Technical Drawing
Die Design 1 > Tool and Fixture Design
Die Design 2 > Die Design 1
Manufacturing Process Planning > Mfg. Processes

Mechanical Engineering Technician – Tool and Die – Program 323

The objective of this program is to train the technician in the various areas of tool design, and give him/her background in the tool-making area. The graduate will be able to: design and draw tools; prepare manufacturing processes; evaluate different methods of production, quality control, materials manufacturing costs, and tool performance. The specialty subjects are backed up by a modern production laboratory.

For further information, please call Ed Espin at (416) 675-3111, ext. 4713 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Level 1

Technical Drawing
Computer Applications (MECH204)
Electromechanical Controls 1
Workshop Practice
Mathematics 1
Communications 200

Level 2

Material Science
CAD (AUTOCAD) 101 > Technical Drawing
Tool & Fixture Design > Technical Drawing
Mathematics 2 > Math 1
Communications 300 > Communications 200
Statics

Level 3

Statistics
Manufacturing Processes
Numerical Control 1 > Workshop Practice
Die Design 1 > Tool & Fixture Design
General Education (2)

Level 4

Mfg. Cost Estimating > Mfg. Process Planning
Manufacturing Process Planning > Mfg. Processes
Industrial Hydraulics
Die Design 2 > Die Design 1
Humanities
Strength of Materials > Statics

Safety

Studies in Occupational Hygiene and Safety – Program 396

Through its Continuing Education Department, Humber College offers a comprehensive certificate program in Occupational Hygiene and Safety for the part-time student.

This certificate will be of interest to those who will be required to provide the knowledge and leadership to develop and implement effective programs within the occupational health and safety function of their organization. Challenging career opportunities are emerging throughout a wide range of industries, such as mining, forest products, petrochemical, construction and manufacturing. Opportunities are also developing within government agencies, safety organizations and labour organization.

Courses are offered during the Fall, Winter and Spring semesters on a part-time basis. For more information please call Jim Montgomery at (416) 675-3111, ext. 4379 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses:

Risk Management
Fire Protection
Occupational Health (Chemical Agents)
Occupational Health (Physical Agents)
Ergonomics
Environmental Protection
Safety Administration

Note: College level mathematics and communications would be very desirable before entry into the program.

Chemical

Chemical Laboratory Technician Diploma – Program 341

Working under the supervision of a chemical technologist, professional chemist or microbiologist, the laboratory technician can adapt to a wide variety of research and testing functions in industry. The technician is able to analyse materials and products, synthesize basic organic compounds, assemble and operate laboratory equipment, prepare solutions, conduct routine tests, prepare graphs and report results.

For more information, please call the Program Coordinator at (416) 675-3111, ext. 4741 (For direct TouchTone dialing call (416) 798-1034).

Compulsory Courses > Pre-requisite

Level 1

Chemistry 1
Mathematics 1
Physics
Chemical Calculations
Communications 200
Computer Applications

Level 2

Electrical Measurements
Organic Chemistry 1 > Chemistry 1
Organic Chemistry 1 Lab > Chemistry 1
Chemistry 2 > Chemistry 1
Intro. Microbiology > Chemistry 1
Communications 300 > Communications 200
Humanities

Level 3

Organic Chemistry 2 > Organic Chemistry 1
Organic Chemistry 2 Lab > Organic Chemistry Lab 1
Analytical Chemistry 1 > Chemical Calculations
Analytical Chemistry 1 Lab > Chemical Calculations
Methods of Microbiology > Intro. Microbiology
General Education

Level 4

Physical Chemistry > Chemical Calculations
Lab Instrumentation > Chemistry 2
Lab Inst. Application > Chemistry 2
Food and Pharmc. Micro > Intro. Microbiology
Fundamentals of Quality Assurance
Statistical Process Control > Grade 12 Math or equiv.
General Education

Chemistry Certificates

These certificates are intended to provide a theoretical and practical background for individuals who are presently working in a chemistry, microbiology, or laboratory instrumentation environment and wish to enhance their knowledge and skills or who are interested in joining the field. Each certificate consists of about 24 credits and they are integrated so that some of the credits obtained while completing one certificate may be applied to other certificates. Credit will be given whenever possible for related working experience and educational background. The courses are the same as those offered in the regular post-secondary program. All courses are creditable toward the Chemistry Laboratory Program. For more information, please call the Program Co-ordinator (416) 675-3111, ext. 4741 (For direct TouchTone dialing call (416) 798-1034).

Certificate in Basic Microbiology - Program 3020

Compulsory Courses > Pre-requisite
TMAT702 Mathematics 1
CHEM101 Chemistry 1
CHEM206 Intro. Microbiology
CHEM305 Methods of Microbiology > Micro., Intro.
CHEM407 Food & Pharm. Microbiology > Methods of Microbiology

Plus any two of:

CAPP701 Computer Applications
CHEM205 Chemistry 2 > Chemistry 1
QENG709 Statistical Process Control > Grade 12 Math or equiv.
CHEM507 Microbial Genetics > Meth. of Microbiology
CHEM608 Industrial Microbiology > Meth. of Micro.

Certificate in Basic Chemistry - Program 3032

Compulsory Courses > Pre-requisite
TMAT702 Mathematics 1
CHEM101 Chemistry 1
CHEM104 Chemical Calculations
CHEM205 Chemistry 2 > Chemistry 1

Plus any three of:

CAPP701 Computer Applications
CHEM206 Introductory Microbiology
CHEM203 Organic Chemistry 1 > Chemistry 1
CHEM204 Organic Chemistry 1 Laboratory > Organic Chemistry 1
CHEM303 Analytical Chemistry 1 > Chemical Calcul., Chemistry 2
CHEM304 Analytical Chemistry 1 Laboratory > Analytical Chemistry 1
QENG709 Statistical Process Control > Grade 12 Math or equiv.

Certificate in Laboratory Instrumentation - Program 3033

Certificate in Basic Chemistry is a pre-requisite to this certificate.

Compulsory Courses > Pre-requisite
CHEM303 Analytical Chemistry 1 > Chemical Calculations
CHEM401 Analytical Chemistry 1 Laboratory > Analytical Chemistry 1
CHEM402 Laboratory Instrumentation > Analytical Chem.
CHEM403 Laboratory Instrumentation Applications > Laboratory Instrumentation

Plus any two of:

CAPP701 Computer Applications
QENG709 Statistical Process Control > Grade 12 Math or equiv.
CHEM401 Physical Chemistry
CHEM501 Analytical Chemistry 2
CHEM502 Analytical Chemistry 2 Laboratory > Analytical Chemistry

Science and Technology Courses

AC Circuits

Course No.: ELIC207 TRN: 2625207 JC
 This course covers the fundamental laws governing the behaviour of sinusoidal alternating current circuits. The effect of resistance, inductance and capacitance in series and/or parallel AC circuits will be analyzed in the class. The relevant electrical quantities such as voltage, current and phase, will be measured in the laboratory. Complimentary computer work includes the use of the Breadboard software package to analyze laboratory circuits and solve selected homework problems. Each student will have his/her own copy of the program.
 Pre-requisite: ELIC101 DC Circuits, TMAT104 Math 1 or TMAT702 Math 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-10:05pm	May 7-Jun 27	N

Fee: \$207.60

Auto Controls - Introduction

Course No.: ELEC308 TRN: 255308 JD
 The course will provide the participant with working knowledge of basic control concepts, open and closed loops, transmitters, final control devices, three mode controllers and basic principles of controller tuning.
 Pre-requisite: ELEC309 Electronic Sensors and Instruments

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

CAD (AUTOCAD) 101 (Mechanical) (Version 12)

Course No.: MECH203 TRN: 5775203 JA
 The students will learn to use AutoCAD software on microcomputers for preparing drawings of mechanical components and systems. The course will consist of lectures in the classroom, demonstration, and practice in the computer laboratory. On successfully completing the course the students will be able to produce production drawings of moderate complexities using micro-computers.

Pre-requisite: MECH101 Mechanical Technical Drawing, MECH204 Computer Applications

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N
52	Sat	9am-1pm	May 11-Aug 17	N

Fee: \$207.60

CADD 1

Course No.: ARCH725 TRN: 0315725 AA
 CADD 1 is one of a series of four (4) courses that introduce the student to DOS (Disk Operating System), CADD (Computer Aided Drafting and Design) and to microcomputer principles and use. The emphasis will be on CADD, using AutoCAD software, with extensive hands on experience in a computer lab.

Pre-requisite: Background or familiarity of drafting

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N
51	Sat	9am-3pm	May 11-Jul 20	N
52	Mon&Wed	6:05-10:05pm	Jul 3-Aug 26	N

Fee: \$207.60

CADD 2

Course No.: ARCH715 TRN: 0315715 AA
 This is the second course in a series of four (4) courses dealing with CADD. The emphasis will be on intermediate to advanced DOS/AutoCad operations. You will undertake large and small scale applications of AutoCad.

Pre-requisite: ARCH725 CADD 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-10:05pm	May 7-Jun 25	N
52	Tue&Thu	6:05-10:05pm	Jul 2-Aug 20	N

Fee: \$207.60

CADKEY

Course No.: MECH408 TRN: 5775408 JA
 CADKEY 5 is a three-dimensional computer-aided design software package. It can be used as a fully-featured two-dimensional and three-dimensional drafting and design tool that can be customized for specific applications. This course has two parts. Part one prepares the student for the basic elements of two-dimensional drawing. In Part two the student will use CADKEY's ability to create three-dimensional drawings and will practice the techniques learned in part one of the course.

Pre-requisite: MECH101 CAD Autocad 101, MECH204 Computer Applications

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

WHAT IS...
N, TTS, L...?
 SEE **BACK INSIDE COVER** FOR YOUR DIRECTIONS

Calculus 1

Course No.: CALC702 **TRN:** 0910702 **HF**
An introductory Calculus course to include the following topics: average rates of change; instantaneous rates of change; maximum and minimum problems; differentials and small changes; product, quotient and composite function rules and implicit differentiation; related rate problems; indefinite and definite integration; areas under curves and applications of integration. Derivatives of trigonometric, exponential and logarithmic functions.

Pre-requisite: TMAT703 Mathematics 2

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Calculus 2

Course No.: CALC701 **TRN:** 0910701 **HF**
In this course the following topics will be covered: techniques of integration, expansion of functions in series, calculus solution and Laplace transform solution of simple differential equations are emphasized. Coverage of these topics will be preceded by a brief review of calculus of trigonometric, exponential and logarithmic functions.

Pre-requisite: CALC702 Calculus 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jun 27	N

Fee: \$155.70

CFC/HCFC/HFC Control in the Refrigeration and Air Conditioning Industry

Course No.: HVAC709 **TRN:** 4375709 **AA**
The content of this environmental awareness training course is based on Environment Canada's 'Code of Practice for Reducing CFC Emissions in Refrigeration and Air Conditioning Systems'. The course and the participant's manual supplied, deals with the environmentally correct equipment design, proper handling of CFC/HCFC/HFC and will prepare the participants for complying with provincial regulations covering refrigeration and air conditioning systems. Participants who attend the course and successfully achieve a mark of 75% or better on the exam will be eligible to receive an Ontario Certificate required under recent Ontario Refrigerant Regulations.

This course is suitable for residential, commercial, industrial, domestic, automotive and mobile applications. Specific topics covered are: CFCs and the ozone layer; isolation valving; recommended components; leak detection methods; system charging procedures; special maintenance provisions, refrigerant recovery, reuse, recycle, and reclamation equipment. For more information, please call John Dunncliff at (416) 675-3111, ext. 4700 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
52	Sat	8-4:30pm	May 25	N

Fee: \$100.48

Chemical Calculations

Course No.: CHEM104 **TRN:** 1120104 **JE**
By mastering the basic principles of Chemical Stoichiometry, the student will be able to logically analyze and solve chemical problems with ease and to gain greater understanding of the chemical principles.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 6-Jul 11	N

Fee: \$207.60

Chemistry 1

Course No.: CHEM101 **TRN:** 1120101 **JE**
In this course you will master some fundamental principles of chemistry as preparation for more advanced courses. You will investigate matter and measurements; atoms, molecules and ions; the electronic structure of atoms and the periodic table; chemical bonding, chemical formulas and equations, and solutions and solubility.

Class	Day	Time	Duration	Loc.
50	Tue&Thu*	6:05-9:05pm	May 7-Jul 11	N

Fee: \$250

*Plus 4 (4-hour) Saturday Sessions TBA

Computer Applications

Course No.: CAPP701 **TRN:** 0945701 **HF**
This course will introduce the student to the following application programs: WordPerfect, Lotus, dBASE. The course is to a large extent 'hands-on' with emphasis on the student doing practical exercises using the Humber Janet Network computer system (IBM). A requirement for the course is that the student will be able to type 10 wpm on the typing tutor.

Pre-requisite: some familiarity with keyboard necessary

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

Computer Applications – Advanced (Mechanical)

Course No.: MECH501 **TRN:** 5775501 **JA**
In this course, the students will further develop their QBASIC programming skills acquired in the pre-requisite course. The emphasis will be on modular programming of larger programs consisting of a number of subroutines.

The students will also get some practice in the tasks of installing, setting up and managing a single-station, DOS microcomputer system in industrial environment. The software used in this course will be DOS 5.0 (including QBASIC), the hardware 286 to 486 IBM compatible.

Pre-requisite: MECH204 Computer Applications

Class	Day	Time	Duration	Loc.
50	Sat	1-4pm	May 11-Aug 17	N

Fee: \$155.70

Computer Systems Fundamentals

Course No.: ELIC104 **TRN:** 2625104 **JC**
This course provides basic computer literacy skills based on the IBM PC/Compatible. The student will be given a fundamental understanding of how a computer operates and the hardware and peripherals associated with the operation. The student will also learn to use the DOS operating system, and popular applications software for word processing (WordPerfect) and electronics spreadsheets (Quattro/Lotus). Finally the student will be introduced to structured programming using the QBASIC language.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N
51	Sat	9-1pm	May 4-Aug 24	N

Fee: \$207.60

Concepts of Reliability

Course No.: QENG708 **TRN:** 7630708 **CI**
The purpose of this course is to introduce the student of quality assurance to the related subject of reliability. The principles and techniques will be considered within the framework of the life cycle of a product from initial design to customer use. The techniques will emphasize mathematical treatment wherever possible. The reliability distributions, as well as the analysis techniques of FMECA and FTA will be discussed. Reliability will be considered in relation to procurement and in-house manufacturing as well as product maintainability and availability. Liability, and plant and product safety will also be covered.

Pre-requisite: QENG710 Advanced Statistical Methods

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Data Communications

Course No.: ELIC603 **TRN:** 2625603 **JC**
The course emphasizes the transmission of digital data over the analog and digital telephone networks. It covers an introduction to information theory, PCM systems, and the OSI seven layer model of a computer communication system, emphasizing lowest three layers. The basics of asynchronous and synchronous communications are covered in layer 1. The study of layer two begins with an introduction to coding theory and error detection and correction. Then the major functions of the layer are studied, along with specific examples such as BISYNC, HDLC and SDLC. The network layer is illustrated by examining the X.25 protocol LAN's such as Ethernet are also covered.

Pre-requisite: ELIC402 Telecommunication Systems, ELIC403 Microcomputer Systems 2

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N

Fee: \$207.60

DC Circuits

Course No.: ELIC101 **TRN:** 2625101 **JC**
An introductory section on basic concepts of electricity and current flow leads to the analysis of series, parallel and series-parallel circuits. Classical circuit theorems are introduced to calculate the current or voltage in resistive networks. Power and efficiency of small systems are studied. Capacitors and inductors are studied in simple switching circuits.

Complimentary laboratory work includes the use of analog and digital voltmeters, oscilloscopes, power supplies, signal generators, and universal bridges. Breadboard software will be used in the lab.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N
52	Sat	9-1pm	May 4-Aug 24	N

Fee: \$207.60

Please Note: This course may be offered through the new Open Learning Centre. For further information please call Shamsh Jiwa, (416) 675-3111 ext. 4091. (For Direct TouchTone dialing call (416) 798-1034.)

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Die Design 2

Course No.: TDES401 **TRN:** 8610401 **JA**
Using the principles laid out in Die Design 1 the student will solidify and expand on his design techniques by performing practical die design assignments. The student will be involved in drafting and design activity for most of the time by working on projects such as: bending dies, drawing dies, curling dies, and estimating progressive dies.

Pre-requisite: TDES301 Die Design 1
Class Day Time Duration Loc.
50 Tue&Thu 6:05-9:05pm May 7-Jul 11 N
Fee: \$207.60

Display Systems

Course No.: ELIC508 **TRN:** 2625508 **JC**
The emphasis is on monochrome and colour CRT displays. You will analyze the formation of raster and survey NTSC scanning frequencies, beam formation and deflection methods. You will also examine NTSC colour encoding using the subcarrier signal together with tricolour CRT design, purity, convergence, de-gaussing procedures, video signal quality and distortions. You will also undertake a comparison of composite video and TTL drive as well as CGA, EGA and VGA computer monitor standards. The matrix scanning of 7 (14) segment and dot matrix display are studied while examining various technologies - LED, LCD, VFD, plasma and Flip-disc. Finally you will explore the criteria for image perception, including brightness, contrast, resolution, colour and animation.

Pre-requisite: ELIC406 Electronic Circuits 3, ELIC405 Troubleshooting
Class Day Time Duration Loc.
50 Tue&Thu 6:05-10:05pm May 7-Jun 27 N
Fee: \$207.60

Dynamics

Course No.: MECH301 **TRN:** 5775301 **JA**
Dynamics is the study of objects in motion and is divided into two parts, Kinematics, the study of the geometry of motion, and Kinetics, the study of the relation between the forces acting on a body, and the mass and motion of the body.

Pre-requisite: TMAT703 Mathematics 2 or TMAT203 Mathematics 2
Class Day Time Duration Loc.
50 Mon&Wed 6:05-9:05pm May 6-Jul 17 N
Fee: \$207.60

Electrical - Certificate of Qualification

Course No.: ELEC801 **TRN:** 2555801 **AA**
This is an Electrical Course designed for those preparing to write the Electrical Certificate of Qualification examination as administered by the Ontario Training and Adjustment Board under the Apprenticeship and Tradesmen's Qualifications Act. This is a non-credit course.

Class Day Time Duration Loc.
50 Tue&Thu 6:05-9:05pm May 7-Jun 25 N
Fee: \$155.70

Electrical Estimating - Basic

Course No.: ELEC807 **TRN:** 2555807 **AA**
This course is for electricians who would like to develop an understanding of the techniques of estimating. No previous knowledge of estimating is required. This is a non-credit course.

Class Day Time Duration Loc.
50 Mon&Wed 7-10pm May 6-Jun 26 N
Fee: \$155.70

Electrical - Masters License Review

Course No.: ELEC808 **TRN:** 2555808 **AA**
This is an electrical course designed for those preparing to write the electrical masters examination as administered by the Toronto Metropolitan Licensing Commission. This is a non-credit course.

Class Day Time Duration Loc.
50 Tue&Thu 6:05-9:05pm May 7-Jun 25 N
Fee: \$155.70

Electromechanical Controls 1

Course No.: MECH103 **TRN:** 5775103 **JA**
This course will introduce you to basic AC/DC single phase electric circuits, industrial power control systems and their applications through hands-on labs. The theory will support safety, the use of components in circuits, measuring instruments, relays, sensors, motors, timers, solenoids, ladder diagrams, circuit based calculations, symbolic representation, units, and circuit design.

Class Day Time Duration Loc.
50 Mon&Wed 6:05-9:05pm May 6-Jun 26 N
51 Sat 9am-12noon May 11-Aug 17 N
Fee: \$155.70

Electromechanical Controls 2

Course No.: MECH302 **TRN:** 5775302 **JA**
This course deals with the principles of operation and the industrial applications of sensors, solid state electronics devices, AC and DC motors and motor controls, as well as some other electrical and electronics components.

The students will develop the knowledge of operation of these components and the skills in applying them in electromechanical systems. This will be done mainly through practical lab exercises and assignments which will take over 50% of the course time. The theoretical parts of this course will focus on: the physical principles of operation and the guidelines for practical application of the components, the procedures for developing and documenting Industrial circuits, and some basic phasor analysis and power calculations.

Pre-requisite: MECH103 Electromech. Controls 1
Class Day Time Duration Loc.
50 Tue&Thu 6:05-9:05pm May 7-Jul 11 N
Fee: \$207.60

Electronic Circuits 1

Course No.: ELIC208 **TRN:** 2625208 **JC**
You will investigate semiconductor action and the operation and applications of diodes, bipolar junction transistors, basic transistor switches and field effect transistors. You will also study basic rectifier circuits and filters along with small signal transistor amplifiers at audio frequencies.

Pre-requisite: TMAT702 Mathematics 1 or TMAT104 Mathematics 1, ELIC101 DC Circuits
Class Day Time Duration Loc.
50 Mon&Wed 6:05-10:05pm May 6-Jun 26 N
Fee: \$207.60

Electronic Circuits 3

Course No.: ELIC406 **TRN:** 2625406 **JC**
In this course you will define pulse waveshape characteristics, analyze the harmonic content of square waves and investigate the effect of integrator and differentiator circuits on square waves. You will also design and examine switching circuits using BJT's and FET's as well as pulse generating circuits using 555 timers. Finally, you will study the operation of linear and switching regulators.

Pre-requisite: ELIC307 Electronic Circuits 2
Class Day Time Duration Loc.
50 Tue&Thu 6:05-10:05pm May 7-Jun 25 N
Fee: \$207.60

Embedded Microcontrollers

Course No.: ELEC315 **TRN:** 2625315 **JC**
This course is an introduction to the fundamentals of architecture and implementation of embedded microcontrollers. The architecture covers the arithmetic/logic unit, instructions, registers, memory, and input/output. The implementation covers parallel input/output, serial communication, timers, interrupt control, and feedback control. An introduction is also provided to PC-based editors, assemblers, linkers, and communications. The microcontroller used is the ROMless version of the Intel 8051 (8031).

Pre-requisite: ELIC101 DC Circuits, ELIC102 Logic 1, ELIC104 Comp.Syst.Fund.
Class Day Time Duration Loc.
50 Mon&Wed 6:05-10:05pm May 6-Jun 26 N
Fee: \$207.60



Heating, Refrigeration and Air Conditioning 1

Course No.: HVAC701 **TRN:** 4375701 **AA**
In this course you will cover the basic principles of air conditioning as applied to the HVAC and processing industries. Students will deal with basic refrigeration systems and their components, and the behaviour of liquids and gases in a system.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N

Fee: \$207.60

Heating, Refrigeration and Air Conditioning 2

Course No.: HVAC702 **TRN:** 4375702 **AA**
In this section of the program you will investigate refrigerants, compressor selection and sizing, refrigerant pipe sizing, roof top units, control, cooling, gas, oil and pneumatic.

Pre-requisite: HVAC701 Heat., Refrig. and Air Cond. 1

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-10:05pm	May 7-Jun 25	N

Fee: \$207.60

Heating, Refrigeration and Air Conditioning 3

Course No.: HVAC703 **TRN:** 4375703 **AA**
In this course students will build on the work covered in HVAC701 and HVAC702. Students will be able to perform some design of residential heating and air conditioning systems including heat loss and gain calculations, air distribution and equipment selection.

Pre-requisite: HVAC701 Heat., Refrig. and Air Cond. 1, HVAC702 Heat., Refrig. and Air Cond. 2

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-10:05pm	May 6-Jun 26	N

Fee: \$207.60

Heating, Refrigeration and Air Conditioning 4

Course No.: HVAC704 **TRN:** 4375704 **AA**
This course covers the calculation needed for basic design of small commercial heating and air conditioning systems including heat loss/gain psychometrics, humidity control and air distribution.

Pre-requisite: HVAC701 Heat., Refrig. and Air Cond. 1, HVAC702 Heat., Refrig. and Air Cond. 2

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-10:05pm	May 7-Jun 25	N

Fee: \$207.60

Industrial Hydraulics

Course No.: EMEC302 **TRN:** 2695302 **JA**
The course introduces hydraulic components and their use in hydraulic circuits with the aim of preparing the students to identify and install, specify and select, analyze and design industrially applicable hydraulic systems.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 24	N

Fee: \$226.15

Industrial Pneumatics

Course No.: EMEC401 **TRN:** 2695401 **JA**
This course introduces the student to the use of compressed air as a power and control medium. It will enable the student to select industrially used pneumatic hardware and design simple sequencing and control circuits. The course includes the gas laws, compression of air, selection of hardware and basic circuit design. A

major portion of the course is laboratory work where the student builds simple and complex simulated control circuits.

Pre-requisite: MECH103 Electromechanical Controls 1

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

Fee: \$207.60

Logic 1

Course No.: ELIC102 **TRN:** 2625102 **JC**
This course will provide you with a solid foundation in digital logic used by computers, communication equipment, and control systems. Through a series of lectures and laboratory experiments you will learn the elements of digital hardware (such as gates, flip-flops, registers, counters and display devices), machine arithmetic, and applications of Boolean algebra.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-10:05pm	May 7-Jun 25	N
52	Sat	9-1pm	May 4-Aug 24	N

Fee: \$207.60

Please Note: This course may be offered through the new Open Learning Centre. For further information call Shamsh Jiwa, (416) 675-3111 ext. 4091. (For Direct TouchTone dialing call (416)798-1034.)

Machine Design 2

Course No.: EMEC603 **TRN:** 2695603 **JA**
This course is a continuation of EMEC504 Machine Design 1 with emphasis on the analytical approach to design problems. Application of graphical/drafting skills will be continued in the preparation of complete general arrangement drawings.

Pre-requisite: EMEC504 Machine Design 1

Class	Day	Time	Duration	Loc.
50	Sat	1-5pm	May 11-Aug 17	N

Fee: \$207.60

Manufacturing Operations

Course No.: MDPS200 **TRN:** 6125200 **CI**
This course will provide you with an overall view of Operations Management. You will complete assignments on topics such as forecasting, estimating, inventories, scheduling, master scheduling, critical path scheduling, motion and time study, plant layout and materials handling.

Pre-requisite: BMAT110 Essentials of Business Math.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Manufacturing Processes

Course No.: MECH304 **TRN:** 5775304 **JA**
This course is intended to provide an introduction into the fundamentals of manufacturing, the process of 'adding value' to a material in the most efficient manner. The approach is broad based covering a wide variety of manufacturing processes, rather than an in-depth presentation of any one process or group of processes. For this reason, the course will cover such diverse areas as casting, forming, machining, joining and surface treatment, etc.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

Fee: \$207.60

Material Sciences

Course No.: MECH202 **TRN:** 5775202 **JA**
This course will provide you with an understanding of the behaviour and characteristics of metals and other materials. This knowledge will allow you to select and properly process materials for engineering and manufacturing purposes.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

Mathematics 1

Course No.: TMAT702 **TRN:** 8785702 **HF**
Fundamental concepts and operations; functions and graphs; trigonometric functions; systems of linear equations (2 equations in 2 unknowns); factoring and fractions; quadratic equations; trigonometric functions of any angle; vectors and oblique triangles; exponents and radicals; exponential and logarithmic functions and variation.

Please Note: This course is also offered through the Open Learning Centre. See page 79 for further information.

Pre-requisite: Grade 12 mathematics for technology (MTT4G) or grade 12 advanced mathematics (MAT4A), or a more senior mathematics credit

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N
51	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N
52	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

Fee: \$207.60

Mathematics 2

Course No.: TMAT703 **TRN:** 8785703 **HF**
Systems of 3 linear equations in 3 unknowns; graphs of the trigonometric functions; J-operator; use of semi-log and log-log graph paper; additional types of equations and systems of equations; progressions and the Binomial theorem; additional topics in trigonometry and analytic geometry.

Pre-requisite: TMAT702 Mathematics 1 or TMAT104 Mathematics 1

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N
51	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

Measuring Instruments

Course No.: ELEC204 **TRN:** 2555204 **JD**
In this course you will examine the construction, operation and maintenance of process instrumentation for Non-Electrical Measurement of Process Pressure, Level, Density, Temperature and Flow. The appropriate Instrument Society of America symbols are used through the course.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

Fee: \$207.60

**WHERE
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SEE PAGE 100 FOR DETAILS

Microcomputer Systems 2

Course No.: ELIC403 **TRN:** 2825403 **JC**
 Followed by an Introduction to the architecture and instruction set of the 8086/8088 microprocessor, the student will learn basic techniques of 8086/8088 assembly language programming, interfacing, and debugging in the MS-DOS operating system environment. The second part of the course carries on with an Introduction to the C-language and its applications to solutions of interfacing problems with IBM PC compatible computers using the MS-DOS operating system.
Pre-requisite: ELIC315 Embedded Microcontrollers
Class Day **Time** **Duration** **Loc.**
 50 Mon&Wed 8:05-10:05pm May 6-Jun 26 N
Fee: \$207.80

Microcomputer Systems 3

Course No.: ELIC504 **TRN:** 2825504 **JC**
 Building on the knowledge gained in the previous two courses, you will continue with your detailed study of microcomputer structures, hosted software development and simulation, software-hardware integration, and in-circuit emulation. Upon completion of the course, you will be able to implement 8085 and 8086 microprocessor-based systems to meet specified software and hardware criteria.
Pre-requisite: ELIC403 Microcomputer Systems 2
Class Day **Time** **Duration** **Loc.**
 50 Mon&Wed 8:05-10:05pm May 6-Jun 26 N
Fee: \$207.80

Millwright**- Certification of Qualification**

Course No.: MECH801 **TRN:** 5775801 **JA**
 This course applies to Apprentices who are eligible to write the Millwright Certificate of Qualification examination for the Province of Ontario. You only need four years in the trade to enable you to sit the exam. A review of mechanics, pneumatics, hydraulics, machine shop practice, welding and rigging will form the course content. This is a non-credit course. For more information, please call Klaus Mayer at (416) 675-3111, ext. 4381 (For direct TouchTone dialing call (416) 798-1034)
Class Day **Time** **Duration** **Loc.**
 50 Mon&Wed 6:30-9:30pm May 6-Jun 26 N
Fee: \$155.70

Numerical Control 1

Course No.: MANF201 **TRN:** 5495201 **JA**
 Students completing NC 1 shall be able to operate CNC equipment in manual, MDI and memory modes. They will also be able to write and edit part programs for machining centres (m/c) and turning centres (Tc). Tooling will include: endmills, drills, countersinks and taps for the m/c and outside turning tools, grooving and threading tools for the Tc. Students will be able to understand cutter centre line calculations for profiling a part on the m/c.
 In addition, they will be able to setup the required machining parameters and the following tools: drill, tap, end mill, OD turning tool, cut-off and threading tools.
Pre-requisite: MECH106 Workshop Practice or equivalent industrial experience
Class Day **Time** **Duration** **Loc.**
 50 Tue&Thu 6:05-9:05pm May 7-Jul 11 N
Fee: \$207.60

Numerical Control 2

Course No.: MANF301 **TRN:** 6495301 **JA**
 The students will write part programs using multiple repetitive cycles for peck drilling, grooving, contouring, and thread turning as applied to a part of a given total length. They will cut the part on a CNC lathe.
 The students will prepare subprograms, and user macros using local and common variables and test the macros on a vertical machining centre. They will write simple computer assisted part programs using the APT language, plot and debug them. They will use such a program to cut a part on a vertical machining centre.
Pre-requisite: MANF201 Numerical Control 1
Class Day **Time** **Duration** **Loc.**
 50 Mon&Wed 6:05-9:05pm May 6-Jul 17 N
Fee: \$207.60

Occupational Health (Chemical Agents)

Course No.: SFTY704 **TRN:** 8260704 **JB**
 This course represents an Introduction to the fundamentals of Occupational Health. The recognition, evaluation and control hazards in the working environment involving toxic substances and dusts are considered.
Class Day **Time** **Duration** **Loc.**
 50 Tue&Thu 6:05-9:05pm May 7-Jul 11 N
Fee: \$207.60

Organic Chemistry (Lecture)

Course No.: CHEM203 **TRN:** 1120203 **JE**
 Organic Chemistry is the backbone of the chemical industry and the key to the production of fabrics, food-stuffs, fuels and pharmaceuticals. It is also the fundamental feature of all life processes. This course is a study of the nomenclature, preparation, reaction, analysis and uses of aliphatic and aromatic hydrocarbons, alkyl halides and alcohol. This course will include industrial preparation of organic compounds.
Pre-requisite: CHEM101 Chemistry 1
Class Day **Time** **Duration** **Loc.**
 50 Mon&Wed 6:05-9:05pm May 6-Jun 26 N
Fee: \$155.70

Physics

Course No.: PHYS703 **TRN:** 7245703 **HF**
 The fundamentals in the basic areas of mechanics and heat, light, sound and magnetism will be studied with particular emphasis on general principles such as conservation of energy. While examining mechanics, statics as well as dynamics will be covered. In electromagnetism the interaction between currents and magnetic field will be investigated.
Pre-requisite: Grade 12 Math or equivalent
Class Day **Time** **Duration** **Loc.**
 50 Mon&Wed 6:05-9:05pm May 6-Jul 17 N
Fee: \$207.60

Professional CADD 1

Course No.: ARCH723 **TRN:** 0315723 **AA**
 Professional CADD 1 is the third of a series of four courses that introduce the students to CADD (Computer-Aided Design and Drafting) production of architectural drawings. The purpose is to introduce advanced operations with an emphasis on increased knowledge, productivity and skills development. AutoCAD release 13 software will be demonstrated and used by the students in the weekly studio sessions. SOFTDESK 7 Architectural software will be demonstrated and used as well. Topics will include: advanced use of blocks, attributes, system variables, prototypical drawings, LISP utilities, custom menus, and introduction to 3D CAD,

and discipline specific application software. Assignments will build upon CADD 1 and CADD 2 knowledge with hands-on practical exercises.

Pre-requisite: ARCH715 CADD 2 or ARCH403 CADD 2
Class Day **Time** **Duration** **Loc.**
 50 Tue&Thu 6:05-10:05pm May 7-Jun 25 N
Fee: \$207.60

Professional CADD 2

Course No.: ARCH724 **TRN:** 0315724 **AA**
 Professional CADD 2 is the fourth of a series of four courses that introduce the students to CADD (Computer-Aided Design and Drafting) production of architectural drawings. The purpose is to introduce advanced operations with an emphasis on increased knowledge, productivity and skills development. AutoCAD release 13 software will be demonstrated and used by the students in the weekly studio sessions. Topics will include: 3 dimensional design and presentation, solid modelling, CADD hardware fundamentals, and using CADD in a networked office. Assignments will build upon CADD 1 and CADD 2 knowledge with 'hands-on' practical exercises.

Pre-requisite: ARCH715 CADD 2 or ARCH403 CADD 2
Class Day **Time** **Duration** **Loc.**
 51 Tue&Thu 6:05-10:05pm Jul 4-Aug 22 N
Fee: \$207.60

Programmable Logic Control Applications

Course No.: MANF603 **TRN:** 5495603 **JA**
 The course introduces programmable controllers and their application to machine controls. The main thrust of the course is towards applications where sequencing is the main function of the controller. Position sensing, pressure sensing, timing and counting methods are discussed. Programming languages are introduced with specific focus on computer based programming.
Pre-requisite: MECH103 Electromechanical Controls 1, MECH204 Computer Applications
Class Day **Time** **Duration** **Loc.**
 50 Tue&Thu 6:05-9:05pm May 7-Jul 11 N
Fee: \$207.60

Programmable Logic Controllers - Advanced

Course No.: ELEC502 **TRN:** 2555502 **JD**
 The course is designed to progress the student from the introductory level to more advanced techniques. The student will be able to write programs which will include message generation, and data handling. He or she will be able to understand and prepare programs to communicate on the Data Highway to other PLC's, when operating in both discrete and analog modes. The student will be introduced to the Allen Bradley PLC-5 family of processors and prepare simple discrete programs. Programs will be developed using the Allen-Bradley Industrial Terminal and TOPDOC software on the computer. The TOPDOC software will be: TOPDOC 2 for the AB PLC-2 family, TOPDOC 5 for the AB PLC-5 family.
Pre-requisite: ELEC409 Program. Logic Contr. - Intro.
Please Note: Pre-requisites will be reviewed the first night of class. Students without the pre-requisites will be asked to withdraw. Note: Administration fees and refund policies will apply.

Class Day **Time** **Duration** **Loc.**
 50 Tue&Thu 6:05-9:05pm May 7-Jun 25 N
 51 Fri 6:05-9:05pm May 10-Aug 16 N
Fee: \$155.70

Project Planning and Control

Course No.: CNS7702 **TRN:** 1450702 **AA**
This course is designed to empower the student/practitioner with the skills and techniques to plan and control the project through its life-cycle. The core topics covered include, project scope development, work authorization establishment, the work breakdown structure (WBS), determining the project phases, developing the project schedule, monitoring and controlling the project from inception to completion. Computer software applications will also be examined.
Pre-requisite: CNS701 Project Management Principles

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Quality Assurance, Fundamentals of

Course No.: QENG705 **TRN:** 7630705 **CI**
This course introduces the role played by the modern quality function within a business organization. Students learn about the nature and history of quality and the concepts of continuous improvement. Students are introduced to inspection and test principles, basics of metrology, auditing and the seven basic statistical tools. Quality costs and quality policy are also covered.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Quality Assurance, Principles of

Course No.: QENG707 **TRN:** 7630707 **CI**
The purpose of this course is to present the principles of the quality functions involved in quality assurance, and how they benefit business and industry. The quality functions/activities are examined in detail to enable the user to select and implement those that are appropriate to his enterprise. Emphasis will be given to the theory of problem prevention as well as product design and development through purchasing, manufacture, test and customer use. It will offer all the components (building blocks) that can be integrated into a quality system that will improve quality and customer satisfaction, with accompanying improved profit and benefit to the company. In addition, it will offer an excellent tool for assessing the adequacy and effectiveness of the quality system.

Pre-requisite: QENG705 Fundamentals of Quality and QENG709 Statistical Process Control

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jun 25	N

Fee: \$155.70

Reading and Estimating Architectural Drawings (Blueprint Reading)

Course No.: ARCH709 **TRN:** 0315709 **AA**
To acquire an overview of reading and estimating architectural drawings, you will study blueprint reading and the principles of construction cost estimating at an introductory or basic level.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jun 25	N

Fee: \$155.70

Safety Administration

Course No.: SFTY503 **TRN:** 8260503 **JB**
In this course you will undertake an in-depth analysis of current health and safety legislation - Occupational Health and Safety Act, WHMIS and Workers Compensation - and the various changes and revisions as they occur.

You will also study the personal, political and technical aspects of occupational health and safety with emphasis on accident investigation, loss control, use of available noise and air quality monitoring instruments, and the "source-path-man" dictum for worker health and safety.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

Fee: \$207.60

Statics

Course No.: MECH201 **TRN:** 5775201 **JA**
This problem solving course will prepare you for more advanced and specialized courses requiring a general knowledge of equilibrium. Rather than concentrating on academic abstractions, you will learn an approach and a method of analysis of practical systems.

Pre-requisite: TMAT702 Mathematics 1 or TMAT104 Mathematics 1

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N

Fee: \$207.60

Statistics

Course No.: TSTA701 **TRN:** 8890701 **HF**
The course provides an introduction to statistical theory and techniques with direct applications to established industrial practices of quality assurance and process control.

Pre-requisite: Grade 12 Math or equivalent

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jun 26	N

Fee: \$155.70

Strength of Materials

Course No.: MECH401 **TRN:** 5775401 **JA**
Stress analysis is essential to the design of practical, safe, economical and functional components. In this introductory course in the theory of elasticity, you will learn to calculate stress, strain and deformation for common fabricating materials.

Pre-requisite: MECH201 Statics

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

Technical Drawing

Course No.: MECH101 **TRN:** 5775101 **JA**
In this course you will develop skills to enable you to make drawings which incorporate Canadian standards for both metric and inch drawings using third angle orthographic and isometric projection.

Class	Day	Time	Duration	Loc.
50	Mon&Wed	6:05-9:05pm	May 6-Jul 17	N
51	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

Tool and Fixture Design

Course No.: TDES201 **TRN:** 8610201 **JA**
Through this course you will understand tool design and its place in industry. You will discuss blueprint reading procedures for tool design purposes, tool drafting vs. other drafting techniques, and view selection rules for dimensioning and tolerances. You will also practice design & drafting by working on such projects as single point and form cutting tools, template and gage design, clamping and holding fixtures and drill jigs. Knowledge of mechanical drafting is essential.

Pre-requisite: MECH101 Technical Drawing

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$207.60

Welding - Basic

Course No.: WELD702 **TRN:** 9015702 **AA**
This course is designed to fit the needs of those people interested in developing basic welding skills either for reasons of general interest, to increase their potential for employment in industry, for those who wish to become professional welders or students enrolled in the IMM program. Skills developed by taking this course will include oxyacetylene welding, oxyacetylene cutting, brazing and shielded metal arc welding (SMAW) in the flat position. This is a non-credit course.

Please Note: It may take a student more than one semester to complete the terminal objectives in each required area.

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jun 27	N

Fee: \$366.45

Workshop Practice (Mechanical)

Course No.: MECH106 **TRN:** 5775106 **JA**
The student will learn the use of basic machine shop measuring instruments. The student will also be introduced to basic machining theory and the basic operation of conventional machines such as drills, mills, lathes and grinders and also to computer controlled machines.

Pre-requisite: MECH101 Technical Drawing is recommended

Class	Day	Time	Duration	Loc.
50	Tue&Thu	6:05-9:05pm	May 7-Jun 25	N

Fee: \$155.70



Individualized Learning Programs (ILP)

The following programs are designed for students who are interested in hands-on training. You will work in a shop setting, learn at your own pace, and write tests when you are ready. Related work experience may allow you to write tests without having to re-study what you already know. Individualized Learning Programs appeal to those students who are interested in completing a program at a faster pace than regularly scheduled classes or those students whose schedule does not allow them to spend as much time in class as they would like.

Start dates for the programs are listed below. Please note these dates are for registration purposes only and should not be used to determine the length of the program. Individual student progress within the program will determine the duration.

Cabinet Making – Program 570

Course No.: TSP 570 TRN: 8880570 AA
Learn at Your Own Pace. The Humber College Cabinet Making program will provide you with the necessary knowledge and skills required to construct cabinets and fine furniture using recognized trade practices. Upon completion of the course, the successful student with the use of woodworking production equipment and hand tools will be able to: layout, calculate, cut, machine, assemble and finish a cabinet or a piece of fine furniture.

During the course of the program students are expected to complete a number of designated projects that involve the use of various types of woodworking joints produced by hand tools, portable power tools and machine tools.

The aim of the program is for a student to be able to develop the knowledge and skills to manufacture and finish cabinetry and fine furniture with the aid of new technologies such as Computer Aided Drafting (CAD) and Computer Numerical Controlled (CNC) machines while still maintaining traditional practices.

Students can also study individual components of the program providing they meet the pre-requisites.

Pre-requisites: Mathematical facility with whole numbers, fractions, decimals, percentages, measurement, ratio and proportion. A good command of English (written and verbal).

For more information, please call Nick Charlton, (416) 675-3111, ext. 4886 (For direct TouchTone dialing call (416) 798-1034).

Please Note: Students must purchase text book and project materials.

The cabinet making course outline is as follows:

- 1. Drafting and Blueprint Reading**
Basic drafting principles, assembly and detail drawings, blueprint reading
- 2. Woodworking Handtools**
Safety, identification and application of measuring and layout tools, hand planes, chisels, saws, etc.
- 3. Woodworking Joints**
Mortise and tenon, dovetail joints, dowel and splined.
- 4. Portable Power Tools**
Safety, electric drills, jig saws, sanders, routers, laminate trimmers, plate joiners, cordless equipment and air power tools.
- 5. Production Woodworking Equipment**
Safety, radial arm saw, tilting arbor saw (table saw), jointer, thickness planers, bandsaw, lathes, shaper, overhead router, edge banders, and sanding machines.
- 6. Wood Finishing**
Safety, finishing materials, finishing procedures, staining, filling, and protective coatings.
- 7. Lumber and Composition Panel Products**
Lumber its nature and properties, cutting, drying, classification of hardwood and softwood, particleboard, medium density fibre board (MDF) and veneered panels.
- 8. Veneer and Inlaying**
Kinds, cutting matching, inlaying, laminating, and tools for veneering.
- 9. Bending and Laminating**
Bending and laminating methods.
- 10. Abrasives, Adhesives, Hardware and Fasteners**
Types of abrasives, types of adhesives, application of hardware and fasteners.
- 11. Plastic Laminates and Melamines**
Composition, uses, grades, cutting storage, jointing, and edge treatments.
- 12. Cabinet Construction Techniques**
Frame and panel, cabinet and furniture doors, drawers, leg and post construction, table and cabinet tops, kitchen cabinet construction, built-ins, and dividers
- 13. Computer Aided Drafting (CAD)**
This course will allow the student to enhance their Blueprint Reading and Manufacturing skills.
- 14. Computer Aided Manufacturing Programs**
OPTIMAX and VISIMAX are products developed by Manufacturing Software Systems Inc.
OPTIMAX – This panel optimizer is easier to use than any other on the market because it is Windows based.
VISIMAX – This is a cabinet manufacturing software. With VISIMAX you can build anything that is made from panels and lumber, you build it your way using VISIMAX's exclusive innovation.
- 15. Computer Numerical Control (CNC)**
Woodworking Related. Basic preparation, co-ordinate systems, codes, technology and program modes, operation and production of parts.

Class	Day	Time	Duration	Loc.
52	Wed	6:30-9:30pm	May 8-Aug 14	N
Fee: \$205.70				

Electronics Certificate – Digital Equipment & Systems – Program 565

Course No.: TSP 565 TRN: 8860585 JC
There is a growing need for digital and microprocessor-based electronic systems. Most electronic systems developed in the 1980's contain digital circuits. Some examples are home computers, microcomputers, automotive electronic systems, televisions and data communication systems.

This program provides training in modern techniques used to trouble-shoot and repair digital and microprocessor based electronic systems; including microcomputer and data communication systems. Students receive the necessary electronic theory to support practical training given in basic circuit behaviour and solid state technology. They also learn to use the variety of test equipment required in the electronics industry. This program is a 'fast-track' program that deals entirely with electronics. Successful completion of this program may permit exemption of entry-level courses in the Electronics Technician program. For additional academic training in mathematics or English, the student should also refer to the Technician curriculum.

Individualized Learning Package (ILP)

The ILP nature of the program allows students to start at any time subject to space. Upon admission to the program a student is given a package of resource materials that serve as a roadmap to direct the student through the program.

Computer Managed Learning (CML)

The program also uses a computer to manage a student's progress in the program. CML software generates and marks tests and keeps a record of an individual's progress.

Admission requirements: The minimum admission requirement is either Ontario Secondary School Grade 10 completion or equivalent, or mature student status. For more information, please call Shamsi Jiwa at (416) 675-3111, ext. 4091 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
50	Mon	6:05-9:05pm	May 6-Jun 24	N
Fee: \$72.66				

Industrial Maintenance Mechanic, Packaging – Program 567

Course No.: TSP 567 TRN: 8860567 JA
Competition, increased demand, and high labour costs require manufacturers to use very high speed packaging and related equipment. The machines are very expensive and complex. Their operation and maintenance require a mature, dependable person well-trained in mechanics, electricity, electronics, hydraulics and pneumatics, in addition to training in packaging material and packaging techniques. For more information, please call Klaus Mayer, (416) 675-3111, ext. 4381 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
50*	Mon	6:05-9:05pm	May 6-Jun 24	N
51**	Tue	6:05-9:05pm	May 7-Jun 25	N
Fee: *\$97.86, **\$111.84				

Marine and Small Power Equipment Mechanic – Program 559

Course No.: TSP.559 TRN: 8860559 AA

Training includes theory and the function of small gasoline and marine engines. This is a 'hands-on' course dealing with repair and functioning principles of engine carburetors, valve trains, ignition systems, cylinders, pistons and all other engine components.

This course will increase the students' knowledge and practical repair experience, which will be beneficial to those who wish to pursue a career in marine and equipment repair or wish to go into business for themselves.

This course can be used as a credit toward the more intensive 40-week daytime program.

Note: Students must supply their own tool kit, equipment (i.e. lawnmower, chainsaw, etc.) and their own parts.

Pre-requisite: You should have a working knowledge of mathematics, including whole numbers, fractions, decimals, percentages and measurement. You should also be able to speak, read, and understand the English language without difficulty.

For further information, please call Paul MacLennan, (416) 675-3111, ext. 4014 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
51	Tue	6:05-9:05pm	May 7-Jun 25	N

Fee: \$111.84

Numerical Control Operator/Programmer – Program 560

Course No.: TSP.560 TRN: 8860560 JA

This is a 'hands-on' practical program designed to teach the students how to read/write manual programs, set up and cut to drawing specifications using computer numerical control equipment. Students registering into this program can concentrate on the following modules.

1) Computer Numerical Control Turning Centres 1

This module will cover the basic command sequences needed to operate the machine. The program writing will introduce the programming structure needed for the successful operations of the machine.

2) Computer Numerical Control Turning Centres 2

Students will focus on canned and multi repetitive cycles used to face, rough, and thread lathe parts.

3) Computer Numerical Control Turning Centres 3

Emphasis will be placed on the integration of all the major canned cycles into the cutting of complex part shapes.

4) Computer Numerical Control Machining Centres 1

This module will cover the basic command sequences needed to operate the machine. The program writing will introduce the programming structure needed for the successful operations of the machine.

5) Computer Numerical Control Machining Centres 2

Focus will be on tool length and cutter diameter compensation, drilling and boring canned cycles.

6) Computer Numerical Control Machining Centres 3 Emphasis will be on the integration of all the major canned cycles into the cutting of complex part shapes. Please note: Each module must be completed in series. Exemptions will be based on relevant industry experience.

7) Blue Print Reading. The Blue Print Reading is designed to assist the students in reading and understanding industrial blue prints which may be encountered while programming, setting up and operating a computer numerical controlled turning or machining centre. Blue print reading consists of three modules which are taken in conjunction with the Computer Numerical Control modules.

For further information, please call Andrew Brown at (416) 675-3111, ext. 4730 (For direct TouchTone dialing call (416) 798-1034).

Class	Day	Time	Duration	Loc.
50*	Mon	6:05-10:05pm	May 6-Jun 24	N
51**	Tue	6:05-10:05pm	May 7-Jun 25	N
52**	Wed	6:05-10:05pm	May 8-Jun 26	N
54*	Sat	8:30-12:30pm	May 11-Jun 22	N

Fee: *\$122.08, **\$139.52



Admissions Information

Admission Guidelines

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

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

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

Please Note: For the benefit of all class participants, registration will be accepted, if enrolment permits, up to and including the third scheduled class, in the case where there are greater than 8 sessions, up to and including the second scheduled class where there are greater than 4 sessions, and up to start date of the class where there are four sessions or less. Late registrants are responsible for all of the required course assignments and tests. We regret, exceptions to the Refund and Transfer Policies can not be made for applicants who register late in a course.

Admit-To-Class Form

An Admit-To-Class Form will be issued at the time of registration. Presentation of this form will facilitate finding your classroom, your Humber College ID Number for future registration and access to your student records, and will entitle you to secure a Library card.

Pre-requisite – Definition

A course (or other qualification) required as preparation for entry to another course. If a student considers that he/she has equivalent educational background or experience, he/she may request an exemption from the Office of the Registrar. See 'Exemptions' and 'Prior Learning Assessment (PLA)'.

Co-requisite – Definition

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

Exemptions

Students who have successfully completed certain Grade 13 courses, Ontario Academic Credit and/or post-secondary studies may apply for exemptions from equivalent courses in their program of study. To earn exemption credit, a grade of at least 70% must be presented for secondary school courses and at least 60% for post secondary courses.

Official transcripts and detailed course descriptions will be required. Exemption Forms are available from the Office of the Registrar.

Prior Learning Assessment (PLA)

Registrants may also request credits based on learning acquired through work, volunteer, or other life experiences. Learning may be assessed through submission of an academic portfolio and/or challenge processes such as tests, demonstrations, interviews. A \$60. fee will be charged for each course challenged. Prior Learning Assessment Forms are available from the Office of the Registrar. For more information call the Counseling Office at (416) 675-5090.

Responsibility of the Student

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

Financial Information

Fees

Fees for all courses are shown in the "Course Descriptions". Generally, \$15.00 of the fee is non-refundable unless the College cancels the course.

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

Fees for all courses include a \$0.81 per hour incidental fee. A breakdown of this fee is available upon request.

Additional Costs

Many courses require a textbook and/or materials. In most cases these texts and materials cost an additional fee. Please contact the Campus Stores for more information.

General Refund Policy

Note: The following have a Special Refund Policy: Creative Writing, Digital Imaging, Open Learning Centre, Real Estate, Sailing, Motorcycle Training, Transportation Training Services and Correspondence courses. It is the responsibility of the student to be aware of the policy for their specific course(s).

	Courses Greater Than 8 Sessions	Courses 4 – 8 Sessions	Courses Less Than 4 Sessions
Partial Refund	Full refund less \$15 if written request is received in the Registration Centre before the 3rd regularly-scheduled session (plus material fees, where applicable).	Full refund less \$15 if written request is received in the Registration Centre before the 2nd regularly-scheduled session (plus material fees, where applicable).	A written request must be received in the Registration Centre prior to the start of the course. Then, if the fee paid was less than \$30., half the fee is refunded; otherwise, full fee less \$15 is refundable (plus material fees, where applicable).
No Refund	After 3rd regularly-schedule session.	After 2nd regularly-scheduled session.	After the class begins.

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

For Your Information



Refunds

To request a refund you may sign and date the back of your Admit-To-Class form and submit it to the Continuing Education Registration Department. If you do not have your Admit-To-Class form, please notify us, in writing, and include your student number (if known), your name and address, the course and class number you are requesting a refund for, and the reason for your request. Your written request must reach our office by the times indicated in the chart shown. (Fax is acceptable 416-675-2427). Refunds for payments made by cheque will not be processed until 3 weeks after the payment is made.

Refunds will only be issued within the semester for which the payment is made. Refunds may take 3 to 4 weeks for processing from the date the refund request is received. Where payment was made by cash or cheque, refund cheques will be issued and mailed. Where payment was made by Visa or MasterCard, a credit will be made to the charge card that was used. Full refunds will only be granted when the College cancels a course. See Cancelled Courses. Some courses have special refund policies. See chart shown for further details.

Income Tax Receipts

Receipts will be mailed in February 1997 for those courses taken and completed between January 1, 1996 and December 31, 1996 where the total tuition fees for the period exceeds \$100. This is to comply with Section 118.5(1) of the Income Tax Act which excludes the tuition credit for tuition fees less than or equal to \$100 per institution.

Your fee will include a campus service fee to cover operational costs. This portion of the course fee is not deductible for income tax purposes.

Academic and College Policies

Academic Regulations

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

Student Grading System

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

Grade Reports

Grade reports are issued by mail. A grade report is issued for the majority of credit courses. Grade reports will be mailed approximately one month after the completion of the semester.

Courses taken between

September – December
January – April
May – August

The automated CHRIS system has a Grade enquiry feature. Phone (416) 798-1034, press 1 then 5.

Grade Report Mailed

February
June
October

Official Transcripts

Official transcripts of your academic record can be requested from the Office of the Registrar. Requests must be made in writing and should be directed to the Records Department. Requests are also accepted by FAX.

We require your signature to release transcripts. Please include your Humber College Student Identification Number, the period of time you were here, and the complete mailing address of where you would like your transcript sent.

Room Listings

Classroom numbers will be posted at each campus for the first session of the course. Continuing Education staff will also be available to assist you in finding your class. Please bring your Admit-To-Class form with you. This will enable us to quickly identify your course and where it is located.

Withdrawals

Withdrawal from a course, for academic purposes, is the responsibility of the student. It is imperative that requests for withdrawal be received, in writing, at the Continuing Education Registration Department, by the two-thirds point of the course.

Where a refund is requested in conjunction with a withdrawal, please refer to Refunds for details. Please refer to the Open Learning Centre section of this calendar for policies on the Open Learning Centre courses.

General Transfer Policy

Where enrolment permits, students may transfer from one class or course to another, prior to the third regularly-scheduled session for courses that are greater than 8 sessions; 2nd regularly-scheduled session for courses that are between 4 and 8 sessions; and prior to the course starting for courses that are under 4 sessions. **Transfer requests must be made in writing and directed to the Registration Department. Fax is acceptable (416-675-2427).** Two transfers per semester are permitted without charge. If you wish to transfer a third time, a \$15.00 service fee will be charged. Transfers are not permitted from one semester to another. Transfers are not permitted from one person to another. **Note:** Certain courses are excluded from this general policy. Please refer to the specific course listings for details, where applicable.

Receipt of Certificate or Diploma

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

Upon successful completion of either a certificate or diploma program, it is the responsibility of the student to contact the Office of the Registrar at (416) 675-3111, ext. 4465 (For direct TouchTone dialing call (416) 798-1034).

Smoking

Humber College offers a smoke-free environment.

Convocation Information

Eligible students who wish to attend Convocation are asked to obtain an "Application to Graduate" form in the Office of the Registrar. Students may complete an application and present the form to the Office of the Registrar.

For further information, please call (416) 675-5000. Please note that we have a Convocation ceremony each year in June. Students who are applying to attend must submit their application by the end of April, 1996.

Cancelled Courses

We regret we must cancel courses for which enrolment is insufficient. Refunds are not issued for cancelled courses automatically, as many students prefer to transfer. When your course is cancelled, you may either transfer to another course or request a refund. Please let us know how you would like us to proceed by contacting us either by:

- telephone (416) 798-1034, or
- FAX (416) 675-2427 or
- mail to the Continuing Education Registration Dept. Refund Desk, 205 Humber College Blvd., Etobicoke, Ontario M9W 5L7.

If we do not hear from you, we will process a full refund of fees one month after the end of the term to students in courses or programs cancelled by the College.

Class Postponements/Cancellations

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

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

Last Day to Drop a Course Without Academic Penalty

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

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

Audit

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

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

Freedom of Information

The information we collect when registering students is used to support admission and registration decisions as well as for the administrative and statistical purposes of the community colleges and the Ministry of Education and Training. Your name and address may also be released to particular groups, within the college, to communicate (i.e., by mail), additional information about college-wide activities. Personal information such as courses taken, grades earned, etc. are considered private and confidential and will not be released to a third party without written consent from the student.

Services

Humber College Book Store

The Humber College Book Store provides its customers with one-stop shopping convenience. In addition to textbooks, the store at the North Campus features: art, drafting, and stationery supplies. Browsers are welcome. The store also carries a range of books and magazines for your reading enjoyment, and will be pleased to special order any book not in stock. The gift and clothing section features a selection of crested items as well as seasonal specials. Finally, if you're in the mood for snacking, a selection of soft drinks, potato chips, and candies are available.

The store at the Lakeshore Campus sells course related texts and materials. It also has a small selection of clothing and giftware.

Regular Hours of Business:

North:	Mon.-Thur.	Sept.-May	8:30 - 8:00pm
	Friday	Sept.-May	8:30 - 4:30pm
	Saturday	Sept.-May	10:00 - 2:00pm
Lakeshore:	Mon.-Thu.	June-Aug.	8:30 - 4:00pm
	Mon.-Fri.	Sept.-June	8:30 - 4:30pm
	Mon.-Fri.	July-Aug.	8:30 - 4:30pm

Both the North and Lakeshore Book Stores open at 8:00 am, Monday to Friday, for the first three weeks of classes. The stores are closed on Labour Day.

Hours may be subject to change. Please call (416) 675-5066 for information.

We accept cash, Visa, Mastercard, American Express, cheques and debit cards.

Counselling

Counsellors are available by appointment for assistance with program selection, orientation to the college system and course load management.

Individual Appointments

May 1 - June 5, 1996

North Campus:

Wednesday
5:00 pm - 8:00 pm, Room D133

Lakeshore Campus:

One Tuesday a month
5:00 pm - 8:00 pm, Room A120

For information or an appointment, please call:

North Campus (416) 675-5090
(8:30 am - 4:30 pm)

Lakeshore Campus (416) 675-3111, ext. 3331
(8:30 am - 4:30 pm)

Financial Assistance

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

North Campus: (416) 675-5001, Room H107

Lakeshore Campus: (416) 675-3111, Ext. 3235
Room No. A120

Hours of operation: Monday - Friday
9:00 am - 4:00 pm

Services for Students With Disabilities (SSD)

Students with physical or learning disabilities should discuss their learning or accommodation needs with the office of their divisional dean/chair before classes commence, and with the course instructor at the first class. Please call (416) 675-8522 for information and/or appointment.

Peer Tutoring

Students who are experiencing academic difficulty in a course may receive assistance from a peer tutor. For more information, contact the Peer Tutoring office, North Campus and Lakeshore Campus at (416) 675-8522 any time.

Library Services

Humber College Library Services support the curricula of the College by providing resources and facilities to help library users develop the knowledge and skills needed for critical thinking and research in the courses offered at all campus locations.

The libraries located at the North and Lakeshore campuses contain over 120,000 books and 1,200 current periodical subscriptions as well as growing collections of CD-ROMs, cassette tapes, phonodiscs, audio-visu- als, microforms, etc. The audio-visual equipment and resources in the Media Centre will add professionalism to your class presentations. The North and Lakeshore Campus libraries also provide learning materials and facilities to special needs students who require text- books transcribed on tape or Braille.

The North Campus library has provision for every type of learning facility including screening rooms and group study rooms. Books and other materials may be bor- rowed from another campus location, if necessary.

A special bar-code affixed to the Student Identification Card permits patrons to borrow books and other mate- rials. Material signed out on a designated library card is the responsibility of the holder of that card. All materials must be returned on the appropriate due date. Fines are strictly enforced on overdue materials. Operating hours are posted at each library.

For further details about Library Services, please call:

North Campus (416) 675-5079
Lakeshore Campus (416) 675-3111, ext. 3247

Dates To Remember

April 5	Good Friday - College Closed
Early May	Most evening classes begin
May 20	Victoria Day, College Closed
July 1	Canada Day, College Closed
End of July	1996/97 Continuing Education Calendar Available
August 5	Civic Holiday, College Closed
September 2	Labour Day

HUMBER COLLEGE CONTINUING EDUCATION CALENDAR, is published

by Humber College three times a year (Fall, Winter and Spring) and is distributed free to people in the Cities of Etobicoke and York. It is also available at all Humber campuses and at most public libraries.

Board of Governors

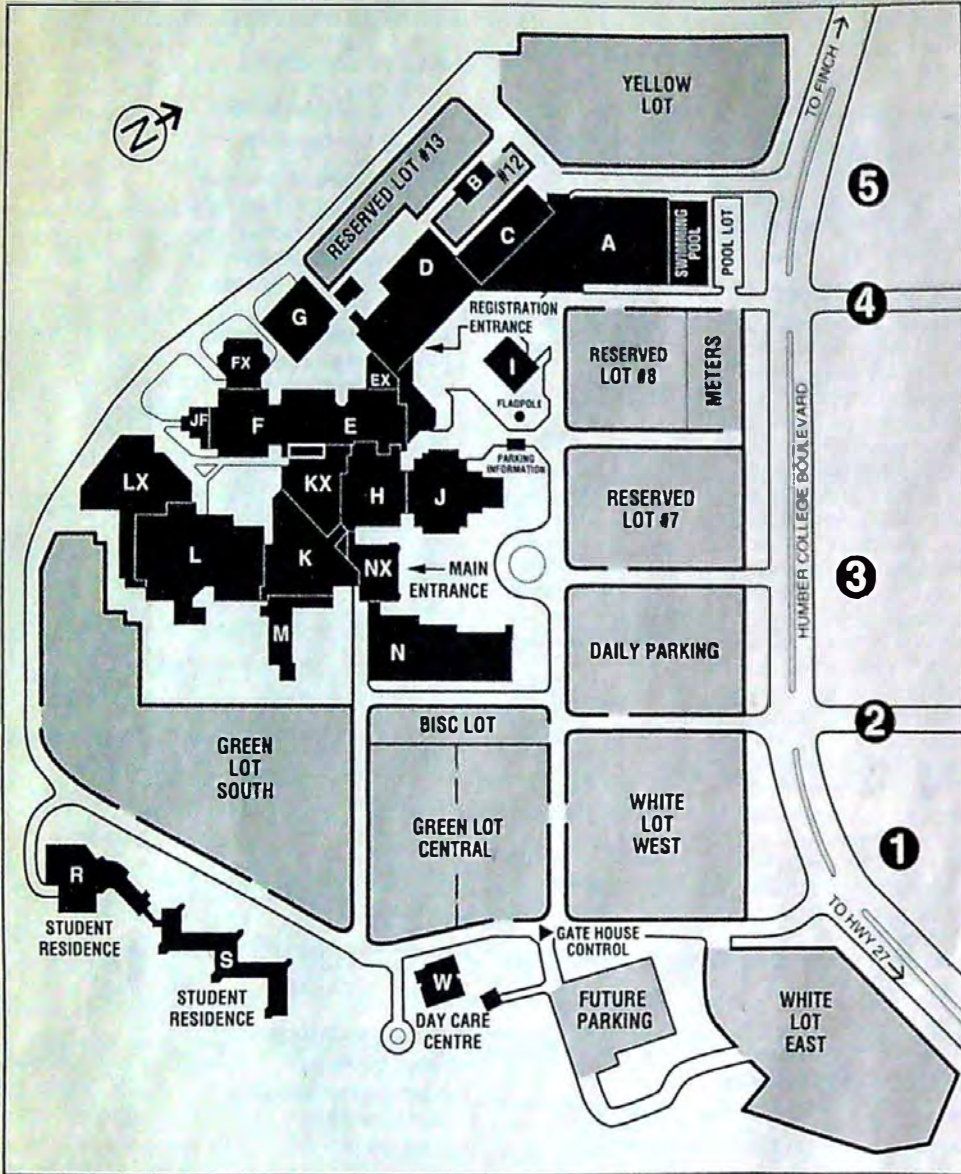
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Telephone Numbers

Athletics (nightline)	(416) 675-5099
Humber College Book Store (North Campus)	(416) 675-5066
Career Planning	(416) 675-5090
Counselling (North Campus)	(416) 675-5090
(Lakeshore Campus)	(416) 675-3111
Financial Aid Office	(416) 675-5001
Humber Room (For Fine Dining)	(416) 675-5022
Library	(416) 675-5079
Registration Centre	(416) 798-1034

North Campus Parking



Parking Times

You may park in a designated space in any of our lots (north, west and east of the main entrance) after 3pm and 5pm in our reserved lots on weekdays and anytime on weekends. Between 6:30am and 3pm weekdays, please check with a parking official at the parking information kiosk to be assigned a temporary parking permit and space. Details regarding parking may be obtained at the Parking Information Kiosk Mon-Fri 6:30am-7:30pm.

Parking Rules

Parking regulations are enforced 24 hours a day. Please park in designated spaces only. Any vehicles found parked outside the lines of a parking space, will be tagged/towed. Vehicles found parked beyond the end of rows, in fire routes, on sidewalks, in no parking zones, on hatch marked areas or blocking access to a walkway will be tagged. Please take a few moments to familiarize yourself with the area in which you park your vehicle.

Where to Park?

Access to lots may be done through entrances #1 - 5. The following guide will assist you to park closer to your classroom.

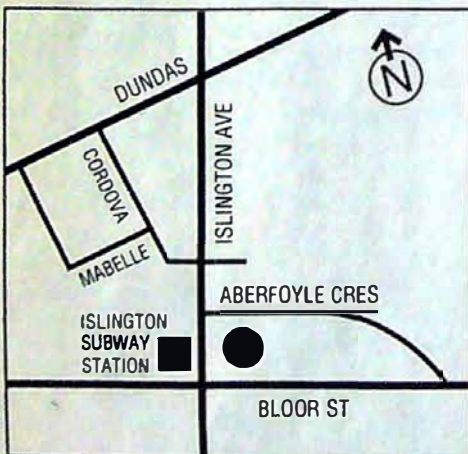
Entrance

- 1** White Lot - Buildings N NX J H
White East Lot - Buildings N NX J H
Green Central - Buildings N NX K KX J H
Green South - Buildings M K KX L LX E FF
- 2** Daily Pay Lot - All Buildings
- 3** Lot #7 - All Buildings
- 4** Lot #8 - All Buildings
- 5** Yellow Lot - Athletics
- Buildings B C D E EX F FX G
Lot 12 and 13 - Buildings B C D G

Since the area in which you normally park may be full, please allow yourself ample time to locate a new parking spot. We hope this guide will be of assistance.

More Parking Information

For further information please call (416) 675-3111, ext 4416 (For direct TouchTone dialing call (416) 798-1034)



Free Bus Transportation

For your convenience, the College provides a direct night bus service free of charge for Humber's North Campus.

This service for the North Campus will continue subject to usage, normally September to the end of June.

Route: Between the Islington subway and Humber's North Campus

Days: Monday to Thursday

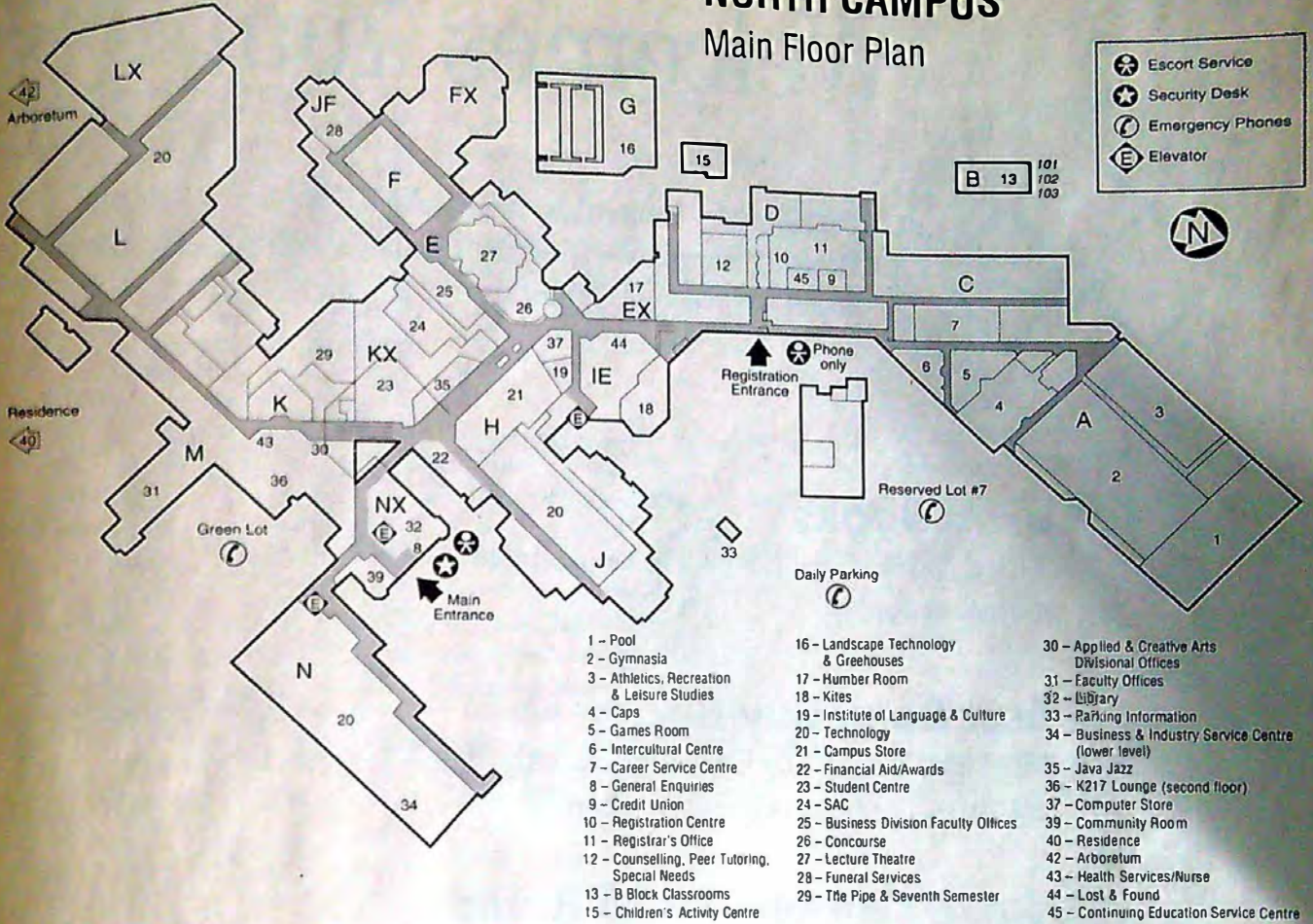
Pick-up Point: Humber College bus will depart from Aberfoyle Crescent and Islington Avenue (Islington subway station) at 6:00pm for the North Campus

Departure Point: Bus departs from the North Campus flagpole outside the Registration Entrance at 10:15pm for the Islington subway.

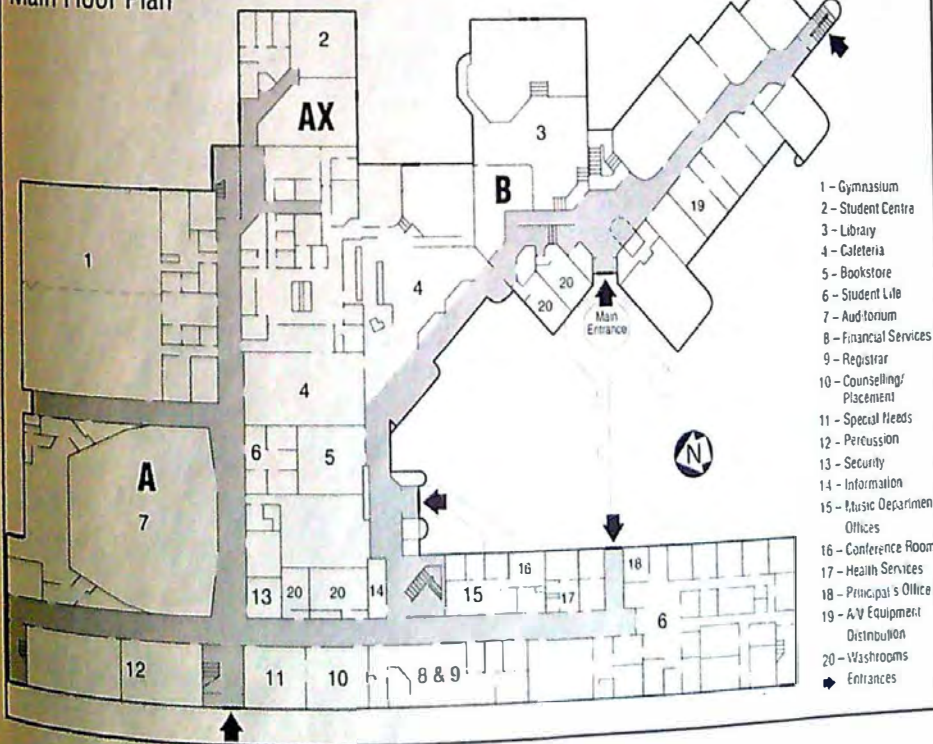
More Information

For more information or confirmation of service and times please call (416) 675-3111, ext. 4444 (For direct TouchTone dialing call (416) 798-1034) between 8:30am - 4:30pm, after 4:30pm please call (416) 675-5048.

NORTH CAMPUS Main Floor Plan



LAKESHORE CAMPUS Main Floor Plan



Humber Campus Safety Escort Program

The Humber Safety Escort Program is intended to provide assistance to students, faculty, staff and visitors who wish to be escorted to their vehicle parked on, or walked to the perimeter of, college property. This program will provide a higher degree of comfort to those who are uneasy about walking to their vehicle, college residence, or property line at night.

North Campus

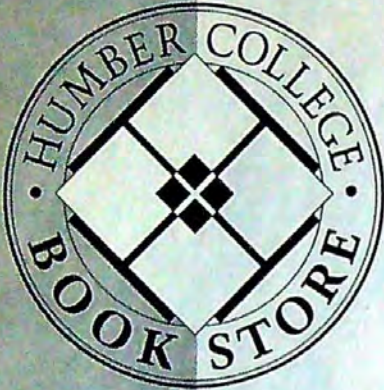
All escorts are from the Main Entrance (by the Library) and from the Information Desk (by Registration). The campus safety escort program runs Monday through Friday 5:00 p.m. - 11:00 p.m., after these hours, requests for an escort may be directed to security at the Main Entrance (by the Library).

Lakeshore Campus

Contact the security officer on duty to request an escort.

Humber College Book Store

Welcomes You!



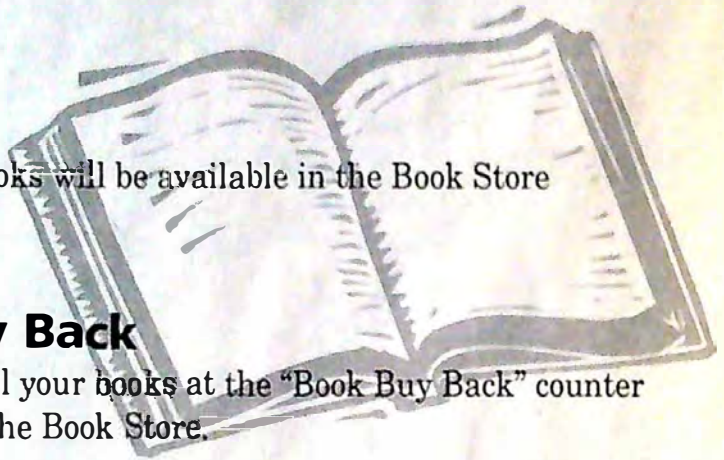
Text Books – General Books – School Supplies – Art and Drafting Supplies – Greeting Cards – Clothing – Reference Books – Novels – Dictionaries

Used Books

SAVE 25% Used Books will be available in the Book Store subject to supply.

Text Book Buy Back

MONEY BACK! Sell your books at the "Book Buy Back" counter located at the front of the Book Store.



North Campus Store Hours

Regular Hours

Monday to Thursday	8:30 a.m. to 8:00 p.m.
Friday	8:30 a.m. to 4:30 p.m.
Saturday	10:00 a.m. to 2:00 p.m.

Summer Hours

Beginning on May 1	Monday to Friday	8:30 a.m. to 4:30 p.m.
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Please Note: The Book Store is normally closed on the Saturday and Monday of holiday weekends.

The Book Store accepts Interac, cash, Visa, MasterCard, American Express and personal cheques with appropriate identification.

For information, please call (416) 675-5066

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C.H.R.I.S.

Call: (416)
798-1034

Call Humber's Registration and Information Service

The following features are available by using C.H.R.I.S.:

After dialing (416) 798-1034 press **1** (if you have a TouchTone telephone), then:

- 2** To register in a Continuing Education course
- 3** To enquire about course availability
- 4** To make grade enquires
- 5** To speak with a registration staff member

Who can use C.H.R.I.S.?

- Anyone can call for information.
- Students who already have a Humber College Student I.D. number may also use the TouchTone registration service.
- New registrants will be transferred to a registration staff member who will complete your registration.

- Returning students please use the TouchTone system and receive instant verification that your application has been accepted.

When can you use C.H.R.I.S.?

- Monday to Friday, 8:00 a.m. – 8:30 p.m.
- Saturday, 9:00 a.m. – 5:00 p.m.

How do I use C.H.R.I.S.?

- By using a TouchTone telephone you will be able to access all the services that are available.
- Any caller who does not use a TouchTone telephone will automatically be transferred to a registration staff member who will answer your questions during regular business hours.

Please complete the following worksheet before using C.H.R.I.S.

HUMBER STUDENT ID. # _____

TERM: (See 'Class Start Date' from Sample Course Listing) Fall Winter Spring/Summer YEAR: 1996 1997

BIRTHDATE: _____ (This is required when you are registering for a course) eg. A birthdate of July 3 would be entered as |

VISA _____ Expiry Date _____

OR

MasterCard _____ Start Date _____ Expiry Date _____

Course No.	TRN	Class	Course No.	TRN	Class
Example: CHEM101	1120101	50	2		
1. _____			3		

Note: Real Estate is excluded from Telephone Registration. Registration for these courses must be done in person.

Sample Course Listing

This will help you complete the C.H.R.I.S. worksheet

Course Name _____

Course Number _____

• For course verification

Class Number _____

• When using C.H.R.I.S. you will be asked for a two-digit class number, enter this number

Chemistry I

Course No.: CHEM101

To master some fundamental principles of chemistry as preparation for more advanced courses. The course objectives will be: matter and measurements, atoms, molecules and ions; the electronic structure of atoms and the periodic table, chemical bonding, chemical formulas and equations and solutions and solubility.

Class	Day	Time	Duration	Loc.
50	Tue & Thu	6:05-9:05pm	May 7-Jul 11	N

Fee: \$250

Telephone Registration Number (TRN)

- Use the TRN when registering for a course using the TouchTone seven-digit number.

Class Start Date

- Fall Term – Classes that start between September 1 and December 31
- Winter Term – Classes that start between January 1 and March 31
- Spring/Summer Term – Classes that start between April 1 and August 31

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 Saturday - 7:00 a.m. - 2:00 p.m.

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 Friday - 7:00 a.m. - 3:30 p.m. (Mr. Sub 7-3pm)



Continuing Education Registration Form

PLEASE USE ONE APPLICATION FORM PER PERSON. PLEASE PRINT CLEARLY.

Please provide your Student ID Number, if you have been issued one _____

Please indicate the name of the Certificate or Program you are working towards, if any _____

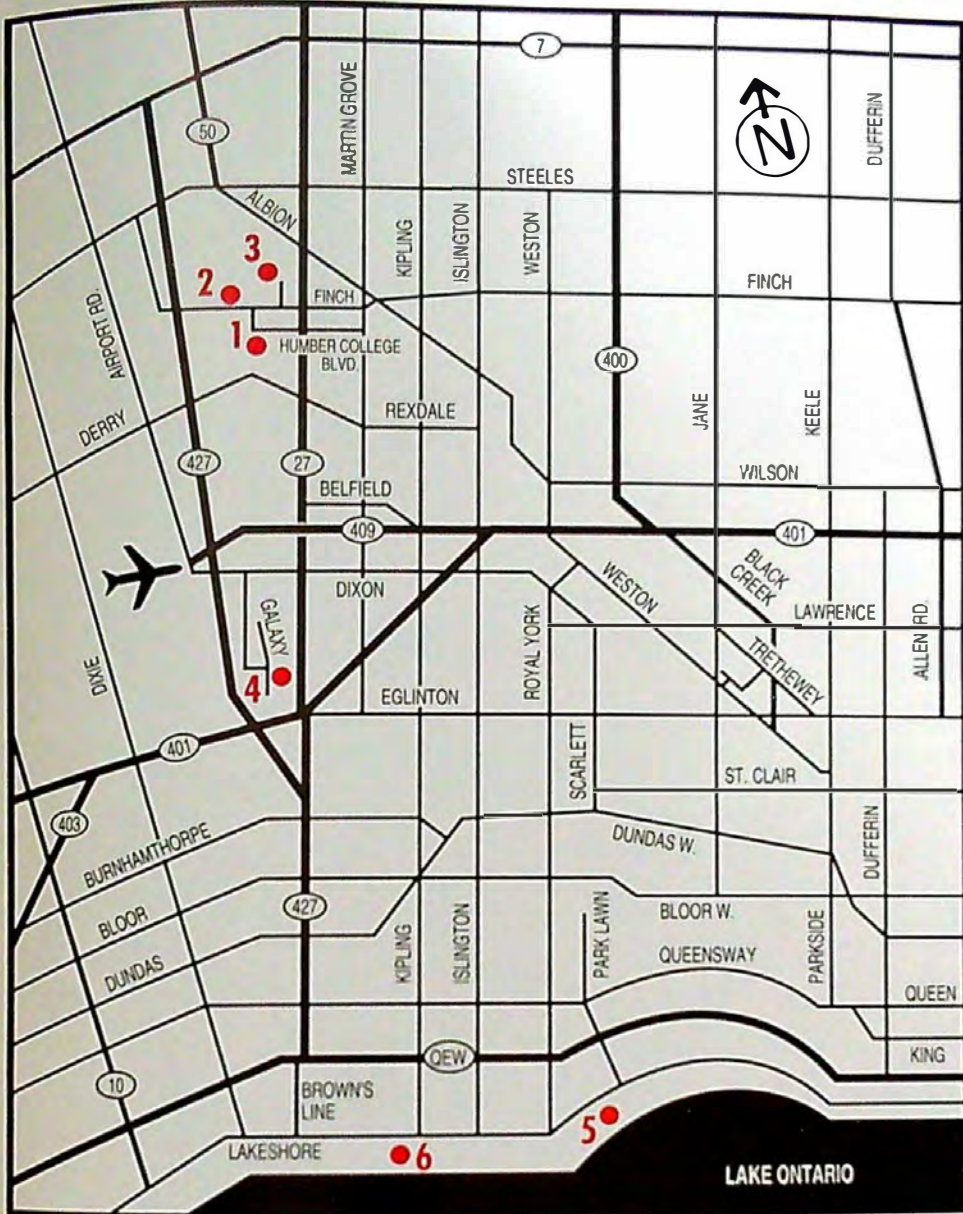
Use this form to register:



in person by mail by fax

MR. <input type="checkbox"/> MS. <input type="checkbox"/> OTHER _____	LEGAL SURNAME	FORMER SURNAME (if applicable)	GIVEN NAMES		DATE OF BIRTH Y _____ M _____ D _____
STREET NO. & NAME, P.O. BOX, R.R. #					APT NO
CITY/TOWN			PROVINCE	POSTAL CODE	
HOME TELEPHONE () ()		BUSINESS TELEPHONE () ()		Students applying for Post-Diploma Nursing Courses MUST include their REGISTERED NURSING ONTARIO CERTIFICATE OF COMPETENCE NUMBER.	
METHOD OF PAYMENT (check one) <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD		ACCOUNT NUMBER	CARD EXPIRY DATE	CARD START DATE	CARDHOLDER NAME
		CURRENT EMPLOYER NAME			
COURSE NUMBER	CLASS	START DATE	FEE	COURSE NAME	
COURSE NUMBER	CLASS	START DATE	FEE	COURSE NAME	
TOTAL FEES PAID			Full fees required at time of registration. MAKE FEES PAYABLE TO HUMBER COLLEGE. We regret that incomplete applications MUST be returned. MAIL completed application to:		
I have read and have understood the registration and academic requirements. N.B. All course applicants must sign this document. If you are under the age of 19, your parent/guardian must also sign.			North Campus Humber College of Applied Arts & Technology Registration Department, Continuing Education 205 Humber College Blvd. Etobicoke, Ontario M9W 5L7		
Signature _____		Date _____		<div style="border: 1px solid black; padding: 5px; text-align: center;"> FOR OFFICE USE ONLY AUTHORIZATION _____ </div>	
Students with disabilities may contact the office for Students With Disabilities at (416) 675-8522 for information and/or service.					

Humber College Campus Locations



- 1 North Campus**
205 Humber College Blvd.
Etobicoke, Ont. M9W 5L7
Phone: (416) 675-3111
- AOC Humber Arboretum**
North Campus
Phone: (416) 675-5009
- 2 HT Humber Tower**
6700 Finch Ave. W.
Etobicoke, Ont. M9W 5P5
Phone: (416) 675-5014
- 3 CPTC Canadian Plastics Training Centre**
110 Woodbine Downs Blvd.
Unit #1
Etobicoke, Ont. M9W 5S6
Phone: (416) 213-0931
- 4 TTS Transportation Training Services**
50 Galaxy Blvd., Unit #8
Rexdale, Ont. M9W 4Y5
Phone: (416) 798-0300
- 5 HCSC Humber College Sailing Centre**
Humber Bay Park (West)
Lakeshore Boulevard
West of Park Lawn Road
Phone: (416) 252-7291
- 6 L Lakeshore Campus**
3199 Lakeshore Blvd. W.
Toronto, Ont. M8V 1K8
Phone: (416) 675-3111

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(TouchTone (416) 798-1034) for detailed information.





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- Come to Humber's beautiful Robert A. Gordon Learning Centre at the Lakeshore Campus for the inaugural season of the Humber Festival of the Arts. See the front inside cover for details.
- Sign up for one of our summer camps, including our new Multimedia Summer Camp on page 61.
- Study at Canada's foremost creative writing workshop, The Humber School For Writers, August 3 - 9th. See page 64.

More good reasons
to join us!

The Cover: This composite photograph includes the historical buildings located on Humber's newly acquired lakefront site in Etobicoke.

