



# HUMBER COLLEGE

1995-1996 CALENDAR

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HUMBER COLLEGE CALENDAR  
1995 - 1996

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DATE

ISSUED TO

Jan 31/09

Andrew West. e.

**THE COVER**... From a colour transparency, the cover photograph was computer enhanced using Adobe Photoshop and Aldus Gallery Effects to create the watercolour image. This technology is available to Humber students.



# HUMBER COLLEGE

AS we approach the next millennium, the necessity of a career education that includes both practical skills and general studies is clear. Increasingly, employers expect their employees to have expertise in a variety of areas.

TO respond to these workplace requirements, Humber recently organized related programs into Schools that focus on the many aspects of a particular field of study. This will enable students to learn a variety of skills and provide them with the tools to achieve success in their chosen careers.

WE are dedicated to your success.

## COME

explore the following pages.

See what Humber has to offer...



# THE HUMBER COMMUNITY

Hit the books here! Our five story Learning Resource Centre houses a collection of books, periodicals, audio-visual learning materials and computer reference systems.



We're proud of our two Humber residences. The attractively furnished single rooms are complete with air conditioning and cable service. They're comfortable, yet conducive to study.

The Woodbine Centre, Etobicoke's newest shopping mall, is an ideal place to look for a part-time job or just go shopping. A ten-minute walk from the North Campus, it's complete with 275 retail stores, including Sears and a Bay. It even boasts an amusement park for children!



To enjoy the college experience and succeed academically you must feel secure. That's why safety's a priority in all we do. A well-staffed team of security personnel is always on duty. In the evening, an active escort system is in place for students who'd like to be accompanied to their residence or car.

If you love nature – or a relaxing stroll outdoors – you'll appreciate our scenic 250-acre Arboretum. Stretching along the Humber River Valley, this wildlife sanctuary has grasslands, ponds, a bike path and gardens all connected by tranquil walkways.





The North Campus is a city unto itself. Stores, cafeterias, dining rooms, a day care centre, a medical clinic and an athletic complex are all here to help you through your college days.



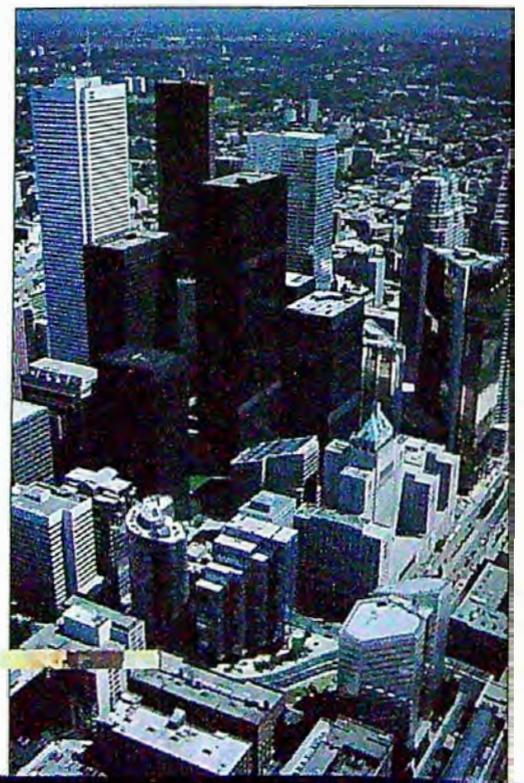
Prefer a smaller campus? Our Lakeshore Campus is home to about 2,000 students, so there's a wonderful small-town feeling. Historical buildings and parklands extending to the shores of Lake Ontario give it a rustic look, too.



We're close to downtown and the excitement that makes Toronto a world-class city. Concert halls, museums, Maple Leaf Gardens, Ontario Place and, of course, the SkyDome are all easily reached by public transit. Metro Toronto is Canada's biggest job market. For students, that means our programs are under the influence of some of the country's most successful businesses. For graduates, it means the most in opportunities.

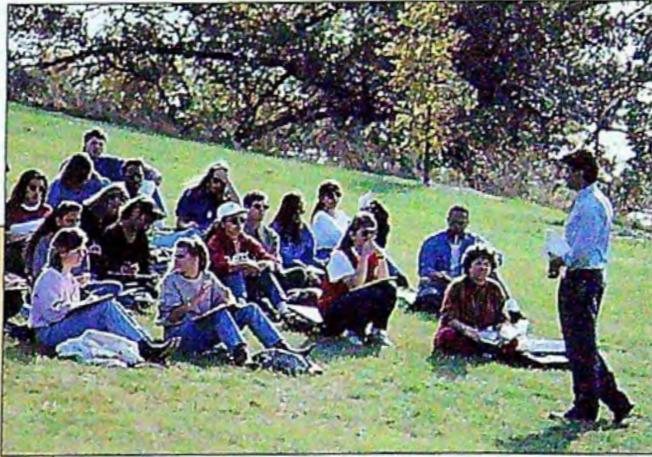


You'll find the support – and encouragement – you need to be successful. The Career Placement Centre, Counselling Services, the Peer Tutoring Program and the Math and Language Development Labs will help you feel great about learning at Humber.



# FROM STUDENTS TO GRADUATES

Humber teachers have first-hand knowledge of their fields. Current involvement often means they have the business connections that lead to unique experiences and opportunities for their students.



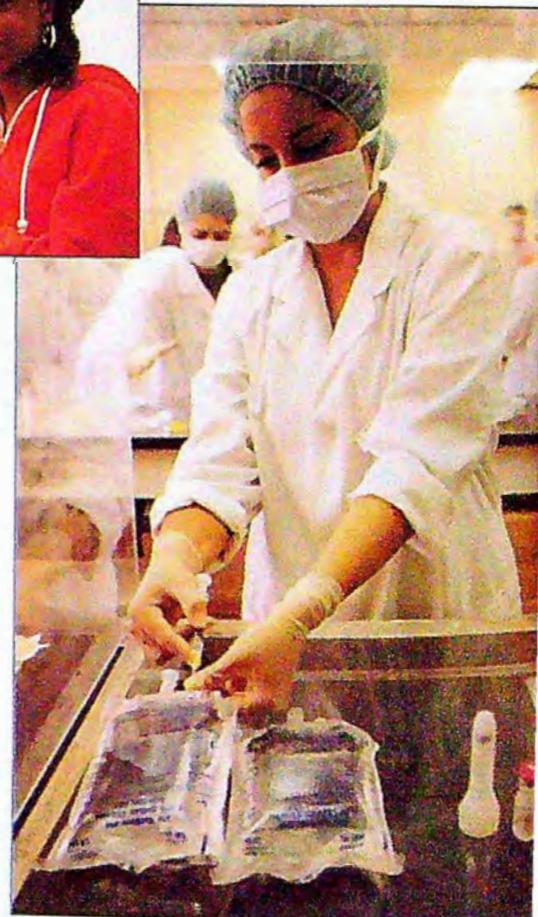
Humber's faculty will enjoy watching you develop competence in your field. Often, the staff and students of Humber attain a closeness that lasts long after graduation.



We work hard at Humber to make sure that our programs are current and relevant to the workplace, that our faculty support what they teach with professional work experience, and that our students inspire confidence with the employers who hire them. Continuous evaluation of courses and programs ensures that students get the kind of education that prepares them for successful careers. That's why Humber's graduate placement rate is consistently high and that's why employers continue to hire Humber grads.



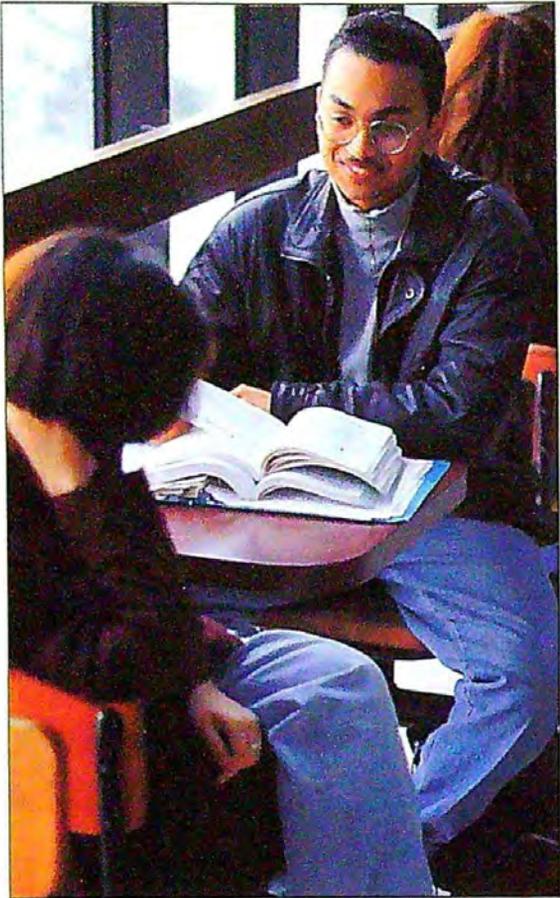
Theory is important at Humber, but learning by experience is essential. In each of our programs the time will come for you to close your books and open your mind to adventures in your chosen field.



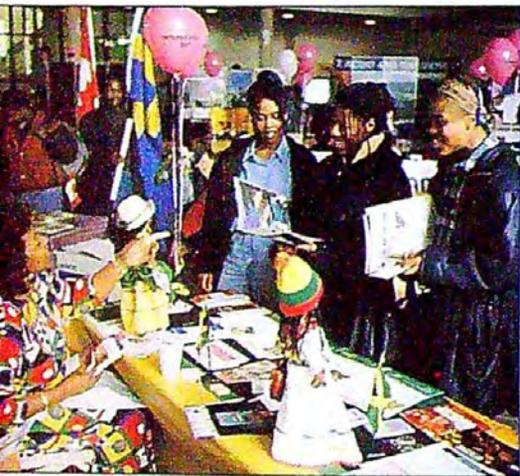
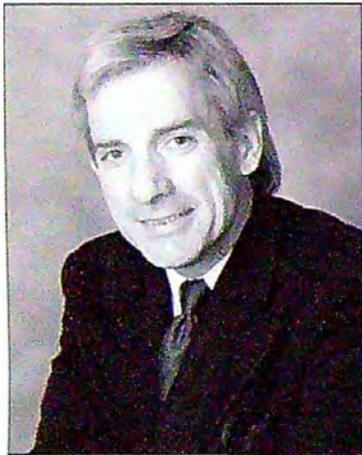


If you're a student with special needs, you can count on us. Helpful learning tools and staff with an understanding of your requirements are always on hand. At Humber, you'll find the support you need for success.

Each year, Humber's many career-focused programs attract students from all parts of the world. To enhance opportunities for both the intellectual and personal growth of our international students, Humber offers a number of programs and services to help international students succeed. These include, among others, an International Information and Admissions Office, an International Student Association, Language and Mathematics Development Centres, international student advisors, and a special orientation to Toronto and the College.



So many Humber graduates have reached a level of prominence in their chosen fields. When that happens, we all win. David R. Murray, now Associate Vice-President, Human Resources, Corporate and Investment Banking for the Toronto Dominion Bank, graduated from Humber's Business Administration Program in 1970. He recently chaired Humber's Board of Governors.



Field placement opportunities often lead Humber students to international locations such as Japan, Germany, France, the Caribbean, and the United States. Here at home, special events and clubs celebrate Humber's diverse international student population.



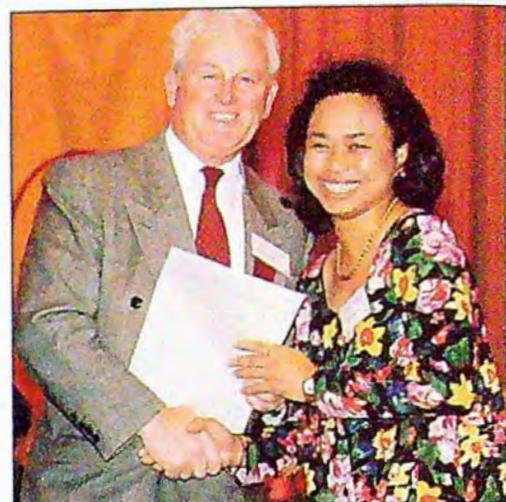
# APPLAUSE, ACCOLADES & HONOURS

Humber students impress the world! Every year they demonstrate the high calibre of their skills by winning international competitions.



You may have already applauded this former Humber student. Louise Pitre left the Music Program in 1984 and went on to achieve phenomenal success on the stage. She starred as Fantine in the Toronto production of Les Miserables and has appeared in Piaf, Godspell, Jesus Christ Superstar and more.

Roslizah Bte Ali Abidin, an international student from Malaysia, is enrolled in Humber's Mechanical Engineering Technology program. Recently she was awarded the bronze medal in CAD (Computer Aided Design) at the Ontario Skills Olympics competition.



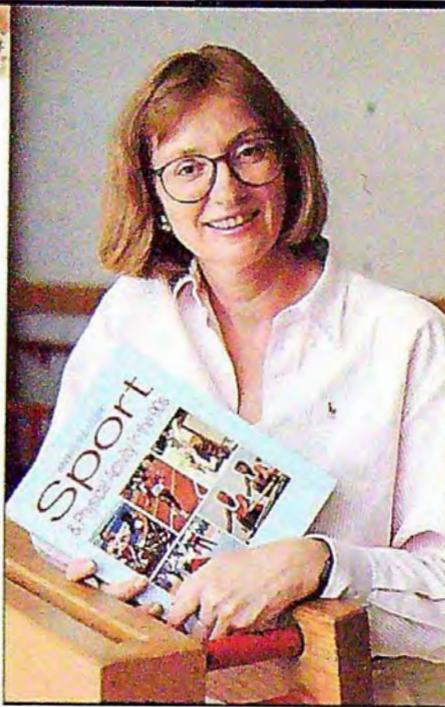
At our annual awards night hundreds of Humber students win cash prizes for academic achievement. Awards are donated by individuals, businesses and professional associations who believe in the quality of education at Humber.

Humber's hospitality students, like Frank Belvedere and Katharine Ford are constantly recognized for excellence. Frank won a gold medal at the Taste of Canada '94 competition in the Petits Fours Category and Katharine earned a gold medal in the baking category at the Ontario Division of the Skills Canada Competition.

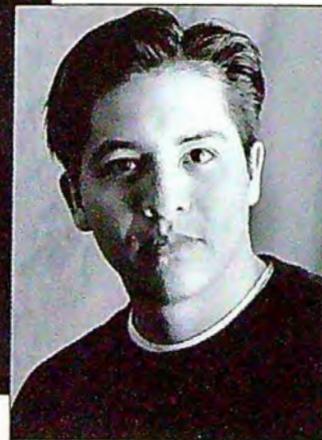
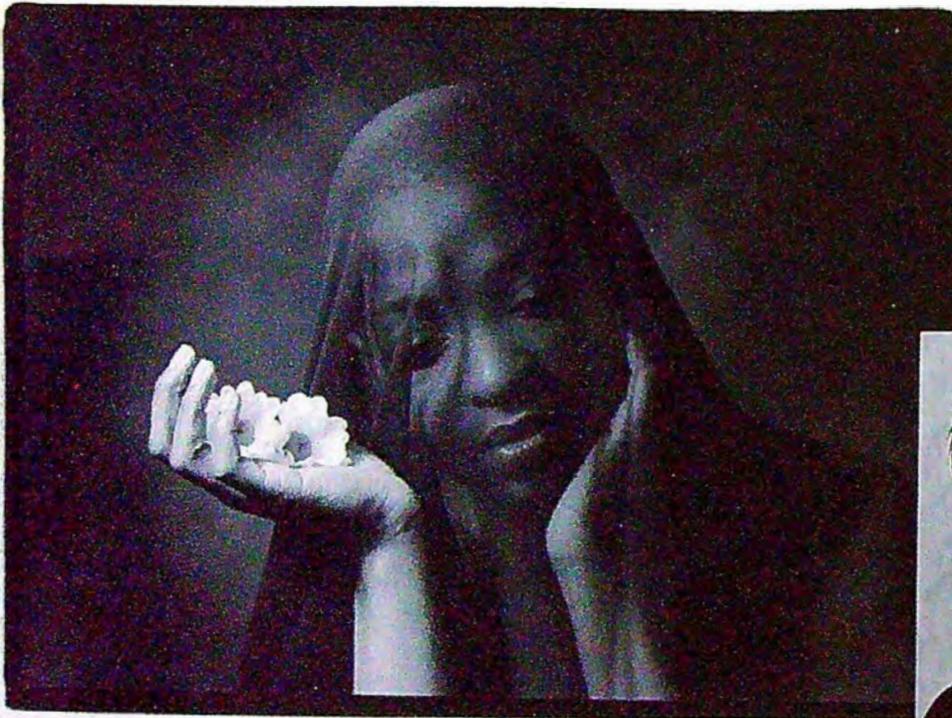
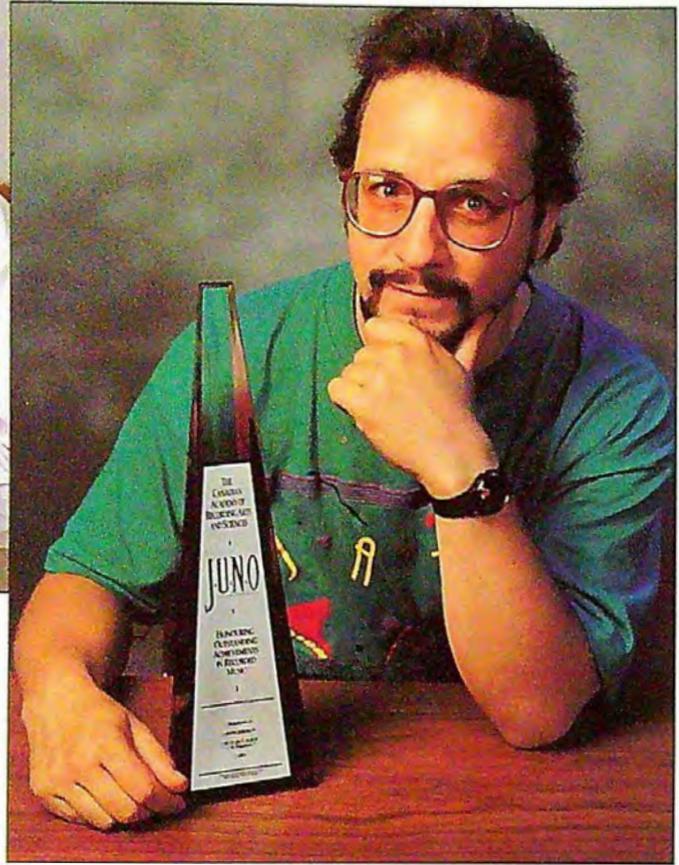


Every year the faculty of Humber has a number of prestigious awards bestowed upon them by their colleagues. It's the highest form of compliment!

Faculty members like Jill LeClair of Human Studies are often called upon to share their knowledge with the world. She recently published "Winners and Losers: Sport and Activity in the 90s," a ground-breaking book on the psychology and sociology of sport.

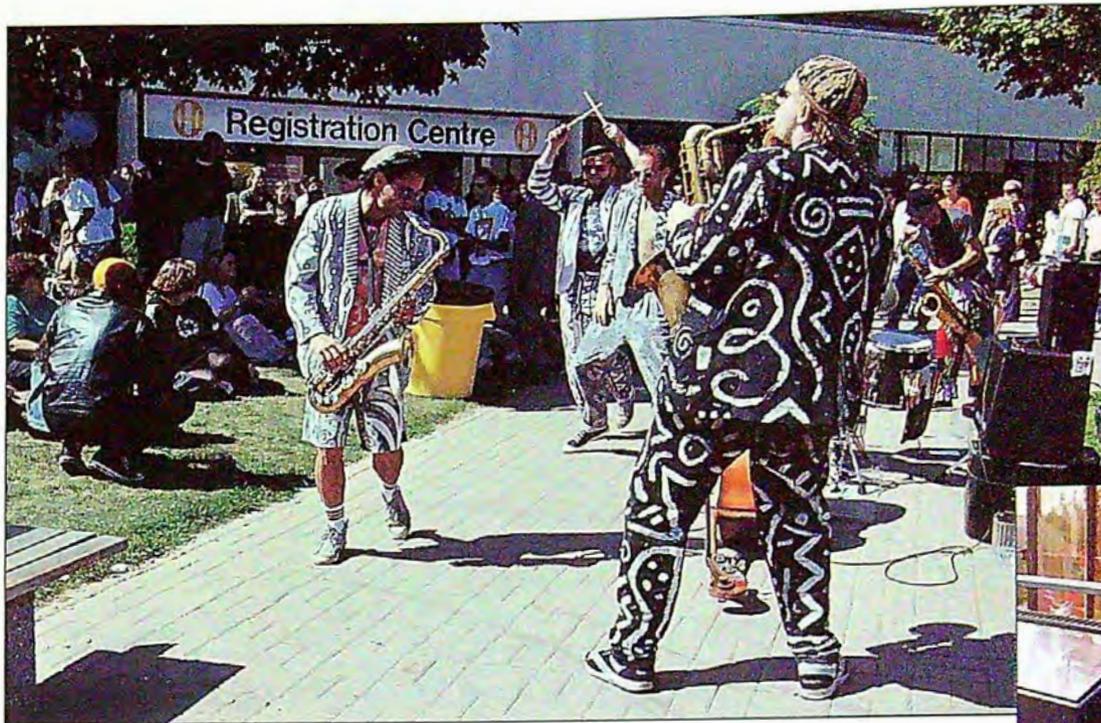


Our faculty makes us proud! Brian Dickinson, a music faculty member, is a Juno winner for best jazz album.

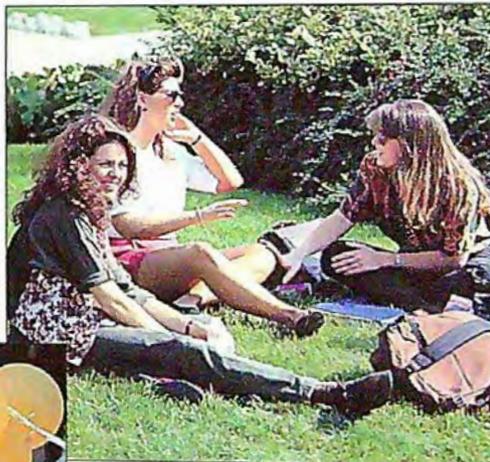


Pictured here is the Grand Prize winner of the Toronto Star Photo Contest this year. A powerful portrait entitled 'Diane' was conceived and photographed by Hugo Avalos, a graduate of Humber's Creative Photography Diploma program.

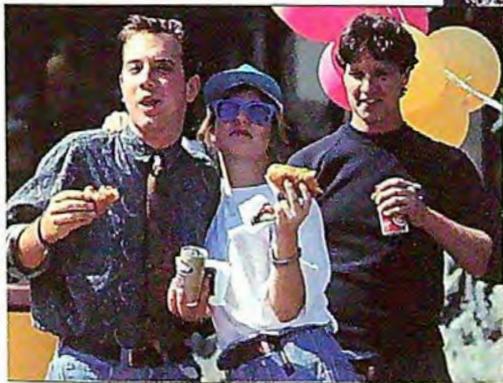
# FEEL THE SPIRIT

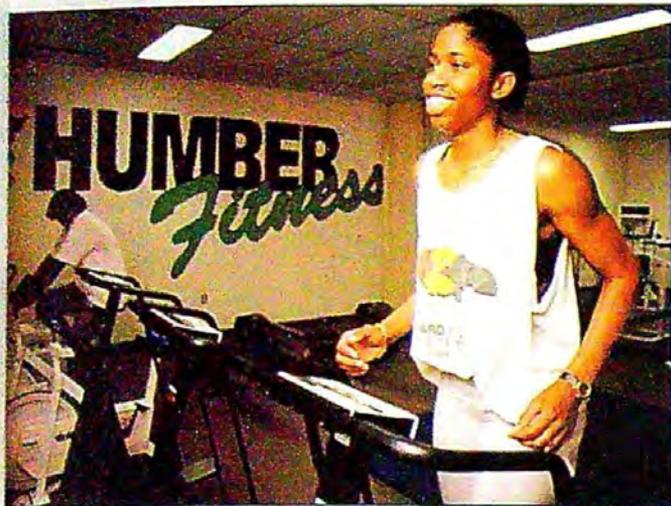


Let us entertain you. Bands, comedians, and celebrities add a little spice to student life. And you can count on films and theatre productions to help you unwind after a long day.

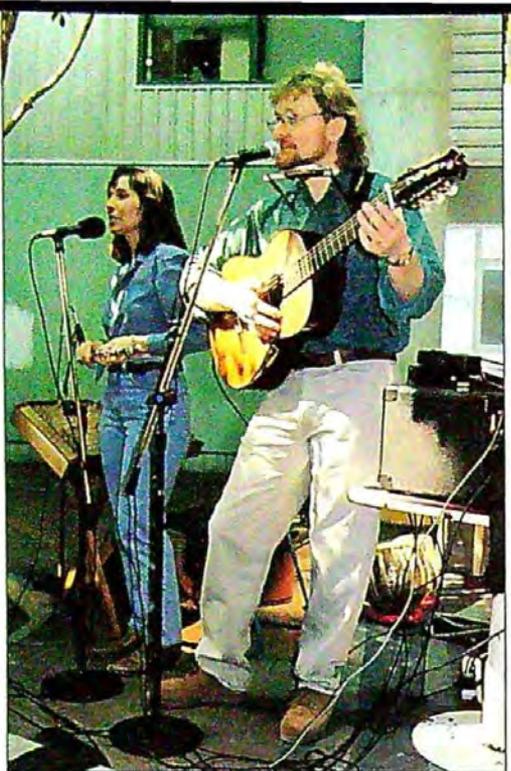


At Humber, we encourage you to initiate and join clubs. The exchange of ideas and the chance to meet people who share common interests are what college is all about.





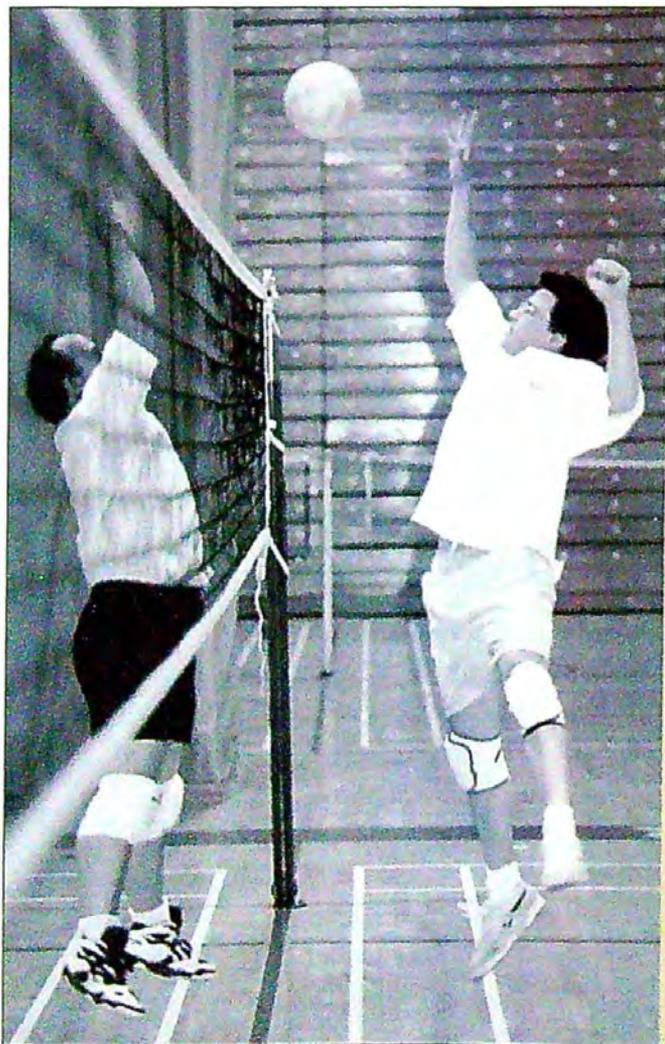
The spirit will surround you! During events like Orientation Week and Winter Madness, student activities are everywhere. Contests, performances and more will involve you with the college and other students.



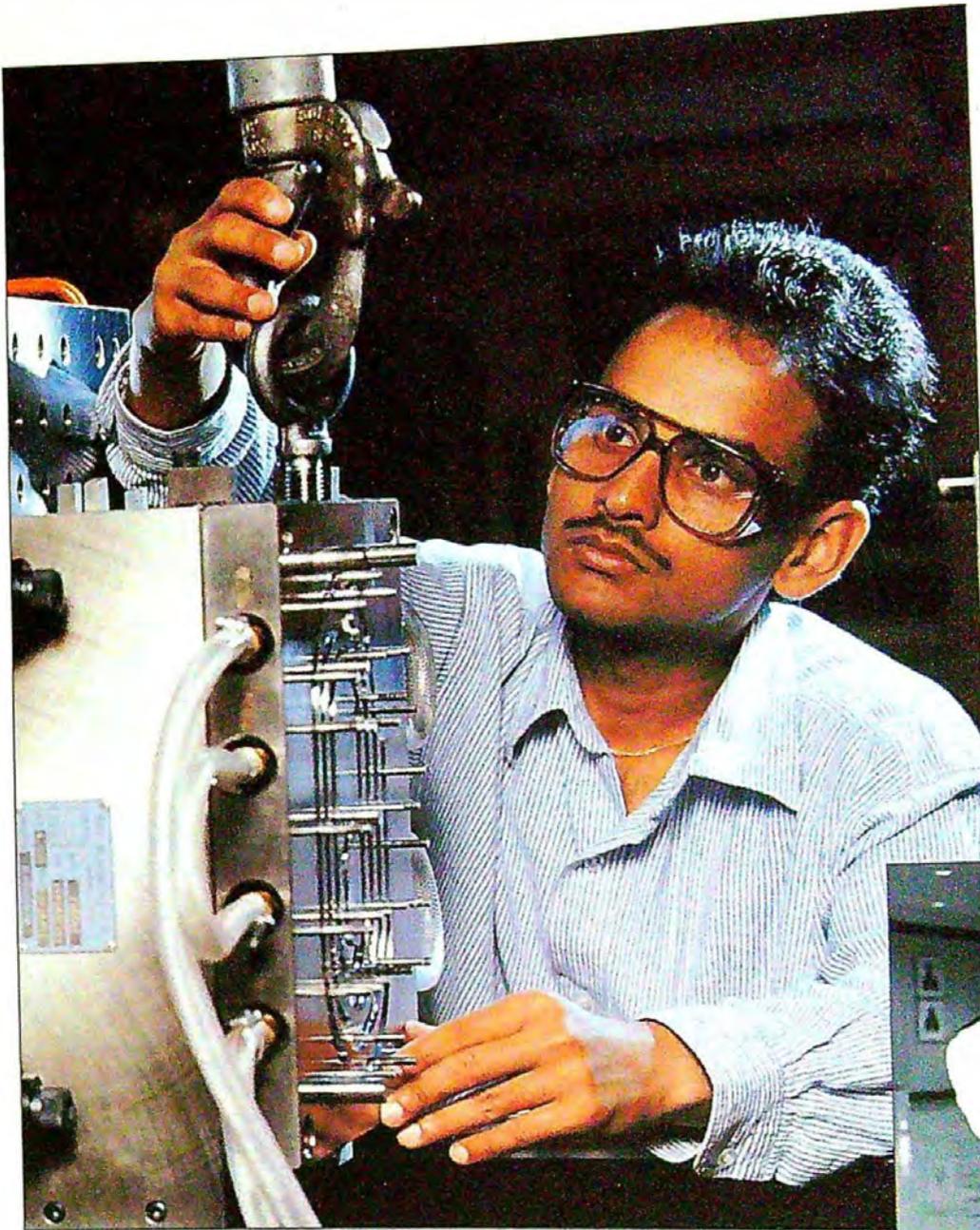
We have what it takes to keep you fit! The athletic facilities at Humber are among the best in Ontario with recreational and competitive sports ranging from basketball and squash to swimming, aerobics and weight training.



After business comes pleasure. For the excitement of team sports without the edge of competition, our intramural sports – such as volleyball, badminton and squash – let you burn off some steam while interacting with your fellow students.

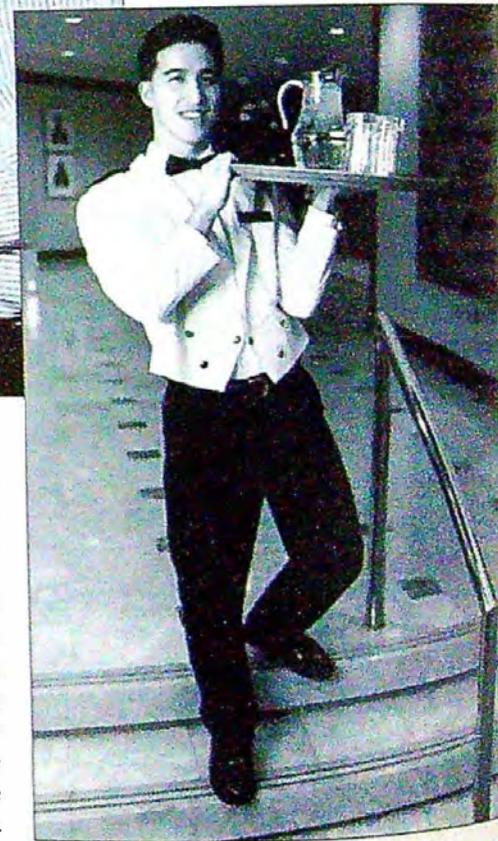


# WORKING TOGETHER



One reason for the success of our graduates is the amount of interaction and cooperation we have with the working world. For instance, Humber developed the Canadian Plastics Training Centre in partnership with the Society of the Plastics Industry, the Governments of Canada and Ontario, and the Ontario Federation of Labour. The purpose of this unique facility is to devise training solutions for the industry, such as Humber's full-time diploma program in Plastics Technology.

Professionals know that the future of their industry is in the hands of today's students. That's why they get involved. The School of Hospitality recently formed a Hospitality Alliance with a group of employers allowing Humber students to take their education both at the College and in the workplace.

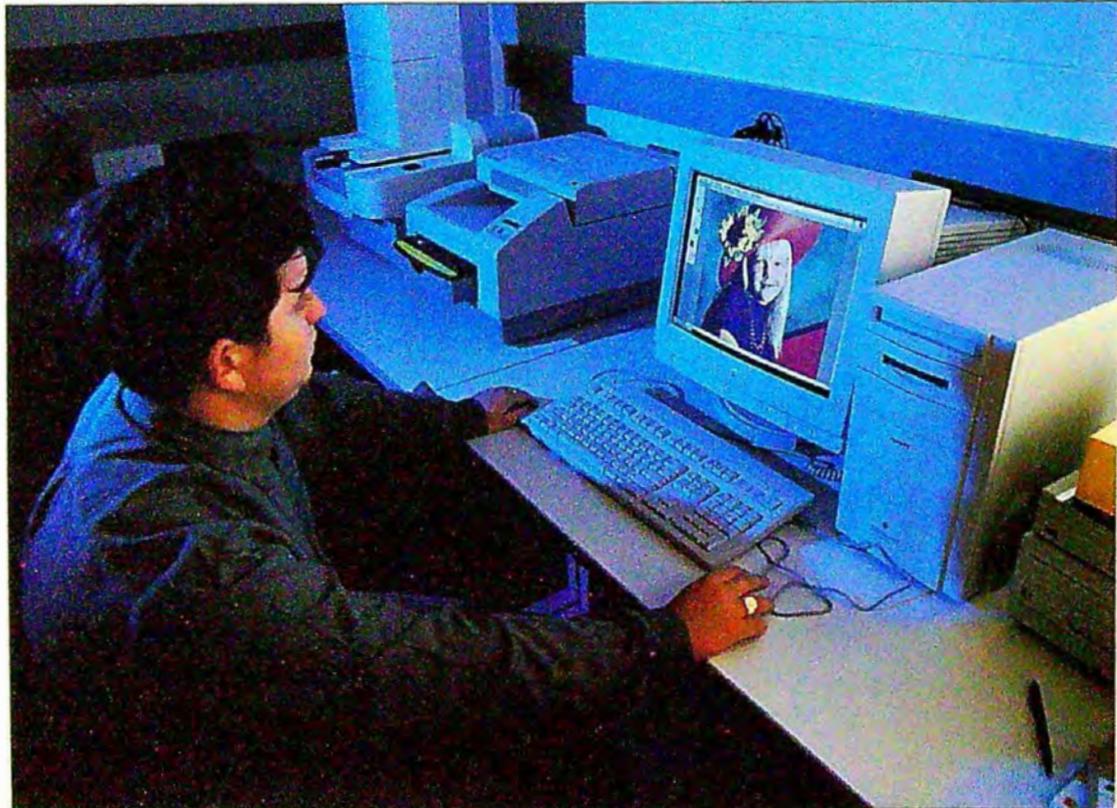




Students from different programs often work together on joint projects. This valuable endeavour develops teamwork, problem solving, creativity and flexibility – the qualities prospective employers tell us they look for when hiring.

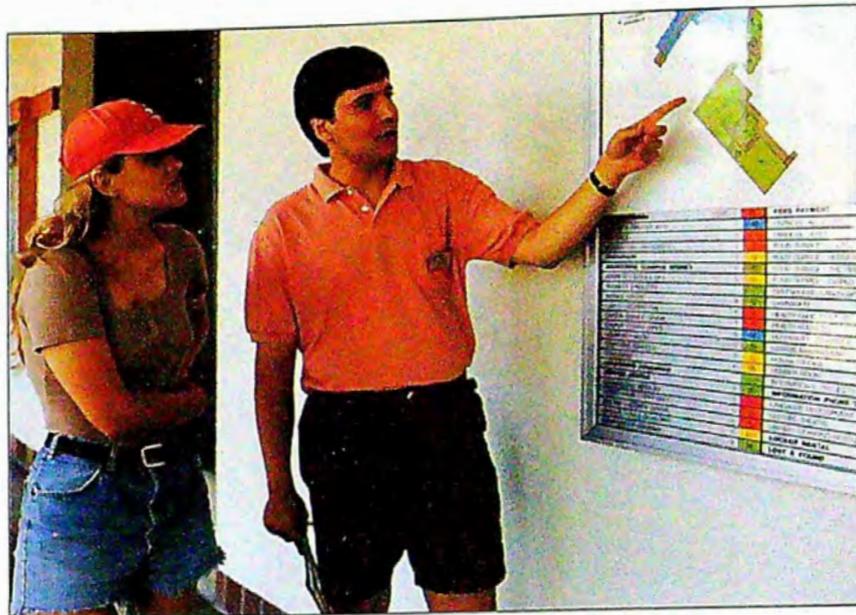


Leaders in business and industry tell us that, increasingly, jobs will be available to those who have broad-based knowledge and skills rather than to specialists. In response Humber has set up a number of Sectoral Steering Committees to advise on the changing workplace and how it's going to affect our students. We're exploring a variety of options to provide our students with the ability to cross-reference technology, business and design capabilities.



Planned with the assistance of Kodak Canada Inc., and Apple Canada Inc., Humber's new Digital Imaging Training Centre meets the training needs of both students and the industry.

# EXPLORE YOUR FUTURE



You've seen some of what Humber College has to offer. Now you can explore Humber College further by arranging a visit.

## INFORMATION SESSIONS

Register for an information session to help you make an informed decision. You'll find out about admission requirements, workload, job prospects, and receive a tour of the campus. These sessions will take place in November. To find out the date for the program you're interested in or to register, please call the Liaison Office at the number below. Attendance is limited so call today.

## CAMPUS TOURS

Humber College student ambassadors are available for general tours of the College. We require at least two weeks notice. Please call the Liaison Office to reserve your spot.

Remember, we do need to know when you're coming so please call us at (416) 675-3111, extension 4048.



# HUMBER COLLEGE



CALENDAR FOR ALL  
POST-SECONDARY AND TECHNICAL  
CERTIFICATE PROGRAMS  
FOR 1995 - 1996

# HUMBER COLLEGE OF APPLIED ARTS AND TECHNOLOGY

CALENDAR FOR ALL POST-SECONDARY AND  
TECHNICAL CERTIFICATE PROGRAMS FOR  
1995-1996

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The 1995-96 Calendar is published annually by Humber College, 205 Humber College Blvd, Etobicoke, Ontario M9W 5L7, (416) 675-3111.

For more information on Humber College please see your guidance counselor or call our Enquiry Centre at (416) 675-5000. Applicants who live in area codes 416, 519, 613, 705, or 905 may contact the Registrar's Office by using our Watts line 1-800-268-4867.

**Humber College offers a smoke free environment.**

## How to Use This Calendar

This Calendar is organized in five sections: Entrance Scholarships and Achievement Awards, Undergraduate Programs, Graduate Programs, Apprenticeship, Pre-College and Technical Certificate Programs, and Business & Industry Services. For your convenience, all programs are arranged in alphabetical order. At the beginning of each program section you will find a guide which has been designed to help you identify a general field of study and the associated programs offered within that discipline. For example, if you are interested in the Media Arts field, all programs offered in that specialization will be listed under the heading Media Arts. However, if you already know the program you are interested in, you can refer to the index which is located at the back of this Calendar.

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## An Introduction to Humber...

From its founding in 1967, Humber College has grown to encompass several campus locations in the cities of Etobicoke and York. As one of Canada's largest community colleges, Humber offers 135 full-time diploma and certificate programs at the post-secondary and post-diploma levels as well as over 1000 courses through Continuing Education. Such diversity, coupled with Humber's humanistic, student-oriented philosophy annually attracts approximately 10,000 full-time and 60,000 part-time students from Canada and around the world.

### NORTH CAMPUS

As the largest of Humber's campuses, the North Campus is home to approximately 6,500 students and to most of the College's full and part-time programs and many of its specialized facilities. Recent additions to the campus include the Technology Centre, a multi-level Learning Resource Centre, a pool, and a residence complex which accommodates 720 students. In addition, students at 'The North' can utilize a full range of fitness, social, academic, counselling and career placement facilities and services.

205 Humber College Blvd.,  
Etobicoke, Ontario M9W 5L7  
(416) 675-3111

### LAKESHORE CAMPUS

Situated in a park-like setting on the shores of Lake Ontario, Humber's Lakeshore Campus offers its 2000 full-time students approximately 160 vocational and post-secondary courses. With its own library, weight room, gym, store, job placement centre and unique cultural programs such as the Canada Council Literary Reading Series, the campus meets the academic and social needs of those students who prefer a smaller campus environment.

3199 Lakeshore Blvd., West  
Toronto, Ontario M8V 1K8  
(416) 675-3111

### KEELESDALE CAMPUS

Located in the City of York, the Keelesdale Campus provides a variety of programs to adults seeking skills that will either enhance their employability and promotability in the workplace or serve as a stepping stone to further training in a post-secondary career program. It also offers language training to approximately 600 full and part-time students. To ensure that all students succeed in their programs, the campus provides a full range of counselling, career assessment and academic support services.

88 Industry Street  
Toronto, Ontario M6M 4L8  
(416) 763-5141

## The Arboretum

The 300 acre Humber Arboretum, located on the west branch of the Humber River at the intersection of Hwy. 27 and Humber College Boulevard, offers the community a variety of year round activities suitable for all ages and interests. The Arboretum is a kaleidoscope of wildlife habitat types, plant and wildflower collections, and recreational areas. It is operated jointly by the City of Etobicoke, the Municipality of Metropolitan Toronto, the Metropolitan Toronto and Region Conservation Authority and Humber College. This unique arrangement ensures that community interests are met and that the land is managed in a way which will preserve the natural heritage. For more information contact:

The Humber Arboretum  
205 Humber College Blvd.  
Etobicoke, Ontario M9W 5L7  
Director: (416) 675-3111, ext. 4661  
Nature Centre: (416) 675-5009  
Botanical Collections: (416) 675-3111, ext. 4467  
FAX: (416) 675-9730



**HUMBER  
ARBORETUM**

Joint project of Metropolitan Toronto  
and Region Conservation Authority,  
the Municipality of Metropolitan Toronto,  
the City of Etobicoke and Humber College  
of Applied Arts and Technology

## Employment Success

Humber College graduates are well qualified to compete in the employment market.

Information on Career Opportunities for each program is provided throughout the Calendar with additional information available by contacting the college's Career Service Centre.

North Campus	(416) 675-5028	Room A138
Lakeshore Campus	(416) 675-3111	Room A120

# Entry Requirements to Full-Time Programs

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

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

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

## ADMISSION REQUIREMENTS

### A. MINIMUM REQUIREMENTS FOR POST-SECONDARY PROGRAMS

The minimum admission requirement for eligibility into the College system is an O.S.S.D. or eligibility as a mature student or equivalent, (age 19 before the start of the Program).

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

### B. MINIMUM REQUIREMENTS FOR ADULT TRAINING PROGRAMS

These programs are commonly referred to as Tuition Technical Certificate Programs. The tuition technical certificate program descriptions can be found in the Technical Certificate programs section of this Calendar.

- Applicants must be at least 19 years of age on the first official day of classes. (Applicants who lack this age requirement but possess an Ontario Secondary School Diploma with credits at or above the general level may apply as secondary school graduates.)
- Applicants will be required to demonstrate a functioning level of grade 10 (general level). This may be determined in an interview, through document evaluation or by pre-entry testing in communications and/or mathematics.

### C. EQUIVALENT ADMISSION REQUIREMENTS

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

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

#### All Canadian provinces:

- successful completion of a grade 12 diploma except for the Province of Quebec where the equivalent is Secondary V;

#### International

##### England, West Indies, East and West Africa:

- General Certificate of Education showing passes in six academic subjects, of which one is English, at the Ordinary Level. A minimum grade representing 65% or higher (at A, B or C, or

1, 2 or 3). (Where applicants have taken CXC examinations, the acceptable grades are A and B or I or II.)

#### Hong Kong:

- Hong Kong English School Certificate (from 1965), showing passes in six academic subjects, each with a minimum 'C' Grade.

#### India and Pakistan:

- Applicants should have completed studies at a recognized institution of higher learning (i.e. studies beyond the Intermediate Examination level with high standing), preferably in the first division. Applicants holding a record of second division standings may be considered if the academic standing is above 65%.

#### Other Countries:

- Applicants from other countries are considered on an individual basis.

Applicants who hold education documents issued by schools or colleges outside Canada may arrange an evaluation of their documents into Canadian standards, for attachment to their application. Write ICAS of Canada, 111 Bond Street, Toronto, Ontario, Canada, M5B 1Y2 or telephone for an application to (416) 269-7464.

### D. MATURE STUDENTS

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

The admissions department will assess the current academic strengths of mature student applicants through an interview and/or testing and may recommend direct entry into a program or academic upgrading to help better prepare a mature student for their studies. The following fee will be charged for mature student assessment testing: one subject \$20.00, two subjects \$30.00 and three subjects \$35.00.

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

### E. ADMISSION OF STUDENTS FOR WHOM ENGLISH IS A SECOND LANGUAGE

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

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

Further information may be obtained by writing to:

Test of English as a Foreign Language

Box 899

Princeton, New Jersey

U.S.A. 03540

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

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

## F. SPECIAL NEEDS STUDENTS

Students requiring services to accommodate a learning disability or physical disability are urged to contact the Special Needs Office at Humber College upon submission of their application. Early self identification will allow the college to better prepare itself to provide the best possible service. Applicants requiring assistance during the admissions process for interviews, auditions, testing, etc. are advised to contact the Special Needs office to request arrangements. Although every consideration will be accorded to applicants with learning and/or physical disabilities, the college cannot guarantee the opportunity of another test, audition or interview, to applicants who did not identify themselves to the Special Needs office prior to the admissions process and were subsequently unsuccessful in gaining admission.

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

## HOW TO APPLY

### APPLICATION PROCEDURE

The deadline date to apply for limited enrolment programs is March 1st for all post secondary programs in all colleges commencing in the Fall 1995/Winter 1996.

Applicants to the Ontario Colleges of Applied Arts and Technology may submit one application form to the:

Ontario College Application Service  
P.O.Box 810

370 Speedvale Avenue West

Guelph, Ontario, N1H 6M4

Telephone: (519) 763-4725

Ontario College Application Service (O.C.A.S.) receives, records and then forwards application information to the appropriate College(s). A \$25.00 fee must be received with the application form before it can be processed.

Applicants may select up to five program choices with no more than three program choices at any one college. An applicant may accept only one offer of admission. The confirmation of acceptance must be returned directly to O.C.A.S. on the form provided. O.C.A.S. will then notify the appropriate college(s) of the applicant's decision.

Students currently enrolled in an Ontario secondary school may obtain an application form from their school's guidance office. Other applicants may obtain the application form directly from any Ontario College of Applied Arts and Technology, any Ontario secondary school or O.C.A.S.

Applicants to any preparatory training program at Humber College must apply on a separate application form, which is available from:

Registrar's Office, Humber College

205 Humber College Blvd.

Etobicoke, Ontario M9W 5L7

(416) 675-5000

Where published admission requirements are not met by the applicant, the college may inform the individual prior to May 15 in order to provide that person with the opportunity to make alternate choices.

## INTERNATIONAL STUDENTS

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

## SELECTION PROCEDURES

### a) Admission Requirements

Requirements vary from program to program. Selection criteria may be based on any combination of the following:

- a review of the applicant's academic record;
- a review of any additional documentation submitted to support the application and required by the program (i.e. resume);
- the results of an interview, an audition, a test, a questionnaire;
- a review of a portfolio;
- any other criteria relevant to the program.

### b) Selection of Applicants

Selection will be based on all criteria listed under individual program descriptions as admission requirements. This process will take place between January 1 and May 15 for those applications received on or before March 1.

### c) Limited Enrolment Programs

These are programs where more applications are received than there are seats available. The admission requirements to these programs include specific requirements such as attendance at a selection interview, information session, the completion of a questionnaire, review of volunteer experience and/or testing. Candidates are then rank ordered and the best qualified applicants are offered seats as they become available. Therefore, applications for these programs should be received on or before March 1 for equal consideration.

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

### d) Notification of Admission Decisions (approval, regret and wait list status)

Applicants will be notified of admission decisions for Fall beginning May 15.

Those applicants approved for admission to a program may need to meet the following conditions on or before the first day of classes before their admission is considered final:

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

Applicants will be notified of all conditions to be met.

Applicants placed on a wait list will be advised in writing. As seats become available, applicants on the wait list will be notified. Wait lists will be maintained until September only. Those remaining on a wait list must re-apply to the program the following year and repeat all components of the admission process for that program. (i.e. interview, testing, etc.)

Applicants placed on a wait list for a program that also has a scheduled January or February intake, may be offered admission for the next session.

Applicants who are not offered admission to a program or those who are placed on a wait list may be referred to a College

preparatory program and/or referred to our Counselling services to discuss career alternatives.

International students will be provided with offers of admission in reasonable time to allow for application of their necessary visas.

An offer of admission may be withdrawn if an applicant fails to confirm acceptance and/or pay fees by the stipulated deadlines.

#### e) Admission Review Process

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

### RE-ADMISSION TO THE COLLEGE

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

The Admissions Officer will consider each application for re-admission after consultation with the academic division concerned.

Students may be requested to attend an interview with the Admissions Officer to review their status.

### PRIOR LEARNING ASSESSMENT FOR EXEMPTION

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

Students seeking exemption credit must apply to the college on an application form and attach certified copies of transcripts.

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

Students will be notified of an admission decision as soon as possible. The specific details of the student's status will be outlined in writing (i.e. which courses the student must complete and those from which he/she has been exempted).

Please contact the office of the Registrar to obtain a copy of our current exemption policy and procedure.

### PRIOR LEARNING ASSESSMENT

In addition to granting Humber College credit for courses from other post-secondary institutions, Humber also offers Prior Learning Assessment (PLA) services. PLA is a process to evaluate learning that has occurred outside formal educational programs. Humber is committed to recognizing learning acquired through travel, independent study, non-college courses, volunteer activity and other non-traditional learning settings.

Credit will be awarded for college-level learning that is consistent with the objectives of specific Humber courses and programs. Credit will also be based on measurable learning, and not awarded for experience per se. Assessments of competence levels and of credit awards are made by Humber faculty who are appropriate subject matter experts. There is a fee associated with this type of assessment.

The PLA facilitator is available to provide information on these services and can be contacted through the Counselling department. As well, PLA information sessions are held several

times each year and are advertised in the college's Continuing Education Calendar.

### ADDITIONAL ADMISSION INFORMATION

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

### STUDYING AS A FULL-TIME STUDENT

The majority of students attend Humber College on a full-time basis. This means that they are enrolled in at least 2/3 of the courses prescribed for their given semester or at least 70% of the credit hours prescribed for their given semester. (The requirement to qualify as a full-time student for the purposes of receiving Ontario Student Assistance (OSAP) is higher than the above. Please contact the Financial Aid Officer for details.)

### STUDYING AS A PART-TIME STUDENT

If space allows a student may enrol in day courses on a part-time basis; however, approval and registration will only occur at the commencement of classes after full-time students have been accommodated.

### COOPERATIVE EDUCATION

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

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

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

### SUSPENSION/CANCELLATION POLICY

Prior to a decision to suspend or phase out a program, the college will provide the students enrolled in the program with the opportunity to complete the program within the normal time period (i.e., the ministry approved program duration).

As a general principle, the college will provide the students with the opportunity to complete the program at the college in which they are enrolled. However, there may be special circumstances where it is not possible for the college to do so, or where a transfer of the students to another college would be more practicable for both the students and the college. Under such circumstances, the college assumes the responsibility to assist the students to become enrolled in the same program offered by another college located within a reasonable distance from the college.

# Fees and Financial Assistance

## FEES

The fees listed below are effective September 1, 1994 for the 1994/95 academic year. Fees for 1995/96 will be published at a later date subject to the approval of the Ministry of Education and Training and/or the College's Board of Governors.

### POST-SECONDARY TUITION FEES (1994/95)

- a) Post-secondary programs. Canadian citizens or permanent residents: The standard tuition for a normal two semesters (32 weeks) is \$1008.00. Annual fees are due at the billing date (usually early July). For international students: The standard tuition for a normal two semesters (32 weeks) is \$8,375.00.

Please Note: Some program tuition fees may be different than stated above depending on the length of the program or other factors as set by the Ministry of Education and Training.

- b) Part-time day studies tuition. The standard tuition fee is \$2.40 per contact hour as governed by the Ministry of Education and Training. For continuous learning evening studies, please consult the Humber College Continuing Education calendar.
- c) Adult training programs tuition. The standard tuition fee for adult training programs is \$28.15 per week. Please refer to individual descriptions for program duration.

### NON-TUITION RELATED INCIDENTAL FEE

#### Full-time Post-Secondary

These fees are collected in addition to the standard tuition fee.

Council of Student Affairs	\$ 8.80
Reserve Fund	7.40
Athletics	39.00
Student's Association Councils	47.60
Building Fund	16.00
College Services Fee: (Convocation, I.D. Card, Transcripts, Administrative Services, etc.)	118.00
<b>Total Fee Allocation</b>	<b>\$236.80 per year (2 terms)</b>

#### Part-time Funded Activity

College Services Fee: (Convocation, I.D. Card, Transcripts, Administrative Services, etc.)	\$ .40
Parking and Related Services	.25
CE Services Fee*	.15
<b>Total</b>	<b>\$ .80 per student contact hour</b>

\*Note: CE Services Fee includes additional services for evening students including counselling, library, student newspaper, free seminars, etc.

Fees for learning materials may also apply.

#### Tuition Technical Certificate Programs

CSA/Athletics	\$ 4.00
College Services Fee: (Convocation, I.D. Card, Transcripts, Administrative Services, etc.)	3.70
<b>Total</b>	<b>\$ 7.70 per week</b>

Fees for learning materials may also apply.

The fees outlined above apply to the 1994/95 academic year. 1995/96 fee information was not available at the time of publication. An increase of approximately 10% should be anticipated for 1995/96.

### CO-OP FEES

An additional fee of \$220.00 will be charged to all qualified students who intend to proceed to a 16-week co-op work term as part of their regular post-secondary program. The fee will be applied to each term where the work placement occurs.

### EQUIPMENT DEPOSIT

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

### METHOD OF PAYMENT

Fee payments will be accepted by cash, certified cheque, money order, Visa or MasterCard. (Students who intend to pay by Visa or MasterCard must be the card holder.)

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

### LATE PAYMENT CHARGE

Students who fail to pay fees by the published deadlines are required to pay a late payment charge of \$37.00 per term. Late payments are applied if space remains in the program. Fees will only be accepted if there are seats in the program. The late payment charge is applied at the time the payment is received or by the postal date if applicable.

Please Note: Late payment of fees may result in the loss of a program seat. The College is not obligated to hold seats for students who fail to pay fees by the due date.

### TAX RECEIPTS

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

### FAILURE TO PAY FEES

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

### APPLICATION FOR REFUND

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

Please Note: \$50.00 of the tuition fee is non refundable (\$416.00 for international students).

### SPONSORSHIP

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

tion Services (Ministry of Community and Social Services) and Workers Compensation Board.

Students who wish to apply for sponsorship must contact the agency involved and request that authorizations for sponsorship be submitted to the Registrar's office in writing prior to registration.

### COMMUNICATION COURSES

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

### MATHEMATICS ASSESSMENT

All first semester technology and most business students are assessed in mathematics. Based on the assessment results, some students will be required to enrol in an additional mathematics course to help improve their mathematical skills. These students will then take the other required mathematics courses in more senior semesters. Our experience has shown that the extra mathematics course significantly enhances students' abilities to achieve good results in subsequent business and technology courses in their program. Extra courses will require the payment of additional fees.

### FINANCIAL ASSISTANCE

#### ONTARIO STUDENT ASSISTANCE PROGRAM

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

#### CANADA STUDENT LOANS PLAN

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

### SCHOLARSHIPS AND BURSARIES

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

For more information on financial assistance call the Financial Aid office at (416) 675-5001.

### ENTRANCE SCHOLARSHIPS

Entrance Scholarships are available to first-time Humber students who register for full-time studies.

The value of these scholarships is \$1000 to be applied to tuition.

Minimum criteria includes academic proficiency, letters of reference (from two of education, employment, community) and involvement in extra curricular activities.

Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office (416) 675-3111, Ext. 4052. Entrance Scholarships are available in limited numbers for selected programs. Deadlines may vary by program.

Eligibility for Entrance Scholarships is contingent on approval to the program. Entrance Scholarships will be awarded by decision of the College's Scholarship Committee. A student may not receive more than one Entrance Scholarship.

## Student Services

### STUDENT RESIDENCES (NORTH CAMPUS)

If your attendance at Humber College requires you to relocate a new residence facility located at the North Campus is available for full-time students during the academic year. The facility comprises two modern, air-conditioned buildings which can house up to 720 students. Each bedroom is furnished with a single bed, desk, chairs, closet, window coverings and wall-to-wall carpeting.

Each floor of the 9-storey high-rise building has a common lounge equipped with cable TV, lounge furniture, a fridge and microwave oven. Students may rent fridges from a local company. Common washroom and laundry facilities are located on each floor.

Each floor of the 5-storey low-rise building will have 3 common lounges furnished similarly to the high-rise Residence. The building has a centralized laundry room on the lower level complete with coin-operated washers/dryers and an adjoining lounge and washroom.

The Residences will feature various educational, recreational and social activities throughout the year. Each floor is staffed by a senior student, the Resident Assistant, whose role is to provide activities, assist students with problems and maintain Residence rules and policies.

The Humber Campus Watch Program was designed to ensure the safety of students living in residence. It includes personal escort services, strategically located emergency telephones directly linked with campus security and comprehensive information sessions on personal safety awareness. In addition, residence is staffed for 24-hours with security personnel. Students in residence also have access to a 'Walk Home' program established for those working at off-campus locations with a walking distance of the College.

During the summer months (May-August), the residence is open to short-term individual guests and groups. Daily, weekly and monthly room rates are available.

For further information, please write or call:

Humber College Residences  
203 Humber College Blvd.,  
Etobicoke, Ontario M9W 6V3,  
(416) 675-3111, ext. 4868.

## OFF CAMPUS HOUSING SERVICE

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

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

Humber's Housing Registry, located in the Residence, has listings for rooms in houses/apartments, self contained flats, and some apartments and houses. These listings are available 7 days a week. Our staff is friendly and knowledgeable, and can help familiarize you with your options. We can advise you on such things as the location of the accommodation, transportation routes, rental costs, shopping areas, and MORE! We can take some of the guesswork out of finding a place to live.

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

For information, call the Off-Campus Housing Office

North Campus: (416) 675-6884

Lakeshore: (416) 675-3111, ext. 3213

## ATHLETICS

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

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

For more information call the North Campus Athletic Department at (416) 675-5097.

## COUNSELLING SERVICES

Counselling at Humber College offers a variety of services in a private setting with professional counsellors.

### Academic Success

- Improving Study Skills: learn how to write exams, manage your time, improve your concentration
- The Anti-Flunk Book: tips on learning and studying
- discussing academic difficulties with a counsellor
- Peer-Tutoring - a program in which trained student tutors assist you with your courses

### Personal Concerns

- explore and define your concerns, develop self-understanding, increase self-confidence, manage stress, improve interpersonal and family relations, cope with grief, deal with harassment and abuse, overcome addictions, learn new coping skills
- obtain referrals to other community and professional resources

### Career Directions

- identify and explore your career goals with a counsellor
- consider Career Assessment (testing) to help you learn more about yourself and set realistic career goals.
- consult our Career Resource Centre for information on occupations, training options, potential employers, volunteer and overseas opportunities

### Counselling Locations:

North Campus:	Room D128	(416) 675-5090
Lakeshore:	Room A120	(416) 675-3111, ext. 3331
Keelestone:	Room 114	(416) 763-5141, ext. 259

## DAY CARE FACILITIES

Students with children are welcome to use either the Children's Activity Centre, the Child Development Centre, the North Campus Day Care or the Humber Woodbine Day Care.

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

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

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

These three Centres are located at the North Campus.

The Humber Woodbine Day Care offers full-time care for children from infants to five years of age and is located in the Woodbine Shopping Mall.

For more information about these services and their fee, call: Children's Activity Centre - (416) 675-3111, Ext. 4430; Humber College Day Care - (416) 675-5073; Humber Woodbine Day Care - (416) 675-5074 and Child Development Centre - (416) 675-5057.

All Centres usually have a waiting list so inquiries for service should be made at minimum 6 months to 1 year before the need.

## FOOD SERVICES

At the North Campus, six dining facilities offer a choice of light meals, salads, desserts, and appetizing entrees. Whether you choose Kites for breakfasts and quick meals; The Pipe, our main cafeteria; the Burger Bar for char-boiled burgers; The Lounge, located on the second floor of K building; or Swirls, for the best ice-cream and yogurt, the Food Service Department offers value and service. In addition, our newest facility, located in the residence, offers a varied menu including freshly baked pizza and a 20 item salad bar. Operating hours vary but at least one outlet is open until 9:00 p.m. Monday to Thursday, 4:00 p.m. on Fridays and Kites is open from 8:00 a.m. to 1:30 p.m. on Saturdays during the academic year.

Lakeshore and Keelestone offer hot meals, lighter fare and beverages. In addition, cold drinks and snacks are available through vending machines at each campus.

For detailed hours of operation, or if you have suggestions, please contact the Food Service Department at (416) 675-3111, extension 4250.

Caps, a pub and deli located at the North Campus, is open to all Humber College students from Monday to Friday. Entertainment is scheduled regularly.

## SPECIAL NEEDS STUDENTS

Students requiring services to accommodate a learning disability or physical disability are urged to contact the Special Needs Office upon submission of their application. Early self identification will help the college in providing the best possible service.

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

All campuses are fully accessible. Arrangements are possible for notetakers, readers and other services that may be required to support the learning process.

### Contact:

North Campus:	(416) 675-3111, ext. 4151
Lakeshore:	(416) 675-3111, ext. 3265

## CAMPUS STORES

Campus Stores provides one-stop shopping convenience. In addition to textbooks, the store at the North Campus features art and drafting, stationary and photographic supplies as well as reproduction and copying services.

The Computer Centre in the North Campus store offers excellent value and helpful information. Humber College provides prices and educational discounts to students on many popular software programs.

Be sure to visit the Campus Store often to find discounts on books, clothing and gift items.

The stores at Lakeshore and Keelesdale, although smaller than the North Campus store, offer all course related texts and supplies. Other items may be special ordered from the North Campus store.

Our purpose is to provide friendly efficient service. Please contact the Campus Store office at (416) 675-5044 any time you require additional service or information.

Campus Stores accept cash, Visa, Mastercard and American Express. Sorry, personal cheques cannot be accepted.

## REGULAR HOURS OF BUSINESS

### North:

Monday – Thursday	September – May	8:30 a.m. – 8:00 p.m.
Fridays	September – May	8:30 a.m. – 4:30 p.m.
Saturday	September – May	10:00 a.m. – 2:00 p.m.
Monday – Friday	June – August	8:30 a.m. – 4:00 p.m.

### Lakeshore:

Monday – Thursday	September – May	8:30 a.m. – 5:30 p.m.
Friday	September – May	8:30 a.m. – 4:30 p.m.
Monday – Friday	June – August	10:00 a.m. – 2:00 p.m.

Please Note: The store is closed on holiday weekends.

### Keelesdale:

Textbooks are available at the beginning of each course.

## CAREER SERVICES

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

The Career Service Centre staff can give you tips on job search and interview techniques and writing effective resumes and letters. The College also provides on-campus interviewing facilities for employers.

With our assistance Humber graduates have consistently had among the highest rates of employment of any College's graduates.

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

North (416) 675-5028, A138

Lakeshore (416) 675-3111, A120

Keelesdale (416) 763-5141, A107

## TRANSPORTATION

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

- Toronto Transit Commission (TTC) at (416) 393-4636
- Mississauga Transit at (905) 279-5800

- Brampton Transit at (905) 453-3466

- Vaughan Transit at (905) 832-2281

Campus Stores offers for sale TTC tickets and Metro Pass, as well as Mississauga and Brampton Transit tickets. Route maps for some of the transit operations are also available, free of charge, from Campus Stores.

## PEER TUTORING

To help students who are having difficulties in some courses, the Counselling Department and the Student Association Council have set up a system of peer tutoring. Successful students are trained to provide assistance in a specific course. There is a registration fee of \$10.00 for each semester. To arrange for a tutor contact the Counselling Department:

### North Campus:

Room D128, (416) 675-5090

### Lakeshore:

Room A120, (416) 675-3111, ext. 3331

### Keelesdale:

Room A107, (416) 763-5141, ext. 253

## LIBRARY SERVICES

Humber College Library Services support the curricula of the College by providing resources and facilities to help library users develop the knowledge and skills needed for critical thinking and research in the courses offered at all campus locations.

The libraries located at the North, Lakeshore and Keelesdale campuses contain over 150,000 books and 500 current serial subscriptions as well as growing collections of CD-ROMs, cassette tapes, phonodiscs, audio-visuals, microforms, etc. The audio-visual equipment and resources in the Media and Graphics Centres will add professionalism to your class presentations. The North and Lakeshore campus libraries also provide learning materials and facilities to special needs students who require textbooks transcribed on tape or in Braille.

The North Campus library has provision for every type of learning facility including screening rooms and group study rooms. Books and other materials may be borrowed from another campus location, if necessary.

A special bar-code affixed to the Student Identification Card will permit customers to borrow books and other materials. The person from whose card the material has been borrowed is fully responsible for its return on the due date. Fines are strictly enforced on overdue materials.

For further details about Library Services, please call:

North Campus: (416) 675-6622, ext. 5079

Lakeshore Campus: (416) 675-3111, ext. 3247

Keelesdale Campus: (416) 763-5141, ext. 266.

## PARKING

Parking is available at all campus locations. It is recommended that students consider public transit or car pools because the demand for parking at the North Campus continues to surpass parking capacity.

North Campus parking permits are distributed through a lottery system. Any individuals who do not receive a permit for the North Campus will automatically receive a permit at the off campus location at Woodbine Race Track. Free shuttle bus service is available to those who utilize this lot. Bus schedules accommodate a full range of early and late departures.

All students will receive a 'parking/locker invoice/application form' along with their fee bill statement, generally mailed in

mid-June. This application should be completed only by those requiring either of these services. This invoice must be returned by the date indicated, along with the required deposit. This will ensure that space will be assigned for you upon your arrival. The draw will take place in early August and all applicants will receive notification by mail before September 1st. (If you have prepaid for parking and do not receive further information, please contact Parking Operations at (416) 675-3111, ext. 4416.) Students unable to obtain a space at the North Campus in the first draw will automatically be entered in subsequent draws which are held after September 1st when space becomes available through attrition and scheduling. Those who do not apply by the required date will automatically receive a space at the off campus site and their name will be entered into future draws for space at the North. The lottery system is not applicable at the Lakeshore and Keele Dale campuses.

Daily pay parking is available at the North, Lakeshore and North off campus (Woodbine) locations.

### **HUMBER CAMPUS WATCH PROGRAM**

The welfare and safety of students is paramount at Humber College. A full complement of security staff is available to all students, 24 hrs. a day, 7 days a week. In addition, the Humber Campus Watch Program provides a personal escort system within campus boundaries, strategically located emergency telephone access which is directly linked to campus security, as well as the dissemination of comprehensive information on personal safety awareness.

## **Academic Regulations**

### **1994-1995 ACADEMIC YEAR**

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

#### **1. POST-SECONDARY PROGRAMS OF STUDY**

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

##### **a) English Communications Courses**

Communications courses ensure that a student develops competence in writing commensurate to the professional standards expected of all Humber graduates. Students will be required to complete or receive Exemption Credit in all communications courses as required by their program of study.

##### **b) Remedial Activities**

Students admitted to Humber College programs require certain levels of competency in communication skills, reading skills and numeracy skills.

Students will be assessed in appropriate areas and if found deficient in any of the basic skill areas will be required to take remedial courses as deemed appropriate for their program.

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

##### **c) General Education**

Students must complete a Humanities course, a multidisciplinary introduction to General Education.

Students will then select courses from three categories:

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

Students are encouraged to take courses in at least two of these categories. Students are generally required to complete four courses in the General Education category. Certain specific programs may have other requirements. Such information will be specified in the program of study.

Returning students will be subject to the current General Education requirements.

### **2. APPRENTICE, SKILL AND PREPARATORY PROGRAMS**

The College offers a wide variety of Technical Skill programs, Apprentice programs, Preparatory programs and English as a Second Language Programs. For both fee paying and sponsored students special attendance, sign-in and other policies may apply.

### **3. CONTINUING EDUCATION (CE) PROGRAMS AND COURSES**

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

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

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

### **4. COURSE OUTLINES AND EVALUATION**

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

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

In cases where a course outline does not specifically offer a method of making up late assignments and/or missed tests, the failure to write tests or miss assignment deadlines may result in a mark of zero (0) for the activity.

## 5. EXAMINATION WEEK

A five day exam period is set aside at the end of each semester for final examinations or for the last tests in a progressive examination process. Unless there is a Divisional exam schedule, these tests and examinations will be conducted in the regularly scheduled class during the Examination Week. (An Examination Week may not apply to all programs.)

## 6. GRADING AND CREDIT ACCUMULATION

The Grading System for evaluating student performance is as follows:

- a) Marks will be reported in percentages unless otherwise indicated in course outlines.
- b) A pass in each course will be sixty (60) percent, unless stated otherwise in the course outline or supplementary regulations. Credits will only be earned for courses with passing grades.

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

- c) For Preparatory or Skill courses, students will receive grades only for completed units.
- d) Repeated Courses

Where a student repeats the identical course and achieves a higher grade, the previous grade will be deleted from his/her official transcript and the original lower grade will no longer be included in the Grade Point Average (GPA).

When a student repeats an approved course that is equivalent to a previously taken course (e.g. passes another approved General Education Course or takes a condensed course to upgrade a mark) that has a different course name and number than the original failed course, the student must apply to the Registrar's Office to have the original course removed from his/her official transcript. The number of repeats allowed for a course/unit is established by the Division. Please see Divisional Regulations.

### e) Audit

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

### f) Aegrotat Grades

Aegrotat Standing applies to those students whose performance, over a significant proportion of the course(s), was fully satisfactory but where, because of personal reasons, such as illness, the student was unable to complete the course. In the case of illness, the student is required to provide the Dean with a medical certificate attesting to the personal illness. Courses in which Aegrotat standing has been granted will not count toward the computation of the final Grade Point Average (GPA). Aegrotat Standing is granted by the Registrar to a student on the recommendation of the appropriate Dean.

### g) Grade of GNE (Grade Not Earned)

When a student fails to withdraw from a course according to these Regulations they will receive either the actual grade earned

in the course or if no grade has been earned he/she will receive a grade of GNE (Grade Not Entered).

### h) Grade of Incomplete (INC)

Students who are unable to finish coursework by the end of a term due to extenuating circumstances may be granted an Incomplete grade. Additional coursework must be completed by the end of the semester following that in which the Incomplete grade was assigned. Failure to do so will result in the Incomplete grade being permanently changed to reflect the grade which was earned at the time of the Incomplete being assigned.

The Incomplete is not intended to be a permanent grade. It is only a temporary acknowledgement of a legitimate reason for granting a one-time, limited extension to the time normally allowed to complete all course requirements.

Please Note: An Incomplete grade for a pre-requisite course must be completed prior to being allowed to proceed to a higher level course unless otherwise approved by the Dean.

### i) Exemption Grades

Exemption Credits in individual courses are awarded when a student is granted credit for work completed which is equivalent in content to work covered in the course/unit in question, and no other course needs to be substituted.

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

#### (i) Previous Education at Humber College

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

#### (ii) Previous Education in Another Educational Institution

Students who have successfully completed certain Grade 13 or Ontario Academic Credit courses, approved Articulation courses and/or post-secondary courses may receive Exemption Credit in equivalent courses. A grade of EX (Exempt) will be recorded.

#### (iii) Assessment of Prior Learning

Students may also base requests for credit on work experience, informal study or experiential learning. Such Prior Learning Assessment requests are made through the Registrar's Office but will be assessed by teaching staff in the course in question. Students will be required to demonstrate their achievement of the course objectives. There is a \$50.00 fee per course for this type of assessment.

Credit in individual courses is granted only for demonstrated ability to meet a 'pass' standing in the knowledge and skills objectives of specific courses.

A grade of SAT (Satisfied) will be recorded for courses in which credits have been granted. Grades of SAT will not count toward the computation of the final weighted average.

Please Note: When an Exemption is granted to a student who is registered in a Post-Secondary program the student may be permitted by the appropriate Divisional Dean to take an alternate, relevant course without additional cost. The alternate course may only be taken in the semester where the Exemption applies. The replacement course cannot be taken in a subsequent semester.

## 7. GRADE REPORTS AND OFFICIAL TRANSCRIPTS

At the end of each term or upon completion of a program of study, a student will be mailed a grade report which will outline courses/units taken and final grades achieved. This summary is not an official transcript. Official Transcripts which include all courses taken by a student are available upon written request to the Office of the Registrar.

## 8. SUPPLEMENTARY EXAMINATION

- a) Applicable policies can be obtained from the Divisional Office.
- b) Course outlines and/or Supplementary Regulations will reflect the policy of Supplemental Examinations.

## 9. FULL-TIME/PART-TIME STATUS FOR POST SECONDARY PROGRAMS

A student is considered to be a full-time student if he/she is officially enrolled in at least 66 2/3% of the courses, or if he/she is enrolled in at least 70% of the credit hours prescribed for his/her semester in his/her current program.

Please Note: The requirements for full-time status are higher for the purposes of claiming OSAP – See your Financial Aid Officer for details.

## 10. COURSE/PROGRAM FEES/REFUNDS

Tuition and non-tuition related fees for all programs are revised each year and are available in the Office of the Registrar. The fees also appear in all appropriate calendars.

### Late Fees

If a student misses a prescribed payment date and only if room remains in the course or program, a late fee will apply. In addition, if students wish to split annual fee payments an extra charge will apply.

### Refunds

A refund for a course or program will only be issued if a student applies in writing to the Office of the Registrar by the close of business on or before the tenth school day after the start date of the course. Students who have paid for advanced semesters will be eligible for a refund for that semester if they formally withdraw before the 10th day of the term. A \$50.00 withholding fee applies. (Certain courses such as Continuing Education (CE) courses, Short Program Units, etc., that start later and/or are condensed have different refund periods.) See the Continuing Education calendar or the Admit to Class Registration Form.

## 11. WITHDRAWAL FROM COURSES AND PROGRAMS

### a) Voluntary

A student may withdraw from any post-secondary course or program without academic penalty up to twenty (20) college days after the recording of the mid-semester grades. Regarding all other courses that do not have mid-terms, Continuing Education courses or condensed courses, this deadline date is by the two-third point of the course. Procedures for withdrawal from a course or a program (in whole or in part), are initiated with the Registrar's Office. During the withdrawal procedures students may be required to speak with their Chair or Dean. Also see: Refunds 11(d).

Please Note: Full-time status may be jeopardized if students drop too many courses. See Number 9.

### b) Compulsory

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

Students may also be withdrawn from Skill and Preparatory programs for consistent failure to sign in, report absences, or for poor attendance. Students may also be withdrawn from skill courses or programs if they do not meet the minimum literacy and numeracy skills required for the course or program (see Supplementary Regulations).

A student will be permanently withdrawn from the College for any serious breach of acceptable behaviour. A student will be informed if he/she is formally withdrawn from a program. Students who are withdrawn from programs under the compulsory category are not eligible for refunds.

### c) Dismissal from Class

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

## 12. TRANSFERS

### a) Post-Secondary Programs

Any student who wishes to transfer from one Post-Secondary program to another must apply to the Registrar's Office. The normal admission requirements and order of priority apply to admission to the new program. See 6i(ii) for regulations regarding the transfer of course credits when program transfers are approved.

Students transferring from one program to another normally require the recommendation of their current Dean or designate.

### b) Continuing Education (CE) Courses

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

Please Note: A student may not transfer from one semester to another.

## 13. RE-ADMISSION

A student who interrupts their studies or who has been withdrawn by the college is subject to:

- a) the current admission requirements for the program in question;
- b) the order of priority of admissions applicable to the program.

Please Note: In circumstances where previous college academic progress or behavioural patterns have been unacceptable a further admissions review may be required. In such a review an applicant must be able to demonstrate evidence of the ability to perform at an acceptable standard in the program in question.

## 14. PROBATIONARY STATUS – POST-SECONDARY PROGRAMS

Students who do not meet the total admission requirements or students whose general performance is "unsatisfactory" may be classified as "probationary".

Probationary Status may involve the requirement to complete specific remedial activities. If performance is "unsatisfactory" at the end of the probationary period, students may be asked to withdraw from the program or counselled to consider other ways of continuing their education. A Probationary student will be notified in writing of his/her status by the appropriate Dean or designate.

## 15. GRADUATION

It is the student's responsibility to be aware of all graduation requirements for the program from which they expect to graduate. To graduate from a program, the following conditions must be satisfied:

- Students must have taken at least twenty-five (25) percent of their credits for the program at Humber College. Any exceptions to this policy must be approved by the Academic Dean.
- Students must have successfully completed the requirements of the program in effect at the time of graduation unless alternate arrangements have been approved by the Dean, in writing. The graduation requirements will include any changes made to advanced semesters while the student is "in progress" in a program but would not include changes in semesters that have already been completed.
- Students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College unless alternate arrangements have been approved by the Dean, in writing.
- Post Secondary students who achieve an 80% or better weighted average for their program will graduate with Honours.
- Students who successfully complete a post secondary program that is two years or longer will receive a diploma. Students who successfully complete a program of a shorter duration will receive a certificate.

## 16. CONVOCATION

- Post-Secondary, Skill and Preparatory students and Apprentices must apply to attend the Convocation Ceremony by completing an "Application to Graduate/Attend Convocation" form available from the Registrar's Office. The form must be completed 7 weeks prior to the date of Convocation.

Additional individual program or campus graduation ceremonies for Apprentice, Skill and Preparatory programs will be announced by the appropriate Divisional Area.

Post-Secondary or Post-Diploma students who do not attend Convocation will have their diplomas or certificates mailed. There is no fee for this service.

- A student who completes a certificate or diploma on a part-time basis must notify the Registrar's Office.

## 17. ENTRANCE SCHOLARSHIPS AND ACADEMIC AWARDS

Entrance Scholarships and Academic Awards are awarded each year. The criteria for these vary and may be obtained from the Awards Office.

## 18. PLAGIARISM AND CHEATING

Plagiarism is the act of submitting as your own, material which is in whole, or in substantial part, someone else's work. Students are expected to acknowledge the sources of ideas and expressions they use in essays, reports, assignments, etc. Failure to do so constitutes plagiarism and is punishable by academic penalty.

Cheating, by obtaining answers to exam and test questions through unauthorized means (from another student, from hidden notes, etc.) is also an academic offence and is punishable by academic penalty.

An academic penalty begins with the assignment of a grade of zero in such situations and can be extended up to and including suspension from a program/course and expulsion from the College.

## 19. APPEAL PROCEDURE

### Informal

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

- Discuss the matter with the faculty member in an attempt to resolve the disagreement.
- The student will discuss unresolved matters with the Program Coordinator.
- If the student is not satisfied at this point the student meets with the Chair/Dean to attempt to finally resolve the situation at the Divisional level.

### Formal

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

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

## 20. INDEBTEDNESS – OUTSTANDING FEES

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

Fees are controlled by the Ministry of Education and Training and therefore are subject to change pending policy directives.

These regulations are in effect for the academic year 1994-1995.

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

## Programme d'échanges Ontario – Québec

Humber College of Applied Arts and Technology donne la possibilité aux étudiants inscrits à plein temps dans un programme post-secondaire de compléter une ou deux session(s) de ce programme dans un des Collèges (CEGEP) de la Province de Québec.

Le Ministère de l'Éducation et de la Formation de la Province de l'Ontario, celui de l'Enseignement supérieur et de la Recherche du Québec et la Commission permanente de coopération veulent encourager les programmes d'échanges et de coopération entre les deux provinces et financent le projet.

Les étudiants qui veulent parfaire leur connaissance et leur habileté en français, tout en obtenant des crédits, le font en participant au programme d'échanges Ontario-Québec.

Le niveau de compréhension et d'utilisation de la langue française favorisera, au point de départ, les candidats qui prendront part à cet échange.

Le montant de la bourse d'études a été établi à 2000.00\$ par personne, par session (2 sessions au maximum).

Un certain nombre d'étudiants devront envisager la possibilité de prolonger leur séjour au Collège afin de compléter à la fois l'apprentissage de la langue et satisfaire aux exigences de leur programme. Les étudiants qui auront complété avec succès les cours auxquels ils se seront inscrits au Collège québécois, seront exemptés de suivre ces mêmes cours de retour au Collège Humber.

Ce programme d'échanges d'étudiants avec le Québec, tout en permettant d'atteindre les objectifs d'apprentissage et de respecter le cheminement pédagogique propre à chaque individu, prépare à comprendre davantage les différences culturelles et sociales qui déterminent les règles et les comportements propres à chaque groupe ethnique.

Pour ceux qui sont intéressés à participer à un programme d'échanges, veuillez contacter:

The Institute of Language and Culture  
205 Humber College Boulevard  
Etobicoke, Ontario  
M9W 5L7  
Tél. (416) 675-5006  
Télécopieur: (416) 675-1483

## Calendar of Events

### EXPLANATION OF TERMS AND CONDITIONS

#### 1) REFUNDS

Requests for full or partial refund for programs or courses for all semesters will be considered only if written application has been received by the Office of the Registrar or is post marked by the tenth school day after the official start date of the semester as published in this document.

For Post-Secondary programs which begin early or late, the ten day period will be calculated according to the official commencement of the program/course.

**Please Note:** For all refunds, for all semesters, the College withholds a non-refundable portion of the fee (\$50.00 for all regular full-time students, and \$416.00 for International students and \$15.00 for Continuing Education students)

#### 2) LAST DAY TO DROP A COURSE WITHOUT ACADEMIC PENALTY (SEE REFUND POLICY ABOVE)

To drop a course and have it removed from a record the student must apply to drop the course through the Registrar's Office. This action can only be taken up to twenty school days after course mid-term grades are due or after the two-thirds point of the course for courses that are less than a semester in duration. See Calendar for exact dates.

If a student has not officially dropped a course by the drop date, the course will remain on the student record.

#### 3) FEE DUE DATE

You should receive a Fee Invoice in plenty of time to allow you to pay your fees by the Fee Due Date.

If you do not receive a Fee Invoice or if you are away on holidays when the invoice arrives, the Fee Due Date still applies. Late fees will be charged for each term and fees will only be accepted if room is available in the program.

It is the responsibility of the student to pay fees by the published Fee Due Dates.

#### 4) ACADEMIC CALENDAR OF EVENTS – POST-SECONDARY STUDENTS

An Academic Calendar of Events is produced for every Post-Secondary student. It is mailed to each student at the beginning of each Academic year. Additional copies are available from the Office of the Registrar.

It is the student's responsibility to be aware of all the important dates and deadlines outlined in this Calendar of Events.

Office of the Registrar  
For Academic Year 1994-95  
April, 1994

# Post-Secondary Calendar of Events 1994/95

## Fall Semester 1994

Monday, 4 July .....	Annual Fees due (Fall & Winter)
Week of 22 August – 26 August .....	Student Orientation/Registration
Monday, 29 August .....	Day Classes begin
Monday, 5 September .....	Labour Day – College Closed
Wednesday to Tuesday, 7 – 13 September .....	First week of Continuing Education Classes
Monday, 12 September .....	Last day to add a Post-Secondary course
	Last day for refund application for Fall Term
Monday, 10 October .....	Thanksgiving – College Closed
Friday, 21 October .....	Mid-semester grades submitted 12:00 noon
Tuesday to Thursday, 8 – 10 November .....	Awards Nights
Late-November .....	Continuing Education Registration begins (Winter '95)
Friday, 18 November .....	Last day to drop a full semester course without academic penalty. (See previous page for details and rules for short courses.)
Monday, 21 November .....	Winter pre-registration begins
Friday, 16 December .....	Last Teaching Day
Monday, 19 December .....	Grades submission deadline 4:30 p.m.
Friday, 23 December .....	Christmas Break – College Closed 12:00 Noon

## Winter 1995 (Regular Start)

(See separate Post-Secondary Calendar of Events for February Intake Dates)

Tuesday, 3 January 1995 .....	College Re-opens
	Student Orientation/Registration
Wednesday, 4 January .....	Classes begin for all Health Sciences Programs
Monday, 9 January .....	Day Classes begin
Monday to Saturday, 9 – 14 January .....	First week of Continuing Education Classes
Friday, 20 January .....	Last day to add a Post-Secondary course
	Last day for refund application for Winter Term
Friday, 3 March .....	Mid-semester grades submitted 12:00 noon
Monday to Friday, 6 – 10 March .....	Reading Week
Late-March .....	Continuing Education Registration begins (Spring '95)
Friday, 7 April .....	Last day to drop a full semester course without academic penalty. (See previous page for details and rules for short courses.)
Friday, 14 April .....	Good Friday – College Closed
Friday, 28 April .....	Classes end – Health Sciences
Wednesday, 3 May .....	Last Teaching Day
Monday, 8 May .....	Final grades submitted 10:00 a.m.
Monday, 22 May .....	Victoria Day – College Closed
Week of 13 – 16 June .....	Convocation Week

## Spring 1995 (only applicable to some programs)

Monday, 1 May .....	First day of Classes – Health Sciences
Monday to Saturday, 1 – 6 May .....	First week of Continuing Education Classes
Monday, 8 May .....	Day Classes begin
Friday, 19 May .....	Last day to add a Post-Secondary course
	Last day for refund application for Spring Term
Monday, 22 May .....	Victoria Day – College Closed
Week of 13 – 16 June .....	Convocation Week
Friday, 30 June .....	Mid-semester grades submitted 12:00 noon
Monday, 3 July .....	Canada Day – College Closed
Friday, 14 July .....	Annual Fees due (Fall 1995 and Winter 1996)
Friday, 28 July .....	Last day to drop a full semester course without academic penalty. (See previous page for details and rules for short courses.)
Monday, 7 August .....	Civic Holiday – College Closed
Wednesday, 16 August .....	Last Teaching Day
Friday, 18 August .....	Final grades submitted 4:30 p.m.
Monday, 4 September .....	Labour Day – College Closed
*Note: Different dates may apply for Government sponsored and accelerated semester students. See your Program Co-ordinator.	

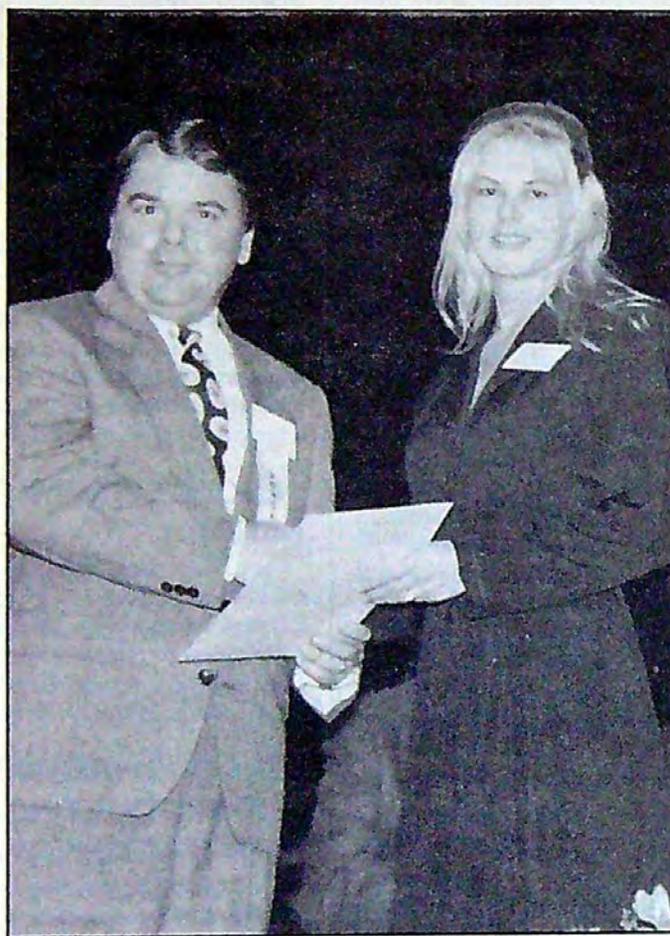
## January 30, 1995

(for students starting classes on)

Monday, 30 January .....	Start of Semester
Friday, 10 February .....	Last day to add a Post-Secondary course
	Last day for refund application for Winter Term
Friday, 24 March .....	Mid-semester grades submitted 12:00 noon
Friday, 24 March to Monday, 27 March .....	Weekend Break for January 30th Intake Students
Tuesday, 28 March .....	– Classes Resume 8:00 a.m. January 30th Intake Students
Friday, 14 April .....	Good Friday – College Closed
Monday, 24 April .....	Last day to drop a course without academic penalty (see page 15 for details)
Thursday, 18 May .....	Last Teaching Day
Monday, 22 May .....	Victoria Day – College Closed
Wednesday, 24 May .....	Final grades submitted 4:30 p.m.
Week of 13 – 16 June .....	Convocation Week

Note: Please note that students who begin their programs on January 30th do not get the College March break. Instead a long weekend is provided.

# ENTRANCE SCHOLARSHIPS AND ACHIEVEMENT AWARDS



# Entrance Scholarships

## HUMBER COLLEGE COUNCIL OF STUDENT AFFAIRS ENTRANCE SCHOLARSHIPS

Humber College offers a limited number of entrance scholarships to full-time students enrolling in a Humber College program for the first time. The value of these scholarships is \$1000.00 to be applied to tuition and instructional materials for one year. Applications are available from the Awards Office of Humber College (416) 675-3111, ext. 4052 and must be submitted by July 31st.

### CONDITIONS

Eligibility for entrance scholarships is contingent on approval to the program. Entrance scholarships will be awarded by decision of the College's Scholarship Committee.

A student may not receive more than one entrance scholarship. Entrance scholarships are available for September registration only.

A brief description of the scholarships is listed below:

### SCHOOL OF PERFORMING ARTS

Music: any brass instrument; two tiered audition process.

### SCHOOL OF HOSPITALITY, RECREATION AND TOURISM

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

### SCHOOL OF MEDIA STUDIES

Radio Broadcasting, and Film and Television Production: academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

Package and Graphic Design: academic proficiency; portfolio competition.

### SCHOOL OF BUSINESS

All programs: academic achievement (a minimum of 75% in the final two semesters of secondary school or equivalent) two references (academic and/or employment) supporting the applicant's suitability for a career in business; an essay (approx. 250 words) on "Competing in the New Global Economy".

Marketing and Business Administration: academic achievement (minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## SCHOOL OF HEALTH SCIENCES

All programs: academic achievement (a minimum of 75% in the final two semesters of secondary school or equivalent); two references (academic, employment and/or personal) supporting the applicant's suitability for a career in health services and outlining the applicant's qualifications for this award; an essay (approx. 250 words) expressing the applicant's beliefs in the rights of minority groups and the value of multiculturalism.

Nursing and Practical Nurse (name pending Ministry approval): academic achievement (a minimum average of 80% in the final two semesters of secondary school or equivalent); references supporting demonstrated leadership and contribution to society.

## LIBERAL ARTS AND SCIENCES DIVISION

General Arts and Science (General College and Pre-University): academic proficiency (a minimum average of 70% in the final two semesters of secondary school or equivalent); one reference (academic or personal, excluding family members) attesting to the student's contribution to school and community activities; an essay (approx. 250 words) on "Why Attending College is Important to Your Educational and Career Goals".

## SCHOOL OF SOCIAL AND COMMUNITY SERVICES

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

## SCHOOL OF MANUFACTURING AND DESIGN

2 or 3 year programs in Electromechanical, Plastics, Mechanical Design or Tool and Die, Safety Engineering, or Numerical Control Engineering: academic proficiency; an essay (approx. 250 words) on "How Would \_\_\_\_\_ Enhance the Competitive Position of Canadian Manufacturing?" Choose one of Computers, Robotics, Automated Manufacturing or Computer Graphics.

## SCHOOL OF INFORMATION TECHNOLOGY AND ACCOUNTING/SCHOOL OF MANUFACTURING AND DESIGN

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

## LAKESHORE CAMPUS

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

## CARLOS COSTA ENTRANCE SCHOLARSHIP

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

## THE DR. WINSOME E. SMITH ENTRANCE SCHOLARSHIP

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

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

## CANADA SCHOLARSHIPS IN TECHNOLOGY

### Conditions

- applicants must be a Canadian citizen or permanent resident in Canada
- be entering full-time, first year studies in selected Technology programs
- have a minimum of 80% on graduation from high school or equivalent. Applications are available at your local high school and the awards office of Humber College. Deadline: June 20, 1995.

# Achievement Awards

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## List of 1993 Donors/Awards

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

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## APPLIED ARTS DIVISION

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3M Canada Inc.	James E. Clark Endowment Fund
John Adams Endowment Fund	CN Rail
Alba Tours International Inc.	CN Real Estate
Alt Camera Exchange	Collins Safety Shoes
American Floral Services Inc.	Colortran Canada Inc.
Brian Arnott Associates	Conquest Tours
Association of Architectural Technologists of Ontario	John Davies Endowment Fund
Association of Independent Corrugated Convertors	John Davies Memorial Fund
Donald Barnard Endowment Fund	Daymen Photo Marketing Ltd.
Best Foods Foodservice	Delta Chelsea Inn
BGM Imaging Inc.	Norman Depoe Scholarship Fund
Booth Photographic Ltd.	Der Travel Service Limited
William Bovaird Endowment Fund	Marcel Desrochers
Broadway Camera	Diversified Publications Ltd.
Canada Cutlery Importers Ltd.	Gene Duret Endowment Fund
Canada's Wonderland	Eaton Foundation
Canadian Holidays	Escoffier Society of Toronto
Canadian Hospitality Foundation	Esther Fedele Endowment Fund
Canadian Media Director's Council	European Restaurant Supply
Canadian Society of Club Managers (Ontario Branch)	Food Service Purchasing Association of Canada
Canadian Travel Press	Ford Motor Company of Canada
Carrier Canada Limited	Friends, family and colleagues of Peter Jones
CFRB Limited	Friends of We Care Inc./ C.F.S.E.A. Scholarship
CFTR Radio	Jack A. Frost Ltd.
CHFI Limited	Garland Commercial Ranges Limited
CHIN Radio	Gay Lea Foods
CHOG Radio	Vicky Green Endowment Fund
CHUM Limited	Byron Hales Endowment Fund
Civello Awards	Ruth Hammond Scholarship
CKYC Country 59	Harbinger Commun. Inc.

Hotaka Recreation Company	Nelson Canada
Hotel Association of Metropolitan Toronto	Nestle Food Services
Hotel Human Resource Professionals Association of Greater Metropolitan Toronto	Ontario Jockey Club
Humber Arboretum	Ontario Parks Association
Humber College Students' Association	Ontario Recreation Facilities Association
Hussey Seating Co. Canada Limited	Ontario Recreation Society
Ilford Anitec (Canada) Limited	Ontario Restaurant Assoc. Toronto Region
Imax Systems Corporation	Eija Parkkari Endowment Fund
Industrial Safety Equipment Co. Limited	Pentax Canada Incorporated
Inkel Et Associes Conseils Inc.	Pierce Communications
International Hospitality Studies Awards	Public Relations Faculty
International Resorts Studies Program - Japan	Rice Brydone Limited
International Success Awards	Robin Hood Multifoods Inc.
Joel Theatrical Rigging Contractor (1980) Ltd.	Rogers Cantel Inc.
Journalism Alumni Association	Edward R. Rollins Endowment Fund
Just Cameras Limited	Nicollette Sarracini
Kodak Canada Limited	E.D. Smith Company Limited
Lisle-Kelco Limited	Society for the Directors of Municipal Recreation in Ontario
Edmund Long Endowment Fund	Southern Ontario Unit of the Herb Society of America Endowment Fund
Lumitrol Limited	Sporting Life Inc.
M.A.C. Cosmetics	Sports Equipment Specialist Award
Les Marmitons	Staedtler-Mars Limited
James F. McConachie Endowment Fund	Kay Staib Memorial Award
McDonald's Restaurants of Canada Limited	Steelcase Canada Limited
Yvonne McMorrough	Surdins Camera Centre
Mollie McMurrich Endowment Fund	Tamron and Manfrotto Canada
Media Plus	Technigraphic Equipment Ltd.
Mediacom Inc.	The Global Group
Ab Mellor Endowment Fund	The Noranda Reunion Group
Metro Toronto Maitre D'Hotels Association	The Oshawa Group Limited
Minolta Canada Inc.	The Toronto Star
Franco Mirabelli Wardrobe Award	Toronto Airport Director of Sales Council
Narvali Photography Limited	Travelweek Bulletin
	Visual Presentations Award
	Voyageur Insurance Limited
	Doris Whiteside Award
	Women's Press Club of Toronto

## LIBERAL ARTS AND SCIENCES DIVISION

General Arts and Science Achievement Award	Human Studies Support Staff Sarah Thompson Endowment Fund
General Arts and Science University Transfer Award	

## SCHOOL OF BUSINESS

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

## SCHOOL OF HEALTH SCIENCES

Addison-Wesley Publishers Ltd.	Early Childhood Education Department Lab School Award
Ambulance & Emergency Care Program Faculty	Early Childhood Education Program Advisory Committee
Arbor Capital Inc. Funeral Service Division	H.S. Eckels & Co. (Canada) Ltd.
James Arnott Nursing Home Marie Atlas	Eli Lilly Canada Inc.
Batesville Canada Ltd.	Etobicoke General Hospital Aux.
Bay of Quinte Funeral Service Assoc.	Fabhaven Industries Inc. Faculty - E.C.E./E.C.E.D.H.Dept.
Becton, Dickinson Canada Inc.	Family, friends and colleagues of Jimmy Dean
Canadian Association of Pharmacy Technicians	Georgian Bay District Funeral Directors' Association
Canadian School of Embalming	Ms. Sophia Geenen
Caps Professional Health Care Service	Robert Haggarty Memorial Fund
Central Ontario Funeral Directors' Association Class of '93 Alumni	Heart and Stroke Foundation of Ontario
Comcare (Canada) Limited	Hewlett Packard Limited
Community Psychogeriatric Service - West Park Hospital	Ivanhoe Inc.
Drug Trading Company Limited	Abu Kibria
Early Childhood Education Department Award	Margaret Hincks
	Lougheed Ltd.

Margaret MacKenzie Memorial Fund	Angus M. Robertson Scholarship - Ontario Association for Community Living
MacKinnon & Bowes	Rotary Club of Toronto
Judge Lauren Marshall	W.B. Saunders Co. Canada Ltd.
Merck Frosst Canada Inc.	Robert E. Scott
Metropolitan Toronto & District Funeral Directors' Association	Wilfrid R. Scott
Metropolitan Toronto Dept. of Ambulance Services	Service Corporation International Canada Limited
C.V. Mosby Company Limited	Students - Funeral Service Education Program
Nelson Canada	Faculty and friends of Carol Tai
Northern Casket (1976) Ltd.	The Central Canadian Funeral Supply Assoc.
Nursing Faculty	The Embalmers' Supply Company of Canada Ltd.
Ontario Board of Funeral Services	The Kitchener-Waterloo Regional Ambulance
Ortho Pharmaceutical (Canada) Ltd.	The Loewen Group
Parent Books	The Simple Alternative
Mrs. Evelyn Paul	Toronto Central Service
Mrs. E. Pinder	Leanne Margaret Tumilty Endowment Fund
Pharmacy Assistant Program Faculty	Turner and Porter Funeral Directors
Margaret Pollard Registered Nurses Association of Ontario - Western Chapter	
Dr. Roberta Robinson Endowment Fund	

### SCHOOL OF INFORMATION TECHNOLOGY AND ACCOUNTING

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

### SCHOOL OF MANUFACTURING AND DESIGN

3M Canada Inc.	Mrs. John A. Fletcher
ABC Group Prize	Kathleen Higgins Trust Fund
AlliedSignal Aerospace Canada	Industrial Design Faculty Instrument Society of America (Toronto Section)
Donald Barnard Endowment Fund	Rudi Jansen Endowment Fund
Canadian Society of Safety Engineering (Toronto Section)	Lee Valley Tools Limited
Ken Cummings	Mollie McMurrich Endowment Fund

Family, friends and colleagues of Howard Payne	Shell Canada Limited
Mrs. E. Pinder	SMS Machine Tools Limited
J. B. Reid Industrial Sales Limited	John Szilock Trust Fund
	The Institution of Manufacturing Engineers

### SCHOOL OF PERFORMING ARTS

Boddington Music	Humber College-Musicfest Canada
CJEZ FM	Just Drums
Gordon Delamont Memorial Award	Long & McQuade Musical Instruments
Hambourg Memorial Award	Mike Peterson Memorial Award
Harknett Musical Services	Toronto Musicians' Association
Scott Henshaw Memorial Award	

### SCHOOL OF SOCIAL AND COMMUNITY SERVICES

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

### AWARDS AVAILABLE TO ALL STUDENTS

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

# UNDERGRADUATE PROGRAMS



# Guide to Undergraduate Programs

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## Declaration of Waiver

The information in this calendar is accurate as of August 1, 1994. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1994, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

# Accountancy

## Application Program Code 02211

### North Campus

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

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

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

The graduates of the Accounting Program find jobs in accounts payable, accounts receivable, cost accounting, inventory control, internal auditing, and payroll departments.

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

### CURRICULUM

#### 2/3 Year Accountancy Diploma

##### Semester 1 and 2

##### Credits

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

ACCT111	Intro. to Accounting 1 (Program Specific Course)	4
BMGT101	Human Resource Management	3
ISYS102	Introduction to P.C.	3
MKTG100	Marketing 1	3
LAWS111	Business Law	3
COMM200	Communications 200	3
BMAT210	Financial Mathematics	4
Pre-req:	Math Assessment Test or BMAT110 Essentials of Business Math	
ISYS103	Information Systems Concepts	3
COMM300	Communications 300	4
Pre-req:	COMM200 Communications 200	
HUMA024	Humanities	3
ECON001	Microeconomics	3
	Plus	

ACCT211 Introduction to Accounting 2 (Program Specific Course) ..... 4  
Pre-req: ACCT111 Introduction to Accounting 1

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

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

##### Semester 3

##### Credits

ACCT331	Intermediate Accounting 1*	8
Pre-req:	ACCT211 Introduction to Accounting 2	
ACCT341	Cost Accounting 1	4
Pre-req:	ACCT211 Introduction to Accounting 2	
ECON002	Macroeconomics	3
ACCT461	Introduction to Income Tax	4
Pre-req:	ACCT211 Introduction to Accounting 2	
GNED	General Education Elective #1	3

##### Semester 4

##### Credits

ACCT441	Cost Accounting 2**	6
Pre-req:	ACCT341 Cost Accounting 1	
ACCT561	Income Tax 2	4
Pre-req:	ACCT461 Introduction to Income Tax	
BMGT201	Principles of Management	3
Pre-req:	BMGT101 Human Resource Management	
BSTA300	Business Statistics	4
Pre-req:	BMAT110 Essentials of Business Math or equivalent	
ISYS237	Business Systems Analysis	4
Pre-req:	ISYS102 Introduction to P.C.	
GNED	General Education Elective #2	3

\*Equivalent to 2 courses. \*\*Equivalent to 1 1/2 courses.

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

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

##### Semester 5

##### Credits

ACCT531	Intermediate Accounting 2	6
Pre-req:	ACCT331 Intermediate Accounting 1	
ACCT541	Financial Controllorship 1	4
Pre-req:	ACCT331 Intermediate Accounting 1	
ACCT551	External Auditing	4
Pre-req:	ACCT331 Intermediate Accounting 1	
BMGT301	Organizational Management	3
Pre-req:	BMGT201 Principles of Management	
ISYS224	Personal Computer Applications	4
Pre-req:	ISYS102 Intro. to P.C.	

##### Semester 6

##### Credits

ACCT321	Computerized Accounting	4
Pre-req:	ACCT211 Intro. to Accounting 2	
ACCT641	Financial Controllorship 2	4
Pre-req:	ACCT541 Financial Controllorship 1	
ACCT651	Internal Auditing	4
Pre-req:	ACCT551 External Auditing	
BSTA400	Quantitative Analysis 1	4
Pre-req:	BMAT110 Essentials of Business Mathematics or equivalent	
GNED	General Education Elective #3	3

# Advertising and Graphic Design

Application Program Code 04701

North Campus

Four semesters, beginning in September

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

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

In two years you will learn the fundamentals required to develop a creative and competent graphic design. We will help you realize your ability to put ideas on paper through courses in design, drawing and typography, in a way that will appeal to your future clients. The integration of photography and desktop publishing will give you two more skills and an introduction to the roles played by computer technology in visual communications. To create practical concepts, you will need to know the basics of reproduction and the current methods in use in the graphic art field. To achieve this knowledge, practice is essential, requiring dedication and hard work.

The Graphic designer's concern is the promotional aspect of a product through graphic design. Graphic designers interact with industrial designers who give form to the product and with package designers who create the container. The graphic designer then creates the visuals to sell the product.

## ADMISSION REQUIREMENTS

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

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

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

## CAREER OPPORTUNITIES

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

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## ADDITIONAL COSTS

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

## CURRICULUM

Semester 1 (23 hours/week)		Credits
GRAF100	Graphics 1	2
GRAF101	Perspective 1	3
GRAF103	Typography 1	3
GRAF104	Design 1	3
GRAF105	Studio Methods 1	2
FOTO106	Photography for Graphics 1	3
MKTG920	Advertising for Graphics 1	1
COMM200	Communications 200	3
HUMA024	Humanities	3

Semester 2 (23 hours/week)		Credits
GRAF200	Graphics 2	2
Pre-Req:	GRAF100 Graphics 1	
GRAF201	Perspective 2	3
Pre-Req:	GRAF101 Perspective 1	
GRAF203	Typography 2	3
Pre-Req:	GRAF103 Typography 1	
GRAF204	Design 2	3
Pre-Req:	GRAF104 Design 1	
GRAF205	Studio Methods 2	2
Pre-Req:	GRAF105 Studio Methods 1	
GRAF207	Computer Graphics	3
MKTG925	Advertising for Graphics 2	1
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
GNEC	General Education	3

Semester 3 (26 hours/week)		Credits
GRAF301	Illustration 1	4
Pre-Req:	GRAF201 Perspective 2	
GRAF302	Mechanicals 1	3
Pre-Req:	GRAF205 Studio Methods 2	
GRAF303	Typography 3	3
Pre-Req:	GRAF203 Typography 2	
GRAF305	Packaging 1	2
Pre-Req:	GRAF204 Design 2	
GRAF306	Graphics 3	7
Pre-Req:	GRAF200 Graphics 2	
GRAF307	Desktop Publishing 1	2
GRAF405	Perspective 3	2
Pre-Req:	GRAF201 Perspective 2	
GNEC	General Education	3

Semester 4 (22 hours/week)		Credits
GRAF400	Graphics 4	8
Pre-Req:	GRAF306 Graphics 3	
GRAF401	Illustration 2	3
Pre-Req:	GRAF301 Illustration 1	
GRAF402	Mechanicals 2	3
Pre-Req:	GRAF302 Mechanicals 1	
GRAF403	Typography 4	3
Pre-Req:	GRAF303 Typography 3	
GRAF404	Desktop Publishing 2	2
GNEC	General Education	3

# Advertising-Media Sales

Application Program Code 04601

## North Campus

Four semesters, plus 2 months internship, beginning in September

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

During the program, students learn to:

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

## ADMISSION REQUIREMENTS

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

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

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

Semester 1 (22 hours/week)	Credits
MEAD105 Fundamentals of Media 1 .....	8
MEAD106 Professional Selling 1 (Media) .....	4
MATH913 Math for Media Sales .....	2
MKTG955 Marketing 1 for Advertising/Media Sales .....	3
ISYS102 Introduction to Personal Computing .....	2
COMM200 Communications 200 .....	3

Semester 2 (21 hours/week)	Credits
MEAD205 Fundamentals of Media 2 .....	8
MEAD206 Professional Selling 2 (Media) .....	4
MKTG960 Marketing 2 for Advertising/Media Sales .....	3
HUMA024 Humanities .....	3
COMM300 Communications 300 .....	3

Semester 3 (23 hours/week)	Credits
MEAD302 Media Planning/Buying 1 .....	6
MEAD303 Professional Selling 3 (Media) .....	4
MEAD305 Seminar Series 1 (Media) .....	2
MEAD309 Advertising and the Workplace 1 .....	2
MEAD310 Group Dynamics Presentation .....	1
MEAD311 Consumer Promotions .....	2
GNEB General Education (2) .....	6

Semester 4 (25 hours/week)	Credits
MEAD301 Media Computer Applications .....	3
MEAD403 Professional Selling 4 (Media) .....	4
MEAD405 Seminar Series 2 (Media) .....	2
MEAD408 Media Planning/Buying 2 .....	8
MEAD409 Advertising and the Workplace 2 .....	2
MEAD410 Media Business Profiles .....	3
GNEB General Education .....	3
MEAD500 Internship (May/June) .....	4*

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

# Air Conditioning and Refrigeration Engineering Technician

Application Program Code 03271

North Campus

Four semesters, beginning in September

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

## ADMISSION REQUIREMENTS

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

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

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

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

## CAREER OPPORTUNITIES

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

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

## CURRICULUM

Semester 1 (23 hours/week)		Credits
HVAC102	Refrigeration 1	4
HVAC103	Construction Drafting	4
HVAC104	HVAC Controls 1	4
MECH102	Engineering Practices	4
TMAT105	Mathematics 1	4
CNST101	Computer Applications	2
COMM200	Communications 200	3

Semester 2 (23 hours/week)		Credits
HVAC201	Refrigeration 2	4
Pre-req:	HVAC102 Refrigeration 1	
HVAC202	Residential System Design 1	5
HVAC204	HVAC Software Applications	3
Pre-req:	CNST101 Computer Applications	
TMAT204	Mathematics 2	4
Pre-req:	TMAT105 Mathematics 1	
COMM300	Communications 300	3
Pre-req:	COMM200 Communications 200	
HUMA024	Humanities	3

Semester 3 (23 hours/week)		Credits
HVAC301	Commercial System Design 1	5
Pre-req:	HVAC202 Residential System Design 1	
HVAC302	Residential System Design 2	4
Pre-req:	HVAC202 Residential System Design 1	
HVAC308	Introduction to Autocad	4
Pre-req:	CNST101 Computer Applications	
HVAC309	HVAC Controls 2	4
Pre-req:	HVAC104 HVAC Controls 1	
HVAC401	Refrigeration 3	4
Pre-req:	HVAC201 Refrigeration 2	
GNE01	General Education	3

Semester 4 (23 hours/week)		Credits
HVAC303	Hydraulics and Steam Systems	5
HVAC402	Commercial System Design 2	4
Pre-req:	HVAC301 Commercial System Design 1	
HVAC404	Environmental Protection	3
HVAC405	Energy Management 1	4
Pre-req:	HVAC202 Residential System Design 1	
HVAC406	Thermo Dynamics	3
Pre-req:	TMAT204 Mathematics 2	
GNE02	General Education	3

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

# Ambulance and Emergency Care

Application Program Code 07311

North Campus

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

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

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

## ADMISSION REQUIREMENTS

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

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

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

## ADDITIONAL REQUIREMENTS

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

### For Field Placement

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

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

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

### For Employment Purposes

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

## CAREER OPPORTUNITIES

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

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

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

## ADDITIONAL COSTS

\$350 for uniforms and \$500 for books and supplies

## SUCCESSFUL STUDENT PROFILE

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

## RE-ADMISSION

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

## CURRICULUM

Semester 1 (22 hours/week)		Credits
AECA111	Orientation to Ambulance Service .....	3
BIOS114	Anatomy and Physiology 1 - AEC .....	3
AECA112	Emergency Patient Care 1 (Theory) .....	5
AECA104	Emergency Patient Care Lab 1 .....	1
Pre-Req:	AECA112 Emergency Patient Care (Theory) AECA113 Emergency Patient Care (Practical) BIOS114 Anatomy and Physiology 1 - AEC	
AECA113	Emergency Patient Care 1 (Practical) .....	2
AECA110	Physical Education 1 - AEC .....	1
LANG101	Writing Skills for Health Sciences .....	3
PSYC101	Applied Psychology 1 .....	4
Semester 2 (23 hours/week)		Credits
AECA202	Ambulance Service 2 .....	2
Pre-Req:	AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical) BIOS114 Anatomy & Physiology 1 - AEC	
AECA212	Emergency Patient Care 2 (Theory) .....	5
Pre-Req:	AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical) BIOS114 Anatomy & Physiology 1 - AEC	
AECA208	Emergency Patient Care Lab 2 .....	4
Pre-Req:	AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical) BIOS214 Anatomy and Physiology 2 - AEC	
HLTH113	Ethics - AEC .....	1
AECA210	Physical Education 2 - AEC .....	1
Pre-Req:	AECA110 Physical Education 1 - AEC	
PSYC102	Psychology - Applied 2 A.E.C. ....	3
Pre-Req:	PSYC101 Applied Psychology 1 - AEC	
AECA209	Rescue Procedures .....	2
Pre-Req:	AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical)	

BIOS214	Anatomy & Physiology 2 – AEC .....	3
Pre-Req:	BIOS114 Anatomy & Physiology 1 – AEC	
AECA213	Emergency Patient Care 2 (Practical) .....	2
Pre-Req:	AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical)	

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

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

## Architectural Design Technician

Application Program Code 03311

North Campus

Four academic semesters, beginning in September and January

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

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

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

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

### ADMISSION REQUIREMENTS

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

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

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

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

### INTERESTS AND SKILLS

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

### CAREER OPPORTUNITIES

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

### CURRICULUM

Semester 1 (25 hours/week)	Credits
ARCH103 Materials and Methods 1 .....	3
ARCH106 Drafting and Detailing 1 .....	6
ARCH107 Architectural Graphics .....	3
ARCH203 Structures 1 .....	3
ARCH204 Environmental Systems 1 .....	3
TMAT101 Mathematics 1 .....	4
COMM200 Communications 200 .....	3
Semester 2 (24 hours/week)	Credits
ARCH202 Materials and Methods 2 .....	3
ARCH205 Drafting and Detailing 2 .....	6
ARCH304 Structures 2 .....	3
CNST101 Computer Applications .....	2
TMAT201 Mathematics 2 .....	4
Pre-Req: TMAT101 Mathematics 1	
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
HUMA024 Humanities .....	3

Semester 3 (20 hours/week)		Credits
ARCH301	Drafting and Detailing 3	7
Pre-Req:	ARCH106 Drafting and Detailing 1	
ARCH302	Material and Methods 3	3
ARCH306	Architectural CADD 1	3
CNST351	Specifications and Construction Administration 1	4
GNEC	General Education	3
WORK103	Co-op Prep*	(2)
*Non-credit course		

Semester 4 (23 hours/week)		Credits
ARCH305	Environmental Systems 2	3
ARCH401	Drafting and Detailing 4	7
Pre-Req:	ARCH205 Drafting and Detailing 2	
ARCH403	Architectural CADD 2	3
Pre-Req:	ARCH306 Architectural CADD 1	
ARCH408	Construction Surveying	3
CNST451	Estimating 1	4
GNEC	General Education	3

# Architectural Design Technology

(Regular or Co-op)

Application Program Code 03311

North Campus

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

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

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

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

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

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

## ADMISSION REQUIREMENTS

- successful completion of Humber's Architectural Design Technician program, or equivalent. Specific minimum academic requirements governing admission to this Co-op Program are available upon request from the Registrar's Office.
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit

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

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

## INTERESTS AND SKILLS

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

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

### 8 Month Co-op Work Term

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

**4 Month Co-op Work Term**

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

## Arena Management

Application Program Code 01441

### North Campus

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

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

#### ADMISSION REQUIREMENTS

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

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

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

#### CAREER OPPORTUNITIES

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

## CURRICULUM

### Practitioner Students

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

## Audio Visual Technician (Multimedia Specialist)

Application Program Code 04791

### North Campus

Four semesters, beginning in September

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

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

#### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

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

### INTERNSHIPS

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

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

### CURRICULUM

Semester 1 (20 hours/week)		Credits
AVIS100	Scripting for Multimedia .....	2
AVIS101	Audio Visual Media Applications, Introduction .....	3
AVIS104	Audio Visual Systems and Maintenance .....	3
AVIS123	Television Production, Introduction .....	3
ELIC901	Computer Systems, Introduction .....	3
FOTO107	Audio Visual Photography 1 .....	3
COMM200	Communications 200 .....	3
Semester 2 (24 hours/week)		Credits
AVIS201	Computer Controlled Audio Visual Equipment .....	3
Pre-Req:	AVIS101 AV Media Applications, FOTO107 AV Photography 1, ELIC901 Computer Systems, Intro.	
AVIS204	Television Production 2 .....	3
Pre-Req:	AVIS123 TV Productions, Intro.	
AVIS205	Audio Recording Techniques .....	3
Pre-Req:	AVIS104 AV Systems and Maintenance	
AVIS206	Computer Graphics, Business Applications .....	3
Pre-req:	ELIC901 Computer Systems, Intro.	
AVIS207	Desktop Publishing .....	3
FOTO207	Audio Visual Photography 2 .....	3
Pre-req:	FOTO107 AV Photography 1	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
HUMA024	Humanities .....	3

Semester 3 (21 hours/week)		Credits
AVIS301	Location Lighting .....	3
AVIS302	Client Sponsored Productions .....	3
Pre-Req:	AVIS201 Computer Controlled AV Equipment, AVIS204 TV Production 2, AVIS205 Audio Recording Techniques, AVIS206 Computer Graphics, Business Applications, AVIS207 Desktop Publishing, FOTO207 AV Photography 2	
AVIS304	Television Production 3 .....	3
Pre-req:	AVIS204 TV Production 2	
AVIS307	Desktop Video Production .....	3
Pre-req:	AVIS206 Computer Graphics, Business Applications, AVIS204 TV Production 2	
MKTG970	Audio Visual Business Practices .....	3
GNED	General Education (2) .....	6

Semester 4 (22 hours/week)		Credits
AVIS400*	Field Work (Concurrent) .....	12
Pre-Req:	All core subjects in the previous semesters	
AVIS407	Desktop Multimedia Applications .....	4
Pre-req:	AVIS307 Desktop Video Production, AVIS304 Television Production 3	
MKTG965	Audio Visual Services Marketing .....	3
Pre-req:	MKTG970 Audio Visual Business Practices	
GNED	General Education .....	3

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

## Business Administration and Management Studies

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

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

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

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

1. Students receive a broad introduction to all the basic activities of business.
2. Students have the opportunity of choosing a specialized subject and career area.

3. Students in good standing may transfer easily among programs in the School of Business as their needs, wants and career aspirations change or become clearer.
4. Students may receive advanced standing into Business programs upon receiving exemptions for some of the courses passed at OAC level or at another college or university.

### BUSINESS PROGRAMS IN THE FRENCH LANGUAGE

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

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

## Business Administration

Application Program Code 02511

North Campus\*

Six semesters, beginning in September and January

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

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

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

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

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

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

## Options for Second and Third Years

1. Regular
  2. Marketing Administration
  3. Operations Management
  4. Human Resource Management
  5. Small Business Management
  6. Information Systems Management
  7. Electronic Commerce
- Students select their option after completing Semester 2.

### CURRICULUM FOR FIRST YEAR BUSINESS ADMINISTRATION

Semester 1 and 2		Credits
* Six courses will be scheduled in each semester by the School of Business.		
BMGT100	Introduction to Business .....	3
MKTG100	Marketing 1 .....	3
ISYS102	Introduction to Personal Computing (independent study) .....	3
HUMA024	Humanities .....	3
COMM200	Communications 200 .....	3
BMAT110	Essentials of Business Mathematics .....	4
LAWS111	Business Law .....	3
ACCT106	Accounting Fundamentals 1 .....	4
BMGT201	Principles of Management .....	3
Pre-req:	BMGT100 Introduction to Business	
ISYS103	Information Systems Concepts .....	3
COMM300	Communications 300 .....	3
Pre-req:	COMM200 Communications 200	
ECON001	Microeconomics .....	3
<b>Note:</b> Upon completion of semesters 1 and 2 students choose an option which will enable them to specialize or generalise. The options are Regular, Marketing Administration, Operations Management, Human Resource Management, Small Business Management or Information Systems Management. The student may also choose to transfer to the second year of the Marketing, Business Management, Accounting or Computer Information Systems programmes, with the addition of the relevant programme specific courses.		
Semester 3, 4, 5 and 6		Credits
In Semesters 3, 4, 5 and 6, all students take the following courses. The normal course load is 6 subjects each semester.		
ACCT206	Accounting Fundamentals 2 .....	4
Pre-req:	ACCT106 Accounting Fundamentals 1	
BMGT300	Human Resource Administration .....	3
Pre-req:	BMGT201 Principles of Management	
ISYS237	Business Systems Analysis .....	3
Pre-req:	ISYS103 Information Systems Concepts	
BMAT210	Financial Mathematics .....	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
MKTG200	Marketing 2 .....	3
Pre-req:	MKTG100 Marketing 1	
ACCT316	Finance 1 .....	4
Pre-req:	ACCT206 Accounting Fundamentals 2	
BMGT301	Organizational Management .....	3
Pre-req:	BMGT300 Human Resource Administration	
BSTA300	Business Statistics .....	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
ECON002	Macroeconomics .....	3
MOPS200	Manufacturing Operations .....	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
HRMS302	Business Policy 1 .....	4
Pre-req:	ACCT316 Finance 1	

BSTA450	Quantitative Methods .....	4
Pre-req:	BSTA300 Business Statistics	
HRMS402	Business Policy 2 .....	4
Pre-req:	HRMS302 Business Policy 1	
HRMS403	Training and Development .....	4
Pre-req:	BMGT301 Organizational Management	
ACCT416	Finance 2 .....	4
Pre-req:	ACCT316 Finance 1	
MKTG405	Advanced Marketing Administration .....	4
Pre-req:	ACCT316 Finance 1	
GNED	3 General Education Electives .....	3
Pre-req:	HUMA024 Humanities	

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

## Regular Option

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

## Human Resource Management Option

BMGT204	Salary Compensation
HRMS205	Labour Relations
HRMS207	Human Resource Computer Applications
HRMS213	Labour Economics
SFTY901	Occupational Health and Safety
Pre-req:	For all of the above BMGT300 Human Resource Administration

## Marketing Administration Option

MKTG204	Retailing 1
Pre-req:	MKTG100 Marketing 1
MKTG300	Advertising 1
Pre-req:	MKTG100 Marketing 1
MKTG310	Marketing Research 1
Pre-req:	MKTG100 Marketing 1
MKTG445	Computer Applications in Marketing
Pre-req:	ISYS237 Business Systems Analysis
	Economics Elective
Pre-req:	ECON001 Microeconomics, ECON002 Macroeconomics

## Operations Management Option

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

## Small Business Management Option

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

## Information Systems Management Option

ISYS113	Fundamentals of Programming and Design
ISYS210	Introduction to Systems Analysis 1
ISYS211	Introduction to Systems Analysis 2
Pre-req:	ISYS210 Introduction to Systems Analysis 1
ISYS212	Structured Systems Analysis
Pre-req:	ISYS211 Introduction to Systems Analysis 2
ISYS213	Systems Structure and Management
ISYS224	Personal Computing Applications
Pre-req:	ISYS102 Introduction to Personal Computing

Note: Students of this option do not take ISYS237

## Electronic Commerce Option

### (NEW FOR FALL 1995)

Electronic Commerce technologies are beginning to cluster around distinctive industry sectors. Such applications as Electronic Data Interchange (EDI) and Bar Coding are being utilized by Manufacturing, Transportation and Distribution, Natural Resources, and the Wholesale and Retail Trade sectors. Information based organizations are utilizing such applications as Imaging Systems, Electronic Funds Transfer (EFT) and Electronic Information Services. In all sectors these applications are becoming an integral part of a firm's long term business strategy. This profile will provide the graduate with a background in a wide range of such applications and how they may be administered and integrated into both the current operations of a business and the on-going strategic planning of an organization, whether small, medium or large, so that it may effectively do business on the 'Electronic Highway'.

# Business Administration

## (Co-op Option)

Application Program Code 20091

Lakeshore Campus Only

Six semesters (2 Work Terms), beginning in September and February

### CO-OPERATIVE EDUCATION

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

### ADDITIONAL CO-OP INFORMATION

Co-op placement normally takes place May through August following semesters two and four. Each of the two co-op work placements is sixteen weeks in duration, and all co-op students are required to complete two academic semesters and a work term preparation course prior to placement. Where appropriate, students will be encouraged to initiate their own placements in areas related to their interests.

Minimum academic requirements are required for continuation in the co-op program and for co-op work placement. Mid-term grades may be used to determine eligibility to continue in the co-op program. Students who do not meet the minimum academic requirements will be transferred to the regular stream of the Business Administration Program until such time as they meet the minimum academic requirements of the Business Administration Co-op Program.

### ADMISSION REQUIREMENTS

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

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

### CAREER OPPORTUNITIES

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

## CURRICULUM

### Semester 1

	Credits
ACCT111 Introduction to Accounting 1 .....	4
MKTG100 Marketing 1 .....	3
ISYS102 Introduction to P.C. ....	3
BMAT110 Essentials of Business Mathematics .....	4
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

### Semester 2

	Credits
ACCT211 Introduction to Accounting 2 .....	4
Pre-Req: ACCT111 Introduction to Accounting 1 .....	4
MKTG200 Marketing 2 .....	4
Pre-Req: MKTG100 Marketing 1 .....	3
BMGT101 Human Resource Management .....	3
BMAT210 Financial Mathematics .....	4
Pre-Req: BMAT110 Essentials of Business Mathematics .....	4
ISYS103 Information Systems Concepts .....	3
Pre-Req: ISYS102 Introduction to P.C. ....	3
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200 .....	3
WORK101 Employment Preparation .....	2

### Work Term 1 – Summer

### Semester 3

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

### Semester 4

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

### Work Term 2 – Summer

### Semester 5

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

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

\* A minimum grade of 60% is required in all courses in order to graduate.

## Business Administration (Regular Option)

Application Program Code 02511

Lakeshore Campus\*

Six Semesters, beginning in September and February

### ADMISSION REQUIREMENTS

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

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

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

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

### CAREER OPPORTUNITIES

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

### CURRICULUM

#### Regular Profile

Semester 1	Credits
ACCT111 Introduction to Accounting 1 .....	4
MKTG100 Marketing 1 .....	3
ISYS102 Introduction to P.C. ....	3
BMAT110 Essentials of Business Mathematics .....	4
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

Semester 2	Credits
ACCT211 Introduction to Accounting 2 .....	4
Pre-Req: ACCT111 Introduction to Accounting 1	
MKTG200 Marketing 2 .....	3
Pre-Req: MKTG100 Marketing 1	
BMGT101 Human Resource Management .....	3
BMAT210 Financial Mathematics .....	4
Pre-Req: BMAT110 Essentials of Business Mathematics	
ISYS103 Information Systems Concepts .....	3
Pre-Req: ISYS102 Introduction to P.C.	
COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
GNEC General Education Elective #1 .....	3

Semester 3	Credits
ECON001 Microeconomics .....	3
BMGT201 Principles of Management .....	3
Pre-Req: BMGT101 Human Resource Management	
LAW511 Business Law .....	3
BSTA300 Business Statistics .....	4
Pre-Req: BMAT110 Essentials of Business Mathematics	
Business Elective #1 .....	4
GNEC General Education Elective #2 .....	3

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

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

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

# Business Administration

## - International Business

### A German Co-operative Education Program

Application Program Code 20071

North Campus

Six semesters, beginning in September

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

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

#### ADMISSION REQUIREMENTS

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

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

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

#### CURRICULUM

##### *In School Term*

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

##### *Work Term*

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

##### *In School Term*

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

##### *Work Term*

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

##### *In School Term*

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

##### *Work Term*

#### **July - December (6 months) German Experience**

##### *In School Term*

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

##### *Work Term*

<b>April - September (5 months)</b>		<b>Credits</b>
GERM700	German Language/Culture 7 .....	4
IBGR400	Work Placement .....	4

# Business Management

Application Program Code 02251

North Campus\*

Four semesters, beginning in September and January and May

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

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

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

## ADMISSION REQUIREMENTS

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

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

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

## CURRICULUM

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

Semester 2	Credits
ACCT106 Accounting Fundamentals .....	4
BMGT101 Human Resource Management .....	3
Pre-req: BMGT100 Introduction to Business	
ISYS103 Information Systems Concepts .....	3
ECON001 Microeconomics .....	4
LAWS111 Business Law .....	3
MKTG200 Marketing 2 .....	4
Pre-req: MKTG100 Marketing 1	
COMM300 Communications 300 .....	3
Pre-req: COMM200 Communications 200	

Semester 3	Credits
BMGT201 Principles of Management .....	3
Pre-req: BMGT101 Human Resource Management COMM200 Communications 200	
BMGT300 Human Resource Administration .....	3
Pre-req: BMGT201 Principles of Management, COMM300 Communications 300	
BMGT210 Business Communications .....	4
Pre-req: BMGT201 Principles of Management, ISYS102 Intro. to Personal Computing	
ECON001 Microeconomics .....	4
MOPS200 Manufacturing Operations .....	4
Pre-req: BMAT110 Essential of Business Math	
GNED General Education #1 .....	3
Business Elective #1 .....	4
Business Elective #2 .....	4

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

## Business Management Electives

ACCT206 Accounting Fundamentals 2
BMAT210 Financial Mathematics
BSTA300 Business Statistics
HRMS203 Interview Techniques
HRMS205 Labour Relations
HRMS403 Training and Development
ISYS237 Business Systems Analysis
MKTG200 Marketing 2
MKTG205 Retailing 1
MKTG310 Market Research
MOPS310 Production and Inventory Management
MOPS370 Fundamentals of Quality Management

# Business Management (Financial Services)

Application Program Code 20061

Lakeshore Campus

Four semesters, beginning in September and February

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

### SCHOLARSHIPS

There are three (3) scholarships of \$1000.00 each available to eligible students of the Business Management (Financial Services) Program.

The Institute of Canadian Bankers Toronto Regional Council has donated one (1) scholarship for students entering the first year of the program.

The Canadian Bankers Association has contributed two (2) scholarships for students entering the second year of the program.

For further information, please call the Awards Office at (416) 675-3111, ext. 4052.

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

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

## CURRICULUM

### Semester 1

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

### Semester 2

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

### Semester 3

	Credits
BMFS203 Introduction to Personal Finance .....	3
Pre-Req: BMAT110 Business Mathematics, BMFS303 Accounting – Financial Services	
BMFS301 Bank Systems & Practices .....	3
BMFS302 Canadian Financial System .....	2
Pre-Req: ECON110 Economics	
BMGT101 Human Resource Management .....	3
MKTG100 Marketing .....	3
GNED General Education .....	3

### Semester 4

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

# Business Management (Regular Option)

Application Program Code 02251  
Lakeshore Campus\*  
Four semesters, beginning in September and February

### ADMISSION REQUIREMENTS

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

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

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

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

### CAREER OPPORTUNITIES

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

### CURRICULUM

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

Semester 4	Credits
BMGT301 Organizational Management .....	3
Pre-req: BMGT201 Principles of Management	
MOPS200 Manufacturing Operations .....	4
Pre-req: BMAT110 Essentials of Business Mathematics	
ISYS224 Personal Computing Applications .....	3
Pre-req: ISYS103 Information Systems Concepts	
GNED General Education Elective #2 .....	3
Business Elective #4 .....	4
Business Elective #5 .....	4

# Culinary Management

Application Program Code 01911  
North Campus  
Four semesters, beginning in September (Please enquire about modified scheduling)

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

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

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

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

### ADMISSION REQUIREMENTS

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

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

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

### ADDITIONAL INFORMATION

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

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

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

### INTERESTS AND SKILLS

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

### CAREER OPPORTUNITIES

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

### REQUIREMENTS FOR PROFESSIONAL RECOGNITION

- a) Upon completion of four semesters (two academic years) of the Chef/Culinary Management Diploma program you will have qualified for the in-college portion of the Ontario Provincial Apprenticeship program for cooks.
- b) Upon successful completion of the Chef/Culinary Management Diploma Program and two years of documented (or 4,000 industry hours), you will be qualified to write the Certificate of Qualification examinations set by the Ontario Ministry of Manpower for certification of Journeyman Cooks.

## CURRICULUM

	Credits
<b>Semester 1</b>	
CULN811 Food Service/Sanitation/Safety .....	1
CULN812 Contemporary Culinary Skills and Techniques Level 1 .....	6
CULN813 Contemporary Baking and Pastry Arts - Theory and Practical .....	6
CULN814 Culinary Knowledge Level 1 .....	2
CULN815 Applied Restaurant Production Management .....	2
CULN816 Product Knowledge Applications .....	2
CULN817 Evolution of Food .....	1
CULN818 Industry Seminar Series 1 .....	2
HOSP104 Hospitality Computer Applications .....	2
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3
MATH905 (If required)	
<b>Semester 2</b>	
CULN821 Industry Traineeship #1 - Hotel Kitchen Operations .....	4
CULN823 Profit Concepts .....	2
CULN824 Seminar Series 2 .....	2
CULN825 Contemporary Culinary Skills and Techniques Level 2 .....	4
CULN826 Culinary Knowledge Level 2 .....	2
CULN842 Nutritional Cuisine .....	3
GNED General Education .....	3
<b>Semester 3</b>	
CULN822 Leadership and Success .....	2
CULN831 Industry Traineeship #2 - Restaurant/Kitchen Operations .....	4
CULN832 Menu Planning and Design .....	2
CULN833 Catering and Banquet Production Management .....	2
CULN834 Catering and Banquet Cuisine Applications .....	5
GNED General Education .....	3
<b>Semester 4</b>	
CULN835 Institutional Food Service .....	3
CULN841 Industry Traineeship - Institutional/Catering Operations .....	4
CULN843 Cooking Technology .....	2
CULN844 Systems for Control .....	2
CULN845 Patisserie Production Management .....	5
COMM309 Communications Project for Hospitality .....	3

# Chemical Careers

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

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

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

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

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

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

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

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

# Chemical Engineering Technology

Application Program Code 03431

North Campus

Six semesters, beginning in September and February

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

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

## ADMISSION REQUIREMENTS

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

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

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

Semester 5 (24 hours/week)		Credits
CHEM501 Analytical Chemistry 2 .....		4
Pre-req: CHEM402 Lab Instrumentation, CHEM403 Lab Instrumentation Applications		
CHEM502 Analytical Chemistry 2 Lab .....		4
Co-req: CHEM501 Analytical Chemistry 2		
CHEM507 Microbial Genetics .....		4
Pre-req: CHEM305 Methods of Microbiology		
CHEM510 Biochemistry .....		4
Pre-req: CHEM303 Analytical Chemistry 1, CHEM304 Analytical Chemistry 1 Lab, CHEM401 Physical Chemistry		
CHEM513 Industrial Instrumentation .....		4
EMAN515 Fluid Mechanics and Heat Transfer .....		4
Pre-req: CHEM401 Physical Chemistry		

Semester 6 (22 hours/week)		Credits
CALC 102 Calculus .....		3
Pre-req: TMAT109 Mathematics 1		
CHEM601 Industrial Organic Chemistry .....		4
Pre-req: CHEM301 Organic Chemistry 2, CHEM302 Organic Chemistry 2 Lab		
CHEM602 Industrial Organic Chemistry Lab .....		4
Co-req: CHEM601 Industrial Organic Chemistry		
CHEM605 Chemical Separation Processes .....		4
Pre-req: CHEM401 Physical Chemistry		
CHEM608 Industrial Microbiology .....		4
Pre-req: CHEM402 Food and Pharmaceutical Microbiology		
CHEM615 Industrial Processes .....		3
Pre-req: CHEM104 Chemical Calculations		

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

# Chemical Laboratory Technician

Application Program Code 03411

North Campus

Four semesters, beginning in September and February

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

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

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

## ADMISSION REQUIREMENTS

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

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

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

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

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

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

# Child and Youth Worker

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Application Program Code 01041

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Lakeshore Campus

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Six semesters, beginning in September

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

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

You will work with teachers, social workers, psychologists, or psychiatrists as part of a clinical "team". You will often be responsible for implementing the treatment or service plan developed by the team. You may work with children and adolescents singly or in groups and they may be withdrawn, depressed, violent, manipulative, seductive, have been involved with the law, have learning difficulties or family conflicts.

The Child & Youth Worker Program also offers its senior students the option to participate in a travel/study project on the island of St. Vincent in the West Indies.

Learning about West Indian culture develops skills which are helpful in working with people from other cultures. This extra area of expertise can increase the employability of our graduates in the human services field.

## ADMISSION REQUIREMENTS

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

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

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

## ADDITIONAL REQUIREMENTS

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

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

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

A current first-aid certificate will be required prior to graduation. It is the student's responsibility to obtain this.

## CAREER OPPORTUNITIES

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

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

## ADDITIONAL COSTS

Travel costs to and from field placements are the student's responsibility. The optional St. Vincent work study project also entails additional costs. There may be optional additional training opportunities available in Project Dare. Crisis Intervention Training is required for graduation. Training sessions will be offered to students as part of the curriculum. Students choosing not to take advantage of this training will be required to take it at their own expense. The Crisis Intervention manual costs \$10.00.

Textbooks and supplies will average \$300 per year.

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## CURRICULUM

Semester 1 (21 hours/week)		Credits
CYW.100	Human Growth & Development 1 .....	3
CYW.101	Introduction to Psychology .....	4
CYW.102	Therapeutic Activities Programming 1 .....	2
CYW.103	Community Resources and Legislation .....	2
CYW.104	Introduction to Professional Skills .....	2
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
GNED	General Education .....	3
Semester 2 (25 hours/week)		Credits
CYW.200	Human Growth & Development 2 .....	3
CYW.202	Therapeutic Activities Programming 2 .....	2
CYW.204	Integrative Seminar 1 .....	2
CYW.205	Field Work 1 .....	12
COMM300	Communications 300 .....	3
GNED	General Education .....	3

<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
CYW.300	Abnormal Psychology of Childhood & Adolescence 1	3
CYW.301	Child & Youth Work Methodology 1	3
CYW.302	Interviewing & Counselling 1	2
CYW.304	Integrative Seminar 2	2
CYW.305	Field Work 2	12
CYW.306	Assessment and Recording	2
<b>Semester 4 (27 hours/week)</b>		<b>Credits</b>
CYW.400	Abnormal Psychology of Childhood & Adolescence 2	3
CYW.401	Child & Youth Work Methodology 2	3
CYW.402	Interviewing & Counselling Skills 2	2
CYW.403	Psychology of the Family	3
CYW.404	Integrative Seminar 3	2
CYW.405	Field Work 3	12
CYW.406	The Abused Person	2
<b>Semester 5 (27 hours/week)</b>		<b>Credits</b>
CYW.500	Family Intervention	3
CYW.501	Group Dynamics 1	2
CYW.502	Treatment Philosophies 1	2
CYW.504	Integrative Seminar 4	2
CYW.505	Field Work 4	16
CYW.506	Issues in Child and Youth Work	2
<b>Semester 6 (26 hours/week)</b>		<b>Credits</b>
CYW.503	Human Sexuality	3
CYW.601	Group Dynamics 2	2
CYW.602	Treatment Philosophies 2	2
CYW.604	Integrative Seminar 5	2
CYW.605	Field Work 5	16

# Civil Engineering Technician

Application Program Code 03361

North Campus

Four semesters, beginning in September

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

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

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

All Civil students will be initially enrolled as Civil Engineering Technician students. You will graduate as a Civil Engineer-

ing Technician after successful completion of two years of study. Qualified students may continue into the third year and may graduate in Civil Engineering Technology.

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

## ADMISSION REQUIREMENTS

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

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

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

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

## INTERESTS AND SKILLS

- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communications skills

## CAREER OPPORTUNITIES

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

## CURRICULUM

<b>Semester 1 (21 hours/week)</b>		<b>Credits</b>
CIVL101	Surveying 1	6
CIVL102	Civil CADD 1	3
CNST101	Computer Applications 1	2
TMAT102	Mathematics 1	4
COMM200	Communications 200	3
HUMA024	Humanities	3
<b>Semester 2 (27 hours/week)</b>		<b>Credits</b>
CIVL201	Surveying 2	6
Pre-req:	CIVL101 Surveying 1	
CIVL202	Civil CADD 2	3
Pre-req:	CIVL102 Civil CADD 1	
CIVL203	Statics	4
Pre-req:	TMAT102 Mathematics 1	
CIVL204	Structural Steel Drafting	4
TMAT206	Mathematics 2	4
Pre-Req:	TMAT102 Mathematics 1	

COMM300 Communications 300 .....	3
Pre-Req: COMM200 Communications 200	
GNED General Education .....	3

### Semester 3 (22 hours/week) Credits

CIVL302 Reinforced Concrete Detailing .....	3
CIVL311 Methods of Construction .....	3
CIVL312 Matrix Alg. and Stat. ....	3
Pre-req: TMAT206 Mathematics 2	
CIVL313 Material Testing .....	4
CIVL314 Surveying 3 .....	5
Pre-req: CIVL201 Survey 2	
CIVL315 Strength of Materials 1 .....	4
Pre-req: CIVL203 Statics	

### Semester 4 (23 hours/week) Credits

CIVL409 Strength of Materials 2 .....	4
Pre-req: CIVL315 Strength of Materials 1	
CIVL413 Traffic Engineering .....	3
CIVL414 Fluid Mechanics .....	4
Pre-req: CIVL203 Statics	
CIVL415 Soil Mechanics .....	4
CNST451 Estimating 1 .....	4
GNED General Education .....	3

## Civil Engineering Technology (Co-op)

Application Program Code 03361

North Campus

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

Please Note: Co-op students. The co-op terms begin in May after Semester 2 and after Semester 4).

### A) Regular Option

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

The field of Civil Engineering includes all of these and more. Many of the things that are necessary for modern public society are designed and built by civil engineers and you could be a part of that process by enrolling in the Civil Engineering Technologist (Co-op) diploma program.

The basic skills you will need to develop in order to participate in the civil engineering profession as a civil engineering technologist are developed in the first four semesters of the Civil Engineering Technician Program. Please see that program's listing for further details.

You will, however, go on to design foundations and retaining walls and to plan roads, expressways and highways. You will learn to estimate the costs involved in construction projects, and how to design municipal servicing systems. You will learn to perform more advanced computations related to the design of structures of all kinds.

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

### ADMISSION REQUIREMENTS

- successful completion of Humber's Civil Engineering Technician program, or equivalent. Specific minimum academic requirements governing admission to this Co-op Program are available upon request from the Registrar's Office.

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

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

### INTERESTS AND SKILLS

- strong technical interest in how buildings are constructed
- serious interest in producing detailed drawings
- an aptitude for mathematics
- good communications skills

### CAREER OPPORTUNITIES

The civil engineering profession is a diverse one and offers many varied opportunities for rewarding employment. As a graduate Technologist you will be working at a more advanced level than Civil Engineering Technicians and may work in an engineering office helping to produce construction documents, or with a contracting firm helping to control the actual construction of the building as a construction supervisor or project cost estimator. You may work with a contracting firm in quality control, quantity surveying, project inspection or job co-ordination; with a consulting engineering firm testing soils and foundations; or become a sales representative for a construction equipment manufacturer. You could become a building inspector, or a draftsman for a municipal water purification department.

### CURRICULUM

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

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

### Semester 5 (22 hours/week) Credits

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

### Semester 6 (24 hours/week) Credits

CIVL605 Technical Project .....	2
CIVL610 Structural Steel Design .....	4
Pre-Req: CIVL508 Structural Analysis	
CIVL613 Reinforced Concrete Design .....	4
Pre-Req: CIVL508 Structural Analysis	
CIVL616 Water Quality Management .....	5
Pre-req: CIVL515 Municipal Services	
CIVL615 Highway Technology .....	5
Pre-req: CIVL314 Surveying 3	

CNST651 Construction Administration 2 .....	4
Pre-req: CNST351 Specifications and Construction Administration 1	

## B) Environmental Technology (Co-op) Option

### Application Program Code 0336E

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

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

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

#### THE ENVIRONMENTAL OPTION OF THE CIVIL ENGINEERING PROGRAM AT HUMBER...

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

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

### CURRICULUM

Semester 1 (21 hours/week)		Credits
CIVL101	Surveying 1 .....	6
CIVL102	Civil CADD 1 .....	3
CNST101	Computer Applications .....	2
TMAT102	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
HUMA200	Humanities .....	3
Semester 2 (25 hours/week)		Credits
CHEM101	Chemistry 1 .....	5
ENVI206	Statistics and Data Handling .....	3
Pre-req:	CNST101 Computer Applications	
ENVI101	Ecology .....	4
ENVI203	Environmental Sampling Techniques .....	6

TMAT206	Mathematics 2 .....	4
Pre-req:	TMAT102 Mathematics 1	
COMM300	Communications 300 .....	3

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

CHEM225	Chemistry 2 .....	4
Pre-req:	CHEM101 Chemistry 1	
EMAN520	Energy Alternatives .....	3
CHEM312	Organic Chemistry .....	3
Pre-req:	CHEM101 Chemistry 1	
CHEM311	Environmental Biology .....	4
Pre-req:	CHEM101 Chemistry 1	
CIVL151	Introduction to GIS (Geographic Information Systems) .....	3
CIVL321	Physical Geology .....	3
GNED	General Education .....	3

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

CIVL415	Soil Mechanics .....	4
CHEM411	Environmental Chemistry .....	5
Pre-req:	CHEM225 Chemistry 2	
ENVI405	Hazardous Materials and Safety .....	3
ENVI420	Environmental Issues .....	3
CIVL421	GIS (Geographic Information Systems) .....	4
GNED	General Education .....	3

#### Semester 5 (22 hours/week) Credits

CHEM513	Industrial Instrumentation .....	4
ENVI603	Environmental Legislation and Assessment .....	4
ENVI502	Environmental Clean Up .....	4
ENVI506	Environmental Audit .....	3
ENVI521	Air Quality Management .....	5
MKTG100	Marketing .....	3

#### Semester 6 (23 hours/week) Credits

EMAN623	Economic Analysis .....	3
CIVL616	Water Quality Management .....	5
CIVL621	Solid Waste Management .....	4
ENVI505	Marine Studies .....	6
ENVI604	Research Project .....	2
ENVI605	Energy Management .....	4

## Communications Courses

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

Communications 100 and Communications 150 are special courses provided to students who have basic writing difficulties. Students who are required to complete these courses do not yet possess the writing skills necessary to handle college-level assignments. Classes are small and taught by instructors who have an interest in developmental writing.

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

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

## Computer Engineering Technology

Application Program Code 03501

North Campus

Six semesters, beginning in September

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

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

The first year of the program concentrates on giving you the basic programming and hardware skills that you will need later on in the program with such courses as PASCAL programming and DC Circuits.

The second year concentrates on building up the necessary software skills with such courses as C Programming, Programming Techniques in C, Software Project, PC Assembly Language, PC Operating Systems, and Systems Analysis. At the same time, courses such as PC Based Systems, Digital and Interfacing Circuits, and Peripherals not only continue the study of hardware begun in the first year, but also start to develop the integration of hardware skills with software techniques.

The third year concentrates on integrating the hardware and software skills that you have learned in earlier years with such courses as IBM, UNIX, VAX/VMS operating systems, Computer languages, Algorithm and Data Structure, Graphics, Computer Systems Project, and Real Time Systems. You are also introduced to the powerful C++ language and Object Oriented/Window programming techniques.

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

### ADMISSION REQUIREMENTS

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

- successful placement in or exemption from Mathematics 1 which is determined by a math assessment test

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

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

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

### CAREER OPPORTUNITIES

The graduate will work as a computer programmer or as a technical support specialist in the computer field. Employment opportunities exist in a wide range of business and industries that use microcomputers, mini-computer or mainframe computer systems. These businesses include automated warehousing, flexible manufacturing systems, telecommunications, local area networks and office automation.

### CURRICULUM

#### Semester 1 (22 hours/week) Credits

CENG101	Introduction to Pascal .....	4
ELIC101	DC Circuits .....	4
ELIC102	Logic 1 .....	4
TMAT104	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

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

CENG201	Problem Solving with Pascal .....	4
Pre-Req:	CENG101 Introduction to Pascal	
CENG202	Computer Application Packages .....	2
Pre-Req:	CENG101 Introduction to Pascal	
CENG203	Switching and Interfacing Circuits .....	4
Pre-Req:	ELIC101 DC Circuits	
PHYS105	Physics .....	4
TMAT203	Mathematics 2 .....	4
Pre-Req:	TMAT104 Math 1	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNED	General Education .....	3

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

CENG302	Systems Analysis .....	4
Pre-Req:	CENG201 Problem Solving with Pascal	
CENG303	Introduction to C Program .....	4
Pre-Req:	CENG201 Problem Solving with Pascal	
CENG306	Digital and Interfacing Circuits .....	4
Pre-Req:	CENG203 Switching and Interfacing Circuits	
CENG307	PC Assembly Language .....	4
Pre-Req:	CENG203 Switching and Interfacing Circuits, CENG201 Problem Solving with Pascal	
ELIC402	Telecommunication Systems .....	4
Pre-req:	CENG203 Switching and Interfacing Circuits	
GNED	General Education .....	3

Semester 4 (23 hours/week)		Credits
CALC103	Introductory Calculus (Electronics)	3
Pre-Req:	TMAT203 Mathematics 2	
CENG403	Real Time Systems 1	4
Pre-Req:	CENG307 PC Assembly Language, CENG306 Digital and Interfacing Circuits	
CENG404	Software Project	4
Pre-Req:	CENG303 Introduction to C Programming, CENG302 Systems Analysis	
CENG407	Programming Techniques In C	4
Pre-Req:	CENG303 Introduction to C Programming	
CENG408	PC Operating Systems	4
Pre-Req:	CENG307 PC Assembly Language, CENG306 Digital and Interfacing Circuits	
CENG409	Computer Peripherals	4
Pre-Req:	CENG307 PC Assembly Language, CENG306 Digital and Interfacing Circuits, ELIC402 Telecommunication Systems	
Semester 5 (23 hours/week)		Credits
CALC201	Applied Calculus	3
Pre-Req:	CALC103 Introduction to Calculus	
CENG501	Computers in Manufacturing	4
Pre-Req:	CENG306 Digital and Interfacing Circuits, CENG303 Intro. To C Programming	
CENG503	Algorithms and Data Structures	4
Pre-Req:	CENG407 Programming Techniques in C	
CENG504	Programming Languages	4
Pre-Req:	CENG407 Programming Techniques in C	
CENG508	The Unix Operating Systems	4
Pre-Req:	CENG303 Intro. To C Programming, CENG408 PC Operating Systems	
ELIC603	Data Communication Systems	4
Pre-Req:	ELIC402 Telecommunication Systems	
Semester 6 (23 hours/week)		Credits
CENG608	Graphic User Interface Programming	4
Pre-Req:	CENG503 Algorithms and Data Structures	
CENG607	Networking Technology	3
Pre-Req:	CENG508 Unix Operating Systems, ELIC603 Data Communications	
CENG603	VAX/VMS Systems	4
Pre-Req:	CENG508 Unix Operating Systems	
CENG604	Comp. Systems Project	4
Pre-Req:	CENG503 Algorithms and Data Structures, CENG501 Computers in Manufacturing, CENG508 Unix Operating Systems	
CENG605	Real Time Systems 2	4
Pre-Req:	CENG403 Real Time 1, CENG508 Unix Operating Systems, CENG409 Computer Peripherals	
CENG606	Computer Systems Architecture	4
Pre-Req:	CENG408 PC Operating Systems, CENG303 Introduction to C Programming	

# Computer Information Systems

Application Program Code 02341

North Campus

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

## ADMISSION REQUIREMENTS

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

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

## CAREER OPPORTUNITIES

Graduates of this program will be able to enter the demanding and highly dynamic area of information and telecommunications systems in a wide range of modern business environments. They will be able to progress in such careers as: computer operations, programming, systems analysis and design, telecommunications, or eventually into information system management.

## Regular Option

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

Each year of this program offers progressively more advanced level courses.

Included in the curriculum are courses on computer languages: Cobol and 'C' Language, personal computer applications, systems analysis and design, and advanced topics relating to data base, communications networks, systems audit and security, and systems structure and management.

## Co-op Format

Six semesters, plus two work terms

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

**CURRICULUM**

Semester 1 and 2		Credits
ACCT106	Accounting Fundamentals 1	4
BMAT110	Essentials of Business Mathematics	4
BMGT101	Human Resource Management	3
ECON001	Microeconomics	3
ISYS102	Introduction to Personal Computing	3
ISYS103	Information Systems Concepts	3
ISYS113	Fundamentals of Programming and Design (Program Specific Course)	6
LAWS111	Business Law	3
MKTG100	Marketing 1	3
HUMA024	Humanities	3
COMM200	Communications 200	3
COMM300	Communications 300	3
Pre-req:	COMM200 Communications 200	

**Note:** Upon completion of semesters 1 and 2 students will elect either the regular Computer Information Systems program or the Telecommunication option. Alternatively they may transfer to the second year of the Marketing, Business Administration, Accounting, or Business Management programs *with the addition of the program specific course(s) required for that program.*

Semester 3		Credits
ACCT206	Accounting Fundamentals 2	4
Pre-req:	ACCT106 Accounting Fundamentals 1	
BMGT201	Principles of Management	3
Pre-req:	BMGT101 Human Resource Management	
ISYS205	Cobol	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
ISYS210	Introduction to Systems Analysis 1	4
Pre-req:	ISYS103 Information Systems Concepts	
ISYS234	Spreadsheets	3
Pre-req:	ISYS102 Introduction to Personal Computing	
GNEB	General Education #1	3

Semester 4		Credits
BSTA300	Business Statistics	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
ISYS211	Introduction to Systems Analysis 2	4
Pre-req:	ISYS210 Introduction to Systems Analysis 1	
ISYS275	Relational Data Base	4
Pre-req:	ISYS205 Cobol	
ISYS231	PC DataBase	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
ISYS226	C Language	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
GNEB	General Education #2	3

Co-op Segment		Credits
ISYS200	Co-op Work Term (for students qualifying for and choosing the co-op format)	4

Semester 5		Credits
BMGT210	Business Communications	4
Pre-req:	BMGT201 Principles of Management	
ISYS212	Structured Systems Analysis	4
Pre-req:	ISYS211 Introduction to Systems Analysis 2	
ISYS213	Systems Structure and Management	4
Pre-req:	ISYS211 Introduction to Systems Analysis 2	
ISYS24B	Microcomputer Operating Systems	3
Pre-req:	ISYS103 Information Systems Concepts	
ISYS008	Advanced C Language	4
Pre-req:	ISYS226 C Language	

ISYS238	Network Design and Architecture	4
Pre-req:	ISYS103 Information Systems Concepts	

Co-op Segment		Credits
ISYS300	Co-op Work Term	4

Semester 6		Credits
ISYS268	Mainframe Operating Systems	3
Pre-req:	ISYS103 Information Systems Concepts, ISYS113 Fundamentals of Programming and Design	
ISYS207	Local Area Networks	4
Pre-req:	ISYS238 Network Design and Architecture	
ISYS217	System Audit, Control and Security	3
Co-req:	ISYS248 Microcomputer Operating Systems ISYS268 Mainframe Operating Systems	
ISYS204	Distributed Data Base	4
Pre-req:	ISYS275 Relational Data Base	
ISYS239	C I.C.S.	4
Pre-req:	ISYS205 Cobol	
GNEB	General Education #3	3

**Telecommunication Option****Application Program Code 02343**

This is a new, specialty profile of the Computer Information Systems (CIS) program. This profile is intended to give students basic knowledge of business and information technology with an emphasis on telecommunications.

The successful candidate will be the person who has attained good academic standing in first and second semesters of the CIS program. Candidates may also be interviewed.

Due to the leading-edge nature of this field, students must be highly motivated self-starters who enjoy keeping up with new developments in this exciting field.

**CURRICULUM****Telecommunication Profile**

Semester 3		Credits
ACCT206	Accounting Fundamentals 2	4
Pre-req:	ACCT106 Accounting Fundamentals 1	
BMGT201	Principles of Management	3
Pre-req:	BMGT101 Human Resource Management	
ISYS238	Network Design & Architecture	4
Pre-req:	ISYS103 Information Systems Concepts	
ISYS205	Cobol	4
Pre-req:	ISYS113 Fundamentals of Programming Design	
ISYS210	Introduction to Systems Analysis 1	4
Pre-req:	ISYS103 Information Systems Concepts	
GNEB	General Education #1	3

Semester 4		Credits
ISYS207	Local Area Networks	4
Pre-req:	ISYS238 Network Design and Architecture	
ISYS211	Systems Analysis 2	4
Pre-req:	ISYS210 Introduction to Systems Analysis 1	
ISYS224	Personal Computing Applications	4
Pre-req:	ISYS102 Introduction to Personal Computing	
ISYS226	C Language	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
ISYS248	Microcomputer Operating Systems	3
Pre-req:	ISYS102 Introduction to Personal Computing	

OATC200 Business Telecommunications 1 ..... 3  
 Pre-req: ISYS238 Network Design & Architecture

**Semester 5** **Credits**

BMGT210 Business Communications ..... 4

Pre-req: BMGT201 Principles of Management

ISYS213 Systems Structure and Management ..... 4

Pre-req: ISYS211 Systems Analysis 2

ISYS250 Digital Telephony ..... 3

Pre-req: ISYS238 Network Design and Architecture

ISYS268 Mainframe Operating Systems ..... 3

Pre-req: ISYS103 Information Systems Concepts  
 ISYS113 Fundamentals of Programming

ISYS272 Network Management ..... 4

Pre-req: ISYS238 Network Design and Architecture

GNEB General Education #2 ..... 3

**Semester 6** **Credits**

BSTA300 Business Statistics ..... 4

Pre-req: BMAT110 Essentials of Business Mathematics

ISYS217 Systems Audit, Control and Security ..... 3

Pre-req: ISYS103 Information Systems Concepts  
 ISYS248 Microcomputer Operating Systems  
 ISYS268 Mainframe Operating Systems

CENG620 Network Administration and Troubleshooting ..... 7

Pre-req: ISYS272 Network Management  
 ISYS248 Microcomputer Operating Systems,  
 ISYS268 Mainframe Operating Systems,  
 ISYS224 Personal Computing Applications

ISYS275 Relational Data Base ..... 4

Pre-req: ISYS205 Cobol

OATC300 Business Telecommunications 2 ..... 3

Pre-req: OATC200 Business Telecommunications 1

GNEB General Education Elective #3 ..... 3

# Computer Programming

Application Program Code 02361

# Computer Programming Co-op

Application Program Code 02301

## North Campus

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

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

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

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

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status (two years business, and/or university experience for the co-op option)
- transcript/resumé required with application
- grade 12 English (general level)
- grade 12 mathematics (preference will be given to Math MF14G)
- applicant may be required to attend at an assessment interview

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

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

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

### CAREER OPPORTUNITIES

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

### CURRICULUM

Semester 1		Credits
ACCT106	Accounting Fundamentals 1	4
BMAT110	Essentials of Business Mathematics	4
ISYS100	Introduction to Information Systems	4
ISYS113	Fundamentals of Programming and Design	6
COMM200	Communications 200	3
HUMA024	Humanities	3
Semester 2		Credits
ACCT206	Accounting Fundamentals 2	4
Pre-req:	ACCT106 Accounting Fundamentals 1	
BMGT101	Human Resource Management	3
ISYS205	Cobol	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
ISYS248	Microcomputer Operating Systems	3
Pre-req:	ISYS100 Introduction to Information Systems	
ISYS234	Spreadsheets	3
Pre-req:	ISYS100 Introduction to Information Systems	
ISYS231	PC DataBase	4
Pre-req:	ISYS113 Fundamentals of Programming and Design ISYS100 Introduction to Information Systems	
GNED	General Education #1	3
Co-op Segment		Credits
ISYS200	Co-op Work Term (for students qualifying for and choosing the co-op format)	4
Semester 3		Credits
ISYS210	Introduction to Systems Analysis 1	4
Pre-req:	ISYS100 Introduction to Information Systems	
ISYS275	Relational Data Base	4
Pre-req:	ISYS205 Cobol	
ISYS226	C Language	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
BSTA300	Business Statistics	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
COMM300	Communications 300	3
Pre-req:	COMM200 Communications 200	
GNED	General Education #2	3
Co-op Segment		Credits
ISYS300	Co-op Work Term	4
Semester 4		Credits
*ISYS268	Mainframe Operating Systems	3
Pre-req:	ISYS100 Intro. to Information Systems ISYS113 Fundamentals of Programming and Design	
ISYS008	Advanced C Language	4
Pre-req:	ISYS226 C Language	

ISYS238	Network Design and Architecture	4
Pre-req:	ISYS100 Intro. to Information Systems	
ISYS211	Introduction to Systems Analysis 2	4
Pre-req:	ISYS210 Introduction to Systems Analysis 1	
*ISYS217	System Audit, Control and Security	3
Pre-req:	ISYS100 Intro. to Information Systems ISYS248 Microcomputer Operating Systems ISYS268 Mainframe Operating Systems	
ISYS204	Distributed Data Base	4
Pre-req:	ISYS275 Relational Data Base	
ISYS239	C.I.C.S.	4
Pre-req:	ISYS205 Cobol	

\*These courses are co-requisites and must be taken at the same time.

## Creative Photography

Application Program Code 04801

North Campus

Four semesters, beginning in September

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

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

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

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

**ADDITIONAL COSTS**

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

**CURRICULUM**

<b>Semester 1 (22 hours/week)</b>		<b>Credits</b>
FOTO100	Basic Photo .....	3
FOTO101	Photo Design .....	2
FOTO102	Lighting 1 .....	3
FOTO103	Large Format Technique .....	3
FOTO104	Darkroom Techniques 1 .....	3
FOTO105	Photo Theory 1 .....	2
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
FOTO215	Portrait 1 .....	3
FOTO212	Computer Design .....	2
FOTO202	Lighting 2 .....	3
FOTO211	Studio .....	3
FOTO204	Darkroom Techniques 2 .....	3
FOTO205	Theory 2 .....	2
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNEC	General Education .....	3
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
Pre-Req:	Successful completion of first year.	
FOTO315	Portrait 2 .....	3
FOTO302	Commercial Lighting .....	3
FOTO311	Commercial Studio 1 .....	3
FOTO304	Darkroom Techniques 3 .....	3
FOTO305	Theory 3 .....	2
FOTO306	Colour Process .....	3
FOTO310	Digital Imaging 1 .....	3
MKTG935	Business Management .....	2
GNEC	General Education .....	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
FOTO400	Portrait 3 .....	3
FOTO413	Industrial Photography .....	3
FOTO402	Professional Studies .....	3
FOTO403	Commercial Studio 2 .....	3
FOTO405	Theory 4 .....	2
FOTO410	Digital Imaging 2 .....	4
MKTG936	Business for Photography 2 .....	2
GNEC	General Education .....	3

# Design Foundation

Application Program Code 09151

North Campus

Two semesters, beginning in September and January

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

The curriculum is designed to stimulate interest in the world of art and design and to provide the student with an opportunity to create a quantity of work from which to build a portfolio.

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

The functions of this program are:

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

**ADMISSION REQUIREMENTS**

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

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

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

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

**ADDITIONAL COSTS**

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

## CURRICULUM

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

# Developmental Services Worker

Application Program Code 01101

Lakeshore Campus

Four semesters, beginning in September

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

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

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

You may function as a team member working with individu-

als and families and other professionals, such as psychologists, teachers, social workers, doctors and nurses to plan and deliver services and supports.

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

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

The program may be completed on a full time or part time (day) basis. Part-time studies will be based on the availability of space. Persons entering the program with extensive relevant work experience may receive credit for their work following an evaluation of their experience.

### ADMISSION REQUIREMENTS

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

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

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

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

### ADDITIONAL REQUIREMENTS

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

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

### CAREER OPPORTUNITIES

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

**ADDITIONAL COSTS**

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

**CURRICULUM**

<b>Semester 1 (26 hours/week)</b>		<b>Credits</b>
DSW.101	Adaptive & Maladaptive Behaviour 1 .....	3
DSW.102	Introduction to Developmental Disabilities 1 .....	3
DSW.104	Community Orientation .....	3
DSW.105	Individual Program Planning .....	2
DSW.106	Instructional Strategies .....	3
DSW.107	Field Practice 1 .....	4
DSW.108	Human Growth & Development 1 .....	3
DSW.109	The Abused Person .....	2
COMM200	Communications 200 .....	3
<b>Semester 2 (25 hours/week)</b>		<b>Credits</b>
DSW.200	Field Practice 2 .....	4
DSW.201	Human Sexuality .....	2
DSW.202	Developing Interpersonal Skills .....	2
DSW.203	Human Growth & Development 2 .....	3
DSW.204	Introduction to Developmental Disabilities 2 .....	3
DSW.205	Adaptive & Maladaptive Behaviour 2 .....	3
DSW.206	Behaviour Management .....	2
DSW.207	Basic Pharmacology 1 .....	2
DSW.208	The Multihandicapped Person 1 .....	2
DSW.209	Computers in Human Services .....	2
<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
DSW.300	Field Practice 3 .....	4
DSW.301	Basic Pharmacology 2 .....	2
DSW.302	Community Living .....	3
DSW.303	Counselling Skills .....	3
DSW.304	Sign Language & Blissymbolics .....	2
DSW.305	Educational & Recreational Practices .....	2
DSW.306	The Multihandicapped Person 2 .....	2
HUMA024	Humanities .....	3
COMM300	Communications 300 .....	3
<b>Semester 4 (25 hours/week)</b>		<b>Credits</b>
DSW.400	Community Living Practicum .....	5
DSW.401	Developmental Education Practicum .....	5
DSW.402	Multihandicapped Practicum .....	5
DSW.403	Health Care Practicum .....	5
DSW.404	Employment Support Practicum .....	5

# Early Childhood Education

Application Program Code 07911

North Campus

Four semesters, beginning in September and February

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

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

During the first two semesters, students will have field placements with children in day care centres and nursery schools. At the end of these two semesters, students will choose one of two options: 1. regular, 2. special needs. In the third and fourth semesters, field placement will be either a specialized setting for preschool children, a junior or senior kindergarten and/or integrated day care for children with special needs.

This program has use of four integrated lab/demonstration facilities. In this way, the student is able to practise the theory learned in the classroom setting. The lab facilities include an activity centre, a day care with a kindergarten program and a work-related day care in a nearby shopping mall. Children range in age from birth to 7 years. This wide range of learning opportunity is unique to the community college system.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- written proof of experience with preschool children in a structured setting (day care, nursery school, parent co-op). Age range should be birth to 6 years. Experience does not include babysitting. The 40 hours minimum should be completed prior to May 1 and be recent in nature.
- pre-admission testing, questionnaire and attendance at an orientation session

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

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

## ADDITIONAL REQUIRED INFORMATION

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

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

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

In addition, employers who provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placement for students with a criminal record.

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

Due to the contact that Early Childhood Education students have with children who are under the care of Humber College, we reserve the right to conduct a criminal record check on all approved students who will be working with these children.

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

## INTERESTS AND SKILLS

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

## CAREER OPPORTUNITIES

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

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

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

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

## EXPECTED WORKLOAD

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

## ADDITIONAL COSTS

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

## CURRICULUM

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

<b>Semester 1 (22 hours/week)</b>		<b>Credits</b>
ECE 101	Teaching the Young Child 1 .....	4
ECE.102	Creative Activities Workshop 1 .....	3
ECE.103	Field Practice 1 .....	6
ECED101	The Child with Special Needs 1 .....	2
ECE.104	Psychology of Infancy & Early Childhood 1 .....	4
COMM200	Communications 200 .....	3

<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
ECE.201	Teaching the Young Child 2 .....	4
ECE.202	Creative Activities Workshop 2 .....	2
ECE.203	Field Practice 2 .....	6
ECE.205	Observing and Recording Children's Behaviour .....	2
ECE.207	Psychology of Infancy & Early Childhood 2 .....	3
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
HUMA024	Humanities .....	3

<b>Semester 3 (22 hours/week)</b>		<b>Credits</b>
ECE.311	Psychology of Later Childhood & Adolescence .....	2
ECE.303	Field Practice 3 .....	9
ECED207	The Child with Special Needs 2 .....	3
ECE.307	Individual Program Planning .....	2
ECE.312	Curriculum Planning For Infants, Toddlers, Kindergarten and After-School .....	3
GNED	General Education .....	3

<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
ECE.409	Administrative Procedures (E.C.E.) .....	3
ECE.403	Field Practice 4 .....	9
ECE.413	Focus On Families .....	4
ECE.414	Adapting Curriculum For Early Childhood Education .....	4
GNED	General Education .....	3

# Electrical Engineering Technician/Technology – Control Systems

Application Program Code 30111

North Campus

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

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

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

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

## ADMISSION REQUIREMENTS

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

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

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

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

Semester 1 (23 hours/week)		Credits
CPRO702	Introduction to Computing	4
ELIC101	DC Circuits	4
ELIC102	Logic 1	4
PHYS105	Physics	4
TMAT104	Mathematics 1	4
COMM200	Communications 200	3
Semester 2 (22 hours/week)		Credits
ELEC204	Measuring Instruments	4
ELIC203	CAD for Electronics	3
Pre-Req:	ELIC101 DC Circuits	
ELIC207	AC Circuits	4
Pre-Req:	TMAT104 Mathematics 1, ELIC101 DC Circuits	
ELIC208	Electronic Circuits 1	4
Pre-Req:	TMAT104 Mathematics 1, ELIC101 DC Circuits	
TMAT203	Mathematics 2	4
Pre-Req:	TMAT104 Mathematics 1	
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
Semester 3 (24 hours/week)		Credits
ELEC309	Electronic Sensors and Instruments	4
Pre-Req:	ELEC204 Measuring Instruments	
ELEC311	Canadian Electrical Code	2
ELEC312	DC Equipment and Control	4
Pre-req:	ELIC101 DC Circuits, TMAT203 Mathematics 2	
ELEC313	Graphics and Simulation for Control Systems	4
Pre-Req:	ELIC207 AC Circuits, ELIC208 Electronic Circuits 1	
ELEC409	Introduction to Programmable Logic Controllers	3
Pre-req:	ELIC102 Logic 1	
HUMA024	Humanities	3
GNEED	General Education	3
Semester 4 (25 hours/week)		Credits
CALC103	Introductory Calculus (Electronics)	3
Pre-Req:	TMAT203 Mathematics 2	
ELEC305	AC Equipment 1	4
Pre-Req:	ELEC312 DC Equipment and Control ELIC207 AC Circuits	
ELEC308	Introduction to Automatic Control	4
Pre-Req:	ELEC309 Electronic Sensors and Instruments	
ELEC407	Polyphase Circuits	4
Pre-Req:	ELEC312 DC Equipment and Control, ELIC207 AC Circuits	
ELEC502	Advanced Programmable Logic Controllers	3
Pre-Req:	ELEC409 Introduction to PLC's	
ELEC506	Industrial Electronics	4
Pre-Req:	ELIC208 Electronic Circuits 1, ELIC102 Logic 1, ELIC207 AC Circuits	
GNEED	General Education	3
Semester 5 (23 hours/week)		Credits
CALC201	Applied Calculus	3
Pre-Req:	CALC103 Introductory Calculus	
ELEC403	AC Equipment 2	3
Pre-Req:	ELEC305 AC Equipment 1	
ELEC408	Computer Process Controls	3
Pre-Req:	ELEC308 Introduction to Automatic Controls	
ELEC503	Control Design	3
Pre-Req:	ELIC203 Elec. CAD, ELEC308 Introduction to Automatic Controls, ELEC305 AC Equipment 1	
ELEC507	Power Electronics	4
Pre-Req:	ELEC506 Industrial Electronics	

ELEC508	Applied Graphics and Control	4
Pre-Req:	ELEC313 Graphics and Simulation for Control Systems	
MKTG415	Starting a New Business	4
<b>Semester 6 (21 hours/week)</b>		
ELEC404	Control Systems	4
Pre-Req:	ELEC308 Introduction to Automatic Controls, CALC201 Applied Calculus, ELEC403 AC Equipment 2	
ELEC405	Power Systems	4
Pre-Req:	ELEC407 Polyphase Circuits	
ELEC607	Control Applications Using PLC's	4
Pre-Req:	ELEC502 Advanced PLC, ELEC308 Introduction to Automatic Controls, ELEC508 Applied Graphics and Control	
ELIC606	Technical Project	2
Pre-Req:	ELEC503 Control Design, ELEC508 Applied Graphics and Control	
MKTG305	Professional Selling 1	4
TSTA103	Applied Statistics	3
Pre-Req:	TMAT203 Mathematics 2	

# Electro-mechanical Engineering Technician

Application Program Code 03251

North Campus

Four semesters, beginning in September

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

## ADMISSION REQUIREMENTS

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

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

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

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
MECH101	Technical Drawing	4
MECH103	Electro-mechanical Controls 1	4
MECH106	Workshop Practices	4
MECH204	Computer Applications	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	3

<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
EMEC302	Industrial Hydraulics	5
MECH201	Statics	4
MECH202	Material Sciences	4
TMAT204	Mathematics 2	4
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
HUMA024	Humanities	3

<b>Semester 3 (24 hours/week)</b>		<b>Credits</b>
ELIC102	Logic 1	4
EMEC401	Industrial Pneumatics	4
MECH301	Dynamics	4
MECH302	Electro-mechanical Controls 2	4
MECH304	Manufacturing Processes	4
MECH311	Mechanical Power Transmission	4

<b>Semester 4 (21 hours/week)</b>		<b>Credits</b>
EMEC402	Microprocessor Controls	3
MANF603	P.L.C. Applications	4
MECH203	CAD (Autocad) 101	4
MECH305	Robotics 1	4
GNEC	General Education	3
GNEC	General Education	3

## Electro-mechanical Engineering Technology

Application Program Code 03251

North Campus

Six semesters, beginning in September

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

### ADMISSION REQUIREMENTS

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

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

### CAREER OPPORTUNITIES

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

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

### CURRICULUM

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

Semester 5 (23 hours/week)		Credits
CALC103	Introductory Calculus (Electronics)	3
CHEM513	Industrial Instrumentation	4
EMEC504	Machine Design 1	4
EMEC505	Robotics 2	4
EMEC506	Fluid Power and Circuits	5
MECH501	Advanced Computer Applications	3
Semester 6 (23 hours/week)		Credits
EMEC602	Electro-mechanical Controls 3	4
EMEC603	Machine Design 2	4
EMEC606	Microcomputer Based Automation	4
MANF201	Numerical Control 1	4
MANF602	Advanced Manufacturing Systems	4
MECH604	Engineering Report	3

## Electronics Engineering Technician

Application Program Code 03531

North Campus

Four semesters, beginning in September and January

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

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

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

In this program you are required to purchase an electronics components kit containing a set of recommended parts and equipment.

### ADMISSION REQUIREMENTS

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

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

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

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

**CAREER OPPORTUNITIES**

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

**CURRICULUM**

Semester 1 (23 hours/week)		Credits
CPR0702	Introduction to Computing .....	4
ELIC101	DC Circuits .....	4
ELIC102	Logic 1 .....	4
PHYS105	Physics .....	4
TMAT104	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
Semester 2 (22 hours/week)		Credits
ELIC202	Logic 2 .....	4
Pre-Req:	ELIC102 Logic 1, ELIC101 DC Circuits	
ELIC203	CAD for Electronics .....	3
Pre-Req:	ELIC101 DC Circuits	
ELIC207	AC Circuits .....	4
Pre-Req:	ELIC101 DC Circuits, TMAT104 Mathematics 1	
ELIC208	Electronic Circuits 1 .....	4
Pre-Req:	ELIC101 DC Circuits, TMAT104 Mathematics 1	
TMAT203	Mathematics 2 .....	4
Pre-Req:	TMAT104 Mathematics 1	
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
Semester 3 (24 hours/week)		Credits
ELIC304	HF Circuits .....	4
Pre-Req:	ELIC208 Electronic Circuits 1, ELIC207 AC Circuits, TMAT203 Mathematics 2	
ELIC305	Microcomputer Systems 1 .....	4
Pre-Req:	ELIC102 Logic 1	
ELIC306	Electronic Production .....	2
Pre-Req:	ELIC203 Electronic CAD	
ELIC307	Electronic Circuits 2 .....	4
Pre-Req:	ELIC208 Electronic Circuits 1, TMAT203 Mathematics 2	
ELIC402	Telecommunication Systems .....	4
Pre-Req:	ELIC207 AC Circuits, ELIC202 Logic 2	
HUMA024	Humanities .....	3
GNED	General Education .....	3
Semester 4 (25 hours/week)		Credits
CALC103	Introductory Calculus (Electronics) .....	3
Pre-Req:	TMAT203 Mathematics 2	
ELEC409	Introduction to P.L.C. ....	3
Pre-Req:	ELIC102 Logic 1	
ELIC303	Motors and Controls .....	4
Pre-Req:	PHYS105 Physics, ELIC207 AC Circuits, ELIC208 Electronic Circuits 1, TMAT203 Mathematics 2	
ELIC403	Microcomputer Systems 2 .....	4
Pre-Req:	ELIC305 Micro 1	
ELIC405	Troubleshooting .....	4
Pre-Req:	ELIC305 Micro 1, ELIC307 Electronic Circuits 2, ELIC207 AC Circuits	
ELIC406	Electronic Circuits 3 .....	4
Pre-Req:	ELIC307 Electronic Circuits 2	
GNED	General Education .....	3

# Electronics Engineering Technology

## (Regular or Co-op Option)

Application Program Code 03531

North Campus

Six semesters, beginning in September and January

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

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

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

**ADMISSION REQUIREMENTS**

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

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

**CAREER OPPORTUNITIES**

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

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

**CURRICULUM**

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

Semester 5 (24 hours/week)		Credits
CALC201	Applied Calculus .....	3
Pre-Req:	CALC103 Introductory Calculus	
ELIC502	Opto Electronics .....	3
Pre-Req:	PHYS105 Physics, CALC103 Calculus	
ELIC504	Microcomputer Systems 3 .....	4
Pre-Req:	ELIC403 Micro 2	
ELIC505	Techniques of Design .....	3
Pre-Req:	ELIC406 Electronic Circuits 3, ELIC405 Troubleshooting	

ELIC507	Electronic Circuits 4 .....	4
Pre-Req:	ELIC406 Electronic Circuits 3, CALC103 Introductory Calculus	
ELIC603	Data Communications .....	4
Pre-Req:	ELIC402 Telecommunication Systems, ELIC403 Micro 2	
ELIC604	Applied Electromagnetics .....	3
Pre-Req:	PHYS105 Physics, ELIC402 Telecommunication Systems ELIC304 HF Circuits, CALC103 Introductory Calculus	

### Semester 6 (20 hours/week) Credits

ELIC508	Display Systems .....	4
Pre-Req:	ELIC405 Troubleshooting, ELIC406 Electronic Circuits 3	
ELIC602	Control Systems .....	4
Pre-Req:	CALC201 Applied Calculus, ELIC403 Microcomputer Systems 2	
ELIC605	Microwave Technique .....	3
Pre-Req:	PHYS105 Physics, ELIC402 Telecommunication Systems	
ELIC606	Technical Projects .....	2
Pre-Req:	ELIC505 Techniques of Design	
ELIC607	Electronic Circuits 5 .....	4
Pre-Req:	ELIC304 HF Circuits, CALC201 Applied Calculus, ELIC507 Electronic Circuits 4	
TSTA104	Applied Statistics .....	3
Pre-Req:	TMAT203 Mathematics 2	

## Entry Level Cook

Application Program Code 01921

North Campus

Two semesters, beginning in September

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

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

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

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

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

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- interview with Program Co-ordinator may be required for selection purposes

- grade 12 business and consumers mathematics (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit and grade 12 English (general level) are highly recommended and may be taken into account for selection purposes

- applicants with previous industry and/or related educational experience are eligible to apply for prior learning assessment exemptions

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

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

### ADDITIONAL INFORMATION

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

## CURRICULUM

Semester 1	Credits
CULN106 Nutrition/Hospitality Calculations .....	2
CULN811 Food Service/Sanitation/Safety .....	1
CULN812 Contemporary Culinary Skills and Techniques Level 1 .....	6
CULN813 Contemporary Baking and Pastry Arts .....	6
CULN814 Culinary Knowledge Level 1 .....	2
CULN815 Applied Restaurant Production Management .....	2
CULN816 Product Knowledge Applications .....	2
CULN817 Evolution of Food .....	1
CULN818 Industry Seminar Series #1 .....	2
Semester 2	Credits
CULN407 Culinary Skills Internship (Humber Room) .....	6
CULN823 Profit Concepts .....	2
CULN824 Seminar Series #2 .....	2
CULN825 Contemporary Skills and Techniques Level 2 .....	4
CULN826 Culinary Knowledge Level 2 .....	2
CULN842 Nutritional Cuisine .....	2

# Environmental Systems Engineering Technology – Energy Management

Application Program Code 03271

North Campus

Six semesters, beginning in September

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

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

## ADMISSION REQUIREMENTS

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

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

## CAREER OPPORTUNITIES

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

## CURRICULUM

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

Semester 5 (23 hours/week)	Credits
EMAN502 Energy Management 2 .....	5
Pre-req: HVAC405 Energy Management 1	
EMAN504 Alternative Energies .....	4
EMAN513 Advanced Building Systems .....	6
EMAN514 Industrial Instrumentation .....	4
EMAN515 Fluid Mechanics and Heat Transfer .....	4
Semester 6 (23 hours/week)	Credits
CNST451 Estimating 1 .....	4
EMAN601 Energy Management 3 .....	4
Pre-req: EMAN502 Energy Management 2	
EMAN602 Illumination Engineering .....	4
EMAN613 Engineering Economic Analysis .....	3
EMAN614 Technical Report .....	1
EMAN615 Energy Management Control .....	4
EMAN616 Commercial Equipment Design .....	3

# Fashion Arts

Application Program Code 10011

North Campus

Four semesters, beginning in September

Profiles offered in second year:

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

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

Ideal candidates should possess a keen interest in fashion or cosmetics, have an outgoing personality as well as good communications skills. Students wishing to pursue a modelling career should be aware that the industry has certain minimum physical requirements.

## THE PROGRAM

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

In the second year, employment placement in specific courses like Wholesale Showroom Management, and in general courses as required for graduation, ensure a high placement of students in progressive positions.

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

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

## ADMISSION REQUIREMENTS

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

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

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

**CAREER OPPORTUNITIES**

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

**SALARY AND SUCCESS**

Starting salaries vary with employment opportunities.

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

Opportunities are unlimited for those who strive to succeed.

**CURRICULUM**

*Year 1*

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
FASH100	Cosmetic, Beauty and Health Theory 1 .....	3
FASH101	Cosmetic Applications 1 .....	3
FASH103	The Fashion Industry .....	3
FASH104	Fashion Co-ordination .....	3
FASH105	Fashion and Cosmetic Industry Orientation 1 .....	3
FASH10B	Personal Presentation 1 .....	2
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

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

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

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

*Year 2 Cosmetic Management 1*

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

*Cosmetic Management 2*

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

*Year 2 Fashion Management 1*

<b>Semester 3 (23 hours/week)</b>		<b>Credits</b>
FASH321	Fashion Management .....	3
FASH322	Marketing Research 2 .....	2
FASH323	Employment Placement 1 .....	3
FASH324	Wholesale Management .....	2
FASH325	Fashion Show Production .....	2
FASH326	Advanced Promotion and Styling .....	2
FASH327	Forecasting 1 .....	2
FASH328	Fashion Merchandising 1 .....	2
FASH329	Apparel Production .....	2
GNEB	General Education .....	3

*Fashion Management 2*

<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
FASH421	Fashion Management 2 .....	3
FASH422	Entrepreneurship .....	2
FASH423	Employment Placement 2 .....	3
FASH424	Fashion Buying .....	3
FASH425	Industry Practice .....	2
FASH426	Advanced Promotion and Styling 2 .....	2
FASH427	Forecasting 2 .....	2
FASH408	Fashion Merchandising 2 .....	3
GNEB	General Education .....	3

*Year 2 Promotions and Special Events Management*

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

*Promotions and Special Events Management*

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

# Film and Television Production

Application Program Code 04831

North Campus

Six semesters, beginning in September

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

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an information session (an alternative may be arranged for out-of-town students)
- evaluation of letters of recommendation, questionnaires and resume
- successful completion of an English assessment
- in cases of oversubscription, preference may be given to applicants with credits in English writing or English media courses.

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

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

## CAREER OPPORTUNITIES

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

## ADDITIONAL COSTS

\$1,000 the first year, \$1,000 the second and \$1,200 in the third.

## EQUIPMENT COSTS

35mm camera - approximately \$350.00

Light Meter - approximately \$100.00

## CURRICULUM

Semester 1		Credits
FMTV100	Script Writing 1	2
FMTV105	Intro. to TV Production	3
FMTV106	Light and Image 1	3
FMTV107	Frame by Frame 1	2
FMTV108	Technology and Change 1	2
FMTV109	Word Pro and Desktop	2
FMTV110	Sound Theory and Practice 1	2
COMM200	Communications 200	3
HUMA024	Humanities	3
Semester 2		Credits
FMTV201	Script Writing 2	2
FMTV204	T.V. Studio Production	3
FMTV206	Light and Image 2	3
FMTV207	Frame by Frame 2	2
FMTV208	Technology and Change 2	2
FMTV209	Word Pro and Desktop 2	2
FMTV210	Sound Theory and Practice 2	2
COMM300	Communications 300	3
GNED	General Education	3
Semester 3		Credits
FMTV300	Production Management 1	2
FMTV301	Film/TV Direction 1	2
FMTV303	Traditional and Computer Animation 1	2
FMTV304	16mm Cinematography 1	2
FMTV305	Script Writing 3	2
FMTV306	16mm Post Production Techniques 1	2
FMTV307	Film Workshop 1	2
FMTV308	Colour T.V. Production 1	3
FMTV310	EFP Television Workshop 1	2
FMTV311	Sound Recording Workshop 1	2
GNED	General Education	3
Semester 4		Credits
FMTV400	Colour T.V. Production 2	4
FMTV401	EFP Television Workshop 2	2
FMTV402	Production Management 2	2
FMTV403	Film/TV Direction 2	2
FMTV405	16mm Post Production Techniques 2	2
FMTV406	Traditional and Computer Animation 2	2
FMTV407	16MM Cinematography 2	2
FMTV408	Script Writing 4	2
FMTV409	Film Workshop 2	2
FMTV411	Sound Recording Workshop 2	2
FMTV412	Location and Storyboard Skills	3
Semester 5		Credits
FMTV501	Production Co-ordination	4
FMTV502	Video Production Workshop 1	6
FMTV503	Production Management 3*	2
FMTV504	Film and T.V. Camera 1*	2
FMTV505	Directing 3*	2
FMTV506	Sound Recording and Mixing 1*	2
FMTV507	Post Production 3*	2
FMTV508	Animation 3*	2
FMTV509	Script Writing 5*	2

FMTV510	Small Business Management 1 .....	2
FMTV511	Computer Multimedia .....	2
GNED	General Education .....	3
<b>Semester 6</b>		<b>Credits</b>
FMTV602	Video Production Workshop 2 .....	6
FMTV606	Sound Recording and Mixing 2 .....	2
FMTV607	Post Production 4 .....	2
FMTV611	Post Production Techniques .....	2
FMTV612	Animation 4 .....	2
FMTV613	Production Coordination 2 .....	2
FMTV615	Film/TV Field Work .....	6

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

## Food and Beverage Service

Application Program Code 01771

North Campus

Two semesters, beginning in September and January

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

### ADMISSION REQUIREMENTS

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

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

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

### ADDITIONAL INFORMATION

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

## CURRICULUM

### Semester 1

	Credits
CULN112 Food Production Management (Theory and Practical) .....	7
HOSP101 Hospitality Sanitation and Safety .....	2
HOSP104 Hospitality Computers .....	2
HOSP118 Understanding the Business .....	2
HOSP119 Hospitality Success Skills (Humber Room) .....	1
HOTL107 Bar Skills .....	2
HOTL120 Introduction to Food and Beverage Service Applications .....	2
COMM100 Communications 100 .....	3

### Semester 2

	Credits
HOSP100 Hospitality Alliance Food and Beverage Traineeship .....	4
HOTL125 Restaurant Operations .....	4
HOTL212 Catering and Convention Management .....	4

## Funeral Service Education

Application Program Code 07321

North Campus

Four semesters, beginning in September

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

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

### ADMISSION REQUIREMENTS

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

- copy of valid Class G Driver's Licence (Previous licence suspension may restrict employment)

**Please Note:** Observation or work experience may be done prior to application (but must be completed) within 3 weeks of receipt of the questionnaire.

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

Assessment will be at specified times only.

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

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

### ADDITIONAL INFORMATION REQUIRED

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

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

### CRITERIA FOR RE-ADMISSION

Due to the heavy oversubscription for this unique program, students are only allowed two attempts at each semester. Should applicants wish to further pursue this program, they are subject to the following re-admission criteria.

- Meet 4 of the following 5 conditions:
  - Provide evidence of continued interest and experience in the field.
  - Provide evidence of continuing education (upgrading or general).
  - Provide evidence of continuing education (professional eg. attendance at professional meetings and conferences).
  - Demonstrate an awareness of current issues in the field.
  - Provide prescribed letters of recommendation from 3 professionals, one of whom is not a funeral director.
- Attend interviews as required (minimum of 1).
- Successfully complete the regular program pre-admission testing and procedures.
- Student must maintain satisfactory academic progress.

### CAREER OPPORTUNITIES

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

## CURRICULUM

Semester 1 (24 hours/week)		Credits
BIOS101	Human Anatomy and Physiology, Intro.....	4
FSER101	Embalming Lab 1 .....	3
FSER102	Embalming Theory 1 .....	4
LANG101	Writing Skills for Health Sciences .....	3
BIOS102	Microbiology .....	1
HLTH103	Moral and Ethical Issues in Health .....	2
FSER103	Orientation to Funeral Service 1 .....	4
HUMA024	Humanities .....	3

Semester 2 (25 hours/week)		Credits
FSER201	Embalming Lab 2 .....	3
Pre-Req:	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.	
FSER202	Embalming Theory 2 .....	4
Pre-Req:	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.	
FSER203	Orientation to Funeral Service 2 .....	4
Pre-Req:	FSER103 Orientation to Funeral Service 1	
BIOS201	Pathology .....	3
Pre-Req:	BIOS101 Human Anatomy and Physiology, Intro.	
PSYC104	Psychology of Grief .....	4
Pre-Req:	FSER103 Orientation to Funeral Service 1	
FSER205	Restorative Art .....	3
Pre-Req:	FSER102 Embalming Theory 1, FSER101 Embalming Lab 1	
MKTG930	Small Business Management .....	4

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

Semester 3		Credits
FSER301	Theoretical Applications 1 (Correspondence Course) .....	4

Semester 4		Credits
FSER401	Theoretical Applications 2 (Correspondence Course) .....	4
Pre-Req:	FSER301 Theoretical Applications 1 (Correspondence Course)	

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

# General Arts and Science

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

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

A section of Pre-Health will be offered at Keele Campus to accommodate those applicants who require additional preparatory work in English, math, and science.

## ADMISSION REQUIREMENTS

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

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

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

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

Please Note: Students who do not achieve college level scores on the Humber College Placement Tests (CPT'S) will be required to take a series of developmental courses to improve their skills in reading and writing.

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

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

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

## PROGRAM DESCRIPTION

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

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

## CURRICULUM

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

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

## PROGRAM LENGTH

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

## APPLICATION PROCEDURES

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

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

## English For Academic Purposes (ESL)

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Application Program Code 09251

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North Campus

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

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

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

## ADMISSION REQUIREMENTS

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

- those with Tests of English as a Foreign Language (TOEFL) between 480 and 550 or equivalent will be accepted into this program.

- all applicants must provide the Ontario Secondary School Graduation Diploma (OSSD) which is the diploma awarded after at least twelve years of primary and secondary school study, or its equivalent.

The following international certificates are also acceptable for admission:

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

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

## The General College Profile

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Application Program Code 09181

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North and Lakeshore Campuses

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Beginning in September and January

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

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or a mature student assessment
- successful completion of a reading and writing assessment

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

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

## The Pre-Health Profile

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Application Program Code 09131

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North and Keele Dale Campus

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Beginning in September

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

All applicants to the Pre-Health program are required to take computerized tests in English composition, reading comprehension and basic math. Applicants whose test results indicate need for intensive developmental work will be referred to the program at Keele Dale Campus.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student assessment
- successful completion of a reading and writing assessment test (Applicants may be referred to the Pre-Health program at Keele Dale Campus depending on the results of the assessment tests.)
- applicants to other Health Sciences programs who are academically ineligible for their program of choice may be referred to the General Arts and Science (Pre-Health) program in order to prepare them for subsequent application

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

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

## The Pre-Music Profile

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Lakeshore Campus

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Beginning in September

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

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

## The Pre-Technology Profile

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Application Program Code 09211

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North Campus

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Two academic semesters, beginning in September

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

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

### ADMISSION REQUIREMENTS

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

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

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

### LENGTH OF PROGRAM

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

### APPLICATION PROCEDURE

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

## The Pre-University Profile

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Application Program Code 09191

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North Campus

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Beginning in September and January

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

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or a mature student assessment
- Successful completion of a reading and writing assessment

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

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

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

## General Education

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

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

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

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

# Health Care Aide

Application Program Code 07341

North Campus

Sixteen weeks, beginning in September and February

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

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

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

## ADMISSION REQUIREMENTS

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

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

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

## ADDITIONAL REQUIREMENTS

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

## CURRICULUM

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

# Hotel and Restaurant Management

Application Program Code 01551

North Campus

Four semesters, beginning in September, January and May

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

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

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

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

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

## ADMISSION REQUIREMENTS

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

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

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

## ADDITIONAL INFORMATION

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

- computer/keyboarding skills are bonus skills that will be directly applicable to the program
- credit in secondary school food service courses would give you excellent preparation for these programs
- accounting: preparation in a secondary school accounting course would be beneficial. Exemption credit is available if you have credit in an O.A.C. accounting course.

- extra preparation in English courses (Grade 12 advanced or O.A.C.) will be beneficial to you when writing the English Placement test and you may earn a Communications exemption.

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

### INTERESTS AND SKILLS

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

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

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

### CAREER OPPORTUNITIES

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

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

### ADDITIONAL COSTS

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

Text books (per semester)	\$250.00
Kitchen uniform*	\$85.00
Humber Room Uniform*	\$95.00
Kitchen tools*	\$85.00
Total	\$505.00

\*One time cost

### CURRICULUM

Semester 1	Credits
CULN112 Food Production Management Operation .....	6
HOSP101 Hospitality Sanitation and Safety .....	2
HOSP104 Hospitality Computers .....	2
HOSP118 Understanding the Business .....	2
HOSP119 Hospitality Success Skills .....	1
HOTL107 Bar Service .....	2
HOTL120 Introduction to Food and Beverage Application .....	2
HOTL234 Intro. to Financial Planning for Hospitality .....	3
COMM200 Communications 200 .....	3
MATH904 Math Upgrading (if required)	
Semester 2	Credits
HOSP100 Hospitality Alliance Food and Beverage Traineeship .....	4
HOTL117 Housekeeping Operations .....	2
HOTL119 Front Office Operations .....	3
HOTL135 Planning For Profit .....	3
HOTL235 Financial Planning for Hospitality .....	3
HUMA024 Humanities .....	3

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### Semester 3

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

### Semester 4

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

## Industrial Design

Application Program Code 04741

North Campus

Six semesters, beginning in September

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

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

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

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

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview at which time you must present a portfolio made up of 12 samples. Include sketches, photographs of your hobbies, craft work, art work, school projects, etc. Assessment will be based on the applicant's interests, aptitude and potential in the field of Industrial Design.

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

**Please Note:** In the case of an over-subscription to a program, the college reserves the right to use an applicant's grade point average or to use individual course grades to determine which

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

### PROGRAM ARTICULATION AGREEMENT

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

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

### INTERESTS AND SKILLS

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

### CAREER OPPORTUNITIES

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

A few years after you graduate, you will probably work as a product designer for a manufacturer or in a consulting design office. You may design products such as home appliances, sporting goods, hardware, electronic equipment or furniture. You may also be employed in 3-dimensional computer design.

### EXPECTED WORKLOAD

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

### ADDITIONAL COSTS

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

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

## CURRICULUM

Semester 1 (22 hours/week)	Credits
INDU100 Industrial Design 1	4
INDU101 Technical Communications 1	3
INDU102 Design Presentations 1 (Draw Fund)	4
INDU103 Elements of Design	3
INDU104 Modelmaking 1	3
INDU105 History of Art	2
COMM200 Communications 200	3

### Semester 2 (24 hours/week)

	Credits
INDU200 Industrial Design 2	4
Pre-Req: INDU100 Industrial Design 1	
INDU101 Technical Communications 1	
INDU102 Design Presentations 1	
INDU103 Elements of Design	
INDU104 Modelmaking 1	
INDU201 Technical Communications 2	3
Pre-Req: INDU102 Technical Communications 1	
INDU202 Design Presentations 2	3
Pre-Req: INDU102 Design Presentations 1	
INDU103 Elements of Design	
INDU203 Design Applications	3
INDU204 Art History 2	2
INDU205 Modelmaking 2	3
Pre-Req: INDU104 Modelmaking 1	
COMM300 Communications 300	3
Pre-Req: COMM200 Communications 200	
HUMA024 Humanities	3

### Semester 3 (23 hours/week)

	Credits
INDU300 Industrial Design 3	5
Pre-Req: INDU200 Industrial Design 2	
INDU201 Technical Communications 2	
INDU202 Design Presentations 2	
INDU205 Modelmaking 2	
INDU301 Design Presentations 3	3
Pre-Req: INDU202 Design Presentations 2	
INDU302 Material and Processes 1	4
INDU303 Design Futures	3
INDU304 Design Graphics	3
INDU305 History of Industrial Design	3
INDU307 Computers and Design 1	2

### Semester 4 (24 hours/week)

	Credits
INDU400 Industrial Design 4	6
Pre-Req: INDU300 Industrial Design 3	
INDU301 Design Presentations 3	
INDU302 Materials and Processes 1	
INDU303 Design Futures	
INDU304 Design Graphics	
INDU305 History of Industrial Design	
INDU401 Design Presentations 4	4
Pre-Req: INDU301 Design Presentations 3	
INDU304 Design Graphics	
INDU402 Material and Processes 2	4
INDU404 Systems Development 1	3
Pre-Req: INDU300 Industrial Design 3	
INDU303 Design Futures	
INDU504 Ergonomics	2
INDU507 Computers and Design 2	2
GNEB General Education	3

### Semester 5 (21 hours/week)

	Credits
INDU500 Industrial Design 5	6
Pre-Req: INDU400 Industrial Design 4	
INDU402 Materials and Processes 2	
INDU504 Ergonomics	
INDU507 Computers and Design 2	
INDU501 Materials and Processes 3	3
Pre-Req: INDU302 Materials and Processes 1	
INDU402 Materials and Processes 2	
INDU502 Systems Development 2	3
Pre-Req: INDU404 Systems Development 1	

INDU508	Thesis 1 .....	4
Pre-Req:	INDU400 Industrial Design 4 INDU401 Design Presentations 4 INDU402 Materials and Processes 3 INDU404 Systems Development 2 INDU504 Ergonomics INDU507 Computers and Design 2	
INDU506	Computers and Design 3 .....	2
Pre-Req:	INDU507 Computers and Design 2	
GNED	General Education .....	3

**Semester 6 (21 hours/week)****Credits**

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

**Note:** Generally speaking students will not be advanced to a higher level semester until successfully completing all the courses of the previous semester. It should be noted that students must complete all courses in order to graduate.

# Interior Design

Application Program Code 04731

North Campus

Six semesters, beginning in September

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

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

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview at which time you must present a portfolio and undergo a studio skills test. The studio test will consist of still life drawing and a short essay. The portfolio could be comprised of freehand black and white drawings,

coloured work, drafting, planning, sculpture, photography, and work related to Interior Design.

- approved applicants may be recommended to upgrade drawing or drafting skills before the commencement of 1st semester
- recommend secondary school studies in drawing and drafting

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

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

**CAREER OPPORTUNITIES**

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

**ADDITIONAL COSTS**

Approximately \$1300.00 per academic year for equipment/books.

**CURRICULUM****Semester 1 (24 hours/week)****Credits**

INTR100	Interior Design 1 .....	5
INTR101	Drafting and Detailing 1 .....	5
INTR102	Art History 1 .....	2
INTR103	Freehand Drawing 1 .....	3
INTR104	Design Theory 1 .....	2
INTR105	Colour Theory .....	2
INTR106	Interior Basics .....	2
COMM200	Communications 200 .....	3

**Semester 2 (26 hours/week)****Credits**

INTR200	Interior Design 2 .....	8
Pre-Req:	INTR100 Interior Design 1, INTR104 Design Theory 1, INTR105 Colour Theory, INTR106 Interior Basics, INTR101 Drafting and Detailing 1	
INTR201	Drafting and Detailing 2 .....	5
Pre-Req:	INTR101 Drafting and Detailing 1	
INTR202	Art History 2 .....	2
Pre-Req:	INTR102 Art History 1	
INTR203	Freehand Drawing 2 .....	3
Pre-Req:	INTR103 Freehand Drawing 1	
INTR205	Perspective and Rendering 1 .....	3
Pre-Req:	INTR101 Drafting and Detailing 1	
INTR206	Materials 1 .....	2
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	

**Semester 3 (24 hours/week)****Credits**

INTR300	Interior Design 3 .....	8
Pre-Req:	INTR200 Interior Design 2, INTR201 Drafting and Detailing 2	
INTR301	Drafting and Detailing 3 .....	3
Pre-Req:	INTR201 Drafting and Detailing 2	
INTR302	Art History 3 .....	2
Pre-Req:	INTR202 Art History 2	
INTR303	Graphics .....	2
INTR304	Lighting (Bi-weekly) .....	1
INTR305	Perspective and Rendering 2 .....	3
Pre-Req:	INTR205 Perspective and Rendering 1	

INTR306	Materials 2	2
Pre-Req:	INTR206 Materials 1	
HUMA024	Humanities	3

#### Semester 4 (23 hours/week) Credits

INTR400	Interior Design 4	8
Pre-Req:	INTR300 Interior Design 3, INTR301 Drafting and Detailing 3	
INTR401	Drafting and Detailing 4	2
Pre-Req:	INTR301 Drafting and Detailing 3	
INTR402	Art History 4	2
Pre-Req:	INTR302 Art History 3	
INTR404	Lighting 2 (Bi-weekly)	1
Pre-Req:	INTR304 Lighting 2	
INTR405	Perspective and Rendering 3	3
Pre-Req:	INTR305 Perspective and Rendering 2	
INTR406	Materials 3	2
Pre-Req:	INTR306 Materials 2	
INTR407	Computer Aided Design 1	3
INTR408	Textiles	2

#### Semester 5 (22 hours/week) Credits

INTR500	Interior Design 5	8
Pre-Req:	INTR400 Interior Design 4, INTR401 Drafting and Detailing 4	
INTR501	Drafting and Detailing 5	3
Pre-Req:	INTR401 Drafting and Detailing 4	
INTR502	Mechanical Systems	2
INTR504	Design Theory 2	2
Pre-Req:	INTR104 Design Theory 1, INTR106 Interior Basics	
INTR505	Perspective and Rendering 4	2
Pre-Req:	INTR405 Perspective and Rendering 3	
INTR507	Computer Aided Design 2	2
Pre-Req:	INTR407 Computer Aided Design 1	
GNED	General Education	3

#### Semester 6 (22 hours/week)\* Credits

INTR600	Interior Design 6	8
Pre-Req:	INTR500 Interior Design 5, INTR501 Drafting and Detailing 5	
INTR601	Drafting and Detailing 6	3
Pre-Req:	INTR501 Drafting and Detailing 5	
INTR603	Environmental Studies	2
Pre-Req:	INTR500 Interior Design 5	
INTR605	Perspective and Rendering 5	2
Pre-Req:	INTR505 Perspective and Rendering 4	
INTR607	Computer Aided Design 3	2
Pre-Req:	INTR503 Computer Aided Design 2	
INTR608	Professional Practice	2
GNED	General Education	3

\*Includes 3-week internship of in-office practice.

## Journalism – Print and Broadcast

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Application Program Code 04751

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North Campus

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Six semesters, beginning in September

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

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

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

In the third year of the program, students specialize in one of three pathways: newspaper, magazine, or broadcasting (radio and television).

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

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

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

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
ECON101	Economics for Journalism .....	3
FOTO110	Basic Black and White Photography .....	3
JRNL100	Fundamentals of Reporting .....	6
JRNL101	Media and Society .....	2
POLS100	Political Science 1 for Journalism .....	3
PSYC001	Psychology – An Introduction .....	3
COMM201	Communications 201 .....	3
<b>Semester 2 (26 hours/week)</b>		<b>Credits</b>
JRNL201	Radio News 1 .....	2
JRNL202	T.V. News 1 .....	3
JRNL205	Newspaper Reporting 1/Copy Editing Workshop .....	6
Pre-Req:	JRNL100 Fundamentals of Reporting	
JRNL206	Interviewing/Copy Editing Skills .....	3
JRNL207	Contemporary Word Events .....	2
COMM301	Communications 301 .....	3
Pre-Req:	COMM201 Communications 201	
GNED	General Education .....	3
HUMA024	Humanities .....	3
<b>Semester 3 (25 hours/week)</b>		<b>Credits</b>
JRNL300	Newspaper Layout and Design .....	2
JRNL301	Beat Reporting .....	2
Pre-Req:	JRNL203 Newspaper Reporting 1	
JRNL302	Magazine Writing 1 .....	2
Pre-Req:	JRNL101 Media and Society	
JRNL304	T.V. News 2 .....	3
Pre-Req:	JRNL202 T.V. News 1	
JRNL305	Radio News and Voice Training .....	2
Pre-req:	JRNL201 Radio News 1	
JRNL306	Newspaper Reporting 2 .....	3
Pre-Req:	JRNL203 Newspaper Reporting 1	
FOTO210	News Photography .....	2
Pre-Req:	JRNL200 Basic Black and White Photography	
SOCI102	Sociology for Journalism .....	3
GNED	General Education .....	3
<b>Semester 4 (22 hours/week)</b>		<b>Credits</b>
JRNL400	Magazine Editing and Production .....	3
Pre-req:	JRNL302 Magazine Writing 1	
JRNL401	Critique 1 .....	1
JRNL402	Radio News 3 .....	2
Pre-Req:	Radio News 2 and Voice Training	
JRNL403	TV News 3 .....	3
Pre-Req:	JRNL304 T.V. News 2	
JRNL404	Newspaper Reporting 3 .....	3
Pre-Req:	JRNL306 Newspaper Reporting 2	
JRNL405	Videography .....	3
Pre-Req:	JRNL304 T.V. News 2	
JRNL412	Desktop Publishing for Journalism .....	2
JRNL407	Opinion Writing .....	2
GNED	General Education .....	3

**Pathways Newspaper Journalism**

<b>Semester 5 (13 hours/week + 16 ILP)</b>		<b>Credits</b>
JRNL501	Press Time 1 .....	8
Pre-Req:	JRNL404 Newspaper Reporting 3	
JRNL502	Critique 2 .....	1
Pre-Req:	JRNL401 Critique 1	
JRNL601	Careers in Journalism .....	2
JRNL504	Print Internship 1 .....	6
JRNL511	Media Law .....	2

<b>Semester 6 (8 hours/week + 16 ILP)</b>		<b>Credits</b>
JRNL503	Print Management .....	2
JRNL600	Press Time 2 .....	6
Pre-Req:	JRNL501 Press Time 1	
JRNL602	Print Internship 2 .....	6
Pre-Req:	JRNL504 Print Internship 1	

**Magazines**

<b>Semester 5 (10 hours/week + 16 ILP)</b>		<b>Credits</b>
JRNL504	Print Internship 1 .....	6
JRNL505	Logo 1 .....	5
Pre-Req:	Magazine Writing 2	
JRNL511	Media Law .....	2
JRNL601	Careers in Journalism .....	2

<b>Semester 6 (6 hours/week + 16 ILP)</b>		<b>Credits</b>
JRNL503	Print Management .....	2
JRNL602	Print Internship 2 .....	6
Pre-Req:	JRNL504 Print Internship 1	
JRNL604	Logo 2 .....	5
Pre-Req:	JRNL505 Logo 1	

**Broadcast Journalism**

<b>Semester 5 (15 hours/week + 16 ILP)</b>		<b>Credits</b>
JRNL601	Careers in Journalism .....	2
JRNL514	Advanced TV News .....	4
	Or	
JRNL515	Advanced Radio News .....	3
Pre-Req:	JRNL402 Radio News 3	
JRNL509	Broadcast Internship .....	6
Pre-Req:	Completion of all subjects in Semesters 1 – 4	
JRNL511	Media Law .....	2
JRNL512	Radio Production .....	2

<b>Semester 6 (9 hours/week + 16 ILP)</b>		<b>Credits</b>
JRNL507	Newsroom Management .....	2
JRNL605	Broadcast Internship 2 .....	6
Pre-Req:	JRNL509 Broadcast Internship	
JRNL512	Radio Production .....	2
JRNL514	Advanced TV News .....	4
	Or	
JRNL515	Advanced Radio News .....	3

**Please Note:** Students who study Advanced TV News in the Fall semester will study Advanced Radio News and Radio Production in the Winter semester and vice-versa.

# Landscape Technician/ Technologist

Application Program Code 01521

North Campus

Four semesters for technician training, plus two more for technologist training, beginning in September

This program provides students with a thorough knowledge of landscape design and development, site construction, general horticulture and related technologies, as well as grounds maintenance. In-class studies during the academic year, combined with approved industry experience give students the opportunity to become competent in a wide range of landscape and horticultural skills.

Students successfully completing the first year will select a major area of study in their second year in either Landscape Horticulture or Urban Forestry/Arboriculture.

The third year of the program focuses on further training in design, and project/business management practices, relative to industry needs.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level), and grade 10 math (general level) are recommended
- attendance at an interview session where applicants will be required to successfully complete a communications and mathematics assessment and a questionnaire to determine their interests and knowledge of careers available in the landscape industry
- applicants are encouraged to obtain related work experience prior to the commencement of the program. This may be accomplished by working for a municipality, landscaping company, nursery or garden centre in your community.

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

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

## ADDITIONAL INFORMATION

All students entering (or currently enrolled in) this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in this program increase the risk of a tetanus infection, if appropriate preventative measures are not taken.

## CAREER OPPORTUNITIES

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

## ADDITIONAL COSTS

Students are required to purchase their own textbooks and supply their own construction safety boots, hard hat, safety glasses, gloves, etc. Students should also budget approximately \$500.00 per academic year for field trips, conferences, textbooks and supplies.

A current listing of additional program costs can be obtained from the Program Co-ordinator.

## CURRICULUM

Semester 1 (22 hours/week)		Credits
LAND100	Landscape Drawing .....	3
LAND103	Applied Botany .....	3
LAND105	Landscape Surveying and Job Layout .....	4
LAND106	Horticultural Skills .....	2
LAND108	Applied Soils .....	2
LAND109	Plant Materials 1 .....	3
SCIE101	Computer and Society/Landscape .....	2
COMM200	Communications 200 .....	3

Semester 2 (22 hours/week)		Credits
LAND200	Landscape Materials and Techniques .....	3
LAND205	Landscape Lecture Series .....	2
LAND206	Co-op Placement 1 (Spring/Summer) .....	4*
LAND209	Pests, Diseases and Plant Protection .....	4
LAND210	Plant Materials 2 .....	3
LAND314	Landscape Equipment Maintenance .....	2
COMM300	Communications 300 .....	3
HLTH104	CPR Basic Life Support .....	1
HLTH107	First Aid .....	1
HUMA024	Humanities .....	3

\* **Note:** Not included in instructional hours/week; each student is required to complete a minimum of a three month industry placement with an approved employer between the second and third semesters. Completion of a Field Placement Logbook is mandatory.

## Arboriculture Major

Semester 3 (20 hours/week)		Credits
LAND306	Arboriculture 1 .....	3
LAND308	Pests of Woody Plants .....	3
LAND315	Arboriculture Field Instruction 1 .....	6
LAND508	Safety Legislation, Procedures and Practices .....	2
TREE300	Tree Identification 1 .....	3
GNEC	General Education .....	3

## Landscape Horticulture Major

Semester 3 (25 hours/week)		Credits
LAND301	Landscape Design 1 .....	3
LAND304	Landscape Field Instruction 1 .....	4
LAND306	Arboriculture 1 .....	3
LAND316	Turf Management .....	2
LAND317	Site Construction 1 .....	3
LAND318	Plant Production .....	4
LAND319	Plant Materials 3 .....	3
GNEC	General Education .....	3

**Arboriculture Major**

<b>Semester 4 (20 hours/week)</b>		<b>Credits</b>
LAND405	Arboriculture 2 .....	3
LAND417	Arboriculture Field Instruction 2 .....	6
LAND422	Woody Plant Assessment .....	2
TREE408	Tree Identification 2 .....	3
TREE409	Forestry Equipment .....	3
GNEC	General Education .....	3

**Landscape Horticulture Major**

<b>Semester 4 (21 hours/week)</b>		<b>Credits</b>
LAND400	Site Construction 2 .....	3
LAND405	Arboriculture 2 .....	3
LAND410	Landscape Field Instruction 2 .....	4
LAND418	Nurseries and Garden Centres .....	2
LAND420	Landscape Design 2 .....	3
LAND421	Plant Materials 4 .....	3
GNEC	General Education .....	3

**Semester 5 (17 hours/week)**

<b>Semester 5 (17 hours/week)</b>		<b>Credits</b>
LAND309	Irrigation Systems .....	2
LAND500	Project Design and Presentation .....	4
LAND506	Co-op Placement 2 .....	4*
LAND507	Field Evaluation .....	4
LAND508	Safety Legislation, Procedures and Practices .....	2
LAND509	Plant Utilization 1 .....	3
LAND510	Landscape Estimating 1 .....	2

\* **Note:** Not included in instructional hours/week; students are expected to complete a minimum of a five month industry placement with an approved employer, between the 4th and 5th semesters. Completion of a Field Placement Logbook is mandatory.

**Semester 6 (25 hours/week)**

<b>Semester 6 (25 hours/week)</b>		<b>Credits</b>
LAND609	Plant Utilization 2 .....	3
LAND610	Landscape Estimating 2 .....	2
LAND611	Landscape Details and Working Drawings .....	3
LAND612	CAD (Computer Aided Design) in the Landscape Industry ...	4
LAND613	Municipal Parks .....	2
HRMS105	Supervision and Management .....	4
MKTG910	Small Business Management for Landscape .....	4
GNEC	General Education .....	3

## Language and Mathematics Centres

Liberal Arts and Sciences has established facilities at two campuses to help students who are weak in the basic English skills.

**LAKESHORE CAMPUS**

The Lakeshore Campus Communications Lab offers assistance to post-secondary and Academic Upgrading students needing extra help in English. A Math Centre is also available.

**NORTH CAMPUS**

The North Campus has two facilities to help students who are weak in the basic skills of English and Math.

The Writing Centre provides assistance to students needing extra help in English. They may drop in any time for specific help on a problem or they may come on a regular basis to work on a program we will design to meet their individual needs.

The Math Development Centre offers assistance to students whose pretests have shown their skills to be weak.

## Law and Security Administration

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Application Program Code 01241

Lakeshore Campus

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Four semesters, beginning in September

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This two year program is designed to prepare you for a front-line career in the criminal justice system. Courses include public and private policing, security, customs, immigration, corrections, forensics, computer applications, and applied psychology. In addition, you will study the Canadian legal system, trial procedures, and criminal and deviant behaviour. This program emphasizes the humanistic and preventative side of law enforcement and security administration.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English at or above the general level
- attendance at an orientation session at which time career opportunities, employment facts, and the philosophy of the program will be explained
- completion of a questionnaire and English testing during the orientation session (the results may be used for selection purposes)

Upon acceptance into this program, students will be required to complete on their own accord a basic standardized first-aid certificate (St. John Ambulance First-aid Certificate is recommended) and a cardiopulmonary resuscitation course (Basic CPR is recommended). These courses should be completed prior to the commencement of classes, and must be completed prior to field placement.

**Please Note:** Some law enforcement agencies require minimum height, weight, age, and vision standards. Further, mental and physical health, and good moral character and habits may be required. Employers who provide field placement opportunities for students may require students to undergo a police record check for criminal offences, and mandatory bonding is a requirement for some sectors of the law and security field. It is important for potential students to understand that the requirements noted above are beyond the control of Humber College and may prevent students from completing the full program, including the field placement portion, and/or securing employment. Applicants are advised to check the requirements for specific positions in which they are interested before enrolling in this program.

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

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

**ADDITIONAL REQUIREMENTS**

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

**CAREER OPPORTUNITIES**

There are a wide variety of career options available to graduates of the LASA program. Examples include police officer, private security officer or investigator, customs officer, immigration officer, correctional officer, and loss prevention or plant protection officer. A variety of civilian positions in the criminal justice system, such as police dispatcher, police station duty operator, and court security officer, may also be of interest to LASA graduates. Previous graduates have been recruited by the RCMP, Metropolitan Toronto Police, Peel Regional Police, Canada Customs, Immigration Canada, Ministry of Correctional Services, and a host of private security firms including, Burns, Intercon, and Wackenhut of Canada. As noted earlier, some of these positions may be subject to height, weight, age, vision, character, criminal record, bonding and citizenship requirements.

**CURRICULUM**

<b>Semester 1 (21 hours/week)</b>		<b>Credits</b>
LASA102	Philosophy of Law Enforcement .....	4
LASA110	Crime and Deviance .....	4
LASA111	Law and Society .....	4
LASA114	Information Management in Law Enforcement .....	3
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
<b>Semester 2 (22 hours/week)</b>		<b>Credits</b>
LASA210	Private Policing in Society .....	4
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	4
LASA214	Criminal Law .....	4
Pre-Req:	LASA111 Law and Society .....	4
LASA217	Customs Practices .....	4
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	3
LASA316	Perspectives on Social Justice .....	3
Pre-Req:	LASA110 Crime and Deviance .....	

PSYC001	Psychology .....	3
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200 .....	

<b>Semester 3 (21 hours/week)</b>		<b>Credits</b>
LASA213	Forensics .....	4
Pre-Req:	LASA110 Crime and Deviance .....	
LASA308	Investigative Techniques .....	3
Pre-Req:	LASA114 Information Management in Law Enforcement .....	
LASA314	Perspectives on Immigration .....	4
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	
LASA413	Public Policing in Society .....	4
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	
LASA418	Theories/Methods of Corrections .....	3
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	
GNED	General Education .....	3

<b>Semester 4 (20 hours/week)</b>		<b>Credits</b>
LASA301	Field Practice .....	4
Pre-Req:	All first year courses .....	
LASA313	Youth and Justice .....	4
Pre-Req:	LASA110 Crime and Deviance .....	
LASA315	Human Relations in Law Enforcement .....	3
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	
LASA407	Psychology in Law Enforcement .....	4
Pre-Req:	LASA102 Philosophy of Law Enforcement .....	
LASA416	Criminal Justice Systems .....	3
Pre-Req:	LASA214 Criminal Law .....	
GNED	General Education .....	3

A minimum of 80 hours of Field Practice is required for all students. Students bear the responsibility for securing appropriate field placement in the Law and Security Administration Program. However, in order to expedite field placement for the large number of students enrolled in this program, initial assistance is provided for eligible students wishing to apply for placement with specific organizations. The college reserves the right to modify, change the sequence or otherwise alter these courses.

## Liberal Arts and Sciences

The Liberal Arts and Sciences Division provides courses to students in all post-secondary programs at Humber. These courses are in three areas:

- Communications
- General Education
- Vocational Support (Psychology and Sociology for Nurses, Economics for Business, etc.)

The Division also offers the General Arts and Science program. This program is aimed at students who would like to continue with a general education while considering career alternatives or who require some additional preparation to qualify for the career program they are interested in. General Arts and Science also offers a university preparation program.

The Liberal Arts and Sciences Division also offers pre-college programs including Futures, Academic Prep, Ontario Basic Skills and a range of English As A Second Language programs.

A post-diploma program in Teaching English As A Second Language is also offered.

# Legal Assistant

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Application Program Code 02031

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North Campus

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Four semesters, beginning in September

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The graduate of this program will have been trained for an entry level position in an organization requiring knowledge of the legal subjects covered by the program's curriculum. In addition, the curriculum will focus on a generic set of skills aimed at both increasing and promoting the employability of our students as identified by our advisory committee and field placement employers.

## ADMISSION REQUIREMENTS

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

Please Note: In the case of oversubscription, preference will be given to students who have strong English skills, both written and verbal.

- grade 12 mathematics (this is a recommended course)

Please Note: In the case of oversubscription, preference will be given to students who have grade 12 mathematics or the equivalent.

- successful completion of a computerized reading, comprehension and writing assessment
- it is recommended that all applicants to the program have keyboarding experience.

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

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

## CAREER OPPORTUNITIES

Graduates are usually employed by organizations such as law firms, government departments and agencies, crown corporations, insurance companies, financial institutions and development companies. Certain aspects of employment are performed under the guidance and supervision of lawyers while some graduates have become independent para-legals after first being employed for a period of time and gaining on-the-job experience.

## CURRICULUM

**Please Note:** The curriculum as stated hereunder is presently under review and may be changed. The College disclaims any liability that may be occasioned to any student or graduate as a result of the review and consequent change in curriculum.

### Semester 1

	Credits
LAWS111 Business Law .....	3
LAWS104 Criminal Law Procedures .....	4
BMGT201 Principles of Management .....	3
ISYS102 Intro. to Personal Computing .....	3
OAGN152 Keyboarding and WP Applications .....	3
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

### Semester 2

	Credits
LAWS201 Commercial Law .....	4
Pre-req: LAWS111 Business Law	
LAWS103 Civil Procedures .....	4
ACCT105 Law Office Accounting .....	4
LAWS204 Real Estate I .....	4
Pre-req: LAWS111 Business Law	
COMM300 Communications 300 .....	3
Pre-req: COMM200 Communications 200	
GNED General Education Elective #1 .....	3

### Semester 3

	Credits
BMGT015 Job Search .....	1
LAWS203 Title Searching .....	4
Pre-req: LAWS111 Business Law	
ISYS240 Law Office Computer Applications .....	3
Pre-req: ISYS102 Introduction to Personal Computing	
LAWS205 Family Law .....	4
Pre-req: LAWS111 Business Law	
LAWS206 General Insurance Law .....	4
Pre-req: LAWS111 Business Law	
LAWS307 Office Procedures and Research .....	4
Pre-req: LAWS111 Business Law	
GNED General Education Elective #2 .....	3

### Semester 4

	Credits
LAWS304 Real Estate 2 .....	4
Pre-req: LAWS204 Real Estate 1	
LAWS305 Wills and Intestate Succession .....	4
Pre-req: LAWS111 Business Law	
LAWS308 Advocating Individual and Community Rights .....	4
Pre-req: LAWS111 Business Law, LAWS103 Civil Procedure	
GNED General Education Elective #3 .....	3
LAWS401 Field Practice: 1 day per week in a practical work setting, off-campus .....	4
Pre-req: All Semester 1, 2, and 3 subjects, a minimum speed of 40 words per minute on a word processor is required	

# Marketing

Application Program Code 02411

North Campus

Four semesters, beginning in September and February

The aim of this two year diploma program is to introduce students to the broad scope of marketing in today's consumer and industrial market. Emphasis is placed on the analysis of new product decisions, distribution, promotion, and pricing strategies and their administration in practice.

The program offers several specialization options through the choice of marketing electives. Initially, semesters one and two familiarize students with the basic state of the art. Semesters three and four offer the choice of a specific career option in the general marketing and merchandising areas. A common core of required business courses has been introduced in the marketing and management areas to make program transfer easier.

## ADMISSION REQUIREMENTS

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

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

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

## CAREER OPPORTUNITIES

This program generally leads to retail and wholesale sales and general administrative marketing positions. Other entry jobs may include customer service, distribution or management trainee.

## CURRICULUM

### General Marketing Option

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

Semester 1 and 2	Credits
BMGT100 Introduction to Business	3
MKTG100 Marketing 1	3
BMAT110 Essentials of Business Mathematics	4
ISYS102 Introduction to Personal Computing	3
COMM200 Communications 200	3
HUMA024 Humanities	3
LAWS111 Business Law	3
ACCT106 Accounting Fundamentals 1	4
ISYS103 Information Systems Concepts	3
Pre-req: ISYS102 Introduction to P.C.	
BMGT201 Principles of Management	3
Pre-req: BMGT100 Introduction to Business, COMM200 Communications 200	
COMM300 Communications 300	3
Pre-req: COMM200 Communications 200	

MKTG200 Marketing 2 (Program Specific Course)	4
Pre-req: MKTG100 Marketing 1	

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

### Semester 3

Credits

MKTG300 Advertising 1	4
Pre-req: MKTG100 Marketing 1	
MKTG305 Professional Selling 1	4
Pre-req: MKTG100 Marketing 1	
MKTG310 Marketing Research 1	4
Pre-req: MKTG200 Marketing 2	
BMGT300 Human Resource Administration	3
Pre-req: BMGT201 Principles of Management, COMM300 Communications 300	
ECON001 Microeconomics	3
MKTG205 Retailing 1	4
Pre-req: MKTG100 Marketing 1	

### Semester 4

Credits

MKTG400 Marketing Administration	4
Pre-req: MKTG310 Marketing Research, BMAT110 Essentials of Business Mathematics, ACCT106 Accounting Fundamentals 1	
BMGT301 Organizational Management	3
Pre-req: BMGT300 Human Resource Administration, COMM300 Communications 300	
3 Marketing Electives (see below)	12
GNED General Education #1	3
GNED General Education #2	3

### Marketing Elective courses

#### Semester 4

Credits

MKTG316 Logistics	4
Pre-req: MKTG100 Marketing 1	
MKTG410 Sales Promotion/Direct Marketing	4
Pre-req: MKTG100 Marketing 1	
MKTG415 Starting a New Business	4
Pre-req: MKTG200 Marketing 2	
MKTG416 Small Business Management	4
MKTG420 Advertising 2	4
Pre-req: MKTG300 Advertising 1	
MKTG435 Professional Selling 2	4
Pre-req: MKTG305 Professional Selling 1	
MKTG455 Sales Management	4
MKTG460 Retailing 2	4
Pre-req: MKTG205 Retailing 1	
MKTG470 International Marketing	4
Pre-req: MKTG200 Marketing 2	
MKTG475 Industrial Marketing	4
Pre-req: MKTG200 Marketing 2	

## Mechanical Engineering

When we talk about technological advancements, we think of changes in terms of the ways they will affect our everyday lives. Specifically, changes in automation will ultimately result in improved working conditions, through the introduction of robots and computers specializing in design, planning and production.

Artificial intelligence and computer-aided geometric design will guide us in the design of automobiles, agricultural and industrial machinery. Computers will manage production, energy and the environment, and will also make other robots and other computers.

The Mechanical Technology Department will train you on industrial equipment for planning, programming and operating. You will work in our Computer Integrated Manufacturing facility, with its automatically guided vehicle, robots and computer controlled machinery. You will study a flexible manufacturing system, one of the first in any North American college. You will use the latest computer-aided design and manufacturing (CAD-CAM) software.

In its organization, the department of Mechanical Technology reflects industry.

To enable the students to further explore their interests, all the Mechanical programs share a fully common first semester of foundation mechanical courses, and an almost identical second semester. This allows you to register in the Mechanical Technology program of your choice, knowing that you can transfer with no academic penalty in a different Mechanical program for your second semester. Our academic advisors will help you make the right decision before or after you apply, or any time during the first semester at Humber.

As you progress through the programs, you will gradually acquire theoretical and practical knowledge in one of three major areas described below.

The design field covers product design, and tool and die design, reflected by the following programs:

- Mechanical Engineering Technician – Design Drafting, and
- Mechanical Engineering Technician – Tool and Die Design.

These are both two-year programs, with an available third year for a Mechanical Engineering Technology diploma.

The manufacturing field is addressed by the following programs:

- Mechanical Engineering Technician – Numerical Control, a two-year program, with an available third year (a Mechanical Engineering Technology diploma), and the
- Plastics Engineering Technician, a new two-year diploma program, initiated by the Plastics Industry.

Electro-mechanical automation is reflected by the following programs:

- Electro-mechanical Engineering Technician program, a two-year diploma program, with a third year option as an Electro-mechanical Engineering Technologist.

All the Mechanical Engineering Technology programs are organized on the through-way model. The technician diploma is obtained following completion of the required credits for the first four semesters. The technologist diploma is obtained on completion of credits for semesters five and six, following the technician diploma and does not require a different stream of courses.

## Mechanical Engineering Technician – Design Drafting

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Application Program Code 03211

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North Campus

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Four semesters, beginning in September

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As a graduate of the Mechanical Engineering Technician – Design Drafting program, you will be prepared to apply design principles and practices to a variety of engineering and design problems.

This four semester diploma program encompasses the theory and skills to make engineering drawings using the latest in computer aided drafting (CAD) equipment in addition to traditional drafting methods. You will gain a thorough knowledge of materials and mechanical solutions for the design and manufacture of mechanical parts and assemblies.

### ADMISSION REQUIREMENTS

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

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

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

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

### CAREER OPPORTUNITIES

Graduates may expect to find employment in drafting and design, computer aided design drafting, estimating, and in technical sales.

**CURRICULUM****Semester 1 (23 hours/week) Credits**

MECH101	Technical Drawing	4
MECH103	Electro-mechanical Controls 1	4
MECH106	Workshop Practice	4
MECH204	Computer Applications	4
TMAT105	Mathematics 1	4
COMM200	Communications 200	3

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

MDES201	Mechanical Design Drafting 1	4
MECH201	Statics	4
MECH202	Material Science	4
MECH203	CAD (AUTOCAD) 101	4
TMAT204	Mathematics 2	4
COMM300	Communications 300	3

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

IENG403	Production and Inventory Control	4
MDES301	Mechanical Design Drafting 2	4
MECH301	Dynamics	4
MECH304	Manufacturing Processes	4
MECH311	Mechanical Power Transmission	4
HUMA024	Humanities	3

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

EMEC302	Industrial Hydraulics	5
MDES401	Mechanical Design Drafting 3	7
MECH401	Strength of Materials	4
GNEB	General Education	3
GNEB	General Education	3

Graduates of this Mechanical Engineering Technician – Design Drafting program may proceed to a Mechanical Engineering Technology Program taking the courses specified below.

**Semester 5 (24 hours/week) Credits**

CALC103	Introductory Calculus (Electronics)	3
EUC102	Logic 1	4
EMEC401	Industrial Pneumatics	4
EMEC504	Machine Design 1	4
EMEC506	Fluid Power Circuits	5
MECH408	CADKEY – Introduction	4

**Semester 6 (23 hours/week) Credits**

EMEC603	Machine Design 2	4
IENG502	Engineering Economic Analysis	4
MANF402	Manufacturing Process Planning 1	4
MANF603	P.L.C. Applications	4
MECH604	Engineering Report	3
MECH409	Advanced CADKEY	4

# Mechanical Engineering Technician

## – Numerical Control

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Application Program Code 03221

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North Campus

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Four semesters, beginning in September

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Computer Numerical Control (CNC) is the most modern way of controlling production machinery. In this diploma program you will learn to write and process programs from part drawings to punched tape, or DNC (direct numerical control) to guide the CNC equipment. You will learn to select the proper tooling and fixturing required for machining various parts. You will learn to prepare manual and computer assisted programs on the latest CAD/CAM systems for the most advanced computer numerical control machinery, including five axis machining centres, but you will also learn hands-on how to operate these machines for program debugging and parts machining. This program will also introduce you to modern manufacturing environment and management.

**ADMISSION REQUIREMENTS**

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

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

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

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

**CAREER OPPORTUNITIES**

Technologically-modern companies are looking for qualified CNC operators and programmers. These industries include aircraft and aerospace, automotive, agricultural machinery, plastics, rubber manufacturing, instrumentation, and service industries. Machine-tool sales and servicing, and CNC programming services are additional areas.

Computer Numerical Control programmers translate dimensions from drawings to numerical control machines; prepare tooling and fixturing information for the shops.

As a supervisor you would set up the machine, check the part programs for accuracy and make recommendations to improve productivity. As a sales representative you would assist the sales department with technical know-how, train operators and programmers for customers, and prepare sample programs for demonstration.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
MECH101	Technical Drawing .....	4
MECH103	Electro-mechanical Controls 1 .....	4
MECH106	Workshop Practice .....	4
MECH204	Computer Applications .....	4
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
<b>Semester 2 (22 hours/week)</b>		<b>Credits</b>
MANF201	Numerical Control 1 .....	4
MECH203	CAD (Autocad) 101 .....	4
TDES201	Tool and Fixture Design .....	4
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3
HUMA024	Humanities .....	3
<b>Semester 3 (23 hours/week)</b>		<b>Credits</b>
IENG403	Production and Inventory Control .....	4
MANF301	Numerical Control 2 .....	4
MECH202	Material Science .....	4
MECH304	Manufacturing Processes .....	4
TSTA104	Statistics .....	3
GNEB	General Education .....	3
GNEB	General Education .....	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
IENG404	Quality Control .....	4
MANF401	Numerical Control 3 .....	4
MANF402	Manufacturing Process Planning 1 .....	4
MANF403	Computer Aided Manufacturing 1 .....	4
MECH305	Robotics 1 .....	4
MECH604	Engineering Report .....	3
Graduates of this Mechanical Engineering Technician – Numerical Control program may proceed to a Mechanical Engineering Technology program taking the courses specified below.		
<b>Semester 5 (22 hours/week)</b>		<b>Credits</b>
CALC103	Introductory Calculus (Electronics) .....	3
ELIC102	Logic 1 .....	4
EMEC505	Robotics 2 .....	4
MECH302	Electro-mechanical Controls 2 .....	4
MECH408	CADKEY – Introduction .....	4
MECH501	Advanced Computer Applications .....	3
<b>Semester 6 (23 hours/week)</b>		<b>Credits</b>
EMEC402	Microprocessor Control .....	3
EMEC606	Microcomputer Based Automation .....	4
IENG502	Engineering Economic Analysis .....	4
MANF603	Programmable Logic Control Applications .....	4
MECH405	Manufacturing Cost Estimating .....	4
MECH409	Advanced CADKEY .....	4

# Mechanical Engineering Technician – Tool and Die

Application Program Code 03231

North Campus

Four semesters, beginning in September

Mechanical Engineering Technicians – Tool and Die study the relationships between production methods and tooling. They draw and design tools, fixtures, and dies using conventional drafting techniques and Computer Aided Design (CAD) equipment. Other areas of study include estimating manufacturing costs, Computer Numerical Control (CNC) programming, manufacturing management, and process planning.

## ADMISSION REQUIREMENTS

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

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

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

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

## CAREER OPPORTUNITIES

As a tool and die technician there are numerous areas of employment in manufacturing industries including automotive and aeronautical and consulting engineering firms, and the tool design offices of specialized tooling companies. Entry jobs are at a junior level but after a few years of experience, graduates become fixture designers, die designers, mould designers and cost estimators or process analysts. Die designers are responsible for the layout and detailing of dies. Cost estimators prepare and detail the manufacturing cost requirements for new or modified parts. Process analysts are involved in developing the tooling and operational sequence for continuous line manufacturing. This type of manufacturing includes the production of automotive products, consumers' products, military equipment, aircraft, and aerospace products.

## CURRICULUM

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
MECH101	Technical Drawing .....	4
MECH103	Electro-mechanical Controls 1 .....	4
MECH106	Workshop Practice .....	4
MECH204	Computer Applications .....	4
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3

Semester 2 (22 hours/week)		Credits
MECH201	Statics .....	4
MECH202	Material Science .....	4
MECH203	CAD (Autocad) 101 .....	4
TDES201	Tool and Fixture Design .....	4
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3

Semester 3 (22 hours/week)		Credits
MANF201	Numerical Control 1 .....	4
MECH304	Manufacturing Processes .....	4
TDES301	Die Design 1 .....	5
TSTA104	Statistics .....	3
HUMA024	Humanities .....	3
GNE	General Education .....	3

Semester 4 (25 hours/week)		Credits
EMEC302	Industrial Hydraulics .....	5
MANF402	Manufacturing Process Planning .....	4
MECH401	Strength of Materials .....	4
MECH405	Manufacturing Cost Estimating .....	4
TDES401	Die Design 2 .....	4
GNE	General Education .....	3

Graduates of this Mechanical Engineering Technician – Tool and Die Design program may proceed to a Mechanical Engineering Technology Program taking the courses specified below.

Semester 5 (22 hours/week)		Credit
CALC103	Introductory Calculus (Electronics) .....	3
EMEC401	Industrial Pneumatics .....	4
EMEC504	Machine Design 1 .....	4
MANF302	Numerical Control 2 .....	4
MECH408	CADKEY – Introduction .....	4
MECH501	Advanced Computer Applications .....	3

Semester 6 (23 hours/week)		Credit
ENG404	Quality Control (SPC) .....	4
ENG502	Engineering Economic Analysis .....	4
MANF603	P.L.C. Applications .....	4
MECH305	Robotics 1 .....	4
MECH604	Engineering Report .....	3
MECH409	Advanced CADKEY .....	4

## Mechanical Engineering Technology

### North Campus

Note: See semesters 5 and 6 of each of the following Mechanical Engineering Technician programs.

Mechanical Engineering Technician – Design Drafting

Mechanical Engineering Technician – Tool and Die

Mechanical Engineering Technician – Numerical Control

## Microcomputer Management Diploma

Application Program Code 02221

Lakeshore Campus

Four consecutive semesters, beginning in September and January

In this fast-track, four semester diploma program students will develop a wide range of microcomputer business application programs. Graduates will have a detailed knowledge of basic computer applications such as word processing and spreadsheets, as well as higher level applications including desktop publishing, automated accounting, business programming, data base management, and local area network systems. Further, graduates will be able to design and program business software, carry out system analysis, and provide advice related to evaluation and selection of microcomputer systems.

### COMPUTER FACILITIES

At Lakeshore Campus, our hardware facilities and software packages are constantly being updated to meet or exceed industry standards, and our faculty have been selected for their unique combination of microcomputing industry experience and teaching skills.

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

Our graduates work for large and small business organizations, government offices, schools, and a wide variety of small businesses. Employers who have hired our graduates include Ontario Hydro, Canadian Imperial Bank of Commerce, Canada Employment & Immigration, University of Toronto and Digital Equipment of Canada. Specific jobs available to our graduates include customer support representative, programming and software support specialist, and marketing representative. Graduates working in accounting offices may be involved in payroll applications, general ledger, invoice applications, mailing lists, scheduling and desktop publishing.

Sponsorships for this program may be available through Canada Employment Centres. For further information, contact your local Canada Employment Centre.

**CURRICULUM**

<b>Semester 1</b>		<b>Credits</b>
ISYS211	PC Applications .....	5
ISYS212	Computer Hardware .....	5
BMAT210	Financial Mathematics .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
<b>Semester 2</b>		<b>Credits</b>
ISYS221	Integrated Applications .....	6
ISYS222	Computerized Accounting 1 .....	3
ISYS223	Programming 1 .....	3
ISYS224	Business Presentations .....	3
COMM300	Communications 300 .....	3
GNE D	General Education .....	3
<b>Semester 3</b>		<b>Credits</b>
ISYS231	Networks .....	6
ISYS233	Programming 2 .....	3
ISYS234	Desktop Publishing .....	3
ISYS235	Computerized Accounting 2 .....	3
ISYS236	Field Placement Prep .....	2
GNE D	General Education .....	4
<b>Semester 4</b>		<b>Credits</b>
ISYS241	Integrated Assignments .....	6
ISYS242	LAN Administration .....	4
ISYS243	Field Placement .....	4
ISYS245	Training Methods .....	3
GNE D	General Education .....	3

**Music**

**Bass**

Application Program Code 01371

**Woodwind**

Application Program Code 01370

**Guitar**

Application Program Code 01373

**Keyboard**

Application Program Code 01374

**Percussion**

Application Program Code 01375

**Trombone**

Application Program Code 01376

**Trumpet**

Application Program Code 01377

**Vocal**

Application Program Code 01379

**Lakeshore Campus**

Six semesters, beginning in September

Unique in Canada, our Music diploma program has risen to international acclaim. Its renown stems from a dedication to teaching jazz and commercial music, its ensembles, Faculty and Alumni.

While all students take the same courses in the first year, you may then choose from three major areas: writing, performing or a combination of both. During these three years at Humber, you will participate in ensembles and be encouraged to compose original music and arrange existing repertoire for performance. Students may elect to major in one of the following areas: bass, drums/percussion, guitar, keyboard, trumpet, trombone, saxophone, voice.

To keep students abreast of current advances in music technology, Humber offers instruction in synthesis, midi and computer-assisted score production.

**ADMISSION REQUIREMENTS**

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

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

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

**CAREER OPPORTUNITIES**

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

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
MUSC101	Basic Improvisation 1 (Vocal) .....	2
MUSC102	Basic Improvisation 1 (Instrument) .....	2
MUSC103	Ear Training .....	2
MUSC104	Functional Keyboard 1 .....	2
MMIW100	Major Instrument Workshop .....	2
MUSC107	Theory 1 .....	4
MUSC109	Jazz History 1 .....	2
MUSC110	Intro. Ear Training 1* .....	2
MUSC111	Intro. Theory 1* .....	4
	Ensembles** .....	2
	Major Instrument 1 .....	4
COMM200	Communications 200 .....	3

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

MUSC201	Basic Improvisation 2 (Vocal)	2
MUSC202	Basic Improvisation 2 (Instrument)	2
MUSC203	Ear Training	2
MUSC204	Functional Keyboard 2	2
MMW200	Major Instrument Workshop 2	2
MUSC207	Theory 2	4
MUSC209	Jazz History 2	2
MUSC210	Intro. Ear Training 2*	2
MUSC211	Intro. Theory 2*	4
	Ensembles**	2
	Major Instrument 2	4
COMM300	Communications 300	3

**Semester 3 (25 hours/week) Credits**

MUSC301	Acting 3 (Vocalists)	2
MUSC303	Ear Training 3	2
MUSC306	Theory 3	2
	Ensembles**	
	Major Instrument 3	4
	Music Electives***	
HUMA024	Humanities	3

**Semester 4 (25 hours/week) Credits**

MUSC401	Acting 4 (Vocalists)	2
MUSC403	Ear Training 4	2
MUSC406	Theory 4	2
	Ensembles**	
	Major Instrument 4	4
	Music Electives***	
GNEB	General Education	3

**Semester 5 (23 hours/week) Credits**

	Ensembles**	
	Major Instrument 5	4
	Music Electives***	
GNEB	General Education	3

**Semester 6 (23 hours/week) Credits**

	Ensembles**	
	Major Instrument 6	4
	Music Electives***	
GNEB	General Education	3

\* Placement Test will determine level for Ear Training and Theory, prior to Semester 1. Students entering Intro. Ear Training and Intro. Theory will have to complete Semester 2 of these courses before taking Basic Improvisation 1 and 2.

\*\* Ensembles will be assigned by the faculty.

\*\*\* Music Electives will be chosen by the students in consultation with the faculty.

Credits to Graduate: 142 credits from required courses, ensembles and music electives are needed for graduation.

**Music Elective Courses**

		Credits
<b>Writing Electives</b>		
MELC309	Arranging 3	4
MELC409	Arranging 4	4
MELC310	Composition 3	4
MELC410	Composition 4	2
MELC319	Lead Sheet/Arranging 3	2
MELC419	Lead Sheet/Arranging 4	2

MELC509	Arranging 5	4
MELC609	Arranging 6	4
MELC523	Advanced Jazz Composition and Performance Practice 5	2
MELC623	Advanced Jazz Composition and Performance Practice 6	2

Please Note: Students taking writing electives are encouraged to take Functional Keyboard classes (see General courses below) beyond the required levels 1 and 2.

**Performance Electives Credits**

MELC321	Intermediate Improvisation 3	2
MELC421	Intermediate Improvisation 4	2
MELC521	Advanced Improvisation 5	2
MELC621	Advanced Improvisation 6	2
	Percussion Minor	2
MELC313	Repertoire Development 3	2
MELC413	Repertoire Development 4	2
MELC513	Repertoire Development 5	2
MELC613	Repertoire Development 6	2
MELC332	Instrumental Solo Performance 3	4
MELC432	Instrumental Solo Performance 4	4
MELC512	Solo Performance 5 (Vocal and Instrumental)	4
MELC612	Solo Performance 6 (Vocal and Instrumental)	4
MELC314	Vocal Minor 1	2
MELC414	Vocal Minor 2	2
	Major Instrument Performance 5	4
	Major Instrument Performance 6	4
MELC522	Jazz Repertoire Development 5	2
MELC622	Jazz Repertoire Development 6	2
MELC337	Accompaniment 3	2
MELC437	Accompaniment 4	2
MELC333	Vocal Solo Performance 3	4
MELC433	Vocal Solo Performance 4	4
MELC339	Repertoire Development (Percussion) 3	2
MELC439	Repertoire Development (Percussion) 4	2
MELC316	Woodwind Minor 3	2
MELC416	Woodwind Minor 4	2
MELC334	Advanced Guitar Workshop 3	2
MELC434	Advanced Guitar Workshop 4	2

**General Music Electives Credits**

MELC307	Functional Keyboard 3	2
MELC407	Functional Keyboard 4	2
MELC315	Percussion Minor 3	2
MELC415	Percussion Minor 4	2
MELC303	Survey of Film Music	2
MELC304	Survey of Broadway Musicals	2
MELC507	Functional Keyboard 5	2
MELC607	Functional Keyboard 6	2
MELC514	Synthesis 5	2
MELC614	Synthesis 6	2
MELC338	Music Business Skills 3	2
MELC438	Music Business Skills 4	2
MELC336	MIDI 3	2
MELC436	MIDI 4	2

# Nursing

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Application Program Code 07021

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North Campus

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Six semesters, beginning in September and February

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The Nursing program prepares the student to assist clients and families to stay well, adapt to conditions of illness and cope with the dying process. Through specific courses in the humanities, students acquire knowledge about the individual, the family and community, examining the influences on behaviour through lifestyle, growth and development. Throughout the program, professional, moral, legal and ethical issues encountered in nursing are discussed. Clinical practice is provided in a variety of settings to enable the student to increase skill and confidence in nursing judgement and decision making. Upon successful completion of the program the student is eligible to write the Provincial Nurse Registration Examination with the College of Nurses of Ontario. Graduates wishing to be registered will be asked by the College of Nurses to sign a declaration of their status regarding:

- Citizenship/Permanent Residence/Immigration
- any convictions of a criminal offense under the Narcotic Control Act and the Food and Drugs Act
- being a subject of proceedings with respect to professional misconduct, incompetence or incapacity in Ontario in another health profession or in another jurisdiction in nursing or in another health profession
- any mental or physical disorder which makes it desirable in the public interest that the person not practise nursing

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- two different senior level sciences at the general level (chemistry, physics or biology)
- pre-admission testing (Reading Comprehension, Math, Physical and Biological Sciences) Fee \$35.00

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

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

## ADDITIONAL REQUIREMENTS FOR NURSING PRACTICE

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

- personal health review by a physician (Ontario Hospital Act requires that all people working in hospitals be free of all communicable diseases)

Please Note: Applicants approved to this program are strongly urged to obtain a "hepatitis" vaccine prior to the field placement components of the program. Further details about the vaccine may be obtained by contacting the Health Services Centre. It is compulsory for students to undergo a Two Step Mantoux Test prior to going into the clinical area. This may be conducted at the

North Campus by the Health Services Centre.

- Basic Cardiac Life Support Certificate (CPR-BCLS)
- First Aid Certificate

In-coming Registered Practical Nurses should show proof of current registration with the College of Nurses of Ontario in order to challenge for exemptions in some of the first year courses.

## INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve and good reading and writing skills, independent physical mobility and manual dexterity are essential.

## CAREER OPPORTUNITIES

Graduates will be eligible to write the Provincial Nurse Registration Examination. Positions exist with acute and chronic-care hospitals, community health agencies, homes for the elderly, industry, doctors' offices, and walk-in clinics.

## ADDITIONAL COSTS

The cost of textbooks varies each semester. Most program texts are purchased the first year of the program and approximate costs are therefore distributed accordingly.

Year 1 - \$900      Year 2 - \$200      Year 3 - \$100

The cost of uniforms including shoes and stockings is approximately \$180 in the first and third years of the program. The cost of additional supplies ie. pens, paper, parking, etc. is approximately \$100 per semester.

## CLINICAL PLACEMENT

Although clinical placements are located mainly in the cities of Etobicoke and York, students will be required to access agencies in other areas of Metropolitan Toronto. Placements include acute care, long-term care, rehabilitation, psychiatric and community facilities.

## PROFILE OF A GOOD STUDENT

A successful student will show a genuine interest in nursing as a career, coupled with realistic personal expectations.

Also, students should have an ability to interact with people of various ages, values and attitudes which influence individual identity and behaviour in a culturally diverse society thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

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## CURRICULUM

**Important notice to all Nursing students:** All courses in each year of the program must be successfully completed in order to progress into the subsequent year.

Semester 1 (24 hours/week)		Credits
NURS110	Nursing 1 .....	4
NURS101	Nursing Practice 1 .....	5
NURS102	Health Assessment .....	2
BIOS101	Human Anatomy and Physiology 1 .....	4
PSYC001	Psychology - An Introduction .....	3
LANG101	Writing Skills for Health Sciences .....	3
SOC1002	Introduction to Sociology .....	3

# Occupational Therapy Assistant Program

Application Program Code 07461

North Campus

Two sixteen week semesters, plus 8 weeks field practice, beginning September

Semester 2 (24 hours/week)		Credits
NURS220	Nursing 2	3
NURS201	Nursing Practice 2	12
NURS203	Nursing Pharmacotherapeutics 1	2
BHOS211	Anatomy & Physiology 2	4
PSYC002	Psychology - Developmental	3

Spring Semester (96 hours)		Credits
NURS221	Nursing Practice Consolidation 1	6

Semester 3 (24 hours/week)		Credits
NURS303	Nursing Pharmacotherapeutics 2	2
NURS308	Nursing Practice 3	7
NURS310	Nursing Pathotherapeutics 1	2
NURS330	Nursing 3	3
	Elective	3

One of the following:

NURS304	Nursing Practice 3A	7
NURS305	Nursing Practice 3B	7
NURS306	Nursing Practice 3C	7
NURS309	Nursing Practice 3D	7

Semester 4 (24 hours/week)		Credits
NURS408	Professional Issues in Nursing	1
NURS409	Ethical Issues in Nursing	1
NURS410	Nursing Pathotherapeutics 2	3
NURS440	Nursing 4	5

Two of the following:

NURS304	Nursing Practice 3A	7
NURS305	Nursing Practice 3B	7
NURS306	Nursing Practice 3C	7
NURS309	Nursing Practice 3D	7

Spring Semester (64 hours)		Credits
NURS441	Nursing Practice Consolidation 2	4

Semester 5 (23 hours/week)		Credits
NURS501	Nursing Practice 5	7
NURS502	Leadership in Nursing	4
NURS504	Health Information Systems	2
NURS550	Nursing 5	3

One of the following:

NURS304	Nursing Practice 3A	7
NURS305	Nursing Practice 3B	7
NURS306	Nursing Practice 3C	7
NURS309	Nursing Practice 3D	7

Semester 6 (41 hours/week)		Credits
NURS611	Pre-Graduate Nursing Practice	38
NURS660	Nursing 6	3

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- senior biology or an equivalent Life Sciences course at the general level
- attendance at a program information session
- pre-admission testing for writing skills and comprehension, and biology. Testing fee \$35.00
- pre-admission questionnaire identifying your goals, and your knowledge of the field of Rehabilitation (Occupational Therapy and/or Physiotherapy)
- preference will be given to individuals who have practical related experience

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

**Please Note:** This is an oversubscribed program. The college reserves the right to use an applicant's grade point average, to use individual course grades, or to use related experience to determine which applicants will be offered interviews, and offers of admission.

## ADDITIONAL REQUIRED INFORMATION

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

- personal Health Record, including immunization record (required for field placement)
- current Basic C.P.R. and Standard First Aid Certificates

## INTERESTS AND SKILLS

People who are interested in a career as an Occupational Therapy Assistant should be in good physical, mental, and social health. They should enjoy meeting people and enjoy the challenge of creative problem-solving. Other desirable personal qualities are patience, persistence, empathy and a genuine interest in promoting the well-being and independence of others.

## CAREER OPPORTUNITIES

Occupational Assistants work in rehabilitation departments in a variety of settings such as acute care, long term care, and community agencies. The assistant works in partnership with the Occupational Therapist in carrying out the treatment plan established by the professional.

**CURRICULUM**

Semester 1 (23 hours/week)		Credits
BIOS116	Anatomy and Physiology .....	4
OPTA101	Orientation to Rehabilitation .....	2
OPTA104	Normal Functional Movement .....	4
OPTA105	The Health Care System .....	2
OPTA106	Practical Orientation to Rehabilitation .....	3
LANG101	Writing Skills .....	3
PSYC002	Psychology – Developmental .....	3

Semester 2 (22 hours/week)		Credits
OPTA201	Disabling Conditions .....	4
OPTA202	Communication Disorders .....	2
OPTA203	Ethical Issues .....	1
OAGN153	Computer Applications in Health Care .....	1

**Occupational Therapy Assistant Program Specific Courses**

OCTA201	Therapeutic Skills for OTA 1 .....	3
OCTA202	Therapeutic Skills for OTA 2 .....	3
OCTA203	Psychiatric Disorders .....	2
OCTA204	OTA Practical Experiences .....	6

**Semester 3 (8 weeks 35 hours/week)**

OCTA301, OCTA302 OTA Field Experience

## Office Administration Programs

**North Campus**

The Office Administration programs provide comprehensive training in the specialized skills, procedures and knowledge required to pursue careers as executive, legal and medical secretaries, administrative assistants, and word processing specialists. Students may select from three specialized programs. Each program is designed to provide the student with extensive practical experience in classrooms and labs equipped with the latest microcomputer hardware and software for business and specialized applications, and through work placements with potential employers in each specialty area.

**ADMISSION REQUIREMENTS**

See individual program requirements.

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

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

## Office Administration – Executive

Application Program Code 02091

North Campus

Four semesters, beginning in September

This diploma program provides training in the secretarial and administrative responsibilities of an executive secretary or administrative assistant. Humber's program is unique in that it provides three semesters of training specifically focused on the Executive specialty.

Students will learn to handle a variety of responsibilities including:

- preparing correspondence, reports and documents from taped and personal notes using a microcomputer with word processing and related business software;
- handling telephone calls and scheduling appointments;
- coordinating meetings, conferences and travel itineraries;
- acting as liaison with clients and senior executives;
- establishing, organizing and managing business records;
- maintaining financial and statistical data; and
- anticipating, planning and carrying out routine functions of the executive in his/her absence.

Practical experience will be enhanced through work placements in corporate and government offices.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics (general level)
- recommend keyboarding proficiency using the touch method at 25 n/wpm
- applicants with secondary school secretarial credits or with related work experience may apply for exemption from some courses

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

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

**CAREER OPPORTUNITIES**

Graduates are offered widely varied employment opportunities as secretaries, word processing operators and administrative assistants supporting managers and professionals in private and public corporations, and in government departments. Excellent career advancement potential exists for the experienced graduate including positions as executive secretary, administrative or executive assistant reporting to senior management; as co-ordinator of office administration services and personnel; and as trainer in office technology and procedures.

**CURRICULUM**

<b>Semester 1</b>		<b>Credits</b>
OAGN100	Introduction to Business and Careers .....	4
OAGN101	Introduction to Office Systems .....	4
OAGN105	Office Procedures and Listening Skills .....	4
OAGN106	Document Formatting .....	4
LANG103	Grammar and Editing .....	4
HUMA024	Humanities .....	3
<b>Semester 2</b>		<b>Credits</b>
OAEW200	Executive Secretarial Procedures 1 .....	8
Pre-req:	OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting	
OAGN200	Transcribing Taped Dictation .....	4
Pre-req:	OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting LANG103 Grammar and Editing	
ACCT104	Elements of Accounting .....	4
LANG203	Writing Skills – Office Administration .....	3
Pre-req:	LANG103 Grammar and Editing	
GNED	General Education #1 .....	3
<b>Semester 3</b>		<b>Credits</b>
OAEW300	Executive Secretarial Procedures 2 .....	6
Pre-req:	OAEW200 Executive Secretarial Procedures 1	
OAEW301	Executive Machine Transcription .....	4
Pre-req:	OAGN200 Transcribing Taped Dictation	
OAGN300	Notetaking .....	4
Pre-req:	OAEW200 Executive Secretarial Procedures 1 LANG103 Grammar and Editing,	
OAGN301	Software Applications 1 .....	3
Pre-req:	OAEW200 Executive Secretarial Procedures 1	
LANG303	Business Writing Skills – Office Administration .....	3
Pre-req:	LANG203 Writing Skills – Office Administration	
GNED	General Education #2 .....	3
<b>Semester 4</b>		<b>Credits</b>
OAEW400	Executive Secretarial Simulations .....	10
Pre-req:	OAEW300 Executive Secretarial Procedures 2 OAEW301 Executive Machine Transcription OAGN300 Notetaking	
OAEW402	Notetaking for Business Meetings .....	2
Pre-req:	OAEW300 Executive Secretarial Procedures 2 OAGN300 Notetaking	
OAGN400	Office Administration and Management .....	4
OAGN402	Software Applications 2 .....	3
Pre-req:	OAGN301 Software Applications 1 OAEW300 Executive Secretarial Procedures 2	
GNED	General Education #3 .....	3

## Office Administration – Law Firm Profile

Application Program Code 0214L

North Campus

Two semesters, beginning in September and January

This 32-week certificate program will provide individuals who have previous business experience with an opportunity to acquire relevant practical skills, attitudes and behaviours to perform secretarial and administrative duties in corporate, real estate and litigation areas of legal practice.

The graduate will be able to handle a variety of responsibilities, including the following:

- preparing legal documents, correspondence and accounts from precedents, taped and personal dictation on a microcomputer with word processing and related business software
- establishing and maintaining client files and records, and lawyers' time records
- exercising judgment in assessing priorities, making decisions and managing time
- receiving clients and legal practitioners
- anticipating, planning and carrying out routine functions
- serving, filing and registering legal documents and instruments.

Assignment to a field placement at a prominent Toronto law firm for block periods during the 1st and 2nd semester will enable the student to apply and adapt acquired skills and to learn new skills.

### ADMISSION REQUIREMENTS

- two years' business experience (supported by a résumé)
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics (general level) recommended
- college level scores on communications proficiency tests of sentence skills and reading comprehension
- successful completion of keyboarding proficiency test using the touch method at 30 nwpm
- attendance at personal interview

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

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

### CAREER OPPORTUNITIES

A high demand exists for competent legal secretaries to work in law firms, legal departments of private industry and government, court offices, and university faculties of law.

**CURRICULUM**

Semester 1	Credits
OALG100 Simulated Legal Office Practice .....	10
OALG101 Personal Notetaking .....	4
OALG102 Legal Software Applications 1 .....	3
OALG104 Supervisory Management .....	4
LANG120 Proofreading and Editing .....	4

Semester 2	Credits
OALG201 Integrated Legal Office Practice .....	10
Pre-req: OALG100 Simulated Legal Office Practice OALG101 Personal Notetaking	
OALG202 Dockets and Records .....	4
Pre-req: OALG100 Simulated Legal Office Practice OALG102 Legal Software Applications 1	
OALG203 Legal Software Applications 2 .....	3
Pre-req: OALG100 Simulated Legal Office Practice OALG102 Legal Software Applications 1	
OALG204 Personal Presentation Skills .....	4
Pre-req: LANG120 Proofreading and Editing OALG101 Personal Notetaking	
OALG206 Introduction to Legal and Business Issues .....	4
Pre-req: LANG120 Proofreading and Editing OALG101 Personal Notetaking	

# Office Administration – Legal

Application Program Code 02071

North Campus

Four semesters, beginning in September

This diploma program provides training in the secretarial and administrative responsibilities of a legal secretary. Humber's program is unique in that it provides three semesters of specialized training in legal procedures covering the main areas of practice: corporate, real estate and civil litigation. The graduate will be able to handle a variety of responsibilities including:

- preparing legal documents, correspondence and accounts from precedents, taped and personal dictation on a microcomputer with word processing and related business software;
- establishing and maintaining client files and records, and lawyers' time records;
- scheduling appointments and meetings;
- receiving clients and legal practitioners;
- handling travel arrangements;
- exercising judgement in assessing priorities, making decisions and managing time;
- anticipating, planning and carrying out routine functions; and
- serving, filing and registering legal documents and instruments.

Practical experience will be enhanced through work placements in legal offices.

**ADMISSION REQUIREMENTS**

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

- grade 12 English (general level)
- recommend keyboarding proficiency using the touch method at 25 nwpm
- grade 12 mathematics (general level)
- applicants with secondary school secretarial credits or with related work experience may apply for exemption from some courses

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

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

**CAREER OPPORTUNITIES**

There is a high demand for graduates to work in law firms, legal departments of private industry and government, court offices and university faculties of law.

Graduates are generally hired for junior legal secretarial positions. With practical experience, it is possible to advance to senior positions with administrative and/or supervisory duties. With additional legal training, an experienced senior legal secretary may attain a position as law clerk, conducting legal research and drafting documents.

**CURRICULUM**

Semester 1	Credits
OAGN100 Introduction to Business and Careers .....	4
OAGN101 Introduction to Office Systems .....	4
OAGN105 Office Procedures and Listening Skills .....	4
OAGN106 Document Formatting .....	4
LANG103 Grammar and Editing .....	4
HUMA024 Humanities .....	3

Semester 2	Credits
OALG200 Legal Secretarial Procedures – Introduction .....	8
Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting	
OAGN200 Transcribing Taped Dictation .....	4
Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting LANG103 Grammar and Editing	
LAWS111 Business Law .....	3
LANG203 Writing Skills – Office Administration .....	3
Pre-req: LANG103 Grammar and Editing	
GNED General Education .....	3

Semester 3	Credits
OALG300 Legal Secretarial Procedures–Corporate and Real Estate... 10	10
Pre-req: OALG200 Legal Secretarial Procedures–Introduction OAGN200 Transcribing Taped Dictation	
OAGN300 Notetaking .....	4
Pre-req: OALG200 Legal Secretarial Procedures – Introduction LANG103 Grammar and Editing,	
OAGN301 Software Applications 1 .....	3
Pre-req: OALG200 Legal Secretarial Procedures – Introduction	
LANG303 Business Writing Skills – Office Administration .....	3
Pre-req: LANG203 Writing Skills – Office Administration	
GNED General Education .....	3

Semester 4	Credits
OALG400 Legal Secretarial Procedures—Litigation Pre-req: OALG300 Legal Secretarial Procedures— Corporate and Real Estate OAGN300 Notetaking	10
OALG401 Legal Dockets and Records Pre-req: OALG300 Legal Secretarial Procedures— Corporate and Real Estate	3
OAGN400 Office Administration and Management	4
OAGN402 Software Applications 2 Pre-req: OAGN301 Software Applications 1 OALG300 Legal Secretarial Procedures— Corporate and Real Estate	3
GNED General Education	3

## Office Administration — Medical

Application Program Code 02081

North Campus

Four semesters, beginning in September

This diploma program provides training in the secretarial and administrative responsibilities of a medical secretary. Humber's program is unique in that it provides three semesters of specialized training focused specifically on the field of medicine.

Students will learn to handle a variety of responsibilities including:

- scheduling appointments;
- receiving and preparing patients for physical examination;
- establishing and maintaining patient medical records;
- preparing correspondence and clinical records from taped dictation using a microcomputer with word processing and specialized medical software;
- coordinating laboratory, radiology, consultation and hospital services;
- processing health insurance claims;
- maintaining financial records; and
- purchasing office and clinical supplies and equipment.

In Semester 4, practical experience will be enhanced through a work placement in a medical facility one day per week.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics (general level)
- recommend keyboarding proficiency using the touch method at 25 nwpm
- applicants with secondary school secretarial credits or with related work experience may apply for exemption from some courses

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

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

### CAREER OPPORTUNITIES

A variety of health-care facilities, government departments and agencies, pharmaceutical firms, university faculties of medicine and insurance companies offer excellent employment prospects. Graduates are hired as medical secretaries to physicians and paramedical personnel in the above-mentioned areas of medicine, and as admitting and ward clerks, medical transcriptionists and department secretaries in hospitals. As experience is acquired, advancement to senior positions involving administrative and/or supervisory responsibility is possible. Positions include medical secretary/administrative assistant to senior medical personnel, chiefs of hospital departments or heads of university faculties of medicine; supervisor of medical secretaries or transcriptionists; and clinic office manager.

### CURRICULUM

Semester 1	Credits
OAGN100 Introduction to Business and Careers	4
OAGN101 Introduction to Office Systems	4
OAGN105 Office Procedures and Listening Skills	4
OAGN106 Document Formatting	4
LANG103 Grammar and Editing	4
HUMA024 Humanities	3

Semester 2	Credits
OAMD200 Medical Secretarial Procedures 1 Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting	4
OAMD202 Medical Terminology – Introductory Pre-req: LANG103 Grammar and Editing	4
OAGN200 Transcribing Taped Dictation Pre-req: OAGN101 Introduction to Office Systems OAGN105 Office Procedures and Listening Skills OAGN106 Document Formatting LANG103 Grammar and Editing	4
ACCT104 Elements of Accounting	4
LANG203 Writing Skills – Office Administration Pre-req: LANG103 Grammar and Editing	3
GNED General Education	3

Semester 3	Credits
OAMD303 Medical Secretarial Procedures 2 Pre-req: OAMD200 Medical Secretarial Procedures 1 OAMD202 Medical Terminology	6
OAMD304 Medical Terminology and Machine Transcription 1 Pre-req: OAMD200 Medical Secretarial Procedures 1 OAMD202 Medical Terminology – Introductory OAGN200 Transcribing Taped Dictation	6
OAGN301 Software Applications 1 Pre-req: OAMD200 Medical Secretarial Procedures 1	3
LANG303 Business Writing Skills – Office Administration Pre-req: LANG203 Writing Skills – Office Administration	3
HLTH104 CPR (Basic Life Support)	1
HLTH107 First Aid and Accident Prevention	1
GNED General Education	3

Semester 4		Credits
OAMD400	Medical Administrative Procedures .....	6
Pre-req:	OAMD303 Medical Secretarial Procedures 2	
OAMD401	Medical Terminology and Machine Transcription 2 .....	6
Pre-req:	OAMD304 Medical Terminology and Machine Transcription 1	
OAMD403	Medical Field Placement .....	2
Pre-req:	OAMD303 Medical Secretarial Procedures 2 OAMD304 Medical Terminology and Machine Transcription 1	
OAGN402	Software Applications 2 .....	3
Pre-req:	OAGN301 Software Applications 1 OAMD300 Medical Secretarial Procedures 2	
GNED	General Education .....	3

# Package and Graphic Design

Application Program Code 04711

North Campus

Six semesters, beginning in September

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

You will be involved in graphic design, three-dimensional design, the relationship of design objectives to technological and marketing requirements, materials and their limitations, and the economics of the packaging industry. The program emphasizes the psychology of colour and design, product protection, government regulations affecting the package, printing and reproduction processes, and the impact of consumerism on the design process. During the fifth semester, students are given the opportunity to specialize. In the sixth semester students are placed in cooperative work situations in design studios, packaging plants, packaging printers, research facilities involved with package design, and packaging sales.

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

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

### EXPECTED WORKLOAD

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

### ADDITIONAL COSTS

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

### CURRICULUM

Semester 1 (26 hours/week)		Credits
PACK100	Packaging Graphics 1 .....	3
Pre-Req:	Full-time students will attend a total program interview	
PACK101	Packaging Design 1 .....	3
PACK102	Packaging Typography 1 .....	3
MKTG950	Marketing For Package Design .....	2
PACK104	Packaging Studio Methods 1 .....	3
PACK105	Drawing 1 .....	3
PACK106	Basic Computers 1 .....	3
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3

Semester 2 (24 hours/week)		Credits
PACK200	Packaging Graphics 2 .....	3
Pre-Req:	PACK101 Packaging Design 1, PACK100 Packaging Graphics 1	
PACK201	Packaging Typography 2 .....	3
Pre-Req:	PACK102 Packaging Typography 1	
PACK202	Packaging Technology 2 .....	2
PACK203	Packaging Studio Methods 2 .....	3
Pre-Req:	PACK201 Packaging Typography 2	
PACK207	Basic Computers 2 .....	1
PACK205	Technical Illustration 1 .....	3
PACK206	Perceptions and Colour .....	3
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNED	General Education .....	3

Semester 3 (27 hours/week)		Credits
PACK301	Materials and Testing 1 .....	2
Pre-Req:	PACK200 Packaging Graphics 2, PACK202 Packaging Technology 2	
PACK302	3-Dimensional Design 1 .....	8
Pre-Req:	PACK203 Packaging Studio Methods 2	
PACK303	Printing Processes 1 .....	3
Pre-Req:	PACK203 Packaging Studio Methods 2	
PACK304	Packaging Machinery 1 .....	2
Pre-Req:	Packaging Research	
PACK305	Government Regulations 1 .....	3
Pre-Req:	PACK204 Packaging Research 2, PACK200 Packaging Graphics 2, PACK203 Packaging Studio Methods 2	
PACK306	Marketing Design Objectives 2 .....	3
Pre-Req:	PACK103 Marketing Design Objective 1	

# Pharmacy Assistant

Application Program Code 07331

## North Campus

Two sixteen week semesters, plus 6 weeks work experience, beginning in September.

This program (18 courses) is also available part-time evenings and some Saturdays. The part-time program would take approximately 3 1/2 years to complete depending on how many courses are taken each semester.

The School of Health Sciences has developed this certificate program in cooperation with the Ontario College of Pharmacists, to train technical personnel to assist registered pharmacists in both community and hospital practice in the province of Ontario.

In addition to practical training using commercial computer systems, skills in communication and interpersonal relations will be developed. On-the-job experience in both community and hospital pharmacies will be arranged after successful completion of the pre-requisite course work.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 11 or 12 business and consumers mathematics (general level) or grade 11 or 12 mathematics at the general level or a more senior level mathematics credit
- senior Chemistry (general level) and one other senior science (general level) (Biology or Physics)
- attendance at an information-sharing and assessment session
- pre-admission test for senior level Biology, Chemistry, writing skills, English vocabulary and comprehension and Math

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

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

### ADDITIONAL REQUIREMENTS

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

### INTERESTS AND SKILLS

- strong sense of responsibility
- initiative within the limits of the job
- ability to work quickly without sacrificing accuracy and neatness
- clear and effective communication with customers, patients and colleagues
- relates well with peers, and patients

### CAREER OPPORTUNITIES

Qualified pharmacy assistants work in community and hospital pharmacies or clinics. Duties may involve dispensing, inventory control, records maintenance, typing, some cash register work and operation of computer terminals. With some experi-

PACK307	Desktop Design 1	3
GNED	General Education	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
PACK400	Packaging Research 4	1
Pre-Req:	PACK300 Packaging Research 3	
PACK401	Materials and Testing 2	3
Pre-Req:	PACK301 Materials and Testing 1	
PACK402	3-Dimensional Design 2	7
Pre-Req:	PACK302 3-Dimensional Design 1	
PACK403	Printing Processes 2	2
Pre-Req:	PACK303 Printing Processes 1	
PACK404	Packaging Machinery 2	2
Pre-Req:	PACK304 Packaging Machinery 1	
PACK405	Resource Management	3
PACK408	Desktop Design 2	2
GNED	General Education	3

<b>Semester 5 (25 hours/week)</b>		<b>Credits</b>
PACK500	Packaging CAD	2
Pre-Req:	PACK400 Packaging Research 4	
PACK501	Packaging For The Future	3
Pre-Req:	PACK302 3-Dimensional Design 1	
PACK504	Computer Graphics 1	3
PACK503	Package Design Option A	14
Pre-Req:	PACK402 3-Dimensional Design 2 And Business or Tech Elective	14

<b>Semester 6 (20 hours/week)</b>		<b>Credits</b>
PACK600	Co-op Program (Field Work)	14
PACK601	Packaging Research 6	6
Pre-Req:	PACK500 Packaging Research 5	

ence, job opportunities expand to pharmaceutical representatives and possibly research laboratories and industry.

### RE-ADMISSION

Re-admission of previously unsuccessful students into the Pharmacy Assistant program will be co-ordinated through the Registrar's Office and the program area. Full consideration will be given to previous performance and current eligibility requirements.

### CURRICULUM

#### Semester 1 (20 hours/week) Credits

BIOS103	Introductory Human Physiology .....	4
OAGN152	Keyboarding and Word Processing Applications .....	3
PHAR102	Community Pharmacy Prescriptions .....	3
PHAR103	Orientation to Pharmacy .....	4
PHAR104	Pharmaceutical Calculations 1 .....	2
PHAR105	Pharmacy Science 1 (Theory) .....	2
PHAR106	Pharmacy Science 1 (Lab) .....	2

#### Semester 2 (21 hours/week) Credits

BIOS102	Microbiology .....	1
LANG101	Writing Skills for Health Sciences .....	3
MKTG916	Customer Service .....	2
PHAR201	Pharmacy Science 2 .....	4
Pre-Req:	PHAR101 Pharmacy Science 1, BIOS103 Introductory Human Physiology	
PHAR202	Aseptic Techniques .....	2
Pre-Req:	PHAR204 Pharmaceutical Calculations 2, BIOS102 Microbiology	
PHAR204	Pharmaceutical Calculations 2 .....	1
Pre-Req:	PHAR104 Pharmaceutical Calculations 1	
PHAR205	Hospital Pharmacy Procedures .....	2
Pre-Req:	PHAR103 Orientation to Pharmacy	
PHAR207	Hospital Pharmacy Dispensing .....	2
Pre-Req:	PHAR102 Community Pharmacy Prescriptions, PHAR104 Pharmaceutical Calculations 1	
PHAR208	Interpersonal Skills for Pharmacy Personnel .....	2
PHAR209	Computer Prescription Records .....	2
Pre-Req:	PHAR103 Orientation to Pharmacy, PHAR102 Community Pharmacy Prescriptions	

#### Semester Spring (6 weeks or 35 hours/week) Credits

PHAR203	Community Pharmacy Work Experience .....	3
Pre-Req:	PHAR208 Interpersonal Skills for Pharmacy Personnel, PHAR209 Computer Prescription Records	
PHAR206	Hospital Pharmacy Work Experience .....	3
Pre-Req:	PHAR207 Hospital Pharmacy Dispensing, PHAR205 Hospital Pharmacy Procedures, PHAR202 Aseptic Techniques PHAR208 Interpersonal Skills for Pharmacy Personnel	

# Physiotherapy Assistant Program

Application Program Code 07451

North Campus

Two sixteen week semesters, plus 8 weeks field practice, beginning in September

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- senior biology or an equivalent Life Sciences course at the general level
- attendance at a program information session
- pre-admission testing for writing skills and comprehension, and biology. Testing fee \$35.00
- pre-admission questionnaire identifying your goals, and your knowledge of the field of Rehabilitation (Occupational Therapy and/or Physiotherapy)
- preference will be given to individuals who have practical related experience

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

**Please Note:** This is an oversubscribed program. The college reserves the right to use an applicant's grade point average, to use individual course grades, or to use related experience to determine which applicants will be offered interviews, and offers of admission.

### ADDITIONAL REQUIRED INFORMATION

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

- personal Health Record, including immunization record (required for field placement)
- current Basic C.P.R. and Standard First Aid Certificates

### INTERESTS AND SKILLS

People who are interested in a career as a Physiotherapy Assistant should be in good physical, mental, and social health. They should enjoy meeting people and enjoy the challenge of creative problem-solving. Other desirable personal qualities are patience, persistence, empathy and a genuine interest in promoting the well-being and independence of others.

### CAREER OPPORTUNITIES

Physiotherapy Assistants work in rehabilitation departments in a variety of settings such as acute care, long term care, and community agencies. The assistant works in partnership with the Physiotherapist in carrying out the treatment plan established by the professional.

**CURRICULUM**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
BIOS116	Anatomy and Physiology .....	4
OPTA101	Orientation to Rehabilitation .....	2
OPTA104	Normal Functional Movement .....	4
OPTA105	The Health Care System .....	2
OPTA106	Practical Orientation to Rehabilitation .....	3
LANG101	Writing Skills .....	3
PSYC002	Psychology - Developmental .....	3
<b>Semester 2 (22 hours/week)</b>		<b>Credits</b>
OPTA201	Disabling Conditions .....	4
OPTA202	Communication Disorders .....	2
OPTA203	Ethical Issues .....	1
OAGN153	Computer Applications in Health Care .....	1
<b>Physiotherapy Assistant Program Specific Courses</b>		
PHTA201	Therapeutic Skills for PTA 1 .....	4
PHTA202	Therapeutic Skills for PTA 2 .....	4
PHTA203	PTA Practical Experiences .....	6
<b>Semester 3 (8 weeks 35 hours/week)</b>		
PHTA301, PHTA302	PTA Field Experience	

# Plastics Engineering Technician

Application Program Code 30301

North Campus

Four semesters, beginning in September

The job vacancy rate in the plastics industry is considerably higher than in the rest of the economy. A career in plastics engineering technology will introduce you to one of the fastest growing fields in the manufacturing sector with 65% of the Canadian plastics industry located in Ontario. The program is designed to provide practical and theoretical training in processes such as injection moulding, blow moulding, pipe and profile extrusion and blown film extrusion.

Plastics has gained prominence in recent times because of the many advantages they have over other materials: they are energy efficient, easy to process, lightweight, and non-corrosive, intrinsically safe and easy to recycle. Canada has over 3,000 firms in the plastics industry, employing 120,000 people an increase of 133% over the past 15 years. Plastics are greatly needed in all walks of life but are especially demanded by the packaging and automotive industries.

The industry needs a skilled and versatile workforce able to adapt to a variety of settings: production, set-up, quality control, testing, troubleshooting and design. Plastics engineering technicians will work to assist process engineers in problem-solving and hands-on activities on the work floor at various manufacturing and processing stages.

**ADMISSION REQUIREMENTS**

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (MTT-4G) or grade 12 mathematics (MAT-4A), or a more senior mathematics credit
- one senior science (general level) senior physics or senior chemistry (general level) is strongly recommended; technological science (1 credit) at the general level is acceptable

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

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

**CAREER OPPORTUNITIES**

Graduates from this program are able to find employment in different branches of the industry that use modern, automated, as well as more traditional manufacturing methods. There is a steady demand for qualified, skilled people in the field.

Opportunities for advancement in this area are very good for those with demonstrated abilities and experience. People with the right qualifications can advance into positions as senior operators, process engineers, or manufacturing technologists and into the finance, marketing or purchasing areas.

**CURRICULUM (PROPOSED)**

<b>Semester 1 (23 hours/week)</b>		<b>Credits</b>
MECH101	Technical Drawing .....	4
MECH103	Electro-mechanical Controls 1 .....	4
MECH106	Workshop Practices .....	4
MECH204	Computer Applications .....	4
TMAT105	Mathematics 1 .....	4
COMM200	Communications 200 .....	3
<b>Semester 2 (25 hours/week)</b>		<b>Credits</b>
EMEC202	Industrial Hydraulics .....	5
PLAS201	Chemistry for Plastics Technology .....	6
PLAS202	Plastics Processing Technology 1 .....	3
MECH203	CAD (Autocad) 101 .....	4
TMAT204	Mathematics 2 .....	4
COMM300	Communications 300 .....	3
<b>Semester 3 (22 hours/week)</b>		<b>Credits</b>
EMEC401	Industrial Pneumatics .....	4
PLAS301	Polymer Plastics .....	5
HUMA024	Humanities .....	3
PLAS401	Plastics Processing Technology 2 .....	3
ELIC102	Logic 1 .....	4
GNED	General Education .....	3
<b>Semester 4 (23 hours/week)</b>		<b>Credits</b>
PLAS402	Microprocessor Controls and PLC Applications .....	4
PLAS403	Mould and Die Design .....	3
PLAS404	Quality Control (SPC) .....	4
PLAS405	Product Design/Plastic .....	2
PLAS411	Plastics Processing Technology 3 .....	3
MECH305	Robotics 1 .....	4
GNED	General Education .....	3

# Practical Nursing

(Program Name Pending Ministry Approval)

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Application Program Code 07121

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North Campus

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Two semesters, beginning in September  
(This program may be extended to three semesters in all colleges pending the approval of the Ministry of Health, and the Ministry of Education and Training. Please contact the college for further details.)

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The role of the Practical Nurse is to be an integral part of the nursing team, working mainly at the bedside with patients in long-term and acute-care settings. However, there are opportunities for the Practical Nurse to take a leadership role in nursing homes. Our program shares a common first semester with the Diploma Nursing students, preparing you in the basic skills of nursing practice. Emphasis throughout this certificate is placed on increasing competence in the theory and practice of nursing. Clinical experience is obtained in both long-term and acute care settings. Supporting courses in the biological and human sciences are also taken.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- pre-admission questionnaire
- pre-admission testing (Reading Comprehension, Math, Physical and Biological Sciences) Fee \$35.00

Please Note: This certificate program is also offered on a part-time basis, contact the co-ordinator of the Practical Nursing program for admission procedure.

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

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

## ADDITIONAL REQUIREMENTS FOR NURSING PRACTICE

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

- personal health record - Please Note: Applicants approved to this program are strongly urged to obtain a "hepatitis" vaccine prior to the field placement components of the program. Further details about the vaccine may be obtained by contacting the Health Services Centre. It is compulsory for students to undergo a Two Step Mantoux Test prior to going into the clinical area. This may be conducted at the North Campus by the Health Services Centre.
- Basic Cardiac Life-Support Certificate (CPR)
- First Aid Certificate

## INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve, good reading and writing skills are an asset.

## CAREER OPPORTUNITIES

Graduates are eligible to write the Practical Nurse Registration Examination through the College of Nurses of Ontario. Employment opportunities include acute and chronic-care hospitals, nursing homes, some community health agencies and doctor's offices.

## ADDITIONAL COSTS

The following expenses are in addition to tuition fees. The cost of textbooks is approximately \$850. Students are required to purchase nursing uniforms, shoes and stockings.

## CLINICAL EXPERIENCE

Clinical settings are in acute and chronic-hospitals in the cities of Etobicoke, York, North York, Toronto and surrounding area.

## PROFILE OF A GOOD STUDENT

A successful student will show a genuine interest in nursing as a career, coupled with realistic personal expectations.

Also, students should have an ability to interact with people of all ages thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

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## CURRICULUM

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<b>Semester 1 (24 hours/week)</b>		<b>Credits</b>
NURS110	Nursing 1 .....	4
NURS101	Nursing Practice 1 .....	5
NURS102	Health Assessment .....	2
BIOS101	Human Anatomy and Physiology, Intro. ....	4
SOCI002	Introductory Sociology .....	3
PSYC002	Psychology - Developmental .....	3
LANG101	Writing Skills for Health Sciences .....	3
<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
NURS210	Nursing 2 (NA) .....	5
Pre-Req:	PSYC002 Psychology - Developmental, BIOS101 Human Anatomy and Physiology, Intro., NURS110 Nursing 1, NURS101 Nursing Practice 1	
NURS211	Nursing Practice 2 (NA) .....	16
Pre-Req:	PSYC002 Psychology - Developmental, BIOS101 Human Anatomy and Physiology, Intro., NURS110 Nursing 1, NURS101 Nursing Practice 1	
NURS212	Legal and Professional Issues for the Nursing Assistant .....	1
NURS214	Ethical Issues in Health Care .....	1
HLTH110	Medication Course	
<b>Semester - Spring Session (40 hours/week for 7 weeks)</b>		<b>Credits</b>
NURS311	Pre-Graduate Experience .....	16

# Public Relations Diploma

Application Program Code 04761

North Campus

Six semesters, beginning in September (3 Year Diploma)

Today's society demands accountability and responsible behaviour from both public and private groups. Obtaining good-will through responsible action and ensuring the timely and accurate dissemination of information about an organization's operation is the core of modern public relations. Humber's diploma program will prepare you for the demanding job of a professional public relations practitioner. In addition to learning the theory underlying modern public relations practices, you will learn the skills required by a successful practitioner.

In your sixth semester you will continue your education for four months in an assigned public relations environment, off-campus. Your future employer will be looking for these qualities: the ability to write clearly and concisely, enthusiasm, perseverance, organizational skills and the ability to understand and express other people's points of view.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview/orientation session
- successful placement in Communications 205 which is determined by a reading/writing assessment taken at the time of your interview
- keyboarding skills (approximately 30 words per minute)

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

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

## CAREER OPPORTUNITIES

Graduates from the Public Relations diploma program have a wide variety of employment options to choose from, including: corporate, not-for-profit, government, health care, fundraising, product promotion and public relations agencies.

## CURRICULUM

Semester 1 (20 hours/week)		Credits
PRD.101	Effective Speech 1	2
PRD.103	PR Writing and Lab 1	4
PRD.104	Communications Theory	2
PRD.106	Current Events in Public Relations	1
PRD.300	Layout for Print	2
ECON100	Economics for PR	3
COMM205	Communications for Public Relations	3
HUMA024	Humanities	3

Semester 2 (22 hours/week)		Credits
POLS102	Political Science (PR)	3
PRD.105	Proposal Development 1	2
PRD.202	PR Writing and Lab 2	4
PRD.204	Media Relations 1 (News Vehicles)	2
PRD.205	Introduction to the Macintosh Computer	1
PRD.206	Layout for Audio Visual Communications	2
PRD.301	Advertising	3
PRD.405	P.R. Research	2
COMM305	Communications 305	3

Semester 3 (21 hours/week)		Credits
PRD.304	PR Writing and Lab 3	6
PRD.306	Fundraising	4
PRD.309	Supplier Management and Business Practices	1
PRD.310	Media Relations 2 (PR components)	2
PRD.312	The PR Agency	1
PRD.407	Desktop Publishing 1	2
SCIE102	Computer Applications	2
GNED	General Education	3

Semester 4 (22 hours/week)		Credits
MKTG900	Business Marketing	4
PRD.201	Effective Speech 2	2
PRD.308	Internal Communications	2
PRD.311	Proposal Development 2	2
PRD.410	PR Writing and Lab 4	6
PRD.411	PR in Non-Profit and Government Organizations	3
GNED	General Education	3

Semester 5 (23 hours/week)		Credits
PRD.503	PR in the Corporation	3
PRD.506	PR in the Workplace	2
PRD.507	Desktop Publishing 2	2
PRD.508	PR Writing and Lab 5	8
PRD.509	Legal Issues	1
PRD.510	Public Affairs	2
PRD.404	Seminar	2
GNED	General Education	3

Semester 6 (2 hours/week)		Credits
PRD.600	Field Placement	2
PRD.601	Field Placement (January through April)	4*

\* Note: Not included in instructional hours/week. Students must be current and passing in all courses to go on Field Placement.

# Radio Broadcasting Diploma

Application Program Code 04851

## North Campus

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

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

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status with related experience in the Radio Broadcasting industry
- attendance at an interview/orientation session where applicants will be required to complete:
  - 1) a questionnaire
  - 2) a vocabulary/comprehension assessment
  - 3) voice and reading test, all of which will be taken into consideration for selection purposes

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

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

### CAREER OPPORTUNITIES

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

## CURRICULUM

Semester 1 (21 hours/week)		Credits
RBD.104	Introduction to Radio .....	4
RBD.106	Basic Writing 1 – Radio .....	4
RBD.107	Broadcast Equipment .....	4
RBD.108	Basic Announcing 1 .....	4
RBD.210	Sales Development .....	2
COMM200	Communications 200 .....	3
Semester 2 (22 hours/week)		Credits
RBD.206	Writing for Radio 2 .....	2
RBD.207	Radio Lab .....	2
RBD.208	Announcing 2 .....	4
RBD.213	Announce Development .....	3
RBD.214	News Development .....	2
COMM300	Communications 300 .....	3
HUMA024	Humanities .....	3
GNED	General Education .....	3
Semester 3 (25 hours/week)		Credits
RBD.303	Broadcast News .....	2
RBD.307	Radio Lab .....	4
RBD.312	Career Preparation for Radio .....	2
RBD.313	Station Operation (Major) .....	9
RBD.318	On-air Performance 1 .....	3
LANG017	Effective Speaking .....	2
GNED	General Education .....	3
Semester 4 (24 hours/week)		Credits
RBD.413	Station Operation (Major) .....	9
RBD.415	Radio Seminar .....	2
RBD.416	Radio Lab .....	6
RBD.418	On-air Performance 2 .....	2
RBD.419	Radio Programming .....	2
GNED	General Education .....	3
May/June		Credits
RBD.508	Radio Internship .....	6

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

# Recreation Leadership

Application Program Code 01421

North Campus

Four semesters, beginning in September

This four-semester diploma program is designed to train professional personnel in the areas of leadership, organization, administration, supervision, and evaluation of a variety of recreation programs and facilities serving all ages. The curriculum will combine academic and professionally-related courses, skill laboratories, residential seminars, field practice, and conference and workshop involvement into a significant learning experience. To satisfy the field practice requirements, direct experience in specific recreation agencies or departments is emphasized in the last three semesters.

## ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student level
- grade 12 English (general level)
- grade 12 mathematics (general level), or a more senior mathematics credit is strongly recommended and may be used for selection purposes
- a questionnaire to determine the applicant's recreation experience, leadership and knowledge of careers available in the recreation field must be completed
- related employment reference letters are recommended

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

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

## CAREER OPPORTUNITIES

Graduates of this program will find opportunities in a variety of recreation agencies including: the municipal government, therapeutic institutions, conservation authorities and outdoor education centres, not for profit agencies, correctional institutes, private organizations, and commercial establishments.

After a few years, the practitioner will be equipped to function at a management level where more administrative tasks are performed. Most positions involve flexible schedules, often requiring some evening and weekend work.

In each semester there are additional travel and residential experiences which are important to the learning process and raise the profile of our students with future employers. These additional activities are subsidized by the College with a minimal fee of \$300 per year to cover travel and living expenses charged to each participating student. Alternative comprehensive projects are assigned to those students who may be unable to attend.

## CURRICULUM

Semester 1 (22 hours/week)		Credits
PSYC105	Psychology (Recreation Leadership)	3
RECL101	Leisure Programming 1	4
RECL103	Introduction to Recreation and Leisure Services	4
RECL105	Leadership and Group Dynamics	2
RECL107	Risk Management	3
COMM200	Communications 200	3
HUMA024	Humanities	3
Semester 2 (26 hours/week)		Credits
RECL200	Field Practice 1	7
RECL201	Leisure Programming 2	3
RECL202	Recreation Facilities Design and Operation	4
RECL205	Intro. to Management Skills	3
RECL206	Computer Technology in Recreation	3
COMM300	Communications 300	3
GNED	General Education	3
Semester 3 (23 hours/week)		Credits
RECL300	Field Practice 2	7
RECL301	Outdoor Recreation	3
RECL302	Recreation Human Resource Management	4
RECL303	Recreation Finance	4
RECL305	History and Philosophy of Leisure	3
RECL306	Leisure Services Delivery	2
Semester 4 (24 hours/week)		Credits
RECL400	Field Practice 3	7
RECL401	Recreation Administration	4
RECL304	Sociology (Recreation Leadership)	3
RECL405	Wellness	3
RECL406	Marketing and Research in Recreation	4
RECL413	Therapeutic Recreation	3

# Retail Floristry

## (Floral Design and Marketing)

Application Program Code 01981

### North Campus

Three consecutive semesters September through August  
(this is a condensed, accelerated diploma program)

The Retail Floristry diploma program offers a program of study combining College based instruction with an approved industry placement. Studies in the principles and practice of floral design focus on form, technique, composition, colour and construction. Complementary course work includes plant identification, care and handling; communications and marketing. The College's excellent facilities provide the natural setting for cultivating an individuals abilities in this dynamic, expanding industry.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- grade 12 English (general level), and grade 12 math (general level) are recommended
- although not required, applicants are encouraged to obtain related work experience prior to the commencement of the program. This may be accomplished by working part-time in retail florist outlets in your community.

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

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

### ADDITIONAL INFORMATION

All students entering (or currently enrolled in) this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in these programs increase the risk of a tetanus infection, if appropriate preventative measures are not taken.

### CAREER OPPORTUNITIES

There is a high demand for qualified personnel nation-wide. Full and part-time positions exist in retail flower shops and allied trades. Opportunities for advancement are unlimited. Training and experience will open doors to the artistic, sales and management aspects of the profession.

### ADDITIONAL COSTS

In this program the major textbooks are purchased at the beginning and used throughout the year. Students can expect to spend approximately \$500 for textbooks, tool kit, field trips and related materials. A current listing can be obtained from the Program Co-ordinator.

## CURRICULUM

Semester 1 (22 hours/week)		Credits
FLRS105	Design Fundamentals 1 .....	2
FLRS106	Design Lab 1 .....	6
FLRS107	Professional Sales Skills 1 .....	2
FLRS110	Work Placement 1 .....	4*
FLRS114	Work Placement Tutorial 1 .....	1
FLRS115	Plant I.D. 1 .....	2
FLRS116	Introduction to Floristry .....	3
FLRS117	Plant Science .....	1
FLRS211	Retail Flower Shop Operations .....	2
COMM200	Communications 200 .....	3
Semester 2 (22 hours/week)		Credits
FLRS205	Design Fundamentals 2 .....	2
FLRS206	Design Lab 2 .....	6
FLRS207	Professional Sales Skills 2 .....	2
FLRS210	Work Placement 2 .....	4*
FLRS211	Retail Flower Shop Operations .....	2
FLRS214	Work Placement Tutorial 2 .....	1
FLRS215	Plant I.D. 2 .....	2
FLRS216	Plant Propagation and Maintenance .....	1
ISYS102	Intro. to Personal Computers .....	2
COMM300	Communications 300 .....	3
HUMA024	Humanities .....	3
Semester 3 (17 hours/week)		Credits
FLRS305	Design Fundamentals 3 .....	2
FLRS306	Design Lab 3 .....	4
FLRS310	Work Placement 3 .....	4*
FLRS314	Work Placement Tutorial 3 .....	1
FLRS315	Plantscaping .....	1
FLRS316	Plant I.D. 3 .....	2
FLRS317	Art History .....	2
FLRS318	Marketing for Florists .....	2
GNEC	General Education .....	3

Total credits required for Graduation: 73

\* Not included in classroom hours/week.

# Retail Management

## (Co-operative Education)

Application Program Code 02401

North Campus

Four consecutive semesters, beginning in September, January and May

Retailing as a business career, is fast-moving, competitive, and at all times challenging. No other area of marketing activity offers such variety and opportunity. Whether starting your own retail business or working for an established retailer as management or a retail specialist, this program provides the skills required to succeed in today's competitive retail industry.

The Retail Management program is designed to combine the latest retail theory with practical hands-on application in paid retail co-op placements. During the in-college portion of each semester students take a core program which provides them with the knowledge and skills necessary to start and operate a successful retail business. Students will also choose from a selection of specialties geared to the retail career of their choice. In addition, students may choose a commodity specialist in the following areas:

- Fashion/Home Furnishings
- Food/Grocery
- Sporting Goods/Athletic Wear
- Photography/Computers/Home Entertainment
- Toys/Children's Wear
- Another area of your choice

### CO-OPERATIVE EDUCATION

Co-operative education students are expected to develop their own co-operative education employment and will receive instruction and assistance to do so. The Co-operative Education office cannot guarantee suitable co-op employment although every attempt will be made to assist students in the job search process.

The Co-operative Education office has the responsibility for directing students to employment opportunities in relation to the labour market economy. Given these opportunities, the student is the one who is responsible for procuring a work assignment.

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

Retail Management graduates are in high demand. Employment opportunities are widely varied and include the following areas:

- Buying
- Advertising
- Display
- Merchandise Management
- Store Management
- New Business Ventures

### ADDITIONAL COSTS

- optional trip to New York
- travel expenses for optional international co-op opportunities which are available from time to time.

### CURRICULUM

Each of the four semesters is composed of an in-college theoretical portion, and a paid, "on-the-job" co-op placement where course material is applied to practical situations.

Semester 1 (8 weeks)		Credits
RMGT122	Business Computer Skills .....	2
RMGT124	Marketing Environment .....	4
RMGT125	Retail Customer Service and Selling Strategies .....	4
COMM203	Communications A - Retail .....	1
HUMA	Humanities Part 1 .....	1
	Retail Specialty #1 .....	4
	Retail Specialty #2 .....	4

### Co-op Education (8 weeks)

Semester 2 (8 weeks)		Credits
RMGT221	Financial Planning .....	3
RMGT222	Retailing and the Legal Environment .....	3
ACCT223	Retail Management Accounting .....	2
COMM204	Communications B - Retail .....	2
HUMA	Humanities Part 2 .....	2
	Retail Specialty #3 .....	4
	Retail Specialty #4 .....	4

### Co-op Education (8 weeks)

Semester 3 (8 weeks)		Credits
RMGT323	Retail Advertising and Marketing Communications .....	3
RMGT324	Dynamics of Retail Merchandising: Strategy, Tactics and Applications .....	3
RMGT325	Store Design .....	4
COMM303	Communications C - Retail .....	1
GNED	General Education Part 1 .....	1
	Retail Specialty #5 .....	4
	Retail Specialty #6 .....	4

### Co-op Education (8 weeks)

Semester 4 (8 weeks)		Credits
RMGT421	Financial Analysis .....	4
RMGT422	Human Resource Management .....	3
RMGT423	Business Management Skills .....	3
COMM304	Communications D - Retail .....	2
GNED	General Education Part 2 .....	2
	Retail Specialty #7 .....	4
	Retail Specialty #8 .....	4

## Co-op Education (8 weeks) Credits

### Retail Specialties

RMGT141 Commodity Specialist .....	4
RMGT142 Retail Venture Concepts .....	4
*RMGT143 Employability Skills Development .....	2
RMGT241 Visual Merchandising and Display .....	4
RMGT242 Retail Promotion Techniques .....	4
RMGT243 Buying Strategies .....	4
RMGT244 Human Resource Techniques .....	4
RMGT341 Logistics and Retail Technology .....	4
RMGT342 Retail Security .....	4
RMGT343 International Retailing .....	4

\*RMGT143 must be taken in Semester 1 in preparation for co-op employment. Successful completion is required for co-op placement.

**Please Note:** Not all specialties will be offered in every semester.

Other School of Business courses may be taken for credit in the Retail Management program with the approval of the Program Co-ordinator.

# Safety Engineering Technology

Application Program Code 03631

North Campus

Six semesters beginning in September

The field of occupational hygiene/health and safety is probably one of the most dynamic, ever-changing career areas in Ontario and elsewhere. The goal of the Humber program and people in the field is the protection of the worker from injury by accident or exposure to toxic materials such as asbestos. Changes in legislation make the demand never-ending. As a non-traditional field for women it is without equal. The starting salaries – about \$33,000 average in 1990 – are excellent. Graduates can work in virtually any sector – mining, construction, manufacturing, health care, service petroleum and governments – where health and safety is applicable.

Students learn by working with people, doing analyses, sampling investigations, and training using many current techniques. These activities are used to justify the implementation of programs that support business' internal safety responsibility approach.

### ADMISSION REQUIREMENTS

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

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

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

**Please Note:** In the case of an oversubscription to a program, the college reserves the right to use an applicant's grade point average or to use individual course grades to determine which

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

### CAREER OPPORTUNITIES

As a graduate of Safety Engineering Technology you will find a challenging and rewarding career in various industries such as mining, forest products, petro-chemical, construction and manufacturing. Opportunities also exist within government agencies, safety associations and labour organizations. Possible positions include safety coordinator, loss control analyst and accident investigator.

Safety coordinators are actively involved with health and safety programs with workers on and off the job. This position requires current knowledge of health and safety techniques and legislation and the ability to apply this knowledge to the everyday work situation.

Loss control analysts are instrumental in reducing costs by improving health and safety conditions in the workplace. Thus worker well-being and maximized profitability are a direct benefit of reduced health and safety problems. This ultimately benefits the worker and the consumer since the products produced are of better durability, quality, reduced hazard, and lower prices.

Accident Investigators are able to use technical experience and knowledge to investigate causes of accidents and injuries before and after the fact. Recommendations are then made and then acted upon that help to prevent similar events in the future.

As a general list in this field, you could well be doing all of the above functions within one specific business.

### CURRICULUM

Semester 1 (23 hours/week)	Credits
MECH101 Technical Drawing .....	4
MECH103 Electro-mechanical Controls 1 .....	4
MECH204 Computer Applications .....	4
SFTY102 Risk Management .....	4
TMAT105 Mathematics 1 .....	4
COMM200 Communications 200 .....	3

Semester 2 (24 hours/week)	Credits
MECH201 Statics .....	4
SFTY201 Fire Protection .....	4
SFTY202 Occupational Health (Physical Agents) .....	6
TMAT204 Mathematics 2 .....	4
COMM300 Communications 300 .....	3
HUMA024 Humanities .....	3

Semester 3 (25 hours/week)	Credits
MECH301 Dynamics .....	4
MECH304 Manufacturing Processes .....	4
SFTY301 Occupational Health (Chemical Agents) .....	6
SFTY303 Hygiene Chemistry 1 .....	4
SFTY305 Plant Layout (CAD) .....	4
CALC101 Introductory Calculus (Mechanical) .....	3

Semester 4 (23 hours/week)	Credits
AVIS900 A. V. Techniques .....	4
SFTY405 Environmental Protection .....	4
MECH401 Strength of Materials .....	4
SFTY403 Hygiene Chemistry 2 .....	4
SFTY404 Safety Administration 1 .....	4
GNEB General Education .....	3

Semester 5 (28 hours/week)		Credits
SFTY506	Exhaust Ventilation .....	4
IENG501	Ergonomics .....	4
SFTY501	Production and Public Safety .....	4
SFTY504	Safety Administration 2 .....	4
SFTY505	Occupational Health (Life Style) .....	3
TSTA104	Statistics .....	3

Semester 6 (22 hours/week)		Credits
HRMS205	Labour Relations .....	4
IENG502	Engineering Economic Analysis .....	4
SFTY606	Organizational Management .....	4
MECH604	Engineering Report .....	3
SFTY605	Workplace Safety .....	4
GNED	General Education .....	3

## Ski Area Operations

Application Program Code 01781

North Campus

Two semesters, beginning in September – Certificate Program

This certificate program is offered every other year (1993, 1995...). It focuses on ski-related courses which are broken down into three areas;

- outside operations including ski school, snowmaking, hill-grooming and lifts
- inside operations such as rental shops, restaurants and cafeterias
- summer operations including equipment, slopes and trails maintenance, marketing, and promotion

After these in-class courses a one semester field placement will then provide you with the opportunity to practice and develop new skills within a job setting. If you have been employed in the industry for over 2,000 hours, you may be exempt from field placement.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- 2000 hours of on-the-job experience in one of the facets of the ski industry
- letter of recommendation from employer
- personal assessment interview or Hotel and Restaurant Management Diploma or equivalent or Recreation Leadership Diploma

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

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

## CURRICULUM

Semester 1		Credits
SKI.201	Lift Operation and Maintenance .....	4
SKI.202	Snowmaking and Hillgrooming .....	4
SKI.213	Ski School Operation and Marketing .....	3
SKI.214	Risk Management and Ski Patrol .....	2
SKI.215	Ski Area Field Research .....	2
SKI.218	Ski Area Electrical Systems .....	3
SKI.281	Slope Layout and Design .....	3

Semester 2		Credits
SKI.206	Field Placement* .....	14
SKI.207	Area Operations Review* .....	4

\* Students without 2,000 hours of on-the-job experience

Please note: This program is offered every odd numbered year

## Ski Resort Operations and Management

Application Program Code 01741

North Campus

Four semesters, beginning in September

In this diploma program students will learn the skills they can use immediately in a range of situations. They will also become familiar with the various international tools needed to get the job done. The combination of business and technical content will prepare the graduate or mature student to operate an alpine or a cross-country ski area. Because the ski industry is still developing, the program content is highly flexible to keep abreast of current developments. This flexibility has the advantage of giving the student a very personalized academic plan. Most of the fourth semester training in this program will entail directed on-the-job experience.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 business and consumers mathematics (general level), or grade 12 mathematics-MAT 4G1 (general level), or a more senior mathematics credit and grade 12 English (general level) are recommended

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

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

In the first semester, students should be prepared to spend several late night hours making snow. This training will take place the first week of December (weather permitting) at Glen Eden Ski Area in Milton.

In the second semester there are additional travel and residential experiences which are important to the learning process. These additional activities will provide the students with an opportunity to interact with personnel and management of several ski resorts and experience the diversity of a larger ski resort. Students are responsible for approximately \$300 to cover the expenses associated with such trips. Alternative comprehensive projects are assigned to those students who may be unable to attend.

### CAREER OPPORTUNITIES

For mature students, this program will usually bring them a step higher than the position they held before the course. For those who had no experience, the entry jobs will probably be snowmaker, rental shop attendant, lift operator or ski instructor. Opportunities exist across Canada and relocation may be required.

In time, graduates reach the supervisory level up to middle management positions at larger resorts. In smaller resorts, they become area managers. Other jobs exist in ski shops or schools, in the merchandising of snow-making and grooming machinery, and in the distribution of ski equipment to retailers.

### CURRICULUM

Semester 1 (24 hours/week)		Credits
SKI.100	Rental Shop Operation .....	2
SKI.102	Snowmaking .....	2
HOTL235	Financial Planning .....	4
HOTL135	Planning For Profit .....	4
HOSP104	Hospitality Computer Applications .....	2
RECL302	Human Resource Management .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
Semester 2 (22 hours/week)		Credits
RECL205	Intro. to Management Skills .....	3
SKI.181	Ski Area Layout and Design .....	3
SKI.182	Resort Marketing .....	4
SKI.183	Ski Resort Legislation .....	2
SKI.184	Financial Management .....	4
COMM300	Communications 300 .....	3
Pre-Req:	COMM200 Communications 200	
GNED	General Education .....	3
Semester 3 (24 hours/week)		Credits
SKI.201	Lift Operation and Maintenance .....	4
SKI.202	Snowmaking and Hillgrooming .....	4
SKI.213	Ski School Operation and Marketing .....	3
SKI.214	Risk Management and Ski Patrol .....	2
SKI.215	Ski Area Field Research .....	2
SKI.218	Ski Area Electrical Systems .....	3
SKI.281	Slope Layout and Design .....	3
GNED	General Education .....	3
Semester 4		Credits
SKI.206	Field Placement .....	14
SKI.207	Area Operations Review .....	4

**Note:** Semester courses are interchangeable from year to year

# Social Service Worker

Application Program Code 01221

Lakeshore Campus

Four semesters, beginning in September

The diploma program prepares you to assist individuals who are experiencing social problems from an individual as well as a systemic perspective. The program focuses on the promotion of individual, community and social rights of peoples who are disenfranchised and disadvantaged on the basis of their disabilities, gender, race, class, etc.

You will learn about human behaviour and development and how circumstances can alter or stop satisfactory growth. In addition, you will examine structural issues that might pose barriers to accessing appropriate assistance in reaching equitable outcomes. You will acquire helping skills to assist individuals and communities in obtaining resources they need through effective problem solving and social action.

You will be required to do field work in a social service organization for two days a week (semester two, three, four) that provides an opportunity to practice skills and methods of helping through counselling, group work, or community outreach. Students may be involved in work with a variety of age groups (except children), with persons with disabilities, with situations of financial need, emotional or mental health problems, or in the field of correctional services.

You will be encouraged to develop self-confidence, assertiveness and sensitivity about issues pertaining to gender, class, race, ethnicity, disability and sexual orientation. You will also improve your spoken and written communication skills.

Since the likelihood of your working with persons who have had very traumatic life experiences are high, it is important that you, yourself, have come to terms with any personal crisis that you might have experienced.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- grade 12 English at or above the general level
- a minimum of 50 hours of documented volunteer experience in a recognized human service organization and a letter of reference from someone within the profession (Secondary School co-op programs do not qualify as volunteer experience but enhance the desirability of a candidate. However, it will be considered in lieu of volunteer experience if it is done in a social/human service setting.)
- a second letter of reference from a person of your choice
- attendance at an applicant assessment session
- programs in the School of Social and Community Services may take into account, for selection purposes, high school grades in English. Additionally, preference may be given to those candidates with a greater than minimum number of volunteer hours. Candidates may be required to satisfactorily pass an English assessment test/questionnaire/interview.

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

**Please Note:** In the case of an oversubscription to a program, the college reserves the right to use an applicant's grade point average or to use individual course grades to determine which applicants will be offered interviews, auditions, etc. Grades

and/or the results of mature student assessments may also be used as the sole selection criteria in some programs.

### ADDITIONAL REQUIREMENTS

Employers who provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict field placement opportunities for students with a criminal record.

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

### INTERESTS AND SKILLS

- Capacity to develop self-awareness, maturity and initiative.
- Demonstrate a respect for individual and group differences.
- Demonstrate strength under stress and ability to meet deadlines.
- Good communication skills, both written and oral.
- Ability to work both independently and interdependently.
- Ability to deal with situations in a positive way.

### CAREER OPPORTUNITIES

Graduates have found jobs in provincial and municipal social services, correctional services, community work, services to the aged, mental health programs, residential settings, ethnic and immigrant aid organizations, self-help organizations, and case management programs.

### ADDITIONAL COSTS

Students should budget at least \$300.00 per semester for supplies and are responsible for transportation costs to their field placement (in Metro Toronto).

## CURRICULUM

Semester 1 (20 hours/week)	Credits
SSW.101 Urban Sociology .....	3
SSW.102 Human Growth & Behaviour .....	3
SSW.103 Orientation to Human Services .....	3
SSW.104 Information and Referral Skills .....	3
SSW.105 Interpersonal Skills .....	3
SSW.106 Field Practice Orientation .....	2
COMM200 Communications 200 .....	3
Semester 2 (26 hours/week)	Credits
SSW.201 Political Process .....	3
SSW.202 Interviewing Skills 1 .....	3
SSW.203 Field Practice 1 .....	7
SSW.204 Family Dynamics .....	3
SSW.205 Integrative Seminar 1 .....	1
SSW.400 Cross Cultural Skills .....	3
COMM300 Communications 300 .....	3
GNEED General Education .....	3
Semester 3 (23 hours/week)	Credits
SSW.200 Group Work Skills .....	3
SSW.301 Special Needs Populations .....	3
SSW.302 Field Practice 2 .....	7
SSW.303 Integrative Seminar 2 .....	1
SSW.304 Current Social Policy Issues .....	3
SSW.306 Interviewing Skills 2 .....	3
SSW.421 Community Development .....	3

Semester 4 (23 hours/week)	Credits
SSW.300 Agency Administration & Fundraising .....	3
SSW.401 Legislation in Human Services .....	3
SSW.402 Field Practice 3 .....	7
SSW.403 Integrative Seminar 3 .....	1
SSW.404 Introduction to Life Skills .....	3
SSW.407 Case Management .....	3
GNEED General Education .....	3

## Sports Equipment Specialist

Application Program Code 01961

North Campus

Two semesters, beginning in September – Certificate Program

With advances in technology, sports equipment has become extremely complex and sophisticated. Sports equipment is big business! This program will train students to work with manufacturers, distributors and retailers in the installation, maintenance, repair and sale of sporting goods equipment. 50% of each course is classroom academic learning, while 50% is "hands-on" practical in the lab. The specialty sport areas in the program include racquets, footwear, bicycles, alpine and cross-country skis and general sports equipment repair. In the second semester students are strongly encouraged to participate in a field trip to a Sports Equipment Manufacturers Show. The purpose of this trip is to raise the profile of our students with future employers and to see the new equipment coming on the market. The cost to each student to cover travel and living expenses is \$200.00.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- preference will be given to students with experience in the sporting goods industry
- a questionnaire is required
- an interview may be required

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

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

### CAREER OPPORTUNITIES

The nature of the work varies from repairing and installing equipment, to selling equipment to match customer needs, to managing a rental or repair outlet.

Professionals in this field may be required to work a varied time schedule. Some involvement occurs in the evening and on weekends when people are taking full advantage of using their

sports equipment, and may require professional advice and assistance.

Career opportunities exist in manufacturing, retailing, wholesaling of equipment and private shop ownership.

Graduates of the one-year program can expect to earn a starting salary of \$20,000.

## CURRICULUM

Semester 1 (23 hours/week)		Credits
SPRT101	Bicycle Mechanics and Skills 1 .....	3
SPRT102	Ski Equipment and Maintenance 1 .....	
SPRT202	Ski Equipment and Maintenance 2 .....	6
SPRT106	Field Placement .....	3
SPRT107	Sports Equipment Sales .....	2
SPRT204	Athletic Footwear Design and Function .....	2
LANG123	Writing Skills .....	3
HUMA024	Humanities .....	3
Semester 2 (20 hours/week)		Credits
SPRT104	Racquet Sports Equipment .....	4
SPRT205	Liability, Safety and Responsibility .....	2
SPRT206	Field Placement .....	3
SPRT207	Sociology .....	3
SPRT208	General Equipment Repair .....	3
SPRT209	Sport Shop Operations and Management .....	2
LANG123	Writing Skills 2 .....	3

# Systems Analyst

Application Program Code 02961

North Campus

Sixty-four weeks, beginning in September (with no summer break)

This diploma program will only be offered upon sufficient interest.

The successful mature candidate will be a person with several years experience or one who has completed or partially completed a university program. Because of the nature of the profession, individuals with strong logic capabilities, as well as good communication and interpersonal skills would have the greatest likelihood of success. Also, since the program is of an intense nature, those with a good academic record, and good study and working habits would be the most likely to meet the academic demands of the program. Those with a working background in computer programming may qualify for advanced standing.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent, or mature student status
- grade 12 English (general level)
- grade 12 mathematics (preference will be given to Math MTT-4G)
- applicants may be required to attend an assessment interview

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

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

## CURRICULUM

Semester 1		Credits
ISYS100	Introduction to Information Systems .....	4
ISYS113	Fundamentals of Programming and Design .....	6
ACCT106	Accounting Fundamentals 1 .....	4
BMAT110	Essentials of Business Mathematics .....	4
COMM200	Communications 200 .....	3
HUMA024	Humanities .....	3
Semester 2		Credits
BMGT101	Human Resource Management .....	3
ISYS205	Cobol .....	4
Pre-req:	ISYS113 Fundamentals of Programming and Design	
ISYS210	Introduction to Systems Analysis 1 .....	3
Pre-req:	ISYS100 Intro. to Information Systems	
ACCT206	Accounting Fundamentals 2 .....	4
Pre-req:	ACCT106 Accounting Fundamentals 1	
ISYS234	Spreadsheets .....	3
Pre-req:	ISYS100 Intro. to Information Systems	
ISYS231	PC Data Base .....	4
Pre-req:	ISYS100 Intro. to Information Systems	
	ISYS113 Fundamentals of Programming and Design	
GNED	General Education .....	3
Semester 3		Credits
ISYS211	Introduction to Systems Analysis 2 .....	4
Pre-req:	ISYS210 Introduction to Systems Analysis 1	
ISYS275	Relational Data Base .....	4
Pre-req:	ISYS205 Cobol	
ISYS248	Microcomputer Operating Systems .....	4
Pre-req:	ISYS100 Intro. to Information Systems	
ISYS238	Network Design and Architecture .....	4
Pre-req:	ISYS100 Introduction to Information Systems	
BSTA300	Business Statistics .....	4
Pre-req:	BMAT110 Essentials of Business Mathematics	
COMM300	Communications 300 .....	3
Pre-req:	COMM200 Communications 200	
GNED	General Education .....	3
Semester 4		Credits
ISYS212	Structured Systems Analysis .....	4
Pre-req:	ISYS211 Introduction to Systems Analysis 2	
ISYS213	Systems Structure and Management .....	4
Pre-req:	ISYS211 Introduction to Systems Analysis 2	
ISYS214	Project Management .....	3
Pre-req:	ISYS211 Introduction to Systems Analysis 2	
*ISYS217	System Audit, Control and Security .....	3
Pre-req:	ISYS100 Introduction to Information Systems	
	ISYS248 Microcomputer Operating Systems	
	ISYS268 Mainframe Operating Systems	
ISYS204	Distributed Data Base .....	4
Pre-req:	ISYS275 Relational Data Base	
*ISYS268	Mainframe Operating Systems .....	3
Pre-req:	ISYS100 Introduction to Information Systems,	
	ISYS113 Fundamentals of Programming and Design	

\*These courses are co-requisites and must be taken at the same time.

# Theatre Arts

## Performance

Application Program Code 04881

## Technical Production

Application Program Code 04891

### Theatre Humber

**Performance:** Six semesters, beginning in September

**Technical Production:** Four semesters, beginning in September

Humber's Theatre Arts diploma programs offers two distinct paths – one toward acting (Performance), and the other toward production (Technical).

### PERFORMANCE PROGRAM

The three-year curriculum for Performance students includes Acting Techniques, Physical Theatre, Movement, Voice, Text Analysis, Film and TV Performance, Audition Techniques, Stage Combat, and Drama Studies. Students learn by doing, through class productions and Mainstage Productions with performances on and off campus.

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

### TECHNICAL PRODUCTION PROGRAM

This two-year program entails working in such areas as stage management, carpentry, drafting, lighting, properties, and sound. Much of the student's time is also spent in apprenticeship as part of the Department's mainstage and workshop productions and with Toronto's foremost professional theatres.

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- attendance at an interview/assessment session
- candidates for the performance program must prepare a piece and audition before a group of faculty members

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

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

### INTERESTS AND SKILLS

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

### CAREER OPPORTUNITIES

Graduation is an important step toward success in professional theatre. In recent years, all graduates of Theatre Humber have found employment as performers, production assistants, stage managers, and technicians frequently on a part-time or freelance basis.

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

### EXPECTED WORKLOAD

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

### CURRICULUM

#### Performance program (3 years)

Semester 1 (27 hours/week)	Credits
THTP100 Production Practices 1 .....	2
THTP101 Movement 1 .....	3
THTP102 Voice 1 .....	5
THTP104 Acting Techniques 1 .....	7
THTP107 Introduction to Theatre .....	2
THTP110 Physical Theatre 1 .....	2
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

Semester 2 (27 hours/week)	Credits
THTP200 Movement 2 .....	3
THTP201 Voice 2 .....	6
THTP203 Acting Techniques 2 .....	7
THTP205 Production Practices 2 .....	2
THTP210 Physical Theatre 2 .....	3
COMM300 Communications 300 .....	3
GNED General Education .....	3

Semester 3 (28 hours/week)	Credits
THTP300 Voice 3 .....	6
THTP302 Television Performance 1 .....	2
THTP303 Movement 3 .....	4
THTP304 Acting Techniques 3 .....	7
THTP310 Physical Theatre 3 .....	2
THTP306 Theatre History 1 .....	2
THTP307 Fencing and Stage Combat .....	2
GNED General Education .....	3

Semester 4 (26 hours/week)	Credits
THTP400 Voice 4 .....	5
THTP402 Television Performance 2 .....	2
THTP403 Movement 4 .....	3
THTP404 Acting Techniques 4 .....	7
THTP406 Fencing/Combat 2 .....	2
THTP408 Theatre History 2 .....	2
THTP410 Physical Theatre 4 .....	2
GNED General Education .....	3

Semester 5 (18 hours/week)	Credits
THTP501 Voice 5 .....	3
THTP502 Professional Orientation 1 .....	2
THTP503 Movement 5 .....	3
THTP505 Acting Techniques 5 .....	4
THTP506 Production 1 .....	12*

<b>Semester 6 (18 hours/week*)</b>	<b>Credits</b>
THTP600 Production 2 .....	12*
THTP601 Voice 6 .....	3
THTP602 Professional Orientation 2 .....	2
THTP603 Movement 6 .....	3
THTP605 Acting Techniques 6 .....	4

\* 6 credits are devoted to rehearsals and plays for each of THTP506 and THTP600. Teaching hours are not allocated.

### *Technical Production Program (2 years)*

<b>Semester 1 (23 hours/week)</b>	<b>Credits</b>
THTT100 Lighting Technology 1 .....	3
THTT102 Stagecraft 1 .....	2
THTT104 Stage Management 1 .....	2
THTT109 Production Applications 1 .....	1
THTT110 Introduction to Theatre .....	3
THTT111 First Aid .....	1
THTT112 Computers 1 .....	2
THTT113 Safe Working Practices .....	3
COMM200 Communications 200 .....	3
HUMA024 Humanities .....	3

<b>Semester 2 (24 hours/week)</b>	<b>Credits</b>
THTT103 Sound 1 .....	3
THTT108 Props 1 .....	2
THTT201 Lighting Technology 2 .....	2
THTT202 Stage Management 2 .....	2
THTT207 Production Applications 2 .....	4
THTT211 Rigging 1 .....	2
THTT212 Computers 2 .....	2
COMM300 Communications 300 .....	3
GNED General Education .....	3

<b>Semester 3 (21 hours/week)</b>	<b>Credits</b>
THTT101 Drafting .....	2
THTT205 Stagecraft 2 .....	2
THTT302 Scenic Painting 1 .....	3
THTT305 Production Applications 3 .....	5
THTT310 Rigging 2 .....	2
THTT315 Lighting Design 1 .....	2
THTT412 Special Effects .....	2
GNED General Education .....	3

<b>Semester 4 (26 hours/week)</b>	<b>Credits</b>
THTT210 Visual Communication .....	2
THTT308 Props 2 .....	4
THTT309 Sound 2 .....	3
THTT401 Lighting Design 2 .....	2
THTT409 Apprenticeship .....	2*
THTT410 Production Applications 4 .....	8
THTT411 Scenic Painting 2 .....	2
GNED General Education .....	3

\*Apprenticeship hours will be completed as individually arranged throughout the program. Upon successful completion the credit will be assigned in the fourth semester.

## Travel and Tourism

Application Program Code 01431

North and Lakeshore Campuses

Four semesters, beginning in September, January and May

In this diploma program, you will learn to work effectively in positions that require very good communication skills, sales techniques, organization, and experience in office procedures and business practices. You will become thoroughly familiar with many manuals used in the travel industry, ticketing, automated airline reservations systems, travel destinations, and a wide range of current travel products. Accuracy and attention to details will constantly be stressed. This program is not intended to qualify our graduates for careers as flight attendants.

### ADMISSION REQUIREMENTS

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

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

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

### CAREER OPPORTUNITIES

The program qualifies graduates for careers as travel agents, tour operators, reservation agents, and sales representatives. Many graduates now hold responsible travel management positions within the travel industry.

### EXPECTED WORKLOAD AND EXPENSES

Some courses require considerable self-directed learning. During the second year, students are assigned to appropriate working locations for field practice. You should plan for some local travel expenses. Depending on the availability of accommodations, students may wish to take the opportunity to go on an orientation trip to a major tourist destination.

**CURRICULUM**

Semester 1 (23 hours/week)		Credits
OAGN150	Electronic Keyboarding/Wordprocessing	2
MATH914	Math for Travel and Tourism	2
TRAV100	Introduction to Tourism	2
TRAV102	Domestic Tariff and Ticketing 1	3
TRAV103	Airline Guides	3
TRAV104	Travel Techniques "A2" (Travel Reference Manuals)	3
TRAV105	Destination Geography	2
HUMA024	Humanities	3
COMM200	Communications 200	3
Semester 2 (21 hours/week)		Credits
TRAV201	Domestic Tariff and Ticketing 2	3
Pre-Req:	TRAV102 Domestic Tariff and Ticketing 1	
TRAV202	Travel Office Procedures	3
TRAV203	Computer Applications 1	3
Pre-Req:	TRAV105 Destination Geography OAGN150 Electronic Keyboarding	
TRAV204	Inclusive Tour Charters	3
Pre-Req:	MATH914 Math for Travel and Tourism	
TRAV210	Tourism-Americas/Caribbean	3
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
GNED	General Education	3
Semester 3 (23 hours/week)		Credits
TRAV300	Tourism-Europe/Africa	3
TRAV301	Tariff and Ticketing, International	2
Pre-Req:	TRAV201 Domestic Tariff and Ticketing 2	
TRAV302	Field Practice 1 (3 or 4 week placement)	3
Pre-Req:	All 1st and 2nd semester classes	
TRAV303	Product Update 1	2
TRAV304	Computer Applications 2	3
Pre-req:	TRAV203 Computer Applications 1	
TRAV305	Travel Techniques B1 Rail Transportation	2
TRAV306	Travel Techniques B2 Cruise/Coach/Insurance	3
TRAV307	Travel Sales/Group Travel	3
GNED	General Education	3
Semester 4 (20 hours/week)		Credits
TRAV200	Tourism-Pacific/Asia	3
TRAV401	Tariff and Ticketing International Adv.	3
Pre-Req:	TRAV301 Tariff and Ticketing, International	
TRAV402	Computer Application 3	1
Pre-req:	TRAV304 Computer Applications 2	
TRAV403	Field Practice 2 (3 or 4 week placement)	4
TRAV404	Product Update 2	2
TRAV405	Tech. 'C' Handicapped Trav./Law	2
MK TG940	Business Management - Travel and Tourism	3
GNED	General Education (1)	3

## Urban Arboriculture (Tree Care)

Application Program Code 01991

North Campus

Two semesters in duration, beginning in September

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

On completion of this program, students will have a thorough working knowledge of all aspects of urban tree care.

Particular emphasis will be on:

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

### ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent, or mature student status
- minimum of one season of practical experience in the arboriculture/tree care industry. An employer's letter indicating the type and duration of the work will be required.
- attendance at an interview session during which applicants will be required to successfully complete a communications and mathematics assessment; applicants may be required to demonstrate their climbing skills

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

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

### ADDITIONAL INFORMATION

All students entering this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in this program increase the risk of a tetanus infection, if appropriate preventative measures are not taken.

### CAREER OPPORTUNITIES

With the training and industry experience provided by this program, graduates will be well-prepared for employment with municipal, provincial and federal governments, public utilities and their contractors and other private sector employers.

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

### ADDITIONAL COSTS

Textbooks, study materials, personal safety apparel and small tools required for this program will cost approximately \$700.00 for the year. Students will also be responsible for arranging their own transportation to and from off-campus work sites within the greater Metropolitan Toronto area.

**CURRICULUM**

<b>Semester 1 (25 hours/week)</b>		<b>Credits</b>
LAND306	Arboriculture 1 .....	3
LAND308	Pests of Woody Plants .....	3
LAND314	Landscape Equipment and Maintenance .....	2
LAND315	Arboriculture Field Instruction 1 .....	6
LAND508	Safety Legislation, Procedures and Practices .....	2
TREE300	Tree Identification 1 .....	3
TREE306	Arboriculture Science .....	3
COMM200	Communications 200 .....	3
<b>Semester 2 (22 hours/week)</b>		<b>Credits</b>
LAND405	Arboriculture 2 .....	3
LAND417	Arboriculture Field Instruction 2 .....	6
LAND422	Woody Plant Assessment .....	2
TREE408	Tree Identification 2 .....	3
TREE409	Forestry Equipment .....	3
HLTH104	C.P.R. Basic Life Support .....	1
HLTH107	First Aid .....	1
COMM300	Communications 300 .....	3

## Declaration of Waiver

The information in this calendar is accurate as of August 1, 1994. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1994, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

# GRADUATE PROGRAMS



The programs in this section have been designed to meet specific requirements in a variety of employment areas.

Students enrolling in these programs will be given the opportunity to enhance their acquired theoretical backgrounds and learn advanced skills directed toward their employment goals.

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## Activation Techniques in Gerontology (Post Certificate)

This is a post-certificate program specifically designed for those who wish to enhance their skills in working in a physical, social, rehabilitative context with the aged. It combines theory with practical technique and can be completed in 3 semesters on a part-time basis.

For further information, please contact, Patricia Holder, Program Co-ordinator, Health Sciences Division, (416) 675-3111, ext. 4062.

## Advertising-Media Sales (Post Graduate Diploma)

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Application Program Code 0460A

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### North Campus

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Two semesters plus two month internship, beginning in September

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Earn a diploma in Advertising-Media Sales in one year by qualifying for advanced standing based on your previous education and/or experience.

### ADMISSION REQUIREMENTS

- a University Degree or College Diploma; or
- mature student status (19 years of age or older) with related education and/or experience in the advertising field;
- attendance at an interview/orientation session where applicants will be required to successfully complete:
  - a) a reading/comprehension and sentence skills assessment
  - b) a mathematics (arithmetic) skills assessment
- functional knowledge/skills of computer systems and software applications (e.g. DOS, word processing and spreadsheets)

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

### CAREER OPPORTUNITIES

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

## CURRICULUM

Semester 1 (24 hours/week)		Credits
MEAD605	Fundamental of Media Sales	12
MEAD606	Professional Selling 1 (Media-FT)	6
MKTG951	Marketing for Media Sales	6

Semester 2 (26 hours/week)		Credits
MEAD701	Computer Applications in Media Sales	2
MEAD705	Seminar Series for Media Sales	3
MEAD706	Professional Selling 2 (Media-FT)	6
MEAD708	Media Sales/Planning and Buying	9
MEAD709	Advertising and the Workplace (FT)	2
MEAD710	The Media Industry	2
MEAD711	Consumer Promotions (FT)	2
MEAD800	Internship for Media Sales (FT)	4*

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

## Allied and Community Health

### (Post Certificate/Diploma)

Humber offers a variety of programs which provide the opportunity for adults to develop specialized skills.

The Allied and Community Health Department offers one post-secondary certificate program in a part time format.

- Pharmacy Assistant program

The Post-Diploma programs which are of interest to practicing professionals are:

- Life Threatening Illness, Dying and Bereavement (Multidisciplinary)
- Ambulance Management Program.

Other courses offered are:

- Crisis Intervention
- Emergency Skills.

Program brochures are available outlining the curriculum for each area of study. If you wish to obtain a copy, please call (416) 798-1034.

## Arts Administration (Post Graduate Part-time)

The Arts in Canada are a growth industry dependent upon the talents and expertise of trained managers – managers with a genuine commitment to and understanding of the arts, as well as with strong business skills.

There is an increasing demand for trained and experienced arts managers in Metropolitan Toronto:

- there are over 125 professional theatre and dance companies, 100 plus galleries, exhibition spaces and artist-run centres, and more than 60 professional music organizations in Toronto.

In an effort to meet the needs of this 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 Post Graduate Certificate Program requires the successful completion of seven courses chosen from Leadership and Communications, Financial Management, Arts and the Law, Board and Personnel Management, Tour Management, Fundraising, Public Relations, Strategic Planning, Marketing the Arts, and Micro-computer Applications.

All courses are developed with the input of arts professionals who continually work with us to ensure student success and program relevancy.

Classes will be held at a downtown location. Please call (416) 675-3111, ext. 4558 for assistance.

## Computer Network Design and Administration (Post Graduate)

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Application Program Code 30531

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North Campus

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Two semesters, beginning in September

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This one year post-diploma program is designed to prepare you to become a network technician/manager with skills in systems planning, hardware and software management. Coming in to this program you should already have a set of computer related skills either in hardware, software or both. You should be comfortable with computer jargon and using a computer system, but also be willing to learn a lot more.

Students will find themselves involved in software and hardware installation, electronic mail and electronic workgroup management, system security and resource management, the automation of common activities on the network, network load and

scheduling. Students will build small independent networks using different operating systems such as DOS/Windows (various versions), Macos, UNIX (various flavours) and OS/2 and link them together. They will also examine the use of IBM's MVS and Digital Equipment's VMS operating systems as part of a network. Students will use and study mid range cost network operating systems such as Novell's Netware, UNIX, Banyan Vines and as well as low cost and high performance network options. Diagnosing and resolving hardware and software conflicts using the appropriate tools will be emphasized. Not only will students learn about networks but the networks themselves will be used as a learning tool including the use of electronic mail for discussion groups, and access to the Internet. On completing the program students should be able to recommend and evaluate cost-effective network solutions.

This program is different than some other network education programs in that it covers more than any one vendor's product line and shows them how to make these products work together. It is these internetworking skills that will distinguish the graduates of the program.

The graduate should be able, with some extra study, to pass vendor specific tests such as Novell's CNE and obtain certification in these products.

**CAREER OPPORTUNITIES**

A common need in any business, industry or government is to build and maintain a network of computers as well as connections to networks outside the business enterprise. The graduate will work as a network administrator or as a technical support specialist with different kinds of computers including industrial controls, PCs, Macs, Workstations, Minis and Mainframes. The critical size of a single company to employ a networking specialist is 40-50 workstations though students may find work in smaller firms such as software and hardware vendors that support other companies' computer needs.

In the 1990's the workplace is undergoing an information revolution based on computer technology. Networks are the basis of change within the majority of organizations. A career in Network Management and LAN technology will put you at the centre of this change leading to future opportunities and career growth.

**ADMISSION REQUIREMENTS**

- 2-year College Diploma or equivalent
- 2 College level courses in programming or equivalent
- working familiarity with at least one computer operating system
- working familiarity with at least one end-user application
- interview with the program co-ordinator

Some familiarity and degree of comfort with handling electronic hardware is desirable. The course ELIC101 DC Circuits offered in the Electronics Department is recommended for this purpose or an I.L.P. (individualized learning program) course is also available in the Digital Certificate Lab at the college.

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

**CURRICULUM**

<b>Semester 1 (22 hours/week)</b>		<b>Credits</b>
NETW501	Computer Internals .....	4
NETW502	Network Hardware and Lower Protocol .....	5
NETW503	Operating System Environments .....	4
NETW504	Novell Netware .....	4
NETW505	Telephone Systems .....	2
NETW506	Management Skills .....	3

<b>Semester 2 (23 hours/week)</b>		<b>Credits</b>
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*A 60% average or better in the 1st semester is required for continuing in the 2nd semester.*

NETW601	Case Studies in Networking .....	3
NETW602	Client Server Databases .....	4
NETW603	Programming .....	4
NETW604	Network Management .....	4
NETW605	Higher Level Protocols .....	4
NETW606	Internetworking .....	4

**Note:** This program is offered to both regular fee paying students and to students sponsored for retraining by Canada Manpower.

**Note:** Students from other related programs such as Computer Engineering and Information Systems seeking to enrol in individual courses must obtain the permission of the program co-ordinator.

## Early Childhood Education – Advanced Studies in Special Needs (Post Graduate)

Application Program Code 07901

North Campus

Two semesters, beginning in September

This is a one-year post graduate certificate program to train early childhood educators as resource teachers. Graduates from this program would be able to provide direct service in integrated and/or segregated settings for children with special needs.

**ADMISSION REQUIREMENTS**

- official transcript demonstrating diploma in Early Childhood Education or equivalent with a minimum grade average of 75%
- personal health review and immunization record
- documented proof of current first aid and CPR certification
- reference from a special needs field/work or volunteer agency citing suitability to be a resource teacher of children with special needs
- attendance at an orientation session

In addition, employers who provide our field placement settings may require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This may restrict the opportunities of field placement for students with a criminal record.

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

### ADDITIONAL REQUIREMENTS

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

### CURRICULUM

Semester 1 (22 hours/week)		Credits
ECAS101	Issues in Normalization and Integration	2
ECAS102	Individual Program Plans	3
ECAS106	Working With Families	3
ECAS104	Children With Special Needs 3	2
ECAS105	Developmental Activities 1	3
ECAS103	Field Practice 1	9
Semester 2 (22 hours/week)		Credits
ECAS201	Advocacy and Community Resources	2
ECAS202	Program Planning and Administration	3
ECAS206	Integrative Seminar	2
ECAS204	Children With Special Needs 4	3
ECAS205	Developmental Activities 2	3
ECAS203	Field Practice 2	9

## Graphic Arts - Electronic Publishing (Post Graduate)

Application Program Code 10061

North Campus

Two consecutive semesters, September through April

This one year, two semester certificate program was developed in order to meet industry demand for graphics designers with sophisticated computer, design and pre-press skills. The program offers intensive, 'hands-on' Mac lab instruction by graphics arts professionals working at an advanced level with sophisticated software packages. Design, illustration, typography, page layout, digital imaging and pre-press skills are emphasized. The program also includes entrepreneurial skill development since many graphics professionals are self-employed.

### ADMISSION REQUIREMENTS

• applicants must be graduates of a two or three year college design program or hold a fine arts degree combined with demonstrated computer experience. Satisfactory portfolio presentation may be required for admission. Mature applicants with equivalent training/experience supplemented by a professional portfolio including computer experience are encouraged to apply.

• in the case of oversubscription to a program, the college reserves the right to use grade point average, individual course grades, portfolio assessment or interview assessments to determine which candidates will be offered interviews and admission

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

### CAREER OPPORTUNITIES

Graduates will be well positioned to seek positions as graphics artists, layout designers, or junior art editors with design companies, advertising agencies and publishing companies.

### CURRICULUM\*

Semester 1 (20 hours/week)		Credits
Design and Pre-Press 1		4
Typography 1		4
Page Layout		4
Illustration		4
Entrepreneurship in Arts		4
Semester 2 (20 hours/week)		Credits
Design and Pre-Press 2		4
Typography 2		4
Imaging		8
Field Placement		4

\*The computer based curricula in this program is subject to regular revision and updating in order to correspond as closely as possible with industry standards.

## Gerontology - Multidiscipline (Post Diploma)

This post-diploma program is offered on a part-time basis and specifically designed for those people who are either presently working with an older population or who wish to do so in the future. The program will be comprised of a substantial base of theoretical knowledge as well as field experience in both a community and institutional setting.

For further information, please contact, Patricia Holder, Program Co-ordinator, Health Sciences Division, (416) 675-3111, ext. 4062.

# Human Resource Management (Post Graduate)

Application Program Code 02541

North Campus

Two semesters, beginning in September

This professional certificate program is designed for university and college graduates. Applicants with equivalent work experience will also be considered.

It is intended for those seeking employment in Human Resource Management or for individuals already in the field who wish to update and expand their skills in order to pursue a career in Human Resource Management and secure professional accreditation.

Humber's Human Resource Management Program has an intensive curriculum within its one-year duration. The emphasis in this program is on the development of skills required in the management of human resources within organizations.

At the end of this program, students who successfully complete the twelve courses and the field practice requirements qualify for a certificate in Human Resource Management from Humber College. In addition, the courses may be accredited by the Human Resources Professional Association of Ontario towards a Certificate in Human Resources Management (CHRM), the academic component of the professional designation, (C.H.R.P.).

## ADMISSION REQUIREMENTS

- College Diploma, or University Degree, or mature students with equivalent work experience. Wordprocessing and spreadsheet computer skills are required. Applicant selection will be based upon an interview/information session or written questionnaire

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

## CURRICULUM

Semester 1 (22 hours/week)	Credits
HRPD705 Human Resource Computer Applications .....	4
HRPD712 Labour Economics .....	4
HRPD721 Human Resource Management .....	3
HRPD724 Elements of Salary Compensation .....	4
HRPD730 Recruitment, Selection and Equity .....	4
HRPD736 Organizational Behaviour .....	4

Semester 2 (23 hours/week)	Credits
ACCT201 H.R.M. Finance and Accounting .....	4
HRPD708 Labour Relations .....	4
HRPD713 Training and Development .....	4
HRPD725 Pensions and Benefits Plans .....	4
HRPD737 Occupational Health and Safety .....	4
HRPD738 Employment Law .....	4

Field Practice (Four Weeks-May/June)	Credits
HRPD750 Field Practice .....	4

# International Marketing – Asia Pacific Profile (Post Graduate)

Application Program Code 0219A

North Campus

One year Post Graduate Certificate at the advanced level, beginning in September

This is the only business program in Ontario requiring study of Japanese or Mandarin languages and cultures.

A one-year full-time program has been developed to provide entry into the field of International Marketing. The accelerated format of lectures, projects and case studies focuses upon the Pacific Rim.

On achievement of the Certificate, those students who meet a series of employer established criteria, determined by interview and/or assessment, may apply for field internships which will normally be with Canadian or multi-national organizations in Asia. The College cannot guarantee that all students will be placed.

## ADMISSION REQUIREMENTS

- University Degree, or College Diploma, or mature student with 5 years related work experience. Applicant selection will be made following an interview/assessment session

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

## CURRICULUM

Semester 1	Credits
MAPD601 Mandarin Chinese .....	5
Or	
JAPD602 Japanese .....	5
INPD600 International Marketing 1 .....	4
ISPD241 Personal Computing – Marketing .....	4
INPD655 International Distribution .....	4
INPD610 Asian Pacific Studies 1 .....	4
INPD660 Professional Selling – International .....	4

Semester 2		Credits
MAPD611	Mandarin Chinese 2 .....	5
Pre-req:	MAPD601 Mandarin Chinese Or	
JAPD612	Japanese 2 .....	5
Pre-req:	JAPD602 Japanese	
INPD605	International Trade .....	4
Pre-req:	INPD600 International Marketing 1	
INPD650	International Marketing 2 .....	4
Pre-req:	INPD600 International Marketing 1	
INPD670	International Banking and Finance .....	2
Pre-req:	INPD600 International Marketing 1	
INPD665	Asian Pacific Studies 2 .....	4

### Optional Co-operative Experience

INPD700	Field Internship .....	4
Pre-req:	Achievement of Certificate and success on employer based assessment	

## International Marketing – Latin American Profile (Post Graduate)

Application Program Code 0219L

### North Campus

One year Post Graduate Certificate at the advanced level, beginning in September

A one-year full-time program has been developed to provide entry into the field of international marketing. The accelerated format of lectures, projects and case studies focuses upon Latin America.

The curriculum provides a balance between the study of Latin American culture and language and a range of international business subjects.

### ADMISSION REQUIREMENTS

- University Degree, or College Diploma, or mature student with 5 years related work experience. Applicant selection will be made following an interview/assessment session.

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

### CURRICULUM

Semester 1		Credits
INPD600	International Marketing 1 .....	4
ISPD241	Personal Computing – Marketing .....	4
INPD655	International Distribution .....	4
INPD615	Latin American Studies 1 .....	4
INPD660	Professional Selling International .....	4
<b>Second Language Component:</b>		5
SPPD601	Spanish 1 .....	

Semester 2		Credits
INPD650	International Marketing 2 .....	4
Pre-req:	INPD600 International Marketing 1	
INPD605	International Trade .....	4
Pre-req:	INPD600 International Marketing 1	
INPD670	International Banking and Finance .....	2
Pre-req:	INPD600 International Marketing 1	
INPD675	Latin American Studies 2 .....	4
Pre-req:	INPD615 Latin American Studies 1	

### Second Language Component:

SPPD611	Spanish 2 .....	5
Pre-req:	SPPD601 Spanish 1	

It is planned to establish two-month residential programs in Mexico, designed to reinforce ability in Conversational Spanish and familiarity with Latin American views of international trade. On achievement of the Certificate, students may apply for entry to these optional programs.

## Journalism for Mature Students (Post Graduate Diploma)

Application Program Code 0475A

### North Campus

Four semesters, beginning in September

This diploma program will allow students to specialize in newspaper, magazine or broadcast journalism and obtain first class experience through a valuable internship program, after completing two semesters of classroom work.

### ADMISSION REQUIREMENTS

- a University Degree, Community College Diploma, or partial post-secondary education and related experience in the industry
- attendance at an assessment interview. Successful applicants are given advanced standing and enter at a level equivalent to the second year of the three-year Journalism Diploma Program.

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

### CURRICULUM

Semester 1 and 2 – Advanced Standing

<b>Semester 3 (20 hours/week)</b>		<b>Credits</b>
JRN101	Media and Society .....	2
JRN201	Radio News 1 .....	2
JRN202	T.V. News 1 .....	3
JRN205	Newspaper Reporting 1 .....	6
FOTO110	Basic Black and White Photography .....	3
JRN300	Newspaper Layout and Design .....	2
JRN310	Introduction to Magazines .....	2

<b>Semester 4 (22 hours/week)</b>		<b>Credits</b>
JRN411	Magazine Production .....	2
Pre-Req:	JRN101 Media and Society	
JRN304	T.V. News 2 .....	3
Pre-Req:	JRN202 T.V. News 1	
JRN307	Newspaper Reporting 2/Copy Edit Workshop .....	4
Pre-Req:	JRN203 Newspaper Reporting 1	
JRN401	Critique 1 .....	1
JRN405	Videography .....	3
Pre-Req:	JRN304 T.V. News 2	
JRN407	Opinion Writing .....	2
JRN408	Radio News and Voice Training .....	3
FOTO210	News Photography .....	2
Pre-Req:	FOTO110 Basic Black and White Photography	
JRN412	Desktop Publishing for Journalism .....	2

**Semester 5 and 6 (same as regular profile)**

## Marketing Management – Canadian Securities Profile (Post Graduate)

Application Program Code 02245

North Campus

One year Post Graduate Certificate Program, beginning in September

The investment industry is a challenging, and fast paced environment. Professionals working in the field must determine the best ways to obtain financing, and to identify the optimum investment opportunities for investors. This program is designed for non-business University graduates and College diploma graduates. It is intended for those seeking employment ultimately in marketing leadership and for those who are seeking to update and expand their skills in order to pursue a career in investment and securities.

### ADMISSION REQUIREMENTS

- an under-graduate University degree, or
- College Diploma, or
- a minimum of five years related experience

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

### CAREER OPPORTUNITIES

Career opportunities in the Canadian Securities field vary from large institutional firms to regional offices and smaller operations. Large trading houses, banks and trust companies are prime employers. Careers exist in trading departments of securities firms, sales departments, research departments, corporate and government finance departments.

### CURRICULUM

<b>Semester 1</b>		<b>Credits</b>
MKPD703	Fundamentals of Marketing .....	6
MKPD741	Canadian Securities 1 .....	4
ISPD241	Personal Computing .....	3
MKPD740	Financial Planning 1 .....	4
MKPD702	Marketing Operations .....	4
MKPD705	Marketing Seminar 1 .....	2
<b>Semester 2</b>		<b>Credits</b>
MKPD743	Canadian Securities 2 .....	4
ISPD242	Personal Computing 2 .....	2
MKPD742	Financial Planning 2 .....	4
MKPD709	Professional Selling – Marketing Management .....	3
MKPD711	Marketing Management .....	4
MKPD712	Marketing Seminar 2 .....	2

## Marketing Management – General Profile (Post Graduate)

Application Program Code 02241

North Campus

One year Post Graduate Certificate Program, beginning in September

This one year full-time certificate program is designed to develop technical, conceptual and workplace skills geared to the needs of marketing employers. This specialized program is available to university and college graduates of non-business courses, however applicants with a minimum of five years equivalent experience will be considered.

This program will provide an opportunity for students to develop the knowledge and skills necessary in order to make an effective contribution in the workplace. Emphasis is placed on workplace skills such as communications, inter-personal skills, customer service, problem-solving and teamwork, in addition to technical marketing subjects, such as advertising, sales promotion, the selling of ideas and products, and the development of marketing strategy.

The students will learn by doing: setting goals and objectives, time management, decision-making, and handling pressure during group projects, cases, discussions and practical assignments.

The student will strengthen her/his computer skills, and ideally will have access to a personal computer at home.

**ADMISSION REQUIREMENTS**

- an under-graduate University degree, or
- College Diploma, or
- a minimum of five years related experience

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

**CURRICULUM**

Semester 1	Credits
ISPD241 Personal Computing – Marketing 1 .....	4
MKPD702 Marketing Operations .....	4
MKPD703 Fundamentals of Marketing .....	6
MKPD705 Marketing Seminar 1 .....	2
MKPD709 Professional Selling – Marketing Management .....	4
MKPD715 International Trade .....	3

Semester 2	Credits
ISPD242 Personal Computing – Marketing 2 .....	2
MKPD706 Research for Marketing Management .....	4
MKPD707 Distribution – Marketing Management .....	3
MKPD708 Advertising, Sales Promotion and Public Relations .....	4
MKPD711 Marketing Management .....	4
MKPD712 Marketing Seminar 2 .....	2

# Marketing Management

## – Information Systems Profile

### (Post Graduate)

Application Program Code 0224N

North Campus

One Year Post Graduate Certificate Program, beginning in September

This program is designed for University graduates and College diploma graduates.

It is intended for those seeking employment ultimately in marketing leadership and for those who are seeking to update and expand their skills in order to pursue a career in marketing, with particular emphasis in the information systems field.

The explosion of the computer into almost every facet of modern life has created an unprecedented demand for Information Systems marketing representatives.

Students entering Humber's unique Marketing Management – Information Systems Profile are taking their first step towards an exciting, stimulating career in a dynamic industry.

The goal of Humber's program is to equip graduates with the expertise that will enable them to pursue confidently, a career in a field that can provide a lifetime of satisfaction and challenge.

**ADMISSION REQUIREMENTS**

- an under-graduate University degree, or
- College diploma, or
- a minimum of five years related experience and
- basic computer and literacy, i.e., knowledge of disk operating systems, with basic understanding skills in word processing spreadsheet and data base software

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

**CAREER OPPORTUNITIES**

Graduates of the program will work in the multitude of manufacturing, distributing, reselling and retail firms associated with the computer industry. They will be employed as:

- computer hardware/software sales and marketing representatives
- customer relations and service representatives
- sales support assistants
- account executives
- marketing co-ordinators

**CURRICULUM**

Semester 1	Credits
MKPD703 Fundamentals of Marketing Management .....	6
ISPD110 Spreadsheet Applications .....	3
ISPD112 Data Base Applications .....	3
MKPD709 Professional Selling – Marketing Management .....	4
MKPD702 Marketing Operations .....	4
MKPD705 Marketing Seminar 1 .....	2

Semester 2	Credits
ISPD111 P.C. Operating Systems and Networks .....	3
ISPD202 Computer Product Positioning .....	3
MKPD715 International Trade .....	3
MKPD708 Advertising, Sales Promotion and Public Relations .....	4
MKPD711 Marketing Management .....	4
MKPD712 Marketing Seminar 2 .....	2

# Media Copywriting

## (Post Graduate Certificate)

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Application Program Code 10021

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North Campus

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One year, three consecutive semesters, beginning in September

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This program is designed for individuals who want to develop and focus their writing skills towards a career in the advertising field. Graduates from this program will possess the specialized skills necessary to develop concepts and write creative advertising and promotion copy for all print and broadcast media.

### ADMISSION REQUIREMENTS

- a University Degree or College Diploma; or
- mature student status (19 years of age or over) with an appropriate combination of education and/or relevant life experience(s);
- attendance at an interview/orientation session at which an applicant will be required to successfully complete:
  - a) a reading/comprehension and sentence skills assessment, and
  - b) a conceptual thinking assessment test

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

### CAREER OPPORTUNITIES

Graduates will be qualified to pursue positions as copywriters in advertising and promotion agencies; in the advertising/promotion departments of corporations, retail companies and the municipal, provincial or federal governments; or as independent freelance copywriters with their own accounts.

### CURRICULUM

Semester 1 (23 hours/week)		Credits
COPY101	Introduction to Advertising .....	3
COPY102	Creative Strategies .....	2
COPY103	Creative Writing 1 .....	6
COPY104	Current Affairs and Advertising Trends .....	2
COPY105	Understanding the Media .....	2
COPY106	Elements of Advertising .....	3
COPY107	Advertising Seminar Series .....	2
COPY108	Computer Applications 1 .....	3
Semester 2 (24 hours/week)		Credits
COPY201	Introduction to Print 1 .....	5
COPY202	Campaign Strategies 1 .....	4
COPY203	Introduction to TV/AV/Video .....	4
COPY204	Introduction to Promotion .....	3
COPY205	Introduction to Radio .....	2
COPY206	Presentation Skills 1 .....	3
COPY208	Computer Applications 2 .....	3

Semester 3 (22 hours/week for first eight weeks)

	Credits
COPY302 Campaign Strategies 2 .....	4
COPY303 Creative Writing 2 .....	4
COPY304 Promotion and PR .....	2
COPY306 Presentation Skills 2 .....	1
COPY309 Field Placement .....	4*

\* Note: Students participate in a full-time field placement at an approved advertising agency during the last eight weeks of Semester 3. All other course work is completed in the first eight weeks of this semester.

Students must have successfully completed (or be passing) all required program courses before being considered for placement.

# Photography

## – Advanced

### (Post Graduate Certificate)

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Application Program Code 10071

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North Campus

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Two semesters, beginning in January

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This one-year, two semester certificate program was created to meet student and industry needs for advanced training and portfolio development. The student will specialize in a specific area of professional photography that will match their career aspirations. Some of the broad categories that may be selected are: digital imaging, commercial photography, portraiture and technology. The program is portfolio driven with the final presentation representing the skill and knowledge achievement of the students. Industry field placement also plays an integral part in this program and will give students an opportunity to gain practical insight and experience in their chosen profession.

### ADMISSION REQUIREMENTS

- applicants must be graduates of a two or three-year college Photography program, hold a related degree, or have the equivalent in extensive related work experience
- satisfactory portfolio presentation will be required for admission

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

# Public Relations Certificate

(Post Graduate Certificate)

Application Program Code 04561

North Campus

Two semesters, beginning in September or January

A one-year Public Relations Certificate program is offered for mature students. After successfully completing two semesters of classroom work students experience a valuable assigned internship in the industry. This takes place in the eight weeks following successful completion of all other courses.

## ADMISSION REQUIREMENTS

- a University Degree, or 3-year Community College Diploma (applicants with partial post-secondary education, or related work experience may apply for advanced standing in the Public Relations Diploma Program)
- attendance at an interview/orientation session where you will be required to successfully complete a communications assessment test
- keyboarding skills (approx. 30 words per minute)

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

## CAREER OPPORTUNITIES

Graduates from the Public Relations Certificate Program have a wide variety of employment options to choose from, including: corporate, not-for-profit, government, health care, fundraising and product promotion.

## CURRICULUM

Semester 1 (25 hours/week)	Credits
PRC.102 Effective Speech .....	2
PRC.107 PR Writing and Lab 1 .....	4
PRC.109 PR in Non-Profit and Government Organizations .....	3
PRC.110 Communications Theory .....	2
PRC.111 Proposal Development 1 .....	2
PRC.112 Layout and Production (Print/AV) .....	3
PRC.113 Introduction to the Macintosh Computer .....	1
PRC.114 Media Relations 1 (News Vehicles) .....	2
PRC.116 The PR Agency .....	1
PRC.117 Supplier Management and Business Practices .....	1
PRC.200 Public Relations Research .....	2
SCIE103 Computer Applications .....	2

## Semester 2 (24 hours/week)

## Credits

MKTG705 Marketing for PR .....	3
PRC.202 Seminar .....	2
PRC.206 PR in the Corporation .....	2
PRC.207 PR Writing and Lab 2 .....	4
PRC.210 Fundraising .....	4
PRC.211 Desktop Publishing .....	2
PRC.212 Proposal Development 2 .....	2
PRC.213 Internal Communications .....	2
PRC.214 Media Relations 2 (PR components) .....	2
PRC.215 PR in the Workplace .....	1
PRC.300 Field Placement (May through June) .....	4*

\* Note: Not included in instructional hours/week. Students must be current and passing in all courses to go on Field Placement.

# Radio Broadcasting

(Post Graduate Certificate)

Application Program Code 04551

North Campus

Two semesters, beginning in January

A one-year Radio Broadcasting Certificate Program is offered by Humber College. More information may be obtained by calling Joe Andrews, Co-ordinator of the Radio Broadcasting Program at (416) 675-3111, ext. 4366.

## ADMISSION REQUIREMENTS

- a University Degree, Community College Diploma, or mature student status with related experience in the radio broadcasting industry
- attendance at an interview/orientation assessment session where applicants will be required to complete:
  - 1) a questionnaire
  - 2) a vocabulary/comprehension assessment
  - 3) voice and reading test, all of which will be taken into consideration for selection purposes

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

## CURRICULUM

Semester 1 (25 hours/week)	Credits
LANG017 Effective Speaking .....	2
RBD.104 Introduction to Radio .....	4
RBD.106 Basic Writing - Radio .....	4
RBD.107 Broadcast Equipment .....	4
RBD.108 Basic Announcing .....	4
RBD.209 Sales Development .....	2
RBD.214 News Development .....	2
RBD.318 On-air Performance .....	3

Semester 2 (23 hours/week)		Credits
RBC 211	Station Operation (Major)	9
RBD 419	Radio Programming	2
RBD.312	Career Preparation for Radio	2
RBD.415	Radio Seminar	2
RBD.416	Radio Lab	6
RBD.418	On-air Performance 2	2

**An 8-week internship follows the Semester 2 program**

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

## Recreation Leadership (Post Graduate Diploma)

Application Program Code 0142A

North Campus

Two semesters, beginning in September

Earn a Recreation Leadership Diploma in one year by qualifying for advance standing based on your previous education or experience. The program begins in September and includes both classroom work and field placement.

### ADMISSION REQUIREMENTS

- preference will be given to candidates who hold a University degree. Applicants with a related College diploma, with an average of 80% or above and related work experience, will be considered if space is available.

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

Students with a degree in Recreation should not apply as this program would be a duplication in studies.

### CAREER OPPORTUNITIES

Graduates of the Fast Track Recreation Leadership program have a wide variety of employment options including: commercial, voluntary, municipal, and private agencies in the recreation field.

### CURRICULUM

Semester 1		Credits
RECL701	Recreation and Leisure Programming 1	4
RECL702	Marketing in Recreation Part 1	4
RECL703	Human Resource Management	4
RECL704	Leadership and Group Dynamics	3
RECL705	Computer Applications to Recreation	3
RECL710	Field Practicum 1	7

Semester 2		Credits
RECL721	Recreation and Leisure Programming 2	4
RECL722	Marketing in Recreation Part 2	4
RECL723	Risk Management	3
RECL724	Financial Planning	4
RECL725	Current Issues in Recreation	3
RECL720	Field Practicum 2	7

## Registered Nursing (Post Diploma)

### North Campus

Humber College offers a selection of carefully designed post graduate programs and courses for Registered Nurses.

- Childbirth Educators Program
- Coronary Care Nursing
- Emergency Nursing
- Mental Health Nursing
- Neonatal Intensive Care Program
- Nephrology Nursing
- Neuroscience Nursing
- Occupational Health Nursing
- Obstetric Certificate Program
- Operating Room Nursing
- Respiratory Nursing

### ADDITIONAL COURSES FOR NURSES:

- Care of the Post Anaesthetic Patient
- Introduction and Advanced IV Therapy
- Management Skills for Nurses
- Advanced Management Skills
- Patient Assessment
- Advanced Physiology
- RN Examination Review
- Advanced/Care of the Surgical Patient
- Community Mental Health Nursing
- Children Are Unique A Pediatric Course
- Community Nursing for the R.N.

For further information on these post-diploma Nursing programs and courses, please contact Health Sciences, North Campus, (416) 675-3111, ext. 4062, or (416) 798-1034. We publish a detailed brochure outlining the continuing education program and course opportunities. It includes the schedule for a full year and the course descriptions. For your copy, please call the above phone number, or write Chair, Continuing Education, Health Sciences, Humber College, North Campus, 205 Humber College Blvd., Etobicoke, Ontario, M9W 5L7.

# Registered Practical Nursing

## (Post Certificate)

Humber College offers additional courses for Registered Practical Nursing which are designed to expand their competencies. These post-certificate courses are offered to supplement the knowledge previously obtained at the basic level.

- Asepsis for the RPN
- Assessment Skills for RPN's
- ECG Recording for the RPN
- Phlebotomy for the RPN
- Medications course for the RPN
- RPN Exam Review
- RPN and the Surgical Client
- RPN Mental Health Nursing Program
- RPN Operating Room Nursing Program
- RPN Supervisory Skills in the Practice Setting
- Community Nursing for the RPN

For further information or a brochure, please contact (416) 675-3111, ext. 4062, or (416) 798-1034.

# Teachers of English As A Second Language

## (T.E.S.L.)

(Post Graduate)

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Application Program Code 05841

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Keele Dale Campus

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One semester, beginning in January

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This is a post-diploma one semester certificate program designed for experienced and novice teachers seeking qualification in TESL/TEFL or other specialized training services. The program consists of five integrated components: The Adult Learner, Linguistics, Methodology, Pedagogical Grammar and the Practicum - exposing candidates to a wide range of theoretical issues and providing them with extensive opportunities for ESL class observation and practice teaching.

The program is designed from an adult education perspective.

### ADMISSION REQUIREMENTS

The requirement for consideration for admission to the TESL program is a completed degree or diploma and 250 hours of documented teaching experience in adult ESL classes. If the teaching experience was obtained outside Metropolitan Toronto, the documentation must include a reference letter from a co-ordinator, supervisor, etc.

- Teaching experience refers to actual classroom teaching or volunteer work in a formal classroom setting. Private tutoring will not be accepted as ESL teaching experience except if done under the auspices of an acknowledged educational institution.

Preference will be given to candidates with a degree or diploma in one of the following fields: Linguistics, English, Modern Languages, Education, Psychology, Journalism, Anthropology, Sociology or Social Work, but candidates with a degree or diploma in any other field will be considered if they have fulfilled the required 250 hours of documented adult ESL work.

Candidates deemed eligible will be required to satisfactorily pass an English assessment test and finally will be subject to a selection interview to determine suitability for the program.

(Please note that due to the integrated nature of this short, intense certificate program, advance standing and/or exemption credit cannot be granted.)

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

### CAREER OPPORTUNITIES

Graduates of this certificate program can work for community colleges, adult courses offered by boards of education as well as by community centres or private language institutions in Ontario/other provinces or abroad.

### EXPECTED WORKLOAD

The workload for the course is very heavy. In addition to regular background reading, candidates can expect a minimum of 10 assignments/tests plus preparation for micro-teaching sessions, workshops and practice teaching.

For further TESL information, please call (416) 763-5141.

# Telecommunications Management (International) (Post Graduate)

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Application Program Code 20111

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North Campus

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One year Post Graduate program, beginning in  
September

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Recognizing the growing need for trained professionals in telecommunications, and the increased demand for familiarity in the international aspects of this field Humber College offers a one year program in Telecommunications Management (International).

## ADMISSION REQUIREMENTS

- successful completion of a degree in such areas as Engineering, Computer Science, Business, and Liberal Arts or Science or a College diploma
- a personal interview with a program faculty member is required
- applicants without credit for a course in basic data communications and telecommunications in their previous program of studies would be required to complete Humber College's course ISYS238 Network Design and Analysis (or equivalent) prior to the start of the program

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

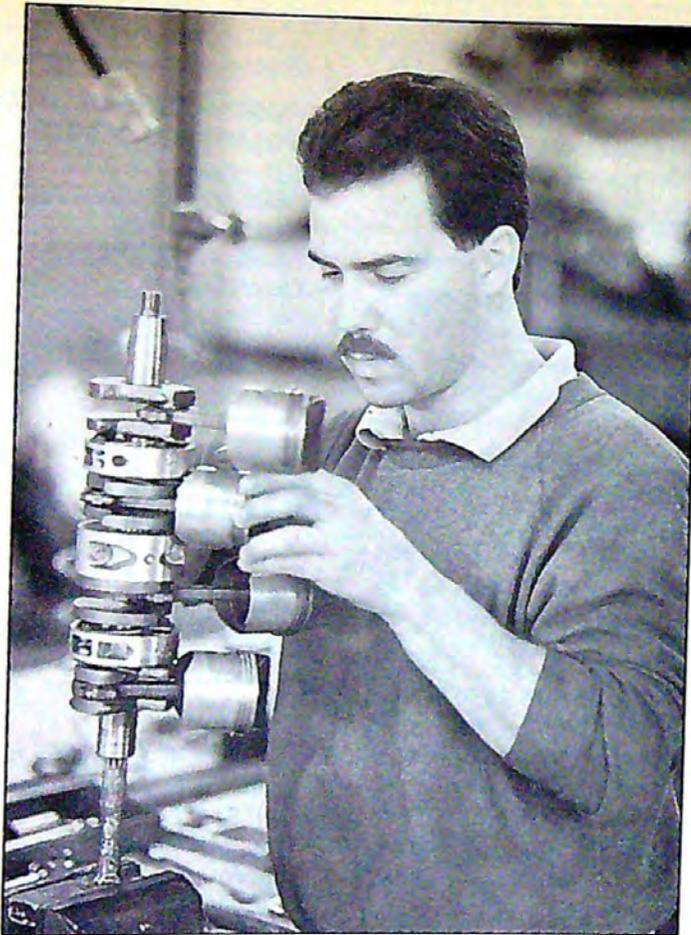
## CAREER OPPORTUNITIES

Upon successful completion of the program graduates would be qualified to enter a career as a telecommunications analyst or as a sales and marketing representative. Potential markets for such graduates would include the government, large private users of international telecommunications services, international record carriers, and equipment manufacturers with a presence in foreign markets.

## CURRICULUM

Semester 1 (22 hours)		Credits
ISYS228	Business Satellite Communication .....	3
ISYS229	Message and Packet Switching .....	3
ISYS250	Digital Telephony .....	3
ISYS254	ISDN .....	3
ISYS257	International Telecommunications .....	3
ISYS270	Telecommunications Switching Systems .....	3
INPD600	International Marketing 1 .....	4
Semester 2 (22 Hours)		Credits
ISYS255	Mobile Communications .....	3
ISYS249	Telecommunications Strategic Planning .....	3
ISYS273	International Telecommunications Regulatory Considerations .....	3
ISYS276	Sonet and Fibre Optics .....	3
ISYS277	Enterprise Networks .....	3
ISYS278	Local Area Networks for Telecommunication Management .....	3
INPD605	International Trade .....	4

# APPRENTICESHIP, PRE-COLLEGE AND TECHNICAL CERTIFICATE PROGRAMS



# Guide to Apprenticeship, Pre-College and Technical Certificate Programs

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# Apprenticeship Programs

Apprenticeship offers you an opportunity to learn a highly skilled trade in a variety of occupations through practical job experience and in-school training. Registration for these programs takes place through your local Apprenticeship Branch Office of the Ministry of Education and Training.

## ADMISSION REQUIREMENTS

- minimum 16 years of age
- grade 10 (Ontario)
- applicant must be literate in English
- employed in your chosen field

## HUMBER COLLEGE OFFERS THE FOLLOWING APPRENTICESHIP PROGRAMS:

- Boilermaker
- Painting and Decorating
- Sheet Metal
- Plumber
- Electrician
- Industrial Woodworker
- Arborist Apprenticeship
- Horticulture Apprenticeship
- Cook (Cuisine) Apprentice

For further information, please contact your local Apprenticeship Branch Office or call 1-800-387-5656.

# Arborist Apprenticeship

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## North Campus

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20-week in-school session. Basic – 12-weeks beginning, in January. Advanced – 8-weeks beginning, in October

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## ADMISSION REQUIREMENTS

- grade 10 (Ontario) at or above general level
- applicant must be working in the field of arboriculture
- minimum 16 years of age
- applicant must be literate in English

Note: Registration is through the applicant's local office of the Ontario Training and Adjustment Board (OTAB). Arborist regulations are 48/93, Trade Code 444A.

## ADDITIONAL INFORMATION

All arborist apprentices attending Humber College must come to their first class equipped with the following personal protective equipment which is in compliance with the Occupational Health and Safety Act: CSA approved Class B hardhat, work-rated safety boots, safety glasses, hearing protection, leather gloves and chain saw pants.

Apprentices are required to attend all classes and be dressed appropriately for the scheduled activity and prevailing weather conditions.

From time to time, field instruction sessions are held off-campus. Apprentices are responsible for their own transportation to and from these sites.

Parking and lockers are available. Arrangements are made at the orientation session on the first day of class.

All students entering the Arborist Apprenticeship Program are strongly advised to ensure that they have had a tetanus

injection (or booster shot) within the last ten years. The equipment and materials used in this program increase the risk of a tetanus infection if appropriate preventative measures are not taken.

The in-school training consists of lectures and laboratory classes which are balanced with a practical field instruction component.

Virtually all costs are covered by CEIC, and the apprentice in college receives unemployment benefits and may be eligible for additional support.

### CAREER OPPORTUNITIES

Skilled workers with private sector tree care companies, public authorities and utilities. Opportunities exist to advance to positions with more responsibility.

## CURRICULUM

### Basic Session

(30 hours/week)

	Credits
ACAP101 Safe Workplace Practices 1 .....	4
ACAP102 Forestry Tools and Equipment 1 .....	4
ACAP103 Arboriculture Practices 1 .....	12
ACAP104 Arboriculture Science 1 .....	3
ACAP105 Plant Health Care 1 .....	3
ACAP106 Business Skills 1 .....	4

### Advanced Session

(30 hours/week)

	Credits
ACAP301 Safe Workplace Practices 2 .....	1
ACAP302 Forestry Tools and Equipment 2 .....	3
ACAP303 Arboriculture Practices 2 .....	14
ACAP304 Arboriculture Science 2 .....	4
ACAP305 Plant Health Care 2 .....	4
ACAP306 Business Skills 2 .....	4

# Cook (Cuisine) Apprentice

## North Campus

Fifteen hours per week (2 days) for 30 weeks, beginning in September

### BASIC AND ADVANCED PROGRAM

In the apprenticeship certificate program the student attends an in-class session two days a week at Humber College while continuing to work for his/her employer the remainder of the week. This arrangement provides immediate benefits to both the student and the employer since the student is able to apply newly acquired skills and knowledge to his/her job each week.

The curriculum has been designed to be flexible and innovative without deviating from the requirements set by the Provincial Committee.

### HOW TO REGISTER

Employers can register interested employees through the local Apprenticeship Office of the Ministry of Education and Training.

A completed application form must be submitted along with proof of education transcripts and the registration fee to an Industrial Training Consultant. Applicants may also be required to submit documented evidence of previous experience in the field.

Once the applicant has met the above requirements and has been accepted, he/she will be asked to undertake a contract of apprenticeship with the Ministry of Education and Training. When the above process has been completed an applicant will then be scheduled to attend the program at Humber College.

### ADMISSION REQUIREMENTS

To be eligible for the program the applicant must be at least 16 years of age, have a grade 10 education or equivalent, be literate in English, and be currently employed in a commercial or institutional kitchen for a period of eight weeks prior to the commencement of the program. A scheduled meeting with program co-ordinator prior and after application to the Ministry of Education and Training office is strongly recommended.

### ADDITIONAL INFORMATION

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

### ADDITIONAL COSTS

Textbooks and consumables will be supplied by Humber College. Students will be expected to provide their own uniforms, knives, and practical manuals.

## CURRICULUM

### Basic

	Credits
CULN100 Practical Baking .....	4
CULN101 Food Production Practical .....	4
CULN103 Food Production Theory .....	2
CULN109 Hospitality Calculations/Nutrition .....	2
CULN301 Larder Practical .....	4
CULN302 Larder Butchery Theory .....	2
CULN303 Hotel Butchery .....	2
CULN811 Sanitation Safety and Equipment .....	1
CULN850 Hospitality Communications Level 1 .....	1
CULN851 Kitchen Management .....	2

### Advanced

	Credits
CULN191 Cuisine Theory .....	2
CULN192 Cuisine Practical .....	4
CULN200 Pastry 1 .....	4
CULN202 Food and Labour Costing Concepts .....	2
CULN309 Advanced A La Carte Cuisine .....	5
CULN401 Advanced Gardemanger Practical .....	2
CULN403 Food and Labour Cost Controls .....	2
CULN406 Gardemanger Theory .....	1
CULN852 Hospitality Communications Level 2 .....	1
CULN853 Hospitality Calculations Advanced .....	1

# Horticulture Apprenticeship

## North Campus

20-week in-school session. Basic 8-week session, beginning in October or January. Advanced 12-week session, beginning in January.

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

### ADMISSION REQUIREMENTS

- grade 10 (Ontario) at or above general level
- applicant must be working in the horticulture industry (landscape maintenance/construction, greenhouse/nursery/garden centres, parks departments, golf courses, arboriculture)
- minimum 16 years of age
- applicant must be literate in English

Note: Applicant's registration is through their local office of the Ontario Training and Adjustment Board (OTAB).

### ADDITIONAL INFORMATION

All students entering (or currently enrolled in) this program are strongly advised to ensure that they have had a tetanus injection (or booster shot) within the last ten years. The equipment and materials used in this program increases the risk of a tetanus infection, if appropriate preventative measures are not taken.

### CAREER OPPORTUNITIES

Skilled workers in areas listed above. Opportunity exists to advance to positions with more responsibility.

## CURRICULUM

### Basic Session

(30 hours/week)	Credits
HCAP111 Applied Botany .....	2
HCAP113 Plant Materials (ID) 1 .....	4
HCAP114 Soils and Fertilizers .....	2
HCAP117 Pest Control .....	4
HCAP118 Turfgrass Installation 1 .....	2
HCAP121 Landscape Construction 1 .....	4
HCAP123 Landscape Equipment Maintenance .....	2
HCAP124 Workplace Practices .....	1
HCAP125 Plant Handling Techniques 1 .....	3
HCAP152 Trade Calculations .....	4
LANG116 Communications .....	2

### Advanced Session

#### Branch 1 (Nursery/Greenhouse Worker) (30 hours/week)

	Credits
HCAP312 Plant Materials (ID) 2 .....	4
HCAP314 Garden Centres .....	2
HCAP315 Landscape Design .....	3
HCAP316 Horticulture Industry .....	2
HCAP320 Nursery Principles .....	4
HCAP321 Plant Handling Techniques 2 .....	3
HCAP325 Greenhouse Operations .....	5
HCAP326 Plant Propagation and Production .....	6
HLTH107 First Aid .....	1

#### Branch 2 (Landscaper/Greenskeeper) (30 hours/week)

	Credits
HCAP312 Plant Materials (ID) 2 .....	4
HCAP315 Landscape Design .....	3
HCAP316 Horticulture Industry .....	2
HCAP318 Irrigation .....	2
HCAP321 Plant Handling Techniques 2 .....	3
HCAP324 Landscape Construction 2 .....	7
HCAP327 Turfgrass Installation 2 .....	2
HCAP328 Turf Management .....	2
HCAP329 Quantity Surveying and Site Planning .....	2
HCAP353 Landscape Grading .....	2
HLTH107 First Aid .....	1

Virtually all costs are covered by CEIC, and the apprentice in College receives unemployment benefits and may be eligible for additional support. Trainees will need work clothes, safety boots, gloves, a CSA approved hard hat and secateurs.

## Pre-College Programs

### Futures (Youth Programs)

Subsidized and under contract with the Ontario Ministry of Education, Humber College provides job preparation and work experience training for young unemployed adults (15-24 years of age). For information call (416) 253-6761.

### Preparatory Training

Academic Prep, an individualized program offered at the College which allows the students to refresh or improve their academic skills in preparation for college entry, skills training or employment. The program is customized to each student's needs and offers courses in English, Mathematics, Biology, Physics, Chemistry and Computer Literacy. The English courses range from basic literacy to a grade twelve equivalency while mathematics includes topics in arithmetic, algebra, trigonometry, geometry and business math. The program is offered at the Lakeshore and Keele Campus and you can attend on a part-time evening or full-time basis.

Ontario Basic Skills is designed for adults, 25 years of age or older, who are Ontario residents, legally eligible to work, and not eligible for Canada Employment and Immigration, Workers' Compensation or Vocational Rehabilitation assistance. The pro-

gram orients you to the school environment, provides self-assessment, career planning and support tools. It also provides an overview of the College and its facilities, looks at the areas in which you require development, and will start you on your own academic training plan. Training is available in the areas of English, Mathematics, Biology, Physics, Chemistry and Computer Literacy.

## Labour Market Language Training (LMLT)

- low to high intermediate English language training program with a job search component sponsored by Canada Employment and Immigration.
- LMLT1, LMLT2 and LMLT3; each level is 12 weeks
- scheduled intakes throughout the year

### ADMISSION REQUIREMENTS:

To determine eligibility, make an appointment at your local CEC office.

English As A Second Language Department, Keele Campus (416) 763-5141.

## Career Development

There are several daytime career development programs available for persons in receipt of Unemployment Insurance Benefits, at our Lakeshore Campus. The programs are sponsored by Human Resources Development Canada and participants must be referred by a counsellor at a Canada Employment Centre. At least two intakes of each program will be offered during 1994/95.

Interested participants should contact a counsellor at their nearest Canada Employment Centre to determine eligibility and suitability or call the Humber College Career Development Department at (416) 675-3111, ext. 3330, for further information.

### PROGRAMS AVAILABLE:

#### 1. CAREER PLANNING FOR WOMEN

A 10-week program for women considering a career change and/or planning to re-enter the workforce. Participants will explore career options related to interests and skills, while developing realistic career paths. Self assessment and personal management skills; occupational research and job search techniques; and an opportunity to explore non-traditional occupations are important components of this program.

#### 2. CAREER PLANNING FOR IMMIGRANT WOMEN

A 12-week daytime program assisting women new to Canada to develop career plans, explore job search techniques, and to investigate how previous work experience can apply to the Canadian labour market.

#### 3. JOB OPTIONS BUILDING

A 6-week full-time program assisting unemployed mature workers aged 40 years or more to re-enter the labour force. The goal of the program is to provide participants with strategies to secure suitable employment after reviewing and confirming career plans.

#### 4. JOB READINESS TRAINING

A 12-week program assisting individuals who may have had previous difficulties finding or maintaining employment and

who are now hoping to explore new options, make a career change and to re-enter the workforce. Through realistic career planning and work/life skills management, the program helps to develop skills to find and to maintain a job as well as to make realistic long-term career plans.

#### 5. JOB FINDING CLUB

This is a 3-week club for individuals with clear, realistic employment goals who want assistance to update and to enhance their job search skills and strategies. Participants practice new techniques and continue active job search while in the club.

#### 6. TRAINING THE HANDICAPPED ADULT IN TRANSITION

This full-time program is designed for persons with a physical, sensory, or learning disability who are having trouble securing and/or maintaining employment. Participants will have the opportunity to develop the necessary behaviours, attitudes and work habits needed to establish and to maintain a satisfying career, through courses on interpersonal, employment transition and personal management skills. Career development, and part-time academic upgrading are included.

#### 7. DISCOVERY

During this 8-week full-time program women will consider current skills, work interests, labour market conditions, previous credentials and experience, in relationship to a realistic plan. As this program is designed for immigrant women, a language enrichment component is included.

This program is for immigrant women who are currently receiving social assistance benefits.

## Technical Certificate Programs

There are a number of certificate programs available to those persons interested in learning hands-on skills at the trade level.

Many of these use the Individualized Learning Program (I.L.P.) format of learning.

This format allows students to enter these programs at any time of the year. Progress in these programs is self-paced, determined by the individual student's learning capacity.

While each program has a target time for completion by the average student, the actual time you take to complete will depend on the pace which you set for yourself.

You start when you are able.

You attend full or part-time.

You progress at a pace suited to your ability to learn.

You write tests when you are ready.

You do not have to re-study what you already know. When you prove you can do the job, you are given credit for that part of the program.

You can select the level or part of the program which you wish to accomplish.

For further information contact: The Office of the Registrar at Humber College.

The staff will put you in touch with persons with in-depth knowledge of these programs. We can help you choose the program best-suited for your needs.

# Cabinet Making

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North Campus

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48 weeks, starting every other Monday

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## LEARN AT YOUR OWN PACE

The Humber College Cabinet Making program will provide you with the necessary knowledge and skills required to construct cabinets and fine furniture using recognized trade practices.

Upon completion of the course, the successful student with the use of woodworking production equipment and hand tools will be able to: layout, calculate cut, machine, assemble and finish a cabinet or a piece of fine furniture.

During the course of the program students are expected to complete a number of designated projects that involve the use of various types of woodworking joints produced by hand tools, portable power tools and machine tools.

The aim of the program is for a student to be able to develop the knowledge and skills to manufacture and finish fine furniture and cabinetry with the aid of new technologies such as Computer Aided Drafting (CAD) and Computer Numerical Controlled (CNC) machines while still maintaining traditional practices.

## ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- OR
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

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

## CAREER OPPORTUNITIES

Employment opportunities for men and women include design, construction, finish, installations, repair and modifications to commercial and residential cabinets, construction, installation of fine quality interior residential and commercial building woodwork.

## CABINET MAKING COURSE OUTLINE

1. Drafting and Blueprint Reading – Basic drafting principles, assembly and detail drawings, and blueprint reading.
2. Woodworking Handtools – Safety, identification and application of measuring and layout tools, hand planes, chisels, saws, etc.
3. Woodworking Joints – Mortise and tenon, dovetail joints, dowel and splined.
4. Portable Power Tools – Safety, electric drills, jig saws, sanders, routers, laminate trimmers, plate joiners, cordless equipment and air power tools.
5. Production Woodworking Equipment – Safety, radial arm saw, tilting arbor saw (table saw), jointer, thickness planers, bandsaw, lathes, shaper, overhead router, edge banders, and sanding machines.

6. Wood Finishing – Safety, finishing materials, finishing procedures, staining, filling, and protective coatings.
7. Lumber and Composition Panel Products – Lumber its nature and properties, cutting, drying, classification of hardwood and softwood, particleboard, medium density fibre board (MDF), and veneered panels.
8. Veneer and Inlaying – Kinds, cutting matching, inlaying, laminating, and tools for veneering.
9. Bending and Laminating – Bending and laminating methods.
10. Abrasives, Adhesives, Hardware and Fasteners – Types of abrasives, types of adhesives, application of hardware and fasteners.
11. Plastic Laminates and Melamines – Composition, uses, grades, cutting, storage, jointing, and edge treatments.
12. Cabinet Construction Techniques – Frame and panel, cabinet and furniture doors, drawers, leg and post construction, table and cabinet tops, kitchen cabinet construction, built-ins, and dividers.
13. Computer Aided Drafting (CAD) – Kitchen, bathroom. This course will allow the student to enhance their Blueprint Reading and Manufacturing skills.
14. Computer Numerical Control (CNC) – Woodworking Related. Basic preparation, co-ordinate systems, codes, technology and program modes, operation and production of parts.
15. Job Search

## WOODWORKING APPRENTICESHIP PROGRAMS

Humber College also offers apprenticeship training in the trade of: Industrial Woodworking Apprentice 438A. Persons interested in apprenticeship training may obtain information and counselling from your local Apprenticeship office or call 1-800-387-5656.

# Electronics Certificate Program Digital Equipment and Systems

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North Campus

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48 weeks, starting every Monday

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## TIMETABLE

Students can attend day or evening and either full or part time. Full time day classes start any Monday (Monday to Friday; 9:55 am to 3:20 pm). Evening classes run as numbers permit. Evenings (6–9 pm).

## TEACHING MODE

### Individualized Learning Packages

The ILP nature of the program allows students to start at any time subject to space. Upon admission to the program a student is given a package of resource materials that serve as a roadmap to direct the student through the program.

### Computer Managed Learning CML

The program also uses a computer to manage a student's progress in the program. CML software generates and marks tests and keeps a record of an individual's progress.

# Industrial Maintenance Mechanic Certification

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## North Campus

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48 weeks, starting every Monday

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The IMM certificate program provides technical hands-on training using the Individualized Learning Program approach, and up-to-date techniques in the maintenance profession. This process allows the student to receive maximum benefit with the flexibility of progressing at their own rate.

The Industrial Maintenance Mechanical program is recognized by the Apprenticeship Branch as the required technical education followed by the required on-the-job training as a journeyman, to be eligible to write a Certificate of Qualification as an Industrial Millwright.

The students are trained in a hands-on practical setting. They will learn to set-up, adjust, maintain, repair, overhaul, service, and troubleshoot various types of machinery used in the service, supply, and process industries. The training utilizes various packaging machines that are used in the packaging industry.

Students may attend either day or evening classes. Day classes run from Monday to Friday, 8:00 a.m. – 12:30 p.m.. Evening classes run from Monday to Thursday, 6:00 p.m. – 9:00 p.m..

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- OR

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications, mathematics and mechanical aptitude

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

### RECOMMENDED SKILLS

- students must have the ability to understand the principles of mechanics
- good manual dexterity
- enjoys working with hand tools

### CAREER OPPORTUNITIES

Industrial Maintenance Mechanics find employment in the following industries:

Food  
Fabrication  
Pharmaceutical and Cosmetics  
Beverage Processing  
Chemical  
Petroleum

The graduate may perform tasks such as troubleshooting, electrical and mechanical problem, adjusting and fine-tuning packaging machinery and participating in many other maintenance procedures.

At least one teacher will be in the classroom at all times. This provides the student with the opportunity for one-to-one assistance.

There is a growing need for digital and microprocessor-based electronic systems. Most electronic systems developed in the 1980's contain digital circuits. Some examples are home computers, microcomputers, automotive electronic systems, televisions and data communication systems.

This certificate program provides training in modern techniques used to trouble-shoot and repair digital and microprocessor based electronic systems, including microcomputer and data communication systems. Students receive the necessary electronic theory to support practical training given in basic circuit behaviour and solid state technology. They also learn to use the variety of test equipment required in the electronics industry.

This program is a "fast-track" program that deals entirely with electronics. Successful completion of this program may permit exemption of entry-level courses in the Electronics Technician program. For additional academic training in mathematics or English, the student should also refer to the Technician curriculum.

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- OR
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
  - applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

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

### CAREER OPPORTUNITIES

Graduates may expect to work for manufacturers, vendors, and users of computerized and electronic equipment as troubleshooters, maintainers, and installers.

### PROGRAM OUTLINE

DC Theory and Practice  
AC Theory and Practice  
Semiconductor Devices – Theory and Practice  
Electronics Support Skills  
Digital Circuits – Theory and Practice  
Microprocessor Circuits – Theory and Practice  
Personal Computer Applications  
Video Circuit Fundamentals – Theory and Practice  
Micro System Analysis and Troubleshooting

**PROGRAM OUTLINE**

Safety  
 Measurement Instruments  
 Blueprint Reading  
 Handtools and Fabrication  
 Bench Tools and Fitting  
 Welding and Brazing  
 Soldering  
 Machine Shop (Drills, Mills, Lathes and Grinders)  
 Power Transmissions  
 Mechanical Actuators  
 Conveyors  
 AC/DC Electrical Controls  
 Fluid Power  
 PLC Controls

## Marine and Small Powered Equipment Mechanic

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### North Campus

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40 weeks, starting every Monday

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This title refers to two options of a 40 week Individualized Learning competency based certificate program. Each option uses approximately the first half of the training period as a common core.

Upon completion of the core material dealing with Engine Basics, Fuel Systems, Electrical Systems, Lubrications, Tools, Parts and Service Information, Basic Machine Shop Practices, and Welding, students can choose from two options.

1. Marine and Small Powered Equipment Mechanics
2. Marine Mechanics

**ADMISSION REQUIREMENTS**

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes  
 OR
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

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

## Marine and Small Powered Equipment Mechanics

Having completed the core material or objectives as a student in this option of the program, you will learn how to service, maintain and repair small garden tractors, lawn mowers, snow blowers, chain saws, snowmobiles, trailers, and outboard motors up to approximately 60 horsepower.

**CAREER OPPORTUNITIES**

Upon completion of this program you will be able to find employment with a broad range of equipment dealers and repair shops catering to customer needs, such as – grounds and garden equipment dealers, small marine products dealers and composite product dealers who sell and service a wide range of products to ensure year round business. Those with the appropriate spirit may wish to start their own small engine business once they have gained sufficient on-the-job experience.

## Marine Mechanics

Once having completed the core objectives, those choosing the Marine Mechanics option will learn how to repair, maintain, adjust and install small, medium and large outboard motors, inboard motors and drive assemblies, inboard/outboards and the attendant electrical, hydraulic, cooling, and steering systems for these engines, as used on pleasure crafts.

**CAREER OPPORTUNITIES**

Employment opportunities exist for graduates of this option in large and small marinas and boat dealers throughout Canada, the bulk of which are situated away from the large urban communities in southern and central Ontario.

Those with the desire to do so could start their own marine business or freelance mechanics service.

**RECOMMENDED SKILLS**

Persons considering either options in this program should have a reasonable mechanical bent or ability and enjoy working with their hands and with hand tools. They should be in good physical condition because reaching, stooping, kneeling and lifting are part of the job. The ability to solve problems will be an asset to the student.

**SPECIAL NOTES**

Students interested in taking both options may do so once the core objectives are completed. Either options may be taken during the daytime with the Small Powered Equipment option available evenings.

Full-time day students will be supplied with basic hand tools, on loan from the College.

Shop service and parts manuals will be supplied by the College, however, personal safety equipment will be the responsibility of the individual student.

# Numerical Control Machine Programmer

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## North Campus

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48 weeks, starting every Monday

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Graduates of this 48-week certificate program are trained in the modern technological methods of numerical control machine tool operation, as well as in the writing and editing of manual-part programs. Practical skills learned include: machine set-up, tape preparation, cutter diameter and length compensation setting, and on-site modification of existing programs. The program uses prepared learning packages with the maximum of personal interaction between faculty and students. This allows students maximum flexibility in their rate of progress and in individual timetables.

### ADMISSION REQUIREMENTS

- grade 10 at the general level or its equivalent, and nineteen years of age by the first official day of classes
- OR
- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or its equivalent
- applicants may be required to attend an admissions interview and/or complete pretests in communications and mathematics

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

### INTERESTS AND SKILLS

A person interested in this occupation must have the ability to conceptualize the operations related to the programming and control of machine tools. The occupation requires an individual who is alert, perceptive and able to deal effectively with both tangible and intangible problems.

### CAREER OPPORTUNITIES

Progressive, technologically-modern companies are looking for well-trained operators and programmers. As these companies update their machinery, the Numerical Control Machine Programmer will be a vital member of their staff. Graduates can expect to work in industries such as production and jobbing shops, aircraft and aerospace, automotive, cabinet making, agricultural machinery production, instrumentation, and service industries.

Graduates with a higher level of hands-on skill will find employment as operators and set-up persons. Those who excel in the programming area can become Numerical Control Machine Programmers and may advance into supervisory positions. Additional training in computer programming and theory would enhance opportunities in Numerical Control (Systems) Technology.

Generally, shops run the five-day, forty-hour work week with rotating shifts. The potential candidate can expect a limited amount of physical activity, with the greater part of the job requiring mental alertness.

### PROGRAM OUTLINE

Learn Numerical Control Machine basic preparation (lubrication, set-up and start-up).

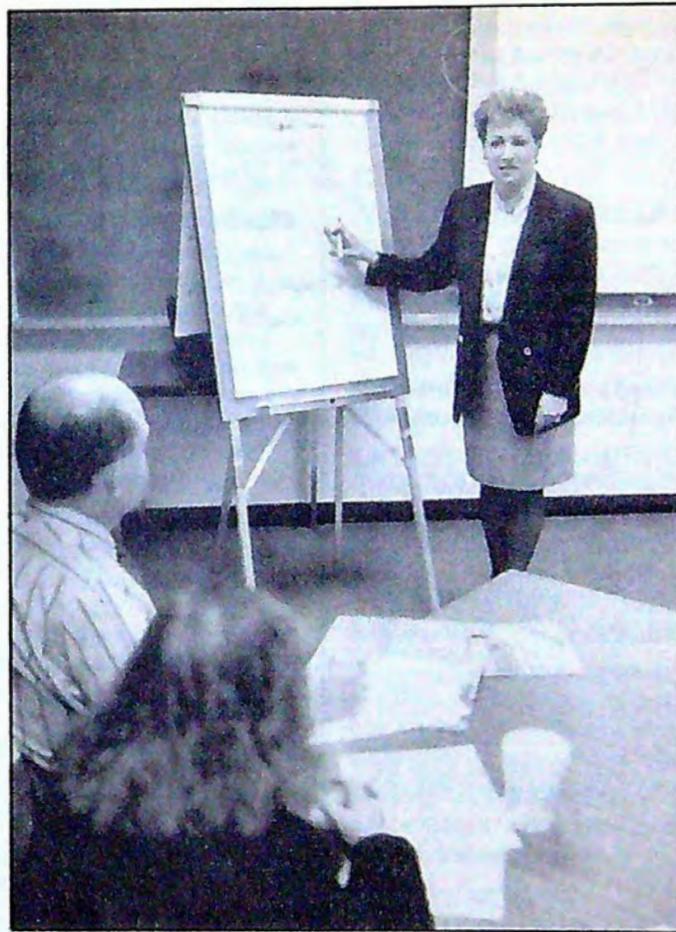
Solve course related mathematical problems.

Learn Numerical Control coordinate systems, codes, technology, and programming modes.

Learn Numerical Control Machine operation and production of parts using instructions supplied by programmer.

Dry run, debug, and troubleshoot new programs on Numerical Control Machines.

# BUSINESS & INDUSTRY SERVICES



Humber College  
Business & Industry Services

*Continuous Learning for Constant Improvement™*

# Business & Industry Services

Humber College Business & Industry Services, provides total training services and human resource development support for corporate and public sector organizations as well as organized labour. These services are provided on a competitive fee-for-service basis, through our one stop service gateway. Services include:

- training consulting/assessment services
- program design and development
- customized in-house training and delivery
- practical seminars and conferences, and
- training support services.

All these areas are targeted to support the customer's requirements in achieving their business performance objectives.

Philosophically, our mission can be expressed by our trademark "Continuous Learning for Constant Improvement". Whether working with individuals or corporations, we must continually improve performance through continuous learning. With the addition of Business and Industry Services, Humber College is a total learning resource for both individual and corporate development.

## TRAINING CONSULTING AND CUSTOMIZED IN-HOUSE TRAINING SERVICES

A one-stop customer sales and service point for business, industry and professional associations to obtain custom designed training and retraining services. We have worked with over 100 organizations each year and train in the areas of industrial technology, computer applications, communication, total quality management, sales and supervision, legislative implementation, service and business management.

## PRACTICAL SEMINARS AND CONFERENCES

Over 100 public programs are offered each year which provide training for close to 9,000 professionals across the country. Programs are offered in the areas of supervisory/management development, secretarial and administrative support, personnel, sales and marketing, health care and technical management and leadership development. We also provide conference management and consulting services for associations.

## TRAINING FACILITIES

We have state-of-the-art training facilities that provide an excellent business environment and service for small training seminars and workshops (12-75 people). The rates are competitive and staff are able to provide a wide range of services to ensure your meeting or training event is a success.

## ONTARIO SKILLS DEVELOPMENT OFFICE/ONTARIO SKILLS

This office assists Ontario employers to develop training plans and provide the training to meet the needs that have been identified by the employer and employees. The employer is eligible for financial assistance from the Ontario Ministry of Skills Development. For further information, please contact (416) 675-5014.

## MULTICULTURAL WORKPLACE PROGRAMS

Humber College Consultants will assist organizations with cultural, racial and linguistically diverse workforces to manage diversity and communicate more effectively. Our consultants will work with managers, supervisors and co-workers to develop and apply strategies which contribute to a more stable and productive work environment. These programs are fully customized and also include a full or partial "Train the Trainer" service.

## TRANSPORTATION TRAINING SERVICES

Transportation Training Services is devoted exclusively to the development and operation of driver education programs for several types of vehicles (i.e. Commercial Driver Training, Certified Trucking Manager, etc.). Currently, programs are being offered for motorcycles and trucks. For further information, please call our Transportation Training Centre at (416) 798-0300.

## SAILING CENTRE

Humber College's Sailing Centre is Toronto's most comprehensive sail training centre. In operation year-round, we also offer on-the-water keelboat courses throughout September, as well as many valuable classroom courses from September to December each year.

## PROGRAM SPECIALTIES

- Program areas we specialize in include:
- Total Quality Management
  - Workplace Adjustment Services
  - Computer Development Skills
  - Leadership and Coaching
  - Office Administration
  - Management and Supervisory Development
  - Employee Assistance Programming
  - Health Promotion and Lifestyle Management
  - Computer Integrated Manufacturing
  - Multi-Skilling
  - Automatic Equipment Maintenance
  - Heating, Ventilation and Air Conditioning.
- Information on Humber College Business & Industry Services is available by calling (416) 674-BISC.

## THE CANADIAN PLASTICS TRAINING CENTRE (CPTC)

The Canadian Plastics Training Centre (CPTC) provides training and education for employees or future employees in the plastics processing industry. Operating with the cooperation of industry, organized labour, and the Federal and Provincial governments, the CPTC programs are designed to provide hands-on results oriented training in four process areas: injection moulding, blown film, blow moulding and extrusion. Programs range from basic to advanced levels with an emphasis on a balanced approach to theoretical and practical instruction. Our mandate is to help companies within the industry achieve their strategic goals, and provide an education network for all training requirements. Through the CPTC, companies and employees have access to the complete range of Humber College business and technology resources. For further information on technical, supervisory and management training, please call (416) 213-0931.

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## Declaration of Waiver

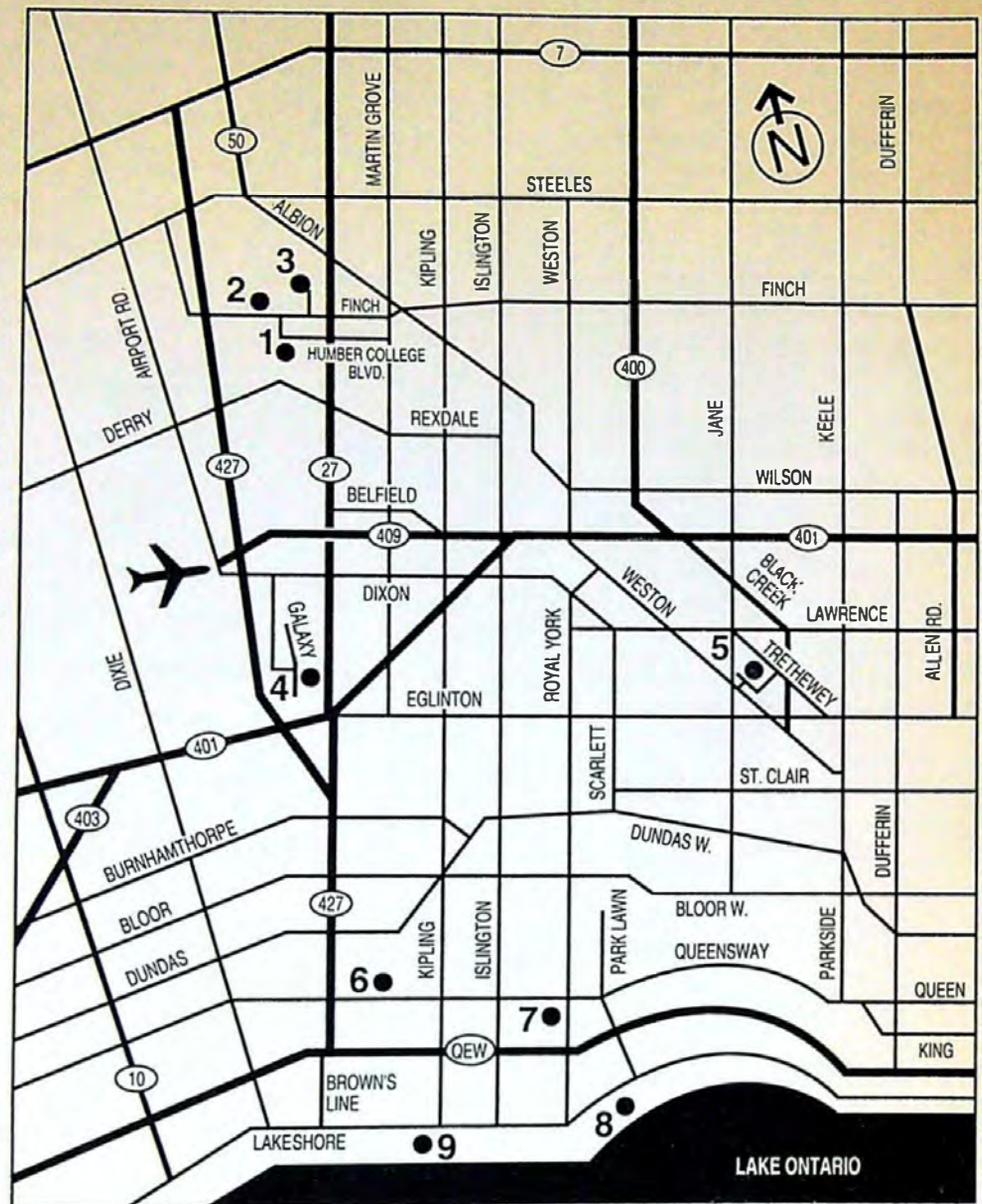
The information in this calendar is accurate as of August 1, 1994. The College does its best to up-date calendar information regularly so that students are not inconvenienced. However on occasion, changes do occur. Therefore, after August 1, 1994, the College reserves the right to modify or cancel any program, option, course, program objective, fee, timetable or campus location without notice or prejudice. It is also the College's right to schedule classes any time, Monday through Saturday. Students should be aware that it may be necessary for them to take a course or courses during the evening or on Saturday.

## Frequently Called Numbers

<b>North Campus</b> .....	<b>(416) 675-3111</b>
Athletics .....	(416) 675-5097
Business & Industry Services .....	(416) 674-BISC
Campus Stores .....	(416) 675-5066
CL Registration Part-Time Program Information .....	(416) 798-1034
Counselling .....	(416) 675-5090
Financial Aid Office .....	(416) 675-5001
Housing Information – Off Campus .....	(416) 675-6884
Humber Arboretum .....	(416) 675-5009
Career Service Centre .....	(416) 675-5028
Registrar's Office Full-Time Program Information .....	(416) 675-5000
Residence Information .....	(416) 675-3111, ext. 4868
Secondary School Liaison .....	(416) 675-3111, ext. 4048
Student Association .....	(416) 675-5051
<b>Canadian Plastics Training Centre ..</b>	<b>(416) 213-0931</b>
<b>Humber College Sailing Centre .....</b>	<b>(416) 252-7291</b>
<b>Humber Tower .....</b>	<b>(416) 675-5014</b>
<b>Keele Dale Campus .....</b>	<b>(416) 763-5141</b>
<b>Lakeshore Campus .....</b>	<b>(416) 675-3111</b>
<b>Queensway Futures Campus .....</b>	<b>(416) 253-6761</b> (upgrading and training on the job program)
<b>Theatre Humber .....</b>	<b>(416) 251-7005</b>
<b>Transportation Training Services ....</b>	<b>(416) 798-0300</b>

# Campus Locations

- 1** North Campus  
205 Humber College Blvd.  
Etobicoke, Ont. M9W 5L7  
Phone: (416) 675-3111  
  
Humber Arboretum  
North Campus  
Phone: (416) 675-5009
- 2** Humber Tower  
6700 Finch Ave. W.  
Etobicoke, Ont. M9W 5P5  
Phone: (416) 675-5014
- 3** Canadian Plastics Training Centre  
110 Woodbine Downs Blvd.  
Unit #1  
Etobicoke, Ont. M9W 5S6  
Phone: (416) 213-0931
- 4** Transportation Training Services  
50 Galaxy Blvd., Unit #8  
Rexdale, Ont. M9W 4Y5  
Phone: (416) 798-0300
- 5** Keelesdale Campus  
88 Industry Street  
Toronto, Ont. M6M 4L8  
Phone: (416) 763-5141
- 6** Queensway Futures Campus  
1548 The Queensway  
Toronto, Ont. M8Z 1T5  
Phone: (416) 253-6761
- 7** Theatre Humber  
829 The Queensway  
Toronto, Ont. M8Z 1N6  
Phone: (416) 251-7005
- 8** Humber College Sailing Centre  
Humber Bay Park (West)  
Lakeshore Boulevard  
Phone: (416) 252-7291
- 9** Lakeshore Campus  
3199 Lakeshore Blvd. W.  
Toronto, Ont. M8V 1K8  
Phone: (416) 675-3111



**Humber College**  
Main Mailing Address:  
Humber College  
205 Humber College Blvd.  
Etobicoke, Ontario  
M9W 5L7

# Notes



