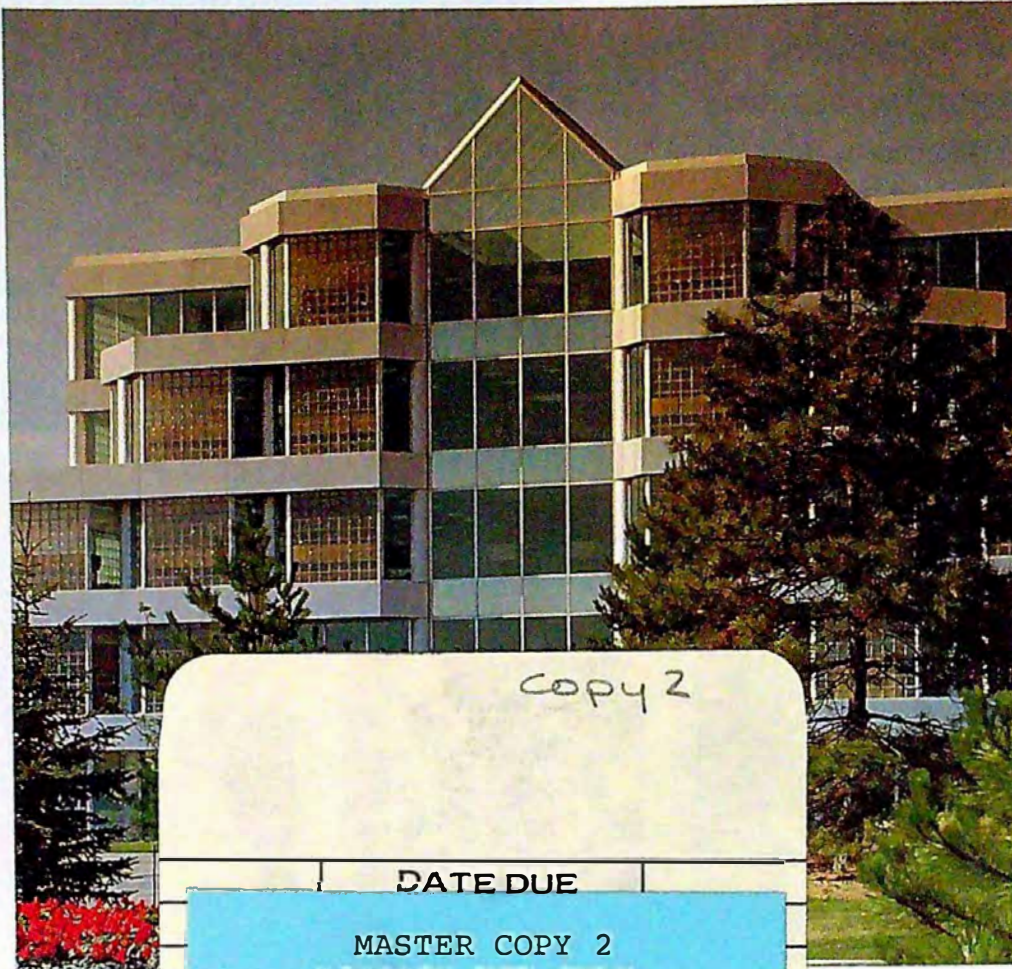
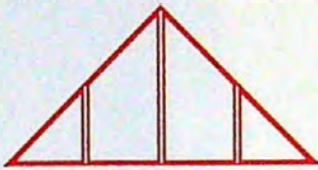




HUMBER

1991-1992 CALENDAR

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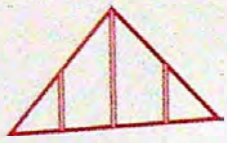
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1991-1992

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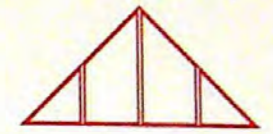
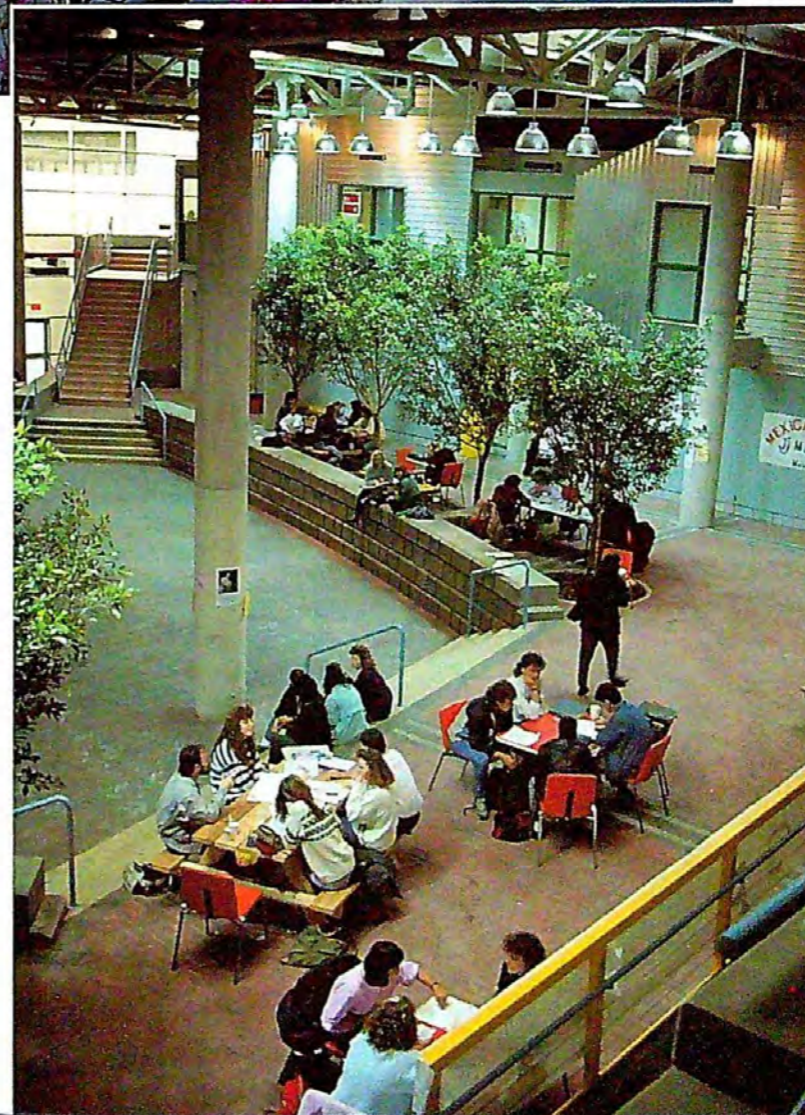
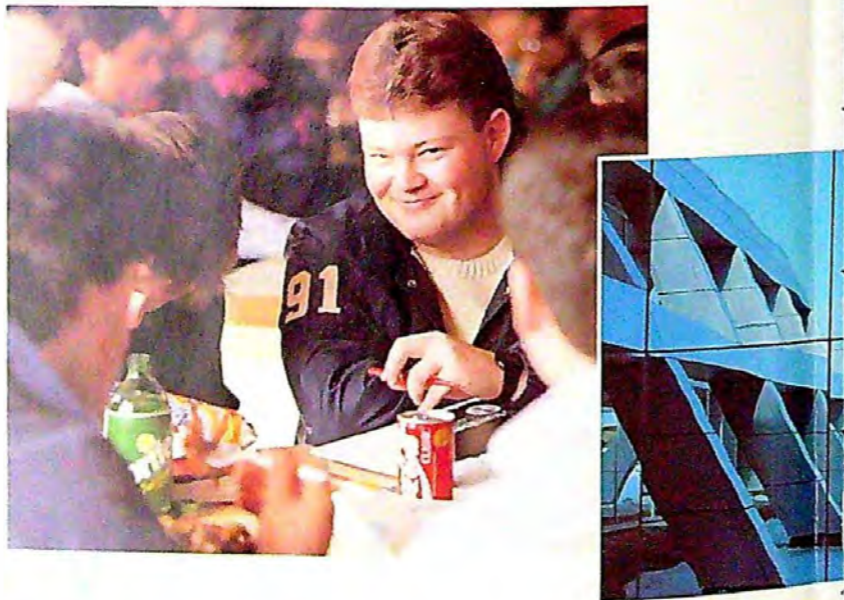
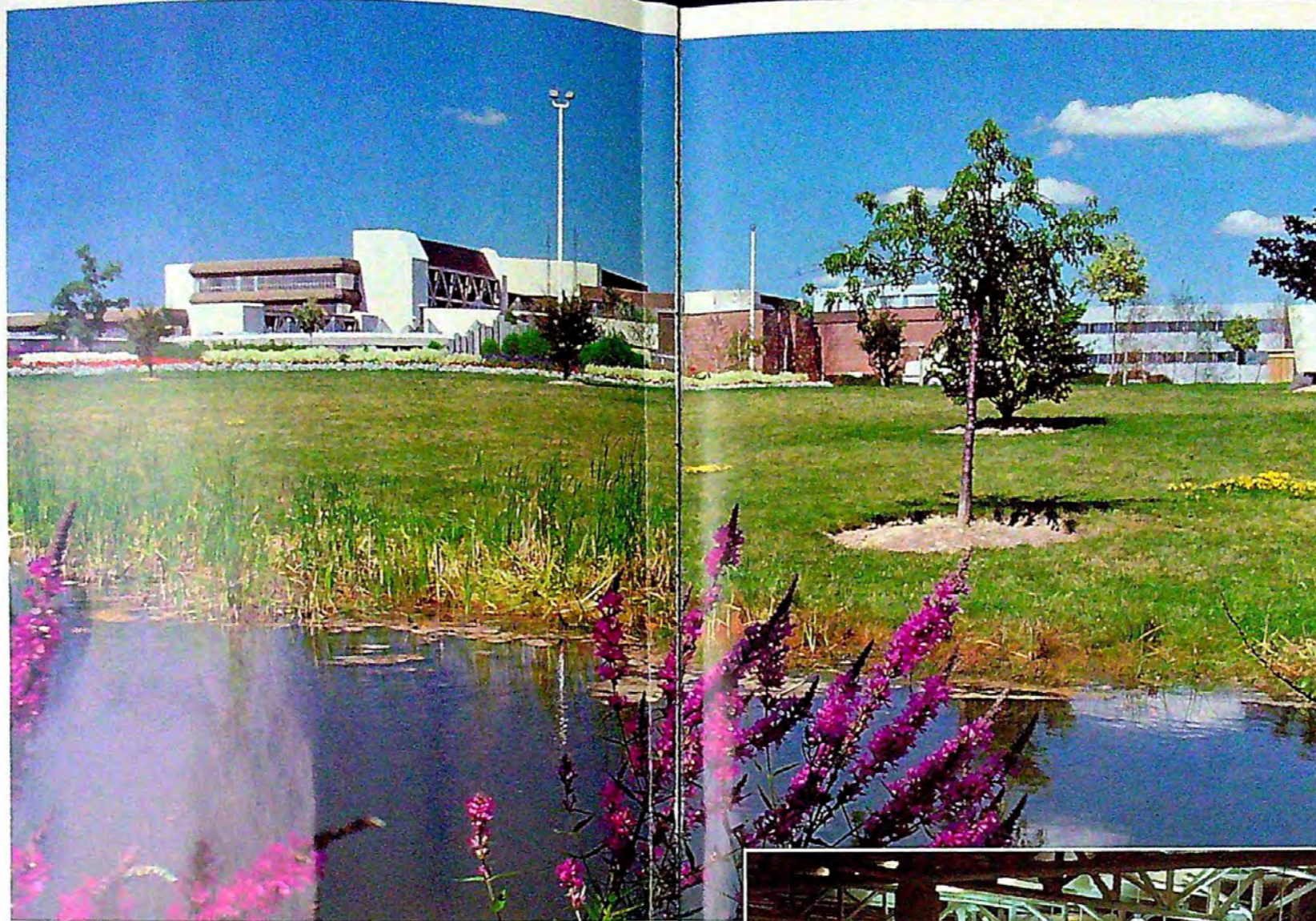
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HUMBER COLLEGE LIBRARY

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The best years of your life, the years during which you focus, make long-term life decisions and begin to build your future, these are important years. At Humber College limitless opportunities exist which help you create the future that you have been envisioning for yourself. As one of Canada's largest community colleges, Humber is able to meet the commitment to its students, the commitment to excellence, to make the college experience as rewarding and as successful as possible.



A Commitment to Excellence

Humber's commitment to excellence pushes students to their own personal levels of excellence. Take advantage of one of our exciting exchange opportunities. There is the annual exchange with several CEGEPs in the Province of Quebec, the hospitality-related programs can intern in other countries (such as a recent one in a Japanese ski resort) or work and study abroad in the Caribbean or France. Education at Humber does not revolve around the classroom. Education lies in all facets of life. Humber recognizes this and encourages students to experience all of them.





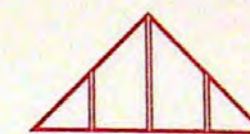
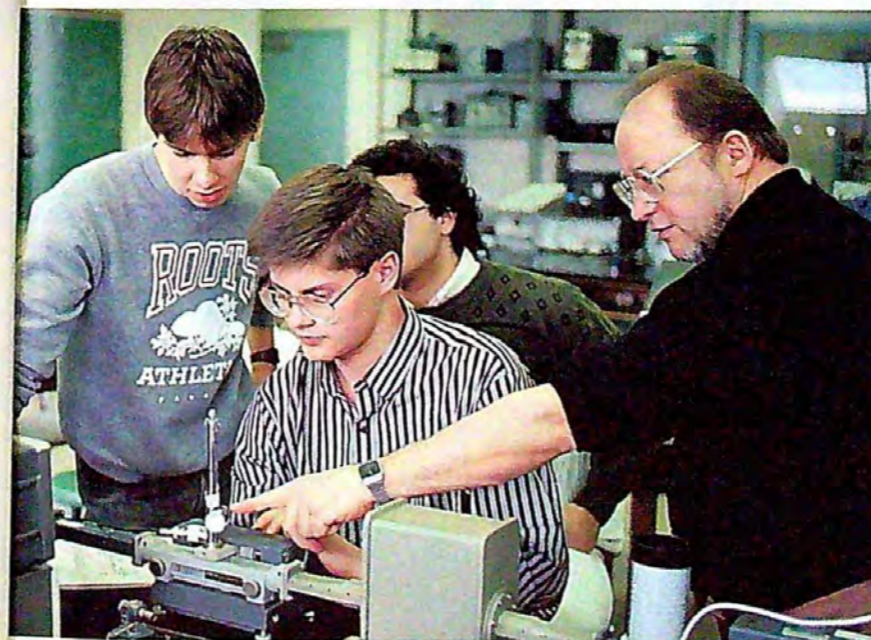
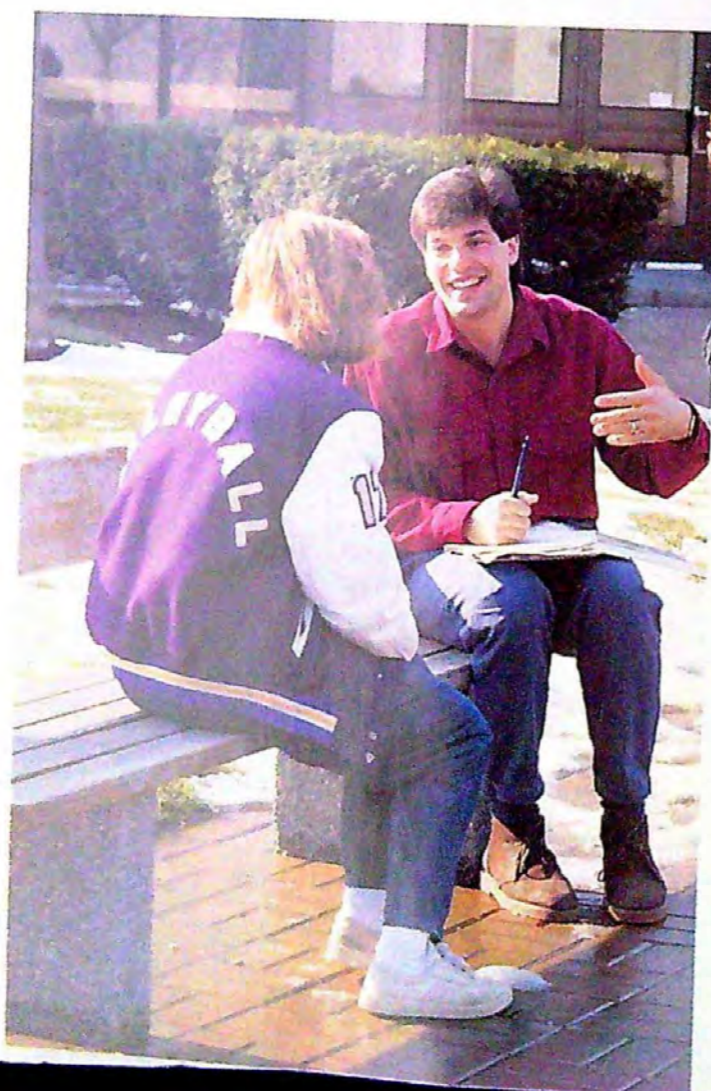
Limitless Opportunities

A range of approximately 120 full-time programs, many of them unique to Ontario, are offered at Humber College. These programs were developed to provide both the academic and hands-on training necessary for successful careers in business, technology, health sciences, human services, hospitality and leisure management, and the applied and creative arts. But most importantly, these programs were developed to allow students to discover and attain their own level of excellence. Our placement rate illustrates the degree to which we have successfully accomplished this goal. Humber boasts an annual placement rate well over 90% for its graduates with a variety of well-respected employers.



4

HUMBER



Incentives to Succeed

Humber offers Entrance Scholarships for first-time Humber students enrolling in full-time studies. Entrance Scholarships are donor-sponsored to the value of \$1000.00. This covers the cost of tuition as well as some of the other costs involved with attending college. Details of the selection criteria and application procedure for Entrance Scholarships are provided throughout this Calendar.

Co-operative ventures between business and education are encouraged and supported at Humber. Students enrolled in the Industrial Design Program are involved with a number of international industries such as General Motors, Sony, Toshiba, and Honda, in the development and design of new products. Humber Theatre students are engaged in productions at Pantages, the Royal Alexandra Theatre, the Stratford Festival, the St. Lawrence Centre for the Arts, and the Shaw Festival. Whatever the program you choose, the benefits of non-lecture activities make learning relevant to the needs of employers.

5

COLLEGE



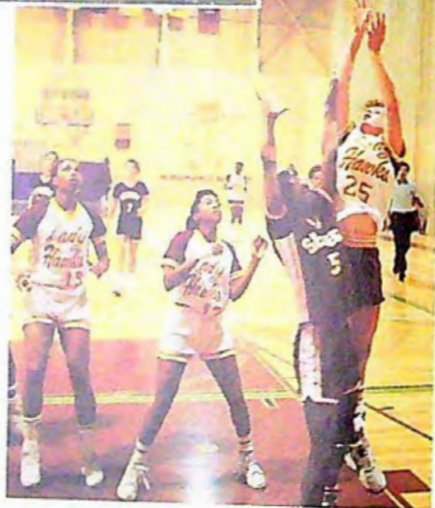
Beyond the Classroom

Humber facilities and services are designed to enhance opportunities for both intellectual and personal growth. Concerts, films, theatre, athletic and special events, clubs and societies serve to create a social and educational environment where students can broaden their perspectives in productive, enjoyable ways.

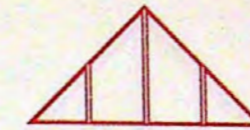
The new Learning Resource Centre provides both the atmosphere and essentials necessary for study, as well as housing an impressive collection of books, periodicals, records and tapes.

In the Gordon Wragg Centre, students can participate in a variety of fitness and extra-curricular activities. Facilities here include gyms, squash courts, weight training rooms, saunas, lounges, games room and a pub.

Two newly constructed on campus student residences are within easy walking distance of the 275-store Woodbine Centre shopping mall and the Etobicoke General Hospital. The single rooms are air-conditioned, attractively furnished and have individual cable service.



Snack Bar

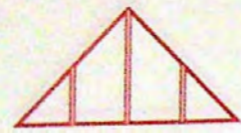


Right next door to the residence complex is Humber's scenic 250-acre Arboretum. A wildlife sanctuary, it consists of grasslands, ponds and gardens interconnected with quiet pathways and dotted with gazebos and picnic areas. Eateries at the college offer a cornucopia of delicious foods – everything from international cuisine to yogurt milkshakes.

At Humber's Lakeshore Campus, situated in a park-like setting on the shores of Lake Ontario, The School of Social and Community Services educates students for rewarding careers designing and delivering services to groups and individuals within our community.

Humber's total college experience is characterized by its humanistic student-focussed philosophy. Counselling Services, the Career Placement Centre, Peer Tutoring, and the Math and Language Development Labs all help promote the development of the whole person.

On campus, students have access to a post office, food outlet, sporting goods store, a sweets and "tuck" shop, and a bookstore. For activities off campus, transportation links to downtown Toronto and surrounding communities are excellent.



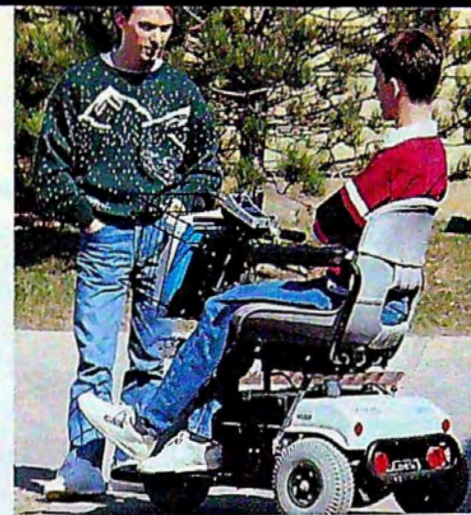
Recognizing Achievements

As is the case everywhere, people make the difference at Humber College. Our commitment to excellence manifests itself in achievement. Awards and accolades are frequent and well-deserved on campus for both students and faculty.

Humber's Culinary Arts students won a total of eight medals and five special awards at the Taste of Canada 1990 Competition. Humber also took first and second in the Arts Etobicoke Chocolate Fantasy show.

A testament to talent and creativity, students in Humber's film and TV production-related programs won the celebrated Norman McLaren Award at the 20th Annual Canadian Student Film Festival with *Evening Rain*. One of 250 entries, *Evening Rain* was selected as the best overall film at the competition.

The Gordon A. MacEachern Award, presented for most distinctive display in the landscape category at the Toronto Garden Club Flower Show, was presented to students enrolled in Humber's Landscape Technology Program.



Three of the four Humber College bands entered in a recent MusicFest competition won first place in their respective categories. The other came away with a second. Individual students have been honoured in a number of ways by such reputable and recognized organizations as The Canadian Music Publishers Association, The Canadian Academy of Recording Arts & Sciences, The Ontario Vocal Jazz Festival and Regent Holidays.

First place in the recent Student Photo Competition, sponsored by the Professional Photographers of Ontario, was awarded to a Humber student enrolled in the Creative Photography Program, competing against students from six other post-secondary institutions.

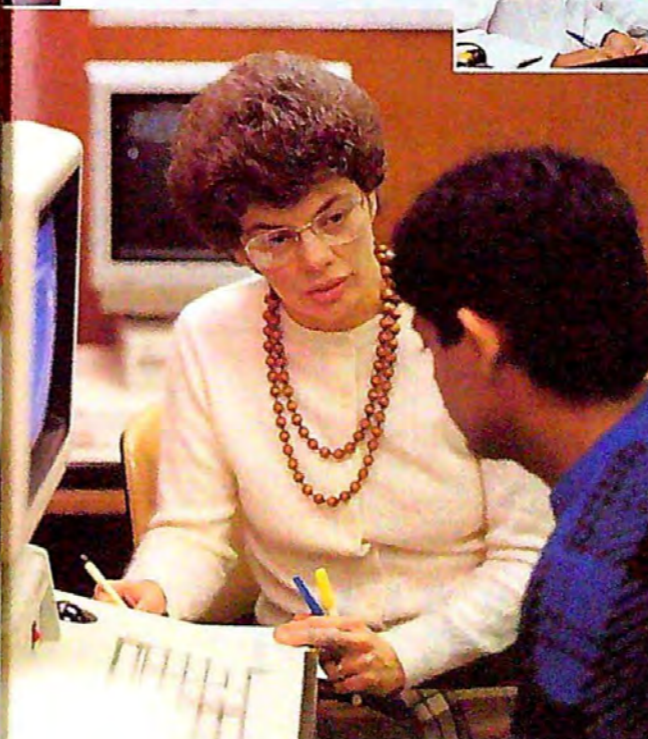
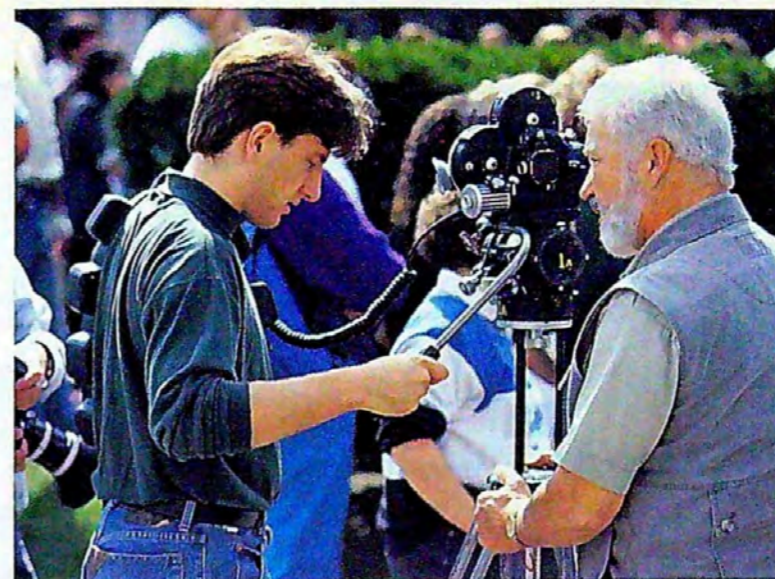


At the Heart of Student Learning

Humber students excel in their fields largely due to their own dedication and commitment but they also have motivated, caring and creative teachers behind them all of the way, an advantage that makes the difference. Many of Humber's faculty are recognized and rewarded for their wealth of talent, not only by their peers and students, but also by professional organizations and associations.

Robert Bocking, from the Film and TV Production Program, received the Kodak New Century Award in recognition of his many years as an outstanding producer, director, cinematographer, sound recordist and editor of wildlife films for National Geographic.

Paul Read, Director of Music, was commissioned to write an arrangement of Oscar Peterson's *Hymn to Freedom* for the Manhattan Philharmonic Orchestra and a 350-member children's chorus for a performance at Carnegie Hall in New York City. He is working, too, with Oscar Peterson on a series of books for the aspiring jazz pianist.



Michael Horwood, an instructor in the Human Studies Division, has turned his love for amusement parks and roller coasters into a musical composition. His *Amusement Park Suite* has been performed by a number of nationally recognized symphony orchestras and was featured on CBC Radio's *Mostly Music* series.

Joe Kertes, faculty member at the Lakeshore Campus, won the 1989 Stephen Leacock Medal for his humorous novel, *Winter Tulips*. In addition to his teaching duties, he is currently working on a sequel.

"How-to" booklets, written by two Humber staff members, are widely read throughout North America. Craig Barrett's *The Anti-Flunk Book* and Larry Richard's *The Anti-Stress Book*, are designed to help students cope with the pressures of academic and social life.

Peter Van Johnson, Co-ordinator of Humber's Theatre Arts, Technical Production Program, is now the Technical Director for the new Elgin and Wintergarden Theatres in downtown Toronto.

Joe Pusztai, a Canadian pioneer in numerical control, helped set up the first teaching Flexible Manufacturing System. It's the envy of colleges in North America. In recognition, he was named *Man of the Year* by Canadian Machinery and Metalworking.



Benefits of a Lifetime

Humber's commitment to excellence extends to our facilities, services, programs, faculty and opportunities. Make these the best years of your life. Explore the programs in this calendar with the confidence that we have made them as relevant, exciting and rewarding as possible. Measure them against your own hopes and dreams and make the commitment to yourself that your dreams are worth striving for! Join us and feel the benefits for a lifetime.

Discover Humber...

A Step at a Time

Tour and Information Sessions

Step One: Discover the Possibilities

- an overview of the college programs and services
October 19 & 30, November 14 & 29 and December 14

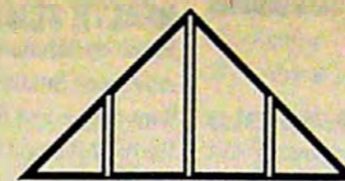
Step Two: Discover the Details

- seminars on careers presented by employers and faculty
January, February, and March

Step Three: Discover Humber

- preparing for all aspects of college life
April 17 & 25 and May 3

To register or for more information, please contact the Liaison Office at:
(416) 675-3111 ext. 4048



HUMBER COLLEGE

CALENDAR FOR ALL POST-SECONDARY AND
SHORT PROGRAMS FOR 1991-1992

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HUMBER COLLEGE

OF APPLIED ARTS AND TECHNOLOGY

CALENDAR FOR ALL POST-SECONDARY AND SHORT PROGRAMS FOR 1991-1992

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

Humber College will offer a smoke free environment for September 1991.

New Programs

- Computer Sales and Marketing
- Technical Writer
- Business Management
- Health Care Aide
- Office Administration – Receptionist/Word Processor

How to Get the Most Out of This Calendar

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

We have also included course descriptions, which are listed alphabetically at the end of this publication.

All Academic Divisions require that students take Communications and General Studies courses. If you do not find the program you are looking for in the table of contents, look up the index in the back of the book where all our programs are listed alphabetically.

Entry Requirements to Full-Time Programs

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

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

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

ADMISSION REQUIREMENTS

A. MINIMUM REQUIREMENTS FOR POST-SECONDARY PROGRAMS

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

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

B. MINIMUM REQUIREMENTS FOR ADULT TRAINING PROGRAMS

These programs are commonly referred to as Tuition Short Programs. The Technical tuition short program descriptions can be found in the Technology 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;

United Kingdom, West Indies, East and West Africa:

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

United States of America:

- Grade 12—(University Program)

Applicants from other countries are considered on an individual basis.

D. MATURE STUDENTS

Applicants who do not possess the minimum admission requirements but who have reached their nineteenth birthday by the first 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.

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 500 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

1. All Colleges of Applied Arts and Technology in Ontario use the same application form. These applications are available in all Ontario secondary school guidance offices or through your local community college.
2. The applicant must first complete the top portion of the Application form and then request the guidance office of the secondary school he or she is attending to complete the secondary school portion. The secondary school will then submit the form to the College.
3. Applicants who apply as mature students or who have not completed their secondary school studies in Ontario, need not complete the secondary school portion of the form. Applicants in the latter category must attach certified copies of their educational transcripts to the application form for evaluation.
4. Applications will be acknowledged beginning on the first working day in January.
5. Applications postmarked by March 1 will be considered on an equal basis. Applications post-marked after March 1 are considered on a first-come first-served basis.
6. The first release of admission decisions (accepted, rejection, waiting list) will be April 15.
7. Accepted candidates will have a minimum two week confirmation period based on the date of the letter of acceptance.
8. Where published admission requirements are not met by the applicant, the college may inform the individual prior to April 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 edu-

Entry Requirements – Cont'd.

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 April 15 for those applications post-marked on or before March 1.

c) Oversubscribed Programs

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

d) Notification of Admission Decisions (approvals, regrets and wait list status)

Applicants will be notified of admission decisions beginning April 15.

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

- completion of secondary school studies to obtain a Secondary School Diploma;
and/or
- completion of particular courses in which applicants are currently enrolled, to meet specific program requirements;
and/or
- completion of a college preparatory program to the equivalent

level of that specified in the program requirements;
and/or

- submission of specific documentation as required by program (i.e. medical forms).

Applicants will be notified of all conditions to be met.

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

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

Applicants who are not offered admission to a program or those who are placed on a waiting list may be referred to a College preparatory program and/or referred to our Counseling 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 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 Associate Registrar or Director of Admissions 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 Associate Registrar/Director of Admissions will consider

each application for re-admission after consultation with the academic division concerned.

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

ADVANCED STANDING PROCEDURES

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

Students seeking advanced standing must apply to a program using the common college application 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 and references.

Transcripts and/or supporting documents may be forwarded to the academic division for evaluation.

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.

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 Associate Registrar/Director of Admissions. 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 Associate Registrar/Director of Admissions 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

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

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

- a) less than 2/3 of the courses normally taken by a full-time student in a given semester.
- b) less than 70% of the total credit hours normally taken by a full-time student in a given semester.

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

PLEASE NOTE: Full-time and part-time requirements may be subject to change by the Ministry of Colleges and Universities.

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.

Fees and Financial Assistance

FEES

The fees listed below are effective September 1, 1990 for the 1990/91 academic year. The information is accurate at time of printing but may change at any time subject to the approval of the Ministry of Colleges and Universities and/or the college's Board of Governors.

TUITION FEES

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

a) Post-secondary programs. Canadian citizens or permanent residents: The standard tuition for a normal two semesters (32 weeks) is \$740.00.

b) Post-secondary programs. For foreign students: The standard tuition for a normal two semesters (32 weeks) is \$6,160.00.

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

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 Colleges and Universities.

CONFIRMATION FEES

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

INCIDENTAL FEES

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

Incidental fees are charged to all students in post-secondary programs and the standard fee for a normal two semesters (32 weeks) is \$99.00.

Please see the Student Association Council for details.

CO-OP FEES

An additional fee of \$162.50 will be charged to all qualified students who intend to proceed to a 16-week co-op work term as part of their regular post-secondary program. The fee will be applied to each term where the work placement occurs. Students pursuing a double co-op term (32 weeks) (depending on program) will be charged \$325.00.

EQUIPMENT DEPOSIT

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

PART-TIME DAY STUDIES

The standard tuition fee is \$1.75/credit hour as governed by the Ministry of Colleges and Universities. For continuous learning evening studies, please consult the Humber College Inroads calendar.

FEES FOR ADULT TRAINING PROGRAMS

The standard tuition fee for adult training programs is \$20.70 per week. Some programs are also subject to incidental fees of \$3.00/week. Please refer to individual descriptions for program duration.

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 may be required to pay a late payment charge. This charge is levied by the Office of the Registrar according to the program and the availability of seats in the program. The late payment charge 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.

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: Confirmation fees are non-refundable.

SPONSORSHIP

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

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

COMMUNICATION COURSES

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

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

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.

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 and instructional materials for one year.

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

Fees & Financial Assistance – Cont'd.

available from the Awards Office at 675-3111, Ext. 4052. 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.

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 675-5001, ext. 4590.

Student Services

RESIDENCE FACILITY (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 for individual bedrooms. 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. This 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 plan activities, assist students with problems and maintain Residence rules and policies.

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,
or telephone (416) 675-3393.

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 has listings for rooms in houses/apartments, self contained flats, some apartments, houses and a

"roommates wanted" list. Our staff is friendly and knowledgeable, and can help familiarize you with your options. We can advise you on such things as the location of the accommodation, transportation routes, rental costs, shopping areas, and MORE! We can take some of the guesswork out of finding a place to live.

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

For information, call the:
Off-Campus Housing Office
(416) 675-5053

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 ice hockey. Or, if you just want to get in shape, we have regular fitness classes during the day and in the evenings. Come as often as you like, but remember to bring your student card.

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

COUNSELLING SERVICES

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

Once you are a student at Humber, our counsellors can help you with a wide range of concerns. If you want to further define your career plans, our counsellors can help; you might consider interest testing, or consult our Career Resource Centre which has information on a wide range of occupations, potential employers, and other work/study options. If attending college proves more difficult than you anticipated, our counsellors can show you learning and study skills that work. Our free Peer Tutoring program will match you with a trained student tutor to assist you. Perhaps there will be personal concerns that you would

like to discuss in a confidential setting. Our counsellors can help you develop self-understanding, increase your self-confidence, learn to manage stress, and improve your relations with others.

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

North Campus: Room C133
675-3111 ext. 5090

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

DAY CARE FACILITIES

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

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

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

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

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

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

FOOD SERVICES

At the North Campus, six dining facilities offer a choice of light meals, salads, desserts, and appetizing entrees. Whether you choose the Hamburger 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 The Humbugger is open from 8:00 a.m. to 1:30 p.m. on Saturdays during the academic year.

Lakeshore and Keeleesdale 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 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 at Humber College or the Associate Registrars at the North and Lakeshore campuses upon submission of their application. Early self identification will allow the college to better prepare itself to provide the best possible service.

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

Students who will require special services in order to participate in the learning experiences offered by Humber College are encouraged to make known their special needs as early as possible to the Admissions or Special Needs Office so that appropriate accommodations may be determined and arranged. 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 - ext. 4451
Lakeshore - ext. 3265

CAMPUS STORES

The mandate of the Campus Stores, which are owned and operated by Humber College, is to best meet the needs of the Humber College community.

In addition to providing course books and course related materials we are more than just a text store.

Computers, supplies, film, jewelry, clothing, gifts and general books are some of the additional products we offer.

Do come in and browse. We welcome you as customers and if you have any comments, suggestions or questions please feel free to contact the staff and the manager.

Regular Hours of Business

North:

Monday-Thursday
September-May 8:30-7:30
Fridays

September-May 8:30-4:30

Saturday
September-May 10:00-2:00

Monday-Friday
June-August 8:30-4:00

Lakeshore:

Monday-Thursday
September-May 9:30-5:30

Friday
September-May 8:30-4:30

Monday-Friday
June-August 10:00-2:00

Keeleesdale:

Monday, Tuesday, Thursday, Friday
September-May 8:45-1:45

Summer hours to be announced

Extended hours of business for each semester will be announced. Hours are subject to change.

Refunds Policy

Refunds will be given if the goods are returned in mint condition, with receipt, within ten days of purchase.

CAREER SERVICES

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

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

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

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

North 675-5028, C133
Lakeshore 252-5571, A120
Keeleesdale 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.

The College provides service along a few pre-determined scheduled routes to and from selected areas as well as some inter-campus connections. Detailed information on bus routes, schedules, ticket and semester pass costs are available by calling 675-3111, ext. 4080.

PEER TUTORING

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

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

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

Keeleesdale:
Room A107, 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 Keeleesdale campuses contain over 140,000 books and 1,200 serial subscriptions as well as growing collections of cassette tapes, phonodiscs, audio-visuials, microforms and pamphlets. The

audio-visual equipment 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 Library Services staff include Faculty Librarians, Library Technicians, AV and Graphics Technicians & Technologists, and Clerks. The concern of the staff reaches beyond resources development, preservation and distribution; they offer services such as individualized assistance and classroom instruction upon request.

The New Library situated at the centre of the North Campus is a five-storey dramatic structure where you can study and do research. This attractive building has provision for every type of learning facility including screening and individual study rooms.

Your student identification card which also serves as your library card will allow you to borrow materials from any of our locations. For further details about Library Services or operating hours, please call 675-5059.

PARKING

Parking is available at a reasonable cost at all campus locations except York-Eglinton. Space is limited at some locations particularly the North Campus. Parking is sold and distributed to students on a first-come, first-sold basis through application attached to the Fee Statement form sent to students during the summer. Lakeshore and North Campuses also have Daily Pay parking facilities. Application for a parking permit is made and processed at the Campus Store's Service Centre.

Academic Regulations

1990-1991 ACADEMIC YEAR

1. POST-SECONDARY ACADEMIC REGULATIONS

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

2. POST-SECONDARY PROGRAMS OF STUDY

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

a) Tuition Criteria

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 fees (exclusive of any additional program costs), a duly registered student is entitled to receive instruction to the maximum number of courses as set out in the official program of studies for each semester of the program. Should a student wish to take one or more additional credits, to repeat a course taken previously, or be required to take remedial courses, additional tuition fees will be charged for each course beyond the established number of courses/credits for the prescribed semester.

b) English Communications Courses

English Communications courses are designed to ensure

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

c) Remedial Activities

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

Courses that are delayed due to the need for remedial work must be taken at a later point in the program. These courses may be taken in the day or the evening. However, when they 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.

d) General Education

New students enrolling in the 1990-91 Academic Year will follow revised General Education requirements.

(i) Students will complete Humanities, a multidisciplinary introduction to General Education. (This course is a requirement for graduation in all regular post-secondary programs for any student who began their program in or after the Fall 1989 term.)

(ii) Students will then select courses from three categories:
 -Arts and Literature
 -Social Sciences and Humanities
 -Science and Technology

Students must take courses in at least two of these categories.

(iii) As in previous years, students are generally required to complete four General Education courses. Certain specific programs may have lower re-

quirements. Such information will be specified in the program of study.

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

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 Inroads calendar and in individual brochures.

Upon payment of tuition fees and any additional course costs (if applicable) a qualified student is entitled to receive 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 course, students will receive from each instructor a course outline containing the necessary pre-requisite courses, the objectives of the course, the expectations in regard to student performance and attendance, and the evaluation to be employed.

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

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

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. Credits will only be earned for courses with passing grades.

PLEASE NOTE: Some Continuing Education (CE) courses have special grading methods. These will be included in the course outlines. 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) 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 failed course (e.g. passes another approved General Education Course) 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 failed course removed from their official transcript and Grade Point Average. The number of repeats allowed for a course is established by the Division. Please see Divisional Regulations.

d) Audit

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

e) Aegrotat Grades

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

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

f) Grade of GNE

When a student fails to withdraw from a course according to these Regulations they will receive either the actual grade earned in the course or if no grade has been earned will receive a grade of GNE (Grade Not Earned).

g) Exemptions – Advanced Standing

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

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

- (i) Students who have successfully completed certain Grade 13 or Ontario Academic Credit courses and/or post-secondary courses may receive Advanced Standing in all equivalent courses, providing they have attained at least a grade of 60% or equivalent in that course.
- (ii) Students who transfer from one Humber College program to another will be given credit in all courses common to both programs for graduation purposes. However, grades for courses taken prior to the current program will not be calculated in the term and program grade point averages in the new program.
- (iii) The College may grant Advanced Standing for relevant experience comparable to certain courses of study or "units of learning." Advanced Stand-

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

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

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. This opportunity is made available to full-time students to ensure that Exemptions do not force students into a part-time status.

7. GRADE REPORTS AND OFFICIAL TRANSCRIPTS

At the end of each term students will be mailed a Summary of Achievement which will outline courses taken and final grades achieved. This summary is not an official transcript.

Official Transcripts are available upon written request to the Office of the Registrar. A charge of \$3.00 will be levied for each official transcript requested. Payment is due at the time of application.

8. SUPPLEMENTARY EXAMINATION

- a) Applicable policies can be obtained from the Office of the Divisional Dean.
- b) Course outlines will reflect the policy of Supplemental Examinations.

9. FULL-TIME/PART-TIME STATUS – 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 prescribed for their current semester in their current program or if they are enrolled in at least 70% of the credit hours prescribed for their semester. (Note: The requirements for full-time status are higher for the purposes of claiming OSAP—See your Financial Aid Officer for details.)

10. TUITION FEES – POST-SECONDARY PROGRAMS

A student will be charged \$1.75 per credit hour enrolled up to \$364.00 plus the applicable Student Activity Fees. Should a student wish to take one or more courses beyond the maximum allowed for the semester, additional tuition fees will be charged at the rate of \$1.75/credit hour.

Also see Number 9 regarding full-time status.

11. WITHDRAWAL FROM COURSES AND PROGRAMS/ REFUNDS

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 grade. Regarding all other non post-secondary courses this deadline date is the mid-point of the course (eg. Continuing Education courses). Procedures for withdrawal from a course or a program (in whole or in part), are initiated with the Registrar's Office. During the withdrawal procedures students may be required to speak with their Chairman or Dean. Also see: Refunds 11(d).

PLEASE NOTE: Full-time status may be jeopardized if students drop too many courses. See item 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, inappropriate classroom/lab or other behaviour, failure to pay fees, submission of false documents or information for admission purposes, etc.

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

c) Dismissal from Class

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

d) Refunds

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

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 may apply to admission to the new program. See 6g(ii) for regulations regarding the transfer of course credits when program transfers are approved.

b) Transfers – Continuing Education (CE) Courses

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

PLEASE NOTE: A student may not transfer from one semester to another.

13. RE-ADMISSION

Any student who has been withdrawn from a program and wishes to reapply for that or another program is subject to

- a) the re-admission policy of the program involved and
- b) the full admission requirements for that program.

Academic Regulations – Cont'd.

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 counseled to consider other ways of continuing their education. A Probationary student will be notified in writing, of his/her status by the appropriate Dean.

15. GRADUATION

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

- It is the student's responsibility to be aware of all graduation requirements for the program from which they expect to graduate.
- Students must have taken at least twenty-five (25) percent of their credits for the program at Humber College.
- Students must have successfully completed the requirements of the program in effect at the time of graduation unless alternate arrangements have been approved by the Dean, in writing. This will include any changes made to advanced semesters while the student is "in progress" in a program but would not include changes in semesters that have already been completed.
- Students who interrupt their full-time studies and return at a later date will be required to meet the program requirements in effect at the time of their return to the College. Also, students who have interrupted their studies will not be eligible to graduate from a program that is no longer offered by the College unless alternate arrangements have been approved by the Dean, in writing.
- Students who achieve an 80% or better weighted average for their program will graduate with Honours.

16. CONVOCATION/DIPLOMAS AND CERTIFICATES

- A student must apply to attend the Convocation Ceremony by completing an application to Convocate form available from the Registrar's Office. The form must be completed 7 weeks prior to the date of Convocation. A fee of \$20.00 is required at the time of application. This fee includes gown rental.

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

- A student who completes a certificate or diploma on a part-time basis must notify the Registrar's Office. Diplomas or certificates will then be mailed out if the student does not wish to attend Convocation (16a).
- Academic Awards
Academic awards are presented each year. The criteria for these vary from award to award and may be obtained from the Awards Office.

17. 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 offense 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.

18. APPEAL PROCEDURE

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

- 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 Chairman/Dean to attempt to finally resolve the situation at the Divisional level.
- If the student is still not satisfied, a formal Appeal in writing may be initiated to the Registrar. Such documentation must be completed within six (6) weeks from the end of the course. Full details on the appeal procedures are available in the Registrar's Office.

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

19. INDEBTEDNESS – OUTSTANDING FEES

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

These regulations are in effect for the academic year 1990/91.

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

Fees are controlled by the Ministry of Colleges and Universities and therefore are subject to change pending a policy directive.

Programme d'échange 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 des Collèges et des Universités de la Province de l'Ontario, celui de l'Enseignement supérieur de la science et de la technologie du Québec et le Secrétariat d'Etat veulent encourager les programmes d'échange et de coopération entre les deux provinces et financent le projet.

Les élèves qui veulent parfaire leur connaissance et leur habileté en français, tout en obtenant des crédits, le font en participant au programme d'échange 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'échange 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 les élèves intéressés à participer à un programme d'échange d'étudiants, contactez:

RAYMOND DOUCET
205 Humber College
Boulevard
Etobicoke, Ontario
M9W 5L7
(416) 675-5006

Calendar of Events

EXPLANATION OF TERMS AND CONDITIONS

1) 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.

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

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 College midterm grades are due. For the purposes of this 1990/91 calendar the applicable dates for Fall, Winter, and Spring are November 23, 1990, April 5, 1991, April 26, 1991 and July 26, 1991 respectively.

After the above dates a course will remain on the student record with the grade earned showing as a final grade.

3) APPLICATION FOR REFUND

Requests for full or partial refund for courses 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.

PLEASE NOTE: First semester students who apply for a refund for full fees will not receive the non-refundable fifty dollars (\$50.00) confirmation portion of the fee.

4) 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 statement or if you are away on holidays when the statement arrives, the Fee Due Date still applies. Late fees will be charged.

PLEASE NOTE: A late payment may affect the availability of your place in an oversubscribed program.

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

Office of the Registrar
June, 1990

Post-Secondary Calendar of Events 1990/91

FALL 1990

- Week of 27 August–31 August Orientation
- Monday, 3 September Labour Day – College Closed
- Tuesday, 4 September Start of Semester
- Monday to Friday, 10-14 Sept. First week of Continuing Education Classes
- Monday, 17 September Last day to add a Post-Secondary course
- Monday, 17 September Last day to drop a Post-Secondary course for refund purposes. For partial refund application, see left hand column for details.
- Monday, 8 October Thanksgiving – College Closed
- Friday, 26 October Mid-semester grades submitted 12:00 noon
- Friday, 16 November Fees due for Winter semester
- Friday, 23 November Last day to drop a course without academic penalty. See left hand column for details.
- Mid-November Continuing Education Registration begins (Winter '91)
- Wednesday, 19 December Last Teaching Day
- Thursday, 20 December Grades submitted 12:00 noon
- Friday, 21 December Christmas Break – College Closed 4:30 p.m.

WINTER 1991 (Regular Start)

(Also see February intake Dates)

- Wednesday, 2 January 1991 at 8:30 a.m. College Re-opens
- Wednesday, 2 January to Friday, 4 January Registration Week/New Student Orientation
- Monday, 7 January Start of Semester*
- Monday to Friday, 14-18 Jan. First week of Continuing Education Classes
- Friday, 18 January Last day to add a Post-Secondary course
- Friday, 18 January Last day to drop a Post-Secondary course for refund purposes. Deadline for refund application, see left hand column for details.
- Friday, 1 March Mid-semester grades submitted 12:00 noon
- Monday to Friday, 4-8 March Reading Week
- Mid-March Continuing Education Registration begins (Spring '91)
- Friday, 5 April Last day to drop a course without academic penalty. See left hand column for details.

Post-Secondary Calendar of Events – Cont'd.

- Friday, 29 March Good Friday – College Closed
 Wednesday, 1 May Last Teaching Day
 Thursday, 2 May Final grades submitted 12:00 noon
-

SPRING 1991 (only applicable to some programs)

- Monday, 6 May Start of Spring Semester*
 Monday to Friday, 6-10 May First week of Continuing Education
 Classes
 Friday, 17 May Last day to add a Post-Secondary
 course
 Friday, 17 May Last day to drop a Post-Secondary
 course for refund purposes. Dead-
 line for refund application, see
 page 13 for details.
 Monday, 20 May Victoria Day – College Closed
 Week of 18-21 June Convocation Week
 Friday, 28 June Mid-semester grades submitted
 12:00 noon
 Monday, 1 July Canada Day – College Closed
 Tuesday, 2 July Fees due for Fall Semester – All
 Students
 Friday, 26 July Last day to drop a course without
 academic penalty. See page 13
 for details.
 Monday, 5 August Civic Holiday – College Closed
 Wednesday, 21 August Last Teaching Day
 Thursday, 22 August Final grades submitted 12:00
 noon
 Monday, 2 September Labour Day – College Closed
 Note: *Different dates may apply for Federally sponsored and acceler-
 ated semester students. See your Program Co-ordinator.
-

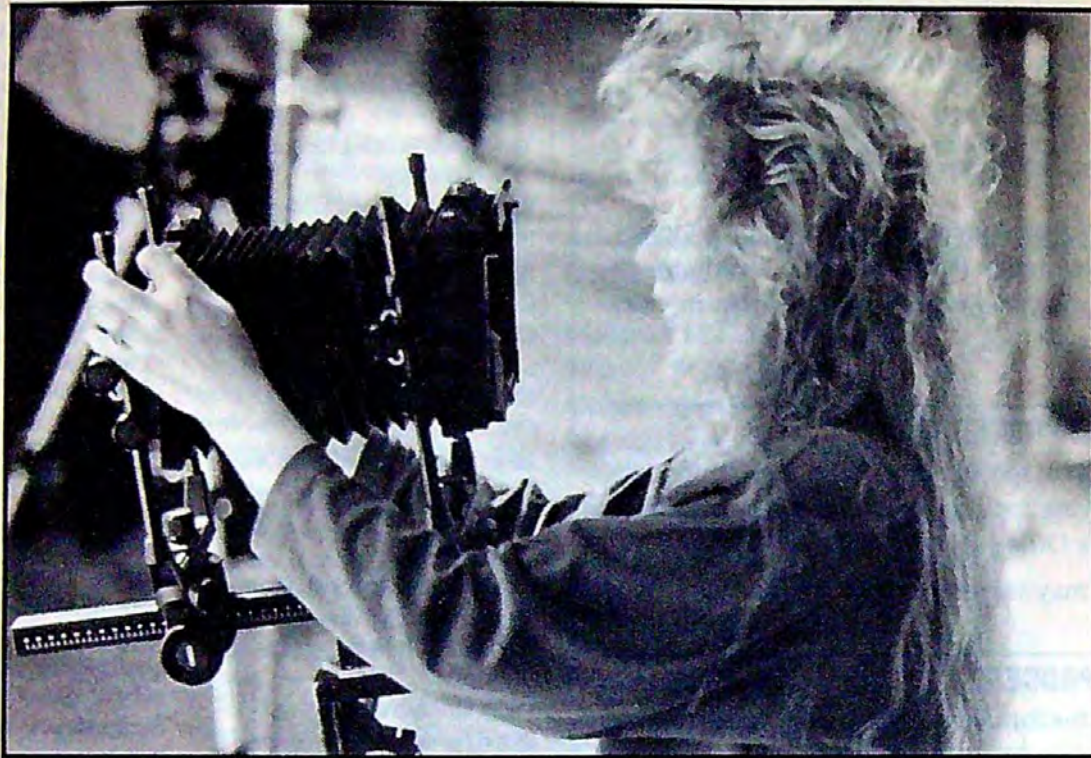
FEBRUARY 1991 (for students starting classes in)

- Monday, 4 February Start of Semester
 Friday, 15 February Last day to add a Post-Secondary
 course
 Friday, 15 February Last day to drop a Post-Secondary
 course for refund purposes. Dead-
 line for refund application. See
 page 13 for details.
 Thursday, 28 March Mid-semester grades submitted
 12:00 noon
 Friday, 29 March Good Friday – College Closed
 Friday, 26 April Last day to drop a course without
 academic penalty, see page 13
 for details.
 Monday, 20 May Victoria Day – College Closed
 Wednesday, 22 May Last Teaching Day
 Thursday, 23 May Final grades submitted 12:00
 noon
-

WAIVER: Dates may change at the discretion of the College.



Applied and Creative Arts Division



Please Note

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

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs in the Applied and Creative Arts Division.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

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

List of 1989 Donors/Awards

- | | |
|--|--|
| John Adams Award for Professionalism | The Nienkamper Awards |
| Aden Camera Limited Award | Pentax Canada Inc. Award |
| American Floral Services Inc. Award | Polaroid Canada Inc. Awards |
| Amplis Foto Inc. Award | Q107/CFGM Radio Award |
| BGM Colour Laboratories Limited Award | Rice Brydone Limited Awards |
| The Robert Bocking Productions Limited Awards | Edward R. Rollins Memorial Award |
| Booth Photography Limited Award | Signal Chemicals Ltd. Award |
| Braun Canada Ltd. Award | Gordon Sinclair Award |
| Broadcast Technology Award | Society for the Recognition of Canadian Talent (in the name of Lorne Green) |
| Canon Canada Inc. Award | Society for the Recognition of Canadian Talent (in the name of Monty Hall) |
| CFTR Radio Award | Society for the Recognition of Canadian Talent (in the name of Arthur Hillier) |
| CHFI Limited Annual Award | Society for the Recognition of Canadian Talent (in the name of Larry Mann) |
| CHIN Radio Award | Sony of Canada Limited Award |
| CHUM Limited Award | Southam Printing Award |
| James E. Clark Scholarship Award | Southern Ontario Unit of the Herb Society of America Award |
| John Davies Memorial Award | Staedtler-Mars Limited Award |
| The T. Eaton Company Limited Award | Steelcase Scholarship for Design Excellence |
| Esther Fedele Memorial Award | Steeles Camera Limited Award |
| The Florence Gell Award | Phil Stone Award |
| William F. Grant-AICC (Canada) Award | Surdins Camera Centre Award |
| Vicky Green Award | Technigraphic Equipment Limited Awards |
| Byron Hales Memorial Award | Teleflora Canada Awards |
| Ilford Photo (Canada) Limited Award | Toronto Star Limited Awards |
| Imax Systems Award | Trevira Award for Interior Design |
| Intercede Award | Vistek Limited Award |
| JIS Publications Award | Frank Wade Memorial Award |
| Kingsway Film Equipment Ltd. Award | Women's Press Club of Toronto Award |
| Kodak Canada Limited Award | Gordon Wragg Achievement Awards |
| Konica Canada Ltd. Awards | |
| Lee Valley Award for Craftsmanship | |
| Lisle-Kelco Limited Award | |
| Edmund Long C.S.C. Memorial Award | |
| Loomis & Toles Artists' Materials Co. Ltd. Award | |
| The Mamiya Award | |
| Donald L. Massee Award | |
| The Pete McGarvey Scholarship | |
| Mollie McMurrich Award | |
| Ab Mellor Memorial Award for Public Relations | |
| Minolta Canada Inc. Award | |
| Narvali Photography Limited Award | |

AWARDS AVAILABLE TO ALL STUDENTS

- Donald Barnard Memorial Award
- Humber College Faculty Union Memorial Scholarships
- The Chris Morton Memorial Award
- Women's Educational Council Scholarship

Arts Programs

Arts Administration (Post Graduate Certificate)

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 Microcomputer 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 Humber Lakeshore Campus, 3199 Lakeshore Blvd. W., Toronto. This location is readily accessible by public transit. If you plan to relocate from out-of-town for the summer session, we can help. Please call 675-3111, ext. 4318 for assistance.

Creative Photography

North Campus

Four semesters beginning September

Today's society is one in which photographs are a major communication tool. The two-year 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. The portfolio may be of colour or black and white prints or colour transparencies
- preparation of an essay as to why you have chosen photography as a career
- recommended courses: senior physics, or senior chemistry and grade 11 business & consumers mathematics or grade 12 mathematics-MAT 4G1 or a more senior mathematics credit, all at the general level

CAREER OPPORTUNITIES

Graduates work in studios, corporations and institutions, and in industry, as freelance professionals. One hundred percent (100%) placement of graduates was achieved in each of the past three years.

ADDITIONAL COSTS

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

Curriculum

Semester 1 (22 hours/week)		Credits
FOTO100	Photography Studio 1	3
FOTO101	Elements of Photographic Design 1	2
FOTO102	Photography Lighting 1	3
FOTO103	Photography Applied 1	3
FOTO104	Photography Darkroom Techniques 1	3
FOTO105	Photography Theory 1	2
COMM200	Communications 200	3
GNE	General Education	3
Semester 2 (23 hours/week)		Credits
FOTO200	Photography Studio 2	3
FOTO201	Elements of Photographic Design 2	2
FOTO202	Photography Lighting 2	3
FOTO203	Photography Applied 2	4
FOTO204	Photography Darkroom Techniques 2	3
FOTO205	Photography Theory 2	2
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
GNE	General Education	3
Semester 3 (24 hours/week)		Credits
FOTO300	Photography Studio 3	3
FOTO302	Lighting 3	3
FOTO303	Photography Applied 3	3
FOTO304	Darkroom Techniques 3	3
FOTO305	Photography Theory 3	2
FOTO306	Photography Colour Process	3
<i>Pre-Req: Successful completion of first year.</i>		
FOTO307	Photo Design 3	2
FOTO406	AV Techniques	2
GNE	General Education	3

Creative Photography – Cont'd.

Semester 4 (21 hours/week)		Credits
FOTO400	Photography Studio 4	3
FOTO401	Photography Colour Techniques	3
FOTO402	Professional Studies	3
FOTO403	Photography Applied 4	3
FOTO405	Photography Theory 4	2
FOTO404	Colour Process 2	2
MKTG935	Business Management	2
GNED	General Education	3

Fashion Arts – Cosmetic Management

Fashion Arts – Modelling and Fashion

North Campus

Four semesters beginning September

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

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

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
- attendance at an orientation session at which time you must present a resume outlining:
 1. any part-time or full-time work—especially in fashion or cosmetics
 2. special interests
 3. career objective

CAREER OPPORTUNITIES

Armed with resumés and carefully prepared professional portfolios, graduates will look for jobs in wholesale agencies, as fashion photography stylists, as cosmetic representatives or product managers, as make-up artists, as fashion models, and as skilled sales and management personnel in both the fashion and cosmetic industries.

Curriculum

YEAR 1

Semester 1 (23 hours/week)		Credits
FASH100	Cosmetic, Beauty and Health Theory 1	3
FASH101	Cosmetic Applications 1	3
FASH102	Basic T.V. Techniques 1	2
FASH103	The Fashion Industry	3
FASH104	Fashion Coordination	2
FASH105	Fashion and Cosmetic Industry Orientation 1	3
COMM200	Communications 200	4
HUMA024	Humanities	3

Semester 2 (23 hours/week)

Semester 2 (23 hours/week)		Credits
FASH200	Cosmetic Beauty and Health Theory 2	3
FASH201	Cosmetic Applications 2	3
FASH202	Basic T.V. Techniques 2	2
FASH203	Entrepreneurship in the Fashion Industry	3
FASH204	Fashion and Beauty Promotion	2
FASH205	Fashion and Cosmetic Industry Orientation 2	3
COMM300	Communications 300	4
<i>Pre-Req: COMM200 Communications 200</i>		
GNED	General Education	3

YEAR 2 MODELLING AND FASHION OPTION

Semester 3 (23 hours/week)		Credits
COSM303	Wholesale Showroom Management	2
FASH300	Presentation Tech., Commercials & Fashion Videos 1	2
FASH301*	Fashion Marketing Strategies 1	2
FASH302*	Cosmetic and Beauty Management 1	4
FASH305	Fashion Show Production	2
MODL300	Cosmetic Practice 1	2
MODL301*	Fashion Modelling Employment Placement 1	4
MODL303*	Runway Practice	2
GNED	General Education	3

Semester 4 (23 hours/week)

Semester 4 (23 hours/week)		Credits
COSM401	Cosmetic Practice: Make-up Artistry 2	2
FASH400	Presentation Tech., Commercials & Fashion Videos 2	2
FASH401	Fashion Marketing Strategies 2	2
FASH405	Industry Practices	2
MODL401*	Fashion Modelling Employment Placement 2	4
MODL402*	Cosmetic and Beauty Management 2	4
MODL403*	Modelling For Fashion Photography	4
GNED*	General Education	3

YEAR 2 COSMETIC MANAGEMENT OPTION

Semester 3 (23 hours/week)		Credits
COSM301*	Fashion and Cosmetics Employment 1	4
COSM302*	Styling For Fashion and Beauty	2
COSM303	Wholesale Showroom Management 1	2
FASH301*	Fashion Marketing Strategies 1	2
FASH305	Esthetic Practice and Health Spa Management	2

Fashion Arts – Cosmetic Management Fashion Arts – Modelling and Fashion – Cont'd.

FASH307	Fashion and Cosmetic Trends Forecasting 1	2
FASH308*	Fashion Management 1	4
MODL300	Cosmetic Practice	2
GNEd*	General Education	3

Semester 4 (23 hours/week)		Credits
COSM401	Cosmetic Practice: Make-up Artistry 2	2
COSM402*	Fashion & Cosmetics Employment 2	4
COSM403	Styling For Fashion Photography	2
FASH401*	Fashion Marketing Strategies 2	2
FASH403	Apparel Production Management	2
FASH404*	Fashion Buying and Merchandising	2
FASH407	Fashion and Cosmetic Trends Forecasting 2	2
FASH408*	Fashion Management 2	4
GNEd*	General Education	3

*Compulsory subjects for each option

Music

North Campus

Six semesters beginning September

Unique in Canada, our Music 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, french horn, tuba, saxophone, flute, clarinet, 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)
- Music Theory Assessment

CAREER OPPORTUNITIES

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

Curriculum

Semester 1		Credits
MUSC102	Basic Improvisation 1**	2
MUSC103	Ear Training 1	2
MUSC104	Functional Keyboard 1	2
MUSC105	Major Instrument Workshop 1	2
MUSC106	Movement 1*	2
MUSC107	Theory 1	4
MUSC108	World Music 1	2
MAJR100	Major Instrument 1	4
COMM200	Communications 200	3

Semester 2		Credits
MUSC202	Basic Improvisation 2**	2
MUSC203	Ear Training 2	2
MUSC204	Functional Keyboard 2	2
MUSC205	Major Instrument Workshop 2	2
MUSC206	Movement 2*	2
MUSC207	Theory 2	4
MUSC208	World Music 2	2
MAJR200	Major Instrument 2	4
COMM300	Communications 300	3

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

Semester 3		Credits
MUSC301	Acting 3*	2
MUSC303	Ear Training 3	2
MUSC306	Theory 3	2
MAJR300	Major Instrument 3	4
MELC	Music Electives	10
GNEd	General Education	3

Semester 4		Credits
MUSC401	Acting 4*	2
MUSC403	Ear Training 4	2
MUSC406	Theory 4	2
MAJR400	Major Instrument 4	4
MELC	Music Electives	10
GNEd	General Education	3

Semester 5		Credits
MAJR500	Major Instrument 5	4
MELC	Music Electives	12
GNEd	General Education	3

Semester 6		Credits
MAJR600	Major Instrument 6	4
MELC	Music Electives	12
GNEd	General Education	3

*Vocalists Only

**Instrumentalists Only

Note: Ensemble Courses and Credits are assigned by the Music Faculty.

Music – Cont'd.

Ensembles:

Big Bands	Vocal Jazz Ensemble
Latin Ensemble	Jazz Combos
Commercial Combos	Rock Band
Fusion Ensemble	Midi Band
Vocal Ensembles	Brass Choir
Woodwind Choir	Percussion Ensemble
Reading Ensembles	

Music Electives: Music Electives subject to change due to availability of Faculty

Semester *Writing Courses Credits

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

Semester *Writing Courses, Level 3 Credits

MELC509	Arranging For Big Band 5	6
MELC609	Arranging For Big Band 6	6
MELC510	Composition 5	6
MELC610	Composition 6	6
MELC319	Lead Sheet Arranging 3	2
MELC419	Lead Sheet Arranging 4	2
MELC511	Orchestration 5	4
MELC611	Orchestration 6	4

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

Semester *Performance Courses, Level 2 Credits

MELC321	Intermediate Improvisation 3	2
MELC421	Intermediate Improvisation 4	2
MELC313	Repertoire Development 3	2
MELC413	Repertoire Development 4	2
MELC332	Solo Performance 3	4
MELC432	Solo Performance 4	4
MELC314	Vocal Minor 3	2
MELC414	Vocal Minor 4	2

Semester *Performance Courses, Level 3 Credits

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

Semester *General Courses, Level 2 Credits

MELC307	Functional Keyboard 3	2
MELC407	Functional Keyboard 4	2
MELC315	Percussion Minor 3	2
MELC415	Percussion Minor 4	2
MELC303	Survey of Film Music	2
MELC304	Survey of Broadway Musicals	2

Semester *General Courses, Level 3 Credits

MELC311	Careers and Finances	2
MELC507	Functional Keyboard 5	2
MELC607	Functional Keyboard 6	2
MELC510	Composition 5	6
MELC610	Composition 6	6
MELC312	The Music of Duke Ellington	2
MELC305	Careers/The Private Music Teacher	2
MAJR7	Major Instrument Performance	4
MAJR8	Major Instrument Performance	4
MDBL	Doubling (Keyboard, Bass, Percussion)	2
MELC514	Synthesis	2
MELC614	Synthesis	2

***Graduation Recitals**

Students in their graduating year may elect to do a graduation recital. This involves 4 courses:

• Solo Performance	5
• Major Instrument Performance	5
• Solo Performance	6
• Major Instrument Performance	6

Photographic Laboratory Technician

North Campus

Four semesters beginning January, 1991

Successful applicants will initially be granted admission to the Photographic Laboratory Operator Certificate program (semesters 1 and 2). Upon successful completion of these semesters, students may continue their studies at the Technician level in semesters 3 and 4.

Photography has many applications. It is an art form, a way of communicating ideas, illustrating products and services, and promoting events. While the content and composition of a photograph is important, the quality of the final print is just as important.

The photographic industry is demanding. To meet these demands, the photo lab technician must be highly trained and skilled in a variety of photo reproduction and enhancement techniques, including the operation of specialized computer equipment.

This 2-year program was developed to provide:

- the theoretical knowledge and practical skills required to operate photographic print production equipment in a laboratory environment;
- a thorough knowledge of both black and white and colour film processing and photo finishing techniques;
- a general knowledge of film laboratory processing operations and management;
- a clear understanding of the computer concepts required to operate the highly specialized equipment being adopted by the industry.

Graduates of the program can look forward to excellent employment and advancement opportunities in the industry.

Photographic Laboratory Technician – Cont'd.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or mature student status
- attendance at an interview and information session
- preparation of an essay as to why you have chosen photography lab technician as a career
- recommended courses: senior physics, or senior chemistry and grade 11 business & consumers mathematics or grade 11 mathematics or a more senior level mathematics credit, all at the general level
- test for colour vision accuracy is mandatory

Curriculum

Semester 1 (23 hours/week)		Credits
FOTN100	Intro. to Photo Finishing Technology	1
FOTN101	Theory 1	2
FOTN102	Basic Camera Technique	3
FOTN103	Practical Lab 1	4
FOTN104	Equipment Operations Care & Maint. 1	3
FOTN105	Photo Processing Production 1	3
COMM200	Communications 200	4
GNED	General Education	3
Semester 2 (23 hours/week)		Credits
FOTN201	Theory 2	3
FOTN202	Basic Camera Tech. 2	3
FOTN203	Practical Lab 2	4
FOTN204	Equipment Operations Care & Maint. 2	3
FOTN205	Photo Processing Production 2	3
COMM300	Communications 300	4
GNED	General Education	3
Semester 3 (24 hours/week)		Credits
FOTN301	Theory 3	3
FOTN302	Principles of Marketing	2
FOTN303	Practical Lab 3	4
FOTN304	Computer Concepts 1	3
FOTN305	Photo Processing Production 3	3
FOTN306	Photo Lab Management 1	3
FOTN307	Specialized Processes	3
GNED	General Education	3
Semester 4 (23 hours/week)		Credits
FOTN401	Theory 4	3
FOTN402	Alternative Processes	2
FOTN403	Practical Lab 4	4
FOTN404	Computer Concepts 2	3
FOTN405	Photo Processing Production 4	3
FOTN406	Photo Lab Management 2	2
FOTN407	Field Placement	3
GNED	General Education	3

Theatre Arts

Queensway C Campus

Six semesters beginning September for Performance Four semesters beginning September for Technical Production

Humber's Theatre Programs offers two distinct paths – one toward acting (Performance) and the other toward production (Technical).

PERFORMANCE PROGRAM

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

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

TECHNICAL PRODUCTION PROGRAM

This 2-year program entails working in such areas as stage management, carpentry, drafting, lighting, properties, costume 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.

Curriculum

PERFORMANCE PROGRAM

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

ADMISSION REQUIREMENTS

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

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.

Theatre Arts – Cont'd.

COMM200	Communications 200	4
GNED	General Education	3

Semester 2 (28 hours/week) Credits

THTP200	Movement 2	3
THTP201	Voice 2	3
THTP202	Singing 2	2
THTP203	Scene Study 2	5
THTP204	Improvisation 2	2
THTP205	Production Practices 2	2
THTP206	Dance 2	2
THTP207	Clown And Circus	2
COMM300	Communications 300	4
GNED	General Education	3

Semester 3 (28 hours/week) Credits

THTP300	Voice 3	3
THTP301	Directing 1	3
THTP302	Television Performance 1	2
THTP303	Movement 3	3
THTP304	Scene Study 3	6
THTP305	Improvisation & Text Analysis 1	2
THTP306	Theatre History 1	2
THTP307	Fencing & Stage Combat	2
THTP309	Stage Management	2
GNED	General Education	3

Semester 4 (26 hours/week) Credits

THTP400	Voice 4	3
THTP401	Directing 2	3
THTP402	Television Performance 2	2
THTP403	Movement 4	3
THTP404	Scene Study 4	6
THTP405	Improvisation & Text Analysis 2	2
THTP406	Fencing/Combat 2	2
THTP408	Theatre History 2	2
GNED	General Education	3

Semester 5 (19 hours/week) Credits

THTP501	Voice 5	3
THTP502	Audition	3
THTP503	Movement 5	4
THTP505	Scene Study 5	7
THTR500	Production Management	2

Semester 6 (29 hours/week*) Credits

THTP600	Production	14
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*15 credits are devoted to rehearsals and plays

TECHNICAL PRODUCTION PROGRAM

Semester 1 (23 hours/week) Credits

THTT100	Lighting Technology 1	3
THTT101	Drafting	2
THTT102	Stagecraft 1	3
THTT104	Stage Management 1	2
THTT107	Intro. to Theatre	3
THTT108	Properties 1	2
THTT109	Prod. Applications 1	1
COMM200	Communications 200	4
GNED	General Education	3

Semester 2 (23 hours/week) Credits

THTT103	Sound 1	2
THTT107	Electricity	2
THTT201	Lighting Tech. 2	2
THTT202	Stage Management 2	2
THTT205	Stagecraft 2	3
THTT207	Prod. Applications 2	2
THTT210	Visual Communications	3
COMM300	Communications 300	4
GNED	General Education	3

Semester 3 (25 hours/week) Credits

THTT204	Intro. to Costumes	2
THTT301	Lighting Design 1	3
THTT302	Scenic Painting 1	3
THTT305	Prod. Applications 3	2
THTT306	Design 1	4
THTT307	Rigging	3
THTT308	Properties 2	4
THTT309	Sound 2	4

Semester 4 (25 hours/week) Credits

THTT401	Lighting Design 2	3
THTT406	Design 2	4
THTT409	Apprenticeship	4
THTT410	Prod. Applications 4	3
THTT411	Scenic Painting 2	3
THTT412	Special Effects	2
THTT413	Professional Development	2
THTT414	Stagecraft 3	2
THTR500	Production Management	2

Communications Programs

Audio-Visual Communications

(name change pending Ministry approval)

North Campus

Four semesters beginning September

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

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

ADMISSION REQUIREMENTS

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

CAREER OPPORTUNITIES

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

INTERNSHIPS

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

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

Curriculum

Semester 1 (24 hours/week)	Credits
AVIS100 Scripting	3
AVIS101 AV Media Applications, Introduction	3
AVIS123 TV Productions, Introduction	5
ELIC901 Computer Systems Introduction	3
FOTO107 Photography 1	3
MATH906 AV Mathematics	2

OAGN151	Keyboarding for A.V.	2
COMM200	Communications 200	3

Semester 2 (23 hours/week) Credits

AVIS201	Computer-Controlled AV Equipment	2
<i>Pre-Req:</i>	<i>AVIS101 AV Media Applications, Introduction, FOTO107 Photography 1, ELIC901 Computer Systems, Intro.</i>	

AVIS204	Television Production 2	4
<i>Pre-Req:</i>	<i>AVIS123 TV Productions, Int.</i>	

AVIS205	Audio Recording Techniques 1	2
<i>Pre-Req:</i>	<i>AVIS101 AV Media Applications, Introduction, MATH906 AV Mathematics</i>	

ELIC904	Computer Graphics Tech. & Applic.	3
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FOTO207	Photography 2	3
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COMM300	Communications 300	3
<i>Pre-Req:</i>	<i>COMM200 Communications 200</i>	

HUMA024	Humanities	3
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GNED	General Education	3
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Semester 3 (23 hours/week) Credits

AVIS300	Graphic Applications for Media	3
<i>Pre-Req:</i>	<i>AV Technician Program, Semesters 1 & 2</i>	

AVIS301	Lighting Applications	3
<i>Pre-Req:</i>	<i>A.V. Technician Program - Production Option, Semesters 1 & 2</i>	

AVIS302	AV Production Workshop, Sponsored Projects	2
<i>Pre-Req:</i>	<i>Audio Visual Technician Program, Semesters 1 & 2</i>	

AVIS304	TV Production 3	4
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ELIC905	Computer Visual Production	3
<i>Pre-Req:</i>	<i>AVIS204 Television Production 2</i>	

PHYS901	AV Applied Physics	2
<i>Pre-Req:</i>	<i>MATH906 AV Mathematics</i>	

GNED	General Education (2)	6
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Semester 4 (24 hours/week) Credits

AVIS400*	Work Experience Fieldwork	12
<i>Pre-Req:</i>	<i>Three semesters of Audio-Visual Communications Program</i>	

AVIS402**	AV Visual Design	4
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MKTG965**	AV Services Marketing	2
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MKTG970*	AV Business Practices	3
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ELIC906**	AV Equipment Technical Main.	3
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*Fieldwork takes place in March and April

**Above courses are offered in January and February.

Film and Television Production

North Campus

Six semesters beginning September

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

ADMISSION REQUIREMENTS

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

- attendance at an information session where applicants will be required to:

1. present letters of recommendation
2. complete reading/writing assessments
3. complete questionnaires all of which may be taken into consideration for selection purposes

CAREER OPPORTUNITIES

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

ADDITIONAL COSTS

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

EQUIPMENT COSTS

35mm camera – up to \$700.00
VHS Camcorder to \$2000.00

Curriculum

Semester 1 (22 hours/week)	Credits
FMTV100 Script Writing 1	2
FMTV101 Super-8 Production Workshop 1	4
FMTV103 Direction 1	2
FMTV104 Documentary Film Styles 1	2
FMTV105 Intro. to TV Production	3
FOTO109 Still Photography 1	3
COMM200 Communications 200	3
HUMA024 Humanities	3
NOTE: All Film/TV core courses are pre-requisites for each new advanced level course.	
Semester 2 (24 hours/week)	Credits
FMTV200 Film & T.V. Program Formats 1	2
FMTV201 Script Writing 2	2
FMTV202 Super 8 Production Workshop 2	4
FMTV204 T.V. Production/Direction	3
FOTO209 Still Photography 2	3

COMM300 Communications 300	4
Pre-Req: COMM200 Communications 200	
GNEED General Education (2)	6

Semester 3 (26 hours/week)	Credits
FMTV300 Production Management 1	2
FMTV301 Film/TV Directing 1	2
FMTV302 Sound Recording Technique 1	2
FMTV303 Graphics & Animation 1	2
FMTV304 16MM Cinematography 1	2
FMTV305 Script Writing 3	2
Pre-Req: COMM300 Communications 300	
FMTV306 Post Production Techniques 1 – 16mm	2
FMTV307 Film Workshop	2
FMTV308 Colour T.V. Production 1	3
FMTV310 E.F.P. (TV Workshop)	2
FMTV311 Sound Recording Post Prod. Workshop 1	2
FOTO309 Still Photography 3	3

Semester 4 (27 hours/week)	Credits
FMTV400 Colour T.V. Production 2	4
FMTV401 E.F.P. (TV Workshop) 2	2
FMTV402 Production Management 2	2
FMTV403 Film and Television Directing 2	7
FMTV404 Sound Recording 2	2
FMTV405 Post Production Techniques 2 – 16mm	2
FMTV406 Graphics & Animation 2	2
FMTV407 16MM Cinematography 2	2
FMTV408 Script Writing 4	2
FMTV409 Film Workshop	2
FMTV411 Sound Recording Post Prod. Workshop 2	2
FOTO409 Still Photography 4 (Col. Slide AV)	3

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

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

Film and Television Production – Cont'd.

FMTV608	Animation 4*	2
FMTV609	Script Writing 6*	2
GNEED	General Education	3

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

Journalism

North Campus

Six semesters beginning September

A two-year Diploma Program is also offered for mature students (see page 26).

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

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

In the third year of the program, students specialize in one of three pathways: newspapers, magazines, or broadcasting (radio and television).

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

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 interview

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

Semester 1 (23 hours/week)		Credits
ECON101	Economics for Journalism	3
FOTO110	Basic Black & White Photography	3
JRNL100	Fundamentals of Reporting	6
JRNL101	Media & Society	2
POLS100	Political Science 1 for Journalism	3
PSYC001	Psychology - An Introduction	3
COMM200	Communications 200	3

Semester 2 (26 hours/week)		Credits
JRNL201	Radio News 1	2
JRNL202	T.V. News 1	3
JRNL205	Newspaper Reporting 1/Copy Editing Workshop	6
<i>Pre-Req: JRNL100 Fundamentals of Reporting</i>		
OAGN251	Journalism Notetaking	3
POLS101	Political Science 2 for Journalism	3
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
GNEED	General Education	3
HUMA024	Humanities	3

Semester 3 (25 hours/week)		Credits
JRNL300	Newspaper Layout & Design	2
JRNL301	Beat Reporting	2
<i>Pre-Req: JRNL203 Newspaper Reporting 1, JRNL306 Newspaper Reporting 2</i>		
JRNL302	Magazine Writing 1	2
<i>Pre-Req: JRNL101 Media & Society</i>		
JRNL304	T.V. News 2	3
<i>Pre-Req: JRNL202 T.V. News 1</i>		
JRNL305	Radio News & Voice Training	2
JRNL306	Newspaper Reporting 2	3
<i>Pre-Req: JRNL203 Newspaper Reporting 1</i>		
FOTO210	News Photography	2
<i>Pre-Req: JRNL200 Basic Black & White Photography</i>		
SOCI102	Sociology for Journalism	3
ECON101	Economics for Journalism	3
GNEED	General Education	3

Semester 4 (22 hours/week)		Credits
JRNL400	Magazine Editing & Production	3
JRNL401	Critique 1	1
JRNL402	Radio News 3	2
<i>Pre-Req: Radio News 2 & Voice Training</i>		
JRNL403	TV News 3	3
<i>Pre-Req: JRNL304 T.V. News 2</i>		
JRNL404	Newspaper Reporting 3/Copyediting Workshop	3
<i>Pre-Req: JRNL306 Newspaper Reporting 2</i>		
JRNL405	Basic TV Production	3
<i>Pre-Req: JRNL304 T.V. News 2</i>		
DESK404	Desktop Publishing	2
JRNL407	Opinion Writing	2
GNEED	General Education	3

Journalism – Cont'd.

PATHWAYS NEWSPAPER JOURNALISM

Semester 5 (13 hours/week + 16 ILP)		Credits
JRNL501	Press Time 1	6
<i>Pre-Req: JRNL404 Newspaper Reporting 3</i>		
JRNL502	Critique 2	1
<i>Pre-Req: JRNL401 Critique 1</i>		
JRNL503	Print Management	2
JRNL504	Print Internship 1	16
JRNL511	Media Law	2
HIST100	20th Century History	2
<i>Pre-Req: Completion of all subjects in Semesters 1-4</i>		

Semester 6 (8 hours/week + 16 ILP)		Credits
JRNL600	Press Time 2	6
<i>Pre-Req: JRNL501 Press Time 1</i>		
JRNL601	Case Studies	2
JRNL602	Print Internship 2	16
<i>Pre-Req: JRNL504 Print Internship 1</i>		

MAGAZINES

Semester 5 (10 hours/week + 16 ILP)		Credits
JRNL503	Print Management	2
JRNL504	Print Internship 1	16
JRNL505	Logo 1	4
<i>Pre-Req: Magazine Writing 2</i>		
JRNL511	Media Law	2
HIST100	20th Century History	2
<i>Pre-Req: Completion of all subjects in Semesters 1-4</i>		

Semester 6 (6 hours/week + 16 ILP)		Credits
JRNL601	Case Studies	2
JRNL602	Print Internship 2	16
<i>Pre-Req: JRNL504 Print Internship 1</i>		
JRNL604	Logo 2	4
<i>Pre-Req: JRNL505 Logo 1</i>		

BROADCAST JOURNALISM

Semester 5 (15 hours/week + 16 ILP)		Credits
JRNL506	TV News 4	5
<i>Pre-Req: T.V. News 3/Basic T.V. Production</i>		
JRNL507	Newsroom Management	2
<i>Pre-Req: JRNL403 TV News 3</i>		
JRNL508	Radio News 4	3
<i>Pre-Req: JRNL402 Radio News 3</i>		
JRNL509	Broadcast Internship	16
<i>Pre-Req: Completion of all subjects in Semesters 1-4</i>		
JRNL511	Media Law	2
HIST100	20th Century History	2
JRNL512	Radio Production	1

Semester 6 (9 hours/week + 16 ILP)		Credits
JRNL603	TV News 5	4
JRNL604	Case Studies	2
<i>Pre-Req: JRNL506 TV News 4</i>		
JRNL605	Broadcast Internship 2	16
<i>Pre-Req: JRNL509 Broadcast Internship</i>		
JRNL606	Radio News 5	3
<i>Pre-Req: JRNL508 Radio News 4</i>		

APPLIED AND CREATIVE ARTS PROGRAMS

Journalism for Mature Students

North Campus

Two-year Diploma Program

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

ADMISSION REQUIREMENTS

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

Curriculum

Semester 1 and 2 - Advanced Standing

Semester 3 (18 hours/week)		Credits
JRNL101	Media & Society	2
JRNL201	Radio News 1	2
JRNL202	T.V. News 1	3
JRNL203	Newspaper Reporting 1	4
<i>Pre-Req: JRNL 100 Fundamentals of Reporting</i>		
JRNL204	Copy Editing Workshop 1	2
FOTO110	Basic Black & White Photography	3
JRNL300	Newspaper Layout & Design	2

Semester 4 (22 hours/week)		Credits
JRNL302	Magazine Writing 1	2
<i>Pre-Req: JRNL 101 Media & Society</i>		
JRNL304	T.V. News 2	3
<i>Pre-Req: JRNL202 T.V. News 1</i>		
JRNL307	Newspaper Reporting 2/Copy Edit Workshop	4
<i>Pre-Req: JRNL203 Newspaper Reporting 1</i>		
JRNL401	Critique 1	1
JRNL405	Basic TV Production	3
<i>Pre-Req: JRNL304 T.V. News 2</i>		
JRNL407	Opinion Writing	2
JRNL408	Radio News & Voice Training	3
FOTO210	News Photography	2
<i>Pre-Req: JRNL200 Basic Black & White Photography</i>		
DESK404	Desktop Publishing	2

Semester 5 & 6 (same as regular profile)

Advertising-Media Sales

North Campus

Four semesters, plus 2 months internship, beginning September

Advertising-Media Sales is a dynamic field offering a wide variety of employment opportunities to qualified personnel. Humber's two year 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 sales.

During the program, students learn to:

- function effectively as a member of a media team
- operate successfully within the organizational structures of radio and TV stations, newspapers, magazines and advertising agencies
- assess the strengths and weaknesses of a variety of media as these apply to the development of a successful advertising campaign
- analyze audience data
- define objectives; develop media campaigns and marketing strategies; do cost estimates
- create client presentations
- speak knowledgeably and persuasively
- negotiate with media personnel in purchasing time or space for advertising campaigns

- sell advertising for newspapers, magazines, radio, television, and agencies
- be computer literate with respect to areas that 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)
- the first stage of the admissions process will involve the evaluation of a 400 word essay on the following topic: "What is Media Sales and what, in your opinion, makes a good sales representative?" This essay should be typed or neatly printed, and double-spaced. The essay **MUST** accompany your application.
- applicants short-listed through the above process will be required to attend an interview. Applicants living outside of the greater Metropolitan Toronto area may request a telephone interview at the time of application.

CAREER OPPORTUNITIES

Graduates of the program will find employment as sales representatives for radio, TV stations, newspapers or magazines. They will be employed in the media department of advertising agencies and major retailers.

Curriculum

Semester 1 (24 hours/week)	Credits
MEAD106 Professional Selling 1	4
MEAD105 Fundamentals of Media 1	8
MEADxxx Math for Media Sales	2
MKTG955 Marketing 1 for Advertising/Media Sales	4
ISYS102 Intro. to Personal Computing	3
COMM200 Communications 200	3

Semester 2 (22 hours/week)	Credits
MEAD206 Professional Selling 2	4
MEAD205 Fundamentals of Media 2	8
MKTG960 Marketing 2 for Advertising/Media Sales	4
HUMA024 Humanities	3
COMM300 Communications 300	3

Semester 3 (21 hours/week)	Credits
MEAD301 Media Computer Applic. 1	2
MEAD302 Media Planning/Buying	8
MEAD303 Professional Selling 3	4
MEAD304 Layout/Copy Writing	2
MEAD305 Seminar Series 1	2
GNED General Education	3

Semester 4 (22 hours/week)	Credits
MEAD402 Case Studies	3
MEAD403 Professional Selling 4	4
MEAD404 Fundamentals of Retailing & Promotion	4
MEAD405 Seminar Series 2	2
MEAD406 Advertising & the Work Place	4
MEAD407 Elements of Advertising	2
GNED General Education	3

May/June

Internship 4

Note: Students must have successfully completed all course work before going on their internship.

Public Relations (Diploma)

North Campus

Six semesters beginning September

A one-year Certificate Program is also offered (see page 28).

Today's society demands accountability and responsible behaviour from both public and private groups. Obtaining goodwill through responsible action and ensuring the timely and accurate dissemination of information about an organization's operation is the core of modern public relations. Humber's program will prepare you for the demanding job of a professional public relations practitioner. In addition to 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 a 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 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

Public Relations (Diploma) – Cont'd.

• attendance at an interview/counselling session where you will be required to successfully complete a reading/writing assessment

CAREER OPPORTUNITIES

Graduates from the Public Relations Program have a wide variety of employment options to choose from, including: non-profit, government, health care agencies, corporate fundraising and product promotion.

Curriculum

Semester 1 (18 hours/week)		Credits
PRD.100	Intro. to P.R. Case Studies	4
PRD.103	P.R. Writing & Lab 1	4
PRD.405	P.R. Research	2
FOTO108	Photography & AV for P.R. Pract.	2
ECON100	Economics for P.R.	3
COMM200	Communications 200	3

Semester 2 (19 hours/week)		Credits
PRD.101	Effective Speech 1	2
PRC.209	Intro. to Radio	2
PRD.202	P.R. Writing & Lab 2	4
PRD.200	Layout & Production for Print 1	2
POLS102	Political Science 1	3
HUMA024	Humanities	3
COMM300	Communications 300	3

Semester 3 (22 hours/week)		Credits
PRD.301	Intro. to Advertising	2
PRD.303	Practical P.R. 1	2
PRD.304	P.R. Writing & Lab 3	4
PRD.306	Fund Raising	4
PRD.307	Elements of Video/TV	2
PRD.300	Layout & Production for Print 2	2
GNE D	General Education (2)	6

Semester 4 (22 hours/week)		Credits
PRD.201	Effective Speech 2	2
PRD.400	Case Studies 2	2
PRD.402	Advertising Writing P.R.	2
PRD.403	P.R. Writing 4	4
PRD.404	Seminar 1 for P.R.	2
PRD.406	P.R. Lab 4	4
PRD.407	Desktop Publishing 1 for P.R.	2
MKTG900	Business Marketing Procedures	4

Semester 5 (25 hours/week)		Credits
PRD.500	Persuasion & Promotion	2
PRD.502	P.R. Writing 5	2
PRD.503	Practical P.R. 2	2
PRD.504	P.R. Lab 5	8
PRD.506	P.R. in the Work Place	2

APPLIED AND CREATIVE ARTS PROGRAMS

PRD.507	Desktop Publishing 2 for P.R.	2
SCIE102	Computer Applications P.R.	4
GNE D	General Education	3

Semester 6 (24 hours/week)		Credits
PRD.600	Fieldwork Tutorial	2
PRD.601	Field Work	22

Public Relations (Certificate)

North Campus

Two semesters beginning September

A one-year Public Relations Certificate program is offered for mature students. The program begins in September. After completing 2 semesters of classroom work students experience a valuable internship in the industry. This takes place in the May-June period.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview/counselling session where you will be required to successfully complete a reading/writing assessment

Curriculum

Semester 1 (23 hours/week)		Credits
PRD.104	Intro. to P.R. & Case Studies	4
PRD.103	P.R. Writing & Lab 1	4
PRD.301	Intro. to Advertising	2
PRD.303	Practical P.R. 1	2
PRD.307	Elements of Video/TV	2
PRD.405	P.R. Research	2
PRD.500	Persuasion & Promotion	2
PRC.105	Layout Production for Print 1	3
FOTO108	Photo & A.V. for P.R. Pract.	2

Semester 2 (25 hours/week)		Credits
PRD.101	Effective Speech	2
PRD.200	Intro. to Radio for P.R.	2
PRD.202	P.R. Writing & Lab 2	4
PRD.306	Fund Raising	4
PRD.400	Case Studies 2	2
PRD.402	Advertising Writing	2
PRD.404	Seminar for P.R.	2
PRC.206	Pract. P.R. 2 for Cert.	2
PRC.211	Desktop Publishing for P.R.C.	3
SCIE103	Computer Applications	2

Public Relations (Certificate) – Cont'd.

May/June	Credits
PRC.300 Fieldwork	13
Fieldwork Tutorial	2

Radio Broadcasting

North Campus

Four semesters beginning 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 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 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
- attendance at an interview/counselling session where applicants will be required to complete:
 - 1) a questionnaire
 - 2) a vocabulary/comprehension assessment
 - 3) voice and reading test all of which may be taken into consideration for selection purposes

CAREER OPPORTUNITIES

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

Curriculum

Semester 1 (23 hours/week)	Credits
RBD.104 Intro. to Radio	4
RBD.106 Basic Writing 1	4
RBD.107 Broadcast Equipment	4
RBD.108 Basic Announcing 1	4
COMM200 Communications 200	3
RBD.209 Basic Radio Programming and Sales	4
Semester 2 (22 hours/week)	Credits
HUMA024 Humanities	3
RBD.206 Writing 2	2
RBD.208 Announcing 2	4

RBD.210 Sales Development	2
RBD.213 Announce Development	3
RBD.214 News Development	2
COMM300 Communications 300	3
GNEB General Education	3

Semester 3 (23 hours/week)	Credits
RBD.309 Advanced Programming	2
RBD.310 Advanced Sales	2
RBD.311 Radio Management	2
RBD.312 Career Preparation	2
RBD.313 Station Operation (Major)	9
RBD.314 Station Operation (Minor)	3
GNEB General Education	3

Semester 4 (24 hours/week)	Credits
RBD.413 Station Operation(Major)	7
RBD.414 Station Operation(Minor)	2
RBD.415 Seminar	2
RBD.416 Radio Lab	6
RBD.417 Formatic Analysis & Techniques	4
GNEB General Education	3

May/June

Internship	2
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Radio Broadcasting Certificate

North Campus

One-year Program

A one-year Radio Broadcasting Certificate Program is offered for mature students. More information may be obtained by calling Ted Randal, Coordinator of the Radio Broadcasting Program at 675-3111, ext. 4366.

ADMISSION REQUIREMENTS

- a University Degree, a Diploma from a Community College or

related experience in the radio broadcasting industry

- attendance at an interview/counselling session where applicants will be required to complete:
 - 1) a questionnaire
 - 2) a vocabulary/comprehension assessment
 - 3) voice and reading test all of which may be taken into consideration for selection purposes

Curriculum

Semester 1 (24 hours/week)	Credits
RBD.104 Intro. to Radio	4
RBD.106 Basic Writing - Radio	4
RBD.107 Broadcast Equipment	4
RBD.108 Basic Announcing	4

Radio Broadcasting Certificate – Cont'd.

RBD.209	Basic Radio Programming & Sales	4
RBD.214	News Development	2
RBD.312	Career Preparation for Radio	2
Semester 2 (24 hours/week)		Credits
RBC.211	Station Operation (Major)	6
RBC.212	Station Operation (Minor)	2
RBD.309	Advanced Radio Programming	2
RBD.310	Advanced Radio Sales	2
RBD.311	Radio Management	2
RBD.415	Radio Seminar	2
RBD.416	Radio Lab	6
RBD.417	Formatic Analysis & Techniques	2
May/June		
	Internship	2

Design Programs

Advertising and Graphic Design

North Campus

Four semesters beginning September

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

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

In two years you will learn what you need, to develop into a creative and competent graphic designer. We will help you realize your ability to put ideas on paper

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

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

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an interview at which time you must present a portfolio made up of 10 or more pieces and a sketch book to demonstrate your design and drawing skills and level of competency. Any media artwork can be presented.
- applicants will be assessed on their ability to draw, their sense of design and on an indication of good craftsmanship

CAREER OPPORTUNITIES

The program prepares the student for employment in graphic design studios, advertising agencies, TV graphic studios, printing

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

ADDITIONAL COSTS

An initial investment of \$640.00 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
GNED	General Education	3
Semester 2 (23 hours/week)		Credits
GRAF200	Graphics 2	2
<i>Pre-Req: GRAF100 Graphics 1</i>		
GRAF201	Perspective 2	3
<i>Pre-Req: GRAF101 Perspective 1</i>		
GRAF203	Typography 2	3
<i>Pre-Req: GRAF103 Typography 1</i>		
GRAF204	Design 2	3
<i>Pre-Req: GRAF104 Design 1</i>		
GRAF205	Studio Methods 2	2
<i>Pre-Req: GRAF105 Studio Methods 1</i>		
FOTO206	Photography for Graphics 2	3
<i>Pre-Req: GRAF102 Photography for Graphics 1</i>		
MKTG925	Advertising for Graphics 2	1
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
GNED	General Education	3

Advertising and Graphic Design – Cont'd.

Semester 3 (25 hours/week)		Credits
GRAF301	Illustration 1	4
<i>Pre-Req: GRAF201 Perspective 2</i>		
GRAF302	Mechanicals 1	3
<i>Pre-Req: GRAF205 Studio Methods 2</i>		
GRAF303	Typography 3	3
<i>Pre-Req: GRAF203 Typography 2</i>		
GRAF305	Packaging 1	3
<i>Pre-Req: GRAF201 Perspective 2</i>		
GRAF306	Graphics 3	7
<i>Pre-Req: GRAF200 Graphics 2</i>		
GRAF405	Perspective 3	2
GNED	General Education	3
Semester 4 (23 hours/week)		Credits
GRAF400	Graphics 4	8
<i>Pre-Req: GRAF306 Graphics 3</i>		
GRAF401	Illustration 2	4
<i>Pre-Req: GRAF301 Illustration 1</i>		
GRAF402	Mechanicals 2	3
<i>Pre-Req: GRAF302 Mechanicals 1</i>		
GRAF403	Typography 4	3
<i>Pre-Req: GRAF303 Typography 3</i>		
DESK404	Desktop Publishing	2
GNED	General Education	3

Design Foundation (General Arts & Science – Design Foundation Profile)

North Campus

Two semesters beginning September and January*

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

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

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

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

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.

* September intake students continue until the following May, with the two semesters running concurrently. January intake students complete Semester 1 in May, and resume with Semester 2 in September, completing in December. September intake students should apply before March 1, and students commencing in January should apply before October 31.

ADMISSION REQUIREMENTS

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

• attendance at an interview, at which time you must present a portfolio. The portfolio should contain at least twelve pieces of the student's own original work, in any medium. This can include drawings, paintings, illustration, design, photography and sculpture. In the case of very large or 3-dimensional work, it is better to bring coloured photographs. Due to the nature of this program, we place more importance on the aptitude and potential of the applicant than on actual samples of their work.

ADDITIONAL COSTS

Approximately \$700 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
<i>Pre-Req: DGAS100 2-Dimensional Design, DGAS101 3-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour</i>		
DGAS202	Graphic Design	3
<i>Pre-Req: DGAS100 2-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour</i>		
DGAS203	Package Design	3
<i>Pre-Req: DGAS100 2-Dimensional Design, DGAS101 3-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour</i>		
DGAS204	Industrial Design	3
<i>Pre-Req: DGAS100 2-Dimensional Design, DGAS101 3-Dimensional Design, DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour</i>		
DGAS205	Drawing Studio	4
<i>Pre-Req: DGAS102 Life Drawing, DGAS103 Structural Drawing, DGAS104 Colour</i>		
FOTO208	Photographic Design	3
<i>Pre-Req: DGAS100 2-Dimensional Design, DGAS104 Colour</i>		
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		

Industrial Design

North Campus

Six semesters beginning September

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

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

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

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

ADMISSION REQUIREMENTS

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

INTERESTS AND SKILLS

- ability to transform an idea into practical applications
- strong interest in the arts and in how things work in relation to people

- willingness to work hard, pride in accomplishment and independent mind

CAREER OPPORTUNITIES

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

A few years after you graduate, you will probably work as a product designer for a manufacturer or in a consulting design office. You may design products such as home appliances, sporting goods, hardware, electronic equipment or furniture.

EXPECTED WORKLOAD

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

ADDITIONAL COSTS

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

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

Curriculum

Semester 1 (23 hours/week)		Credits
INDU100	Ind. Design 1	4
INDU101	Technical Communications 1	3
INDU102	Des. Pres. 1 (Draw Fund)	4
INDU103	Elements of Design	3
INDU104	Modelmaking 1	4
INDU105	History of Art	2
COMM200	Communications 200	3
Semester 2 (22 hours/week)		Credits
INDU200	Ind. Design 2	5
INDU201	Tech. Comm. 2	3
INDU202	Des. Pres. 2	3
INDU203	Des. Applications	3
INDU204	History of Art 2	2
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
GNE	General Education	3
Semester 3 (23 hours/week)		Credits
INDU300	Ind. Design 3	5
INDU301	Des. Pres. 3	3
INDU302	Mat. & Pro. 1	4
INDU303	Des. Futures	3
INDU304	Des. Graphics	3
INDU305	History Industrial Design	3
INDU307	Computers and Design 1	2
Semester 4 (24 hours/week)		Credits
INDU400	Industrial Design 4	6
Pre-Req:	INDU300 Ind. Design 3	
INDU401	Design Presentations 4	4
Pre-Req:	INDU301 Des. Pres. 3	
INDU402	Mat. & Pro. 2	4
INDU404	Systems Dev. 1	3
INDU504	Ergonomics	2
INDU507	Computers and Design 2	2
GNE	General Education	3
Semester 5 (21 hours/week)		Credits
INDU500	Ind. Des. 5	6
INDU501	Adv. Materials Applications	3
INDU502	Systems Dev. 2	3
INDU503	Thesis 1	4
INDU506	Computers & Design 3	2
GNE	General Education	3
Semester 6 (21 hours/week)		Credits
INDU600	Ind. Des. 6	6
INDU601	Thesis 2	6
Pre-Req:	INDU503 Thesis 1	
INDU602	Portfolio	3
INDU603	Design Management	3
GNE	General Education	3

Interior Design

North Campus

Six semesters beginning September

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

Humber's program provides the graduate with the knowledge and skills to analyse and solve interior design problems. It emphasizes 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 one hour of still life drawing and a short essay. The portfolio should be comprised of freehand black and white drawings, coloured work, drafting, planning, sculpture, photography, and work related to Interior Design.

- approved applicants may be recommended to upgrade drawing or drafting skills before the commencement of classes
- recommend grade 12 business mathematics (general level)

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 \$900.00 per academic year for equipment.

Curriculum

Semester 1 (24 hours/week)		Credits
INTR100	Interior Design 1	5
INTR101	Drafting & Detailing 1	5
INTR102	Art History 1	2
INTR103	Freehand Drawing 1	3
INTR104	Design Theory 1	2
INTR105	Colour Theory	2
INTR106	Interior Basics	2
COMM200	Communications 200	3
Semester 2 (26 hours/week)		Credits
INTR200	Interior Design 2	8
Pre-Req:	INTR100 Interior Design 1, INTR104 Design Theory I, INTR105 Colour Theory, INTR106 Interior Basics	
INTR201	Drafting and Detailing 2	5
Pre-Req:	INTR101 Drafting & Detailing 1	

INTR202	Art History 2	2
INTR203	Freehand Drawing 2	3
Pre-Req:	INTR103 Freehand Drawing 1	
INTR205	Perspective & Rendering 1	3
Pre-Req:	INTR101 Drafting & Detailing 1	
INTR206	Materials 1	2
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	

Semester 3 (25 hours/week)		Credits
INTR300	Interior Design 3	9
Pre-Req:	INTR200 Interior Design 2	
INTR301	Drafting & 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 & Rendering 2	3
Pre-Req:	INTR205 Perspective & Rendering 1	
INTR306	Materials 2	2
Pre-Req:	INTR206 Materials 1	
GNE0	General Education	3

Semester 4 (21 hours/week)		Credits
INTR204	Textiles	2
INTR400	Interior Design 4	9
Pre-Req:	INTR300 Interior Design 3	
INTR401	Drafting & Detailing 4	2
Pre-Req:	INTR301 Drafting & Detailing 3	
INTR402	Art History 4	2
Pre-Req:	INTR302 Art History 3	
INTR404	Lighting 2 (Bi-weekly)	1
INTR405	Perspective & Rendering 3	3
Pre-Req:	INTR305 Perspective & Rendering 2	
INTR406	Materials 3	2
Pre-Req:	INTR306 Materials 2	

Semester 5 (23 hours/week)		Credits
INTR500	Interior Design 5	8
Pre-Req:	INTR400 Interior Design 4	
INTR501	Drafting & Detailing 5	3
Pre-Req:	INTR401 Drafting & Detailing 4	
INTR502	Mechanical Systems	2
INTR503	Computer Aided Design 1	3
Pre-Req:	INTR407 Intro to Computer Aided Design 1	
INTR504	Design Theory 2	2
Pre-Req:	INTR104 Design Theory 1, INTR106 Interior Basics	
INTR505	Perspective & Rendering 4	2
Pre-Req:	INTR405 Perspective & Rendering 3	
GNE0	General Education (1)	3

Semester 6 (22 hours/week)*		Credits
INTR408	Professional Practice	2
INTR507	Computer Aided Design 2	2
Pre-Req:	INTR503 Computer Aided Design 1	
INTR600	Interior Design 6	8
Pre-Req:	INTR500 Interior Design 5	

Interior Design – Cont'd.

INTR601	Drafting & Detailing 6	3
<i>Pre-Req: INTR501 Drafting & Detailing 5</i>		
INTR603	Environmental and Business Studies	2
INTR605	Perspective & Rendering 5	2
GNED	General Education	3

*Includes 3-week internship of in-office practice.

Package Design

North Campus

Six semesters beginning September

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

You will be involved in graphic design, three-dimensional design, the relationship of design objectives to technological and marketing requirements, materials and their limitations, and the economics of the packaging industry. The program emphasizes the psychology of colour and design, product protection, government regulations affecting the package, printing and reproduction processes, and the impact of consumerism on the design process. During the fifth semester, 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 a counselling interview at which time you must present a portfolio indicating:
 1. an ability to draw
 2. a sense of design
 3. good craftsmanship
- the portfolio should include 10-12 finished original pieces (craft or design) and sketch books

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 area, which will expand in the coming years.

EXPECTED WORKLOAD

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

ADDITIONAL COSTS

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

Curriculum

Semester 1 (23 hours/week)		Credits
PACK100	Packaging Graphics 1	3
<i>Pre-Req: Full-time students will attend a total program interview</i>		
PACK101	Packaging Design 1	3
PACK102	Packaging Typography 1	3
MKTG950	Marketing Design Objective 1	2
PACK104	Packaging Studio Methods 1	3
PACK105	Packaging Drawing 1	3
MATH905	Math for Package Design	3
COMM200	Communications 200	3
Semester 2 (24 hours/week)		Credits
PACK200	Packaging Graphics 2	3
<i>Pre-Req: PACK101 Packaging Design 1, PACK100 Packaging Graphics 1</i>		
PACK201	Packaging Typography 2	3
<i>Pre-Req: PACK102 Packaging Typography 1</i>		
PACK202	Packaging Technology 2	2
<i>Pre-Req: 471-131 Packaging Technology 1</i>		
PACK203	Packaging Studio Methods 2	3
<i>Pre-Req: PACK201 Packaging Typography 2</i>		
PACK204	Packaging Research 2	1
<i>Pre-Req: Packaging Research 1</i>		
PACK205	Technical Illustration 1	3
PACK206	Perceptions and Colour	3
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
GNED	General Education	3
Semester 3 (27 hours/week)		Credits
PACK301	Materials and Testing 1	2
<i>Pre-Req: PACK200 Packaging Graphics 2, PACK202 Packaging Technology 2</i>		
PACK302	3-Dimensional Design 1	8
<i>Pre-Req: PACK203 Packaging Studio Methods 2</i>		
PACK303	Printing Processes 1	3
<i>Pre-Req: PACK203 Packaging Studio Methods 2</i>		
DESK307	Desktop Design 1	3
PACK304	Packaging Machinery 1	2
<i>Pre-Req: Packaging Research</i>		
PACK305	Government Regulations 1	3
<i>Pre-Req: PACK204 Packaging Research 2, PACK200 Packaging Graphics 2, PACK203 Packaging Studio Methods 2</i>		
PACK306	Marketing Design Objectives 2	3
<i>Pre-Req: PACK103 Marketing Design Objective 1</i>		
GNED	General Education	3
Semester 4 (23 hours/week)		Credits
PACK400	Packaging Research 4	1
<i>Pre-Req: PACK300 Packaging Research 3</i>		
PACK401	Materials & Testing 2	3
<i>Pre-Req: PACK301 Materials and Testing 1</i>		
PACK402	3-Dimensional Design 2	7
<i>Pre-Req: PACK302 3-Dimensional Design 1</i>		
PACK403	Printing Processes 2	2
<i>Pre-Req: PACK303 Printing Processes 1</i>		

Package Design – Cont'd.

PACK404	Packaging Machinery 2	2
<i>Pre-Req:</i>	<i>PACK304 Packaging Machinery 1</i>	
PACK405	Resource Management	3
PRD.408	Public Relations	2
GNEED	General Education	3
Semester 5 (25 hours/week)		Credits
PACK500	Packaging Research 5	2
<i>Pre-Req:</i>	<i>PACK400 Packaging Research 4</i>	
PACK501	Packaging For The Future	3
<i>Pre-Req:</i>	<i>PACK302 3-Dimensional Design 1</i>	
PACK504	Computer Graphics 1	3
PACK503	Package Design Option	14
<i>Pre-Req:</i>	<i>PACK402 3-Dimensional Design 2</i> <i>And Business or Tech Elective</i>	<i>14</i>
GNEED	General Education	3
Semester 6 (20 hours/week)		Credits
PACK600	Co-op Program (Field Work)	14
PACK601	Packaging Research 6	6
<i>Pre-Req:</i>	<i>PACK500 Packaging Research 5</i>	

Horticulture Programs

Horticulture Apprenticeship

North Campus

Basic 8-week session beginning November

Advanced 12-week session beginning January

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

ADMISSION REQUIREMENTS

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

CAREER OPPORTUNITIES

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

Landscape Technician/Technologist

North Campus

Four semesters for technician training plus two more for technologist training

This program provides students with a thorough knowledge of landscape design and development, site construction, general horticulture and related technol-

ogy, as well as grounds maintenance. In-class studies during the academic year, combined with approved industry experience give students the opportunity to develop and apply a wide range of horticultural skills.

Curriculum

BASIC SESSION

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

ADVANCED SESSION

Branch 1 (Nursery/Greenhouse Worker)

First Aid	Greenhouse/Nursery Soils
Plant ID 2	Greenhouse Operations
Plant Materials 2	Plant Propagation
Greenhouse/Nursery Plants	

Branch 2 (Landscaper/Greenskeeper)

First Aid	Golf Course Operations
Plant ID 2	Landscaping 2
Plant Materials 2	Landscape Design
Estimating	Turfgrass Management 2

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

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

Landscape Technician/Technologist – Cont'd.

Students successfully completing the first year will select a major area of study in the second year in either Landscape Horticulture or Urban Forestry/Arboriculture.

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

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- recommend grade 12 English (general level) and grade 11 math (general level)
- attendance at an interview session where applicants will be required to complete a questionnaire or short essay (150 words) to determine their interests and knowledge of careers available in the landscape industry. Applicants who are unable to attend this interview, must call the Program Coordinator to make alternate arrangements.
- applicants are encouraged to obtain related work experience prior to the commencement of the program. This may be accomplished by working for a landscaping company, nursery or garden centre in your community.

- arrangements will be made for applicants to complete the required English placement test or mature student test on the same date as their interview.

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 supervisory positions within the industry.

ADDITIONAL COSTS

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

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

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

Curriculum

Semester 1 (24 hours/week)		Credits
LAND100	Landscape Drawing	3
LAND103	Applied Botany	3
LAND105	Landscape Surveying & Job Layout	3
LAND106	Horticultural Skills	3
LAND107	Plant Identification 1	3
LAND108	Applied Soils	3
SCIE101	Computer & Society/Landscape	3
COMM200	Communications 200	3
Semester 2 (24 hours/week)		Credits
LAND200	Landscape Materials & Techniques	3
LAND205	Landscape Lecture Series	2
LAND206*	Co-op Placement 1	4
LAND207	Plant Identification 2	3
LAND208	Plant Propagation	3
LAND209	Pests, Diseases & Plant Protection	4

APPLIED AND CREATIVE ARTS PROGRAMS

MATH912	Math for Landscape	3
HUMA024	Humanities	3
COMM300	Communications 300	3

*Note: Each student is required to complete a minimum of a three month industry placement with an approved employer during the summer months between the second and third semester.

ARBORICULTURE MAJOR

Semester 3 (20 hours/week)		Credits
LAND303*	Field Placement	4
LAND306	Arboriculture 1	3
LAND315	Arboriculture Field Instruction 1	6
LAND318	Landscape Equipment & Maintenance	3
TREE300	Tree Identification 1	3
TREE403	Construction Safety Practices	2
GNEC	General Education	3

*Not included in instructional hours/week

LANDSCAPE HORTICULTURE MAJOR

Semester 3 (25 hours/week)		Credits
LAND301	Landscape Design 1	3
LAND304	Landscape Field Instruction 1	4
LAND306	Arboriculture 1	3
LAND307	Plant Identification 3	2
LAND317	Site Construction 1	3
LAND318	Landscape Equipment & Maintenance	3
LAND319	Irrigation Systems	2
LAND320	Turf Management	2
GNEC	General Education	3

ARBORICULTURE MAJOR

Semester 4 (23 hours/week)		Credits
LAND308	Pests of Woody Plants	3
LAND402*	Field Placement	4
LAND403	Woody Plant Appraisal	2
LAND405	Arboriculture 2	3
LAND417	Arboriculture Field Instruction 2	6
TREE408	Tree Identification 2	3
TREE409	Forestry Equipment	3
GNEC	General Education	3

*Not included in instruction hours/week

LANDSCAPE HORTICULTURE MAJOR

Semester 4 (23 hours/week)		Credits
LAND400	Site Construction 2	3
LAND405	Arboriculture 2	3
LAND409	Plant Identification 4	2
LAND410	Landscape Field Instruction 2	4
LAND418	Nurseries & Garden Centres	3
LAND420	Landscape Design 2	3
LAND421	Floriculture	2
GNEC	General Education	3

Landscape Technician/Technologist – Cont'd.

Semester 5 (16 hours/week)		Credits
LAND500	Project Design & Presentation	3
LAND506*	Co-op Placement 2	4
LAND507	Field Evaluation	4
LAND508	Safety Legislation, Procedures & Practices	4
LAND509	Plant Utilization 1	3
HLTH104	C.P.R. Basic Life Support	1
HLTH107	First Aid	1

*Note: Students are expected to complete a minimum of a six month industry placement with an approved employer, during the period May through December.

From September through December students will attend formal classes at the college for two days per week.

Semester 6 (26 hours/week)		Credits
LAND505	Estimating	4
LAND601	Computer Applications in the Horticultural Industry	4
LAND607	Municipal Parks Operations	3
LAND609	Plant Utilization 2	3
HRMS105	Supervision & Management	4
MKTG911	Small Business Management for Landscape	5
GNEC	General Education	3

Retail Floristry

North Campus

Three consecutive semesters beginning September (this is a concentrated diploma level program)

The Retail Floristry program offers a program of study combining College based instruction with an approved industry placement of at least two days per week. 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 merchandising. The College's excellent facilities provide the natural setting for cultivating an individuals abilities in this vital, dynamic and expanding industry.

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 grade 11 math (general level)
- attendance at an interview session where applicants will be required to complete a questionnaire to determine their interests and knowledge of careers available in the floral industry. Applicants who are unable to attend this interview must contact the Program Coordinator to make alternate arrangements.
- arrangements will be made for the applicants to complete the required English placement test and mature student test on the same day as their interview.

• 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

CAREER OPPORTUNITIES

There is a high demand for qualified personnel nation-wide. Full-time positions for floral technicians exist in retail flower shops and allied trades. Opportunities for advancement are unlimited.

Training and experience will open doors to both the artistic and the management aspects of the profession.

ADDITIONAL COSTS

In this program the major textbooks are purchased in the beginning and used during the whole program. You should spend approximately \$500 for textbooks and related books. A current listing can be obtained from the Program Coordinator.

Curriculum

Semester 1 (24 hours/week)		Credits
FLRS105	Design Fundamentals 1	3
FLRS106	Design Lab 1	5
FLRS107	Salesmanship 1	2
FLRS108	Retail Flower Shop Operations 1	2
FLRS109	Plant I.D. & Product Knowledge 1	2
FLRS110	Co-op Placement 1 (2 days/week)*	4
COMM200	Communications 200	3
HUMA024	Humanities	3

Semester 2 (21 hours/week)		Credits
FLRS205	Design Fundamentals 2	2
FLRS206	Design Lab 2	4
FLRS207	Salesmanship 2	2
FLRS208	Retail Flower Shop Operations 2	1
FLRS209	Plant I.D. & Product Knowledge 2	2
FLRS210	Co-op Placement 2 (2 days/week)*	4
COMM300	Communications 300	3
GNEC	General Education	3

Semester 3 (16 hours/week)		Credits
FLRS305	Design Fundamentals 3	2
FLRS306	Design Lab 3	4
FLRS309	Plant I.D. & Product Knowledge 3	2
FLRS310	Co-op Placement 3 (3 days/week)*	4
FLRS311	Sketching/Art History	2
FLRS312	Merchandising	2

*Not Included in classroom hours/week; in each of the Co-op placements, students and on-site trainers will keep records of tasks performed, degree of accuracy and professional development accomplished.

Total credits required for graduation: 63

Urban Arboriculture

North Campus

Two semesters in duration

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

On completion of this program, students will have a thorough working knowledge of all aspects of urban tree care.

- Particular emphasis will be on:
- teaching of the most current theories and practices used in the industry
 - safety
 - skills development through regular field training sessions

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- minimum of one 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. Arrangements will be made for the applicants to complete the required English placement test and mature student test on the same day as their interview.

Curriculum

Semester 1 (25 hours/week)	Credits
LAND302 Arboriculture Field Instruction 1	8
LAND306 Arboriculture 1	3
LAND314 Landscape Equipment & Maintenance	3
TREE300 Tree Identification 1	3
TREE306 Arboriculture Science	3
TREE403 Construction Safety Practices	2
COMM200 Communications 200	3

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.

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

ADDITIONAL COSTS

Besides text books, students are required to supply their own personal safety apparel; work-related boots, hard hat, safety glasses, work clothes, hearing protection, climbing belt, rope and pole strap, and a few hand tools. In 1990 this equipment costs approximately \$700.00. Students should also budget approximately \$250.00 for field trips and conferences.

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

Semester 2 (28 hours/week)	Credits
LAND308 Pests of Woody Plants	3
LAND401 Arboriculture Field Instruction 2	8
LAND405 Arboriculture 2	3
TREE409 Forestry Equipment	3
TREE408 Tree Identification 2	3
HLTH104 Basic C.P.R.	1
HLTH107 First Aid St. John's Standard	1
MATH912 Math for Landscape	3
COMM300 Communications 300	3

The Humber Arboretum

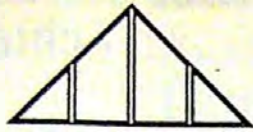
In an area as large and as populated as Metropolitan Toronto there is a need for places where people can learn and appreciate more about the environment in which they live. The Humber Arboretum is one such place; located on the west branch of the Humber River at the intersection of Highway 27 and Humber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

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

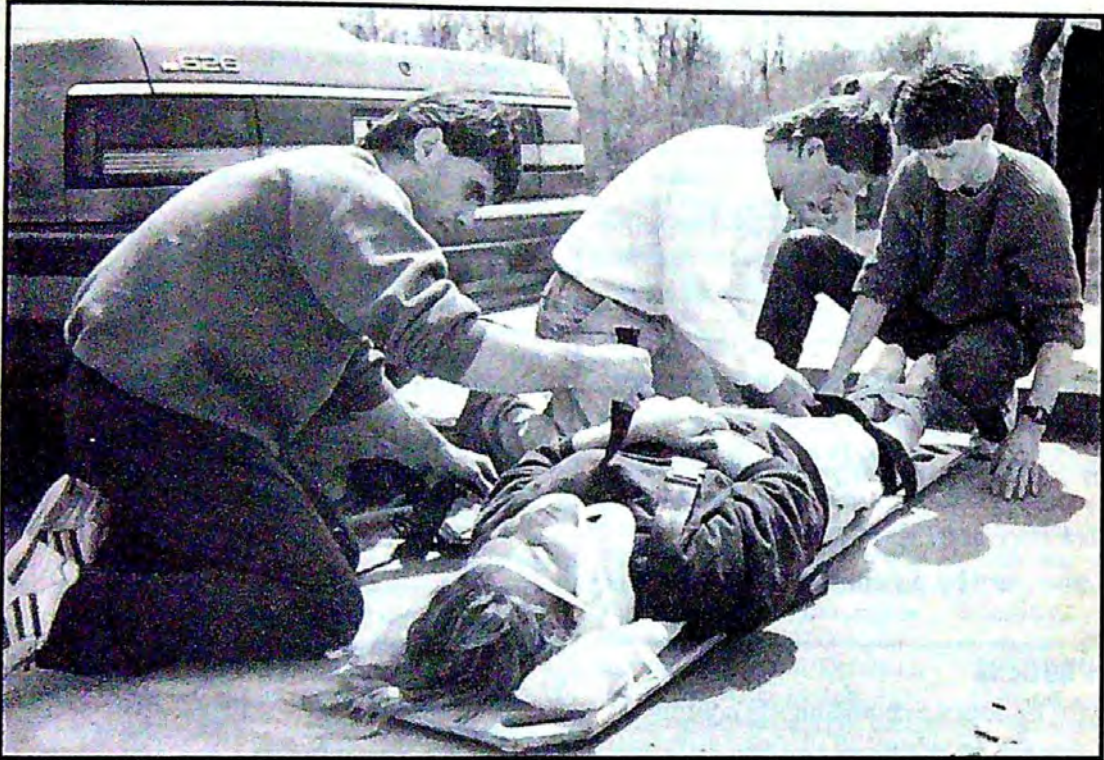
This unique arrangement ensures that community interests are met and the land on which the Arboretum sits is managed in a way which will ensure the preservation of this natural heritage.

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

For more information contact:
 The Humber Arboretum
 205 Humber College Blvd.
 Etobicoke, Ontario
 M9W 5L7
 Telephone: (416) 675-5009



Health Sciences Division



HUMBELT COLLEGE LIBRARY

Please Note

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

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs in the Health Sciences Division.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

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

List of 1989 Donors/Awards

- | | |
|---|--|
| Addison-Wesley Publishers Award | The Loewen Group Award |
| Ambulance & Emergency Care Program Faculty Award | Margaret MacKenzie Award |
| Bay of Quinte Funeral Service Association Award | Medical Personnel Pool Award for Clinical Excellence |
| Becton, Dickinson Canada Inc. Award | Merck Frosst Canada Inc. Award |
| Behavioural Sciences Award | Metropolitan Toronto & District Funeral Directors' Association Award |
| Bestview Health Care Award | Monarch Books of Canada Award |
| Bioscience Award | C. V. Mosby Company Limited Awards |
| Board of Funeral Services Award | Nelson Canada Award |
| Fran Briscoe Memorial Award | Northern Casket Company Award |
| Canadian Association of Pharmacy Technicians Award | Nursing Faculty Scholarship |
| Canadian School of Embalming Awards | Ortho Pharmaceutical (Canada) Limited Award |
| Caps Nursing Service Awards | The Max Paul Memorial Award |
| Central Canada Funeral Supply Association Award | Pharmacy Assistant Program Faculty Award |
| Central Ontario Funeral Directors' Association Award | Elma Pinder Award |
| Childscope Educational Materials Inc. Awards | Professional Nursing Services Award |
| Jimmy Dean Award | Dr. Roberta Robinson Memorial Award |
| Drug Trading Award | Rotary Club of Toronto Award |
| Early Childhood Education Program Advisory Committee College Spirit Award | Safety Supply Company "Safety" Award |
| Early Childhood Education Faculty Award | The Godfrey Schuett Award |
| Early Childhood Education Department Award in Continuing Education | The Robert E. Scott Award |
| Early Childhood Education Department Lab School Award | The Wilfrid R. Scott Award |
| H. S. Eckels & Company (Canada) Limited Award | The Toronto Central Service Award |
| The Embalmers' Supply Company of Canada Limited Award | Toronto Department of Ambulance Services Award |
| Funeral Service Technical Ability Award | Toronto Trust Cemeteries Award |
| Hashmalls Pharmacy Award | The Trillium Funeral Service Corporation Award |
| Health Care Aide Achievement Award | Leanne Margaret Tumlity Memorial Award |
| Health Sciences Faculty Achievement Awards | Turner and Porter Award |
| Heart and Stroke Foundation of Ontario Award | United Drug Mart Award |
| Hewlett Packard Coronary Nursing Award | University Women's Club of Etobicoke Award |
| Margaret Hincks Award | Gordon Wragg Achievement Award |
| The Kitchener - Waterloo Regional Ambulance Award | John Wylie Memorial Award |
| The Lilly Award for Academic Achievement | |

AWARDS AVAILABLE TO ALL STUDENTS

- Donald Barnard Memorial Award
- Humber College Faculty Union Memorial Scholarships
- The Chris Morton Memorial Award
- Women's Educational Council Scholarship

Advanced Studies in Early Childhood Education

North Campus

This post-diploma program enhances the knowledge and skills used in day care settings licensed by the Ministry of Community and Social Services. These courses are challenging and are taught by professionals with extensive experience and special skills. Twelve credits totalling 180 hours must be completed to obtain the certificate.

There are several unique features to this certificate program including negotiating assignments, attending approved community workshops, seminars and conferences in order to gain credit towards the hours and the format of mini-courses with full-credit courses.

ADMISSION REQUIREMENTS

- diploma in Early Childhood Education or equivalent

Curriculum

The following is a list of courses Humber College has offered. New courses are developed each term in response to the needs of the community.

Semester		Credits
ECEA101	After-school Programming for 6-10 Year Olds	2
ECEA102	Cognitive Development: Theory & Practical Applications in Early Childhood	2
ECEA103	Developmentally Appropriate Activities	2
ECEA104	Development of Home Programming	2
ECEA105	Effective Supervision and Communication	2
ECEA106	Infant-Toddler Programming	2
ECEA107	Integration - Community-Based Services	2
ECEA108	Language Development in Young Children	2
ECEA109	Learning Through Movement	2
ECEA110	Music and Creative Movement	2
ECEA111	Parent-Teacher Relationships	2
ECEA112	Techniques of Individual Programming	2
ECEA113	Rhymes and Stories for the Very Young	2
ECEA114	Music in Its Many Forms Series	2
ECEA115	Community Workshop, Seminars, Conferences	2
ECEA116	Science: Everything But the Kitchen Sink	2
ECEA117	Multiculturalism in E.C.E.	1
ECEA118	Changing Patterns of Behaviour	1

INTERESTS AND SKILLS

- commitment to personal growth through professional development
- willingness to meet academic challenges
- creativity and openness to new ideas and experiences

CAREER OPPORTUNITIES

Prior to entry into this program, the student must be qualified to work in a preschool setting. She/he may be active in the field or may be pursuing other activities while furthering her/his professional development through these courses. A student who successfully completes this program may gain skills necessary for a more advanced position.

Ambulance and Emergency Care

North Campus

Two semesters starting September and six weeks in the Spring

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

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

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- senior level biology and chemistry (both at the general level)
- attendance at an information-sharing and assessment session
- recommended age: 19 years minimum by end of December of first year at the College
- secondary school science comprehension questionnaire and English pretest
- health certificate - 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.
- valid driver's license (class G)
- current St. John or Red Cross standard certificate
- current O.H.F. C.P.R. Basic Rescuers Certificate

In addition, employers who provide our field placement settings will require a police record check for criminal offences prior to acceptance of a student into a field placement situation. This will restrict the opportunities of field placement for students with a criminal record. Mandatory bonding is also required for employment purposes.

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

CAREER OPPORTUNITIES

The Ontario Ambulance Act requires the successful completion of this program before you can gain full-time employment in the ambulance system in Ontario.

You can work as ambulance officers in ambulance services or as technical assistants in hospital emergency departments and in some health and medical centres.

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

ADDITIONAL COSTS

\$350 for uniforms and \$400 for books and supplies

PROFILE OF A GOOD STUDENT

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

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

Ambulance and Emergency Care – Cont'd.

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:	AECA111 Orientation to Ambulance Service AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical)	
AECA212	Emergency Patient Care 2 (Theory)	5
Pre-Req:	AECA112 Emergency Patient Care 1 (Theory) AECA113 Emergency Patient Care 1 (Practical)	
AECA208	Emergency Patient Care Lab 2	4
Pre-Req:	AECA113 Emergency Patient Care 1 (Practical) AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical)	
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 (40 hours/week)		Credits
AECA207	Applications in Emergency Patient Care	15
Pre-Req:	AECA202 Ambulance Service 2 AECA212 Emergency Patient Care 2 (Theory) AECA213 Emergency Patient Care 2 (Practical) AECA209 Rescue Procedures	

Early Childhood Education – Regular Option

North Campus

Four semesters starting September and February

The Early Childhood Education Program provides students with the knowledge and techniques/skills necessary for working with the preschool child. Emphasis is placed on total child development and the guidance of the child toward becoming self-reliant and emotionally stable. By learning

how to provide a warm, nurturing yet stimulating environment, graduates should be able to foster mental health, growth and development in each child. Communication skills and inter-personal relationships between children, parents and adults in general are an essential focus in this program.

The minimum age requirement for employment according to the

Day Nurseries Act is 18 years. Some field placement settings may require a check with the Police Department to determine whether or not you have a criminal record of offences. Students in this position may not be eligible for field placement.

Current population problems, such as public housing, high rise urban and suburban developments, and growing economic needs have increased public awareness of the importance of the early childhood years in establishing good social, emotional and play patterns.

We are currently witnessing major change in services for children with special needs. Infant services and regular day care programs are beginning to accept that all children, to an extent, have special needs. Exposure to all children is a focus for this program.

During the first two semesters, students will have field placements with children in day care centres and nursery schools. In the third and fourth semesters, field placement will be either a specialized setting for preschool children, a junior or senior kindergarten and/or day care.

This program has use of four lab/demonstration facilities. In this way, the student is able to practise the theory learned in the classroom setting. The lab facilities include an activity centre, an integrated day care for children including those with special needs, a day care with a kindergarten program and a work-related day care in a nearby shopping mall. Children range in age from birth to 7 years. This wide range of learning opportunity is unique to the community college system.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- personal health review and immunization record, certified by a qualified physician. No limitations that would prevent effective supervision of children.
- written proof of experience with preschool children in a structured setting (day care, nursery school, parent co-op). Age range should be birth to 6 years. Experience does not include babysitting and the 40 hours minimum should be completed prior to

March 1 and be recent in nature.

- pre-admission testing, questionnaire and attendance at an orientation session
- upon acceptance into the program, students will be required to complete on their own accord a basic standardized first aid certificate and a cardiopulmonary resuscitation course (Pediatric Health Care, Pediatric Emergency or Basic CPR). This 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

- realistic attitude and an understanding of frustrations involved
- awareness of own identity and strengths
- able to organize time and meet deadlines
- outside interests and activities
- personal flexibility, emotional maturity and stability
- good communication skills

CAREER OPPORTUNITIES

After graduation, students may complete two years of practical training at a recognized day nursery and qualify for certification by the Association for Early Childhood Education.

Graduates work in day nurseries, day care centres, nursery schools, community housing facilities, hospitals and some treatment centres for young children with special needs. The Early

Early Childhood Education Regular Option – Cont'd.

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 thirty (30) assignments per semester. The overall field work hours are approximately one thousand. To succeed in this program, students must be able to speak/write English fluently.

ADDITIONAL COSTS

- Textbooks \$400/year
- Travel to field placements \$100/year
- Expendable supplies \$200/year

Curriculum

Important notice to all Early Childhood Education Students: In order to progress to the next semester, you must successfully complete all the courses for the semester in which you are registered.

Semester 1 (22 hours/week)		Credits
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

Semester 2 (23 hours/week)		Credits
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
<i>Pre-Req: COMM200 Communications 200</i>		
HUMA024	Humanities	3

Semester 3 (22 hours/week)		Credits
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
GNE0	General Education	3

Semester 4 (23 hours/week)		Credits
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
GNE0	General Education	3

Early Childhood Education – Special Needs Option

North Campus

Four semesters starting September

This program follows the same basic outline as the Early Childhood Education-Regular Option program format. However, the emphasis in the second year of studies will be on the techniques and skills needed to provide educational programs for people with special needs.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- personal health review and immunization record, certified by a qualified physician. No limitations that would prevent effective supervision of children.
- written proof of experience with preschool children in a structured setting (day care, nursery school, parent co-op). Age range should be birth to 6 years. Experience does not include babysitting and the 40 hours minimum should be completed prior to March 1 and be recent in nature.
- pre-admission testing, questionnaire and attendance at an orientation session
- upon acceptance into the program, students will be required to

complete on their own accord a basic standardized first aid certificate and a cardiopulmonary resuscitation course (Pediatric Health Care, Pediatric Emergency or Basic CPR). This 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.

Curriculum

The course listing is the same as for the Early Childhood Education-Regular Option program. Although there is no difference in course titles between the Early Childhood Education-Regular Option and the Early Childhood Education-Special Needs Option, the content will reflect the option chosen by the student.

Early Childhood Education – Advanced Studies in Special Needs (Post Graduate Certificate)

North Campus

This is a one-year post-diploma program to train early childhood educators as resource teachers. This program is intended to replace the Early Childhood Education for the Developmentally Handicapped diploma program. Graduates from this program would be able to provide direct service in integrated and/or segregated settings for children with special needs.

Students enrolled in our Early Childhood Education program will have a common first-year curriculum including those who wish to work with children who have handicapping conditions. In second year, students will have a choice of two "streams"; special needs as one choice, regular E.C.E. as the alternative.

The modification of the two-year E.C.E. program as well as the introduction of this post-diploma third-year option will develop graduates at two levels; basic job entry at two years and advanced job entry at three years.

ADMISSION REQUIREMENTS

- diploma in Early Childhood Education (Humber graduates have direct entry from either option)

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

HEALTH SCIENCES PROGRAMS

- personal health review and immunization record
- update of First Aid and C.P.R. certificates
- required seminar including successful completion of Distance Education module, The Child With Special Needs 1 & 2, successful completion of an examination based on the module contents, and a one-week structured field orientation with faculty and staff in the lab/demonstration facility. A fee will be charged to cover costs of printing and mailing the module as well as marking the examination.
- incoming students (E.C.E. graduates from colleges other than Humber) will have to complete the required seminar as listed above as a qualifying prerequisite to register in courses at the post-diploma level

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.

Funeral Service Education

North Campus

Four semesters starting September

In this program you will encounter every aspect, both practical and theoretical, of funeral service. As part of the Health Sciences Division, the program stresses the important therapeutic function 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
- pre-admission assessment
- medical health certificate (medical health history and Physician's statement of health) – 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.
- applicant must have a Class G Driver's Licence. PLEASE NOTE: previous licence suspension may restrict employment.
- applicant must provide proof of a minimum of 40 hours observation or work experience in a funeral home. This must be

completed prior to March 1.
 • valid St. Johns Standard First Aid Certificate (or equivalent). Applicants without this requirement would be expected to obtain it within the first semester

CRITERIA FOR RE-ADMISSION

Due to the heavy 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.

Funeral Service Education – Cont'd.

C urriculum

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
<i>Pre-Req: FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.</i>	
FSER202 Embalming Theory 2	4
<i>Pre-Req: FSER102 Embalming Theory 1, FSER101 Embalming Lab 1, BIOS101 Human Anatomy and Physiology, Intro.</i>	
FSER203 Orientation to Funeral Service 2	4
<i>Pre-Req: FSER103 Orientation to Funeral Service 1</i>	
BIOS201 Pathology	3
<i>Pre-Req: BIOS101 Human Anatomy and Physiology, Intro.</i>	
PSYC104 Psychology of Grief	4
<i>Pre-Req: FSER103 Orientation to Funeral Service 1</i>	
FSER205 Restorative Art	3
<i>Pre-Req: FSER102 Embalming Theory 1, FSER101 Embalming Lab 1</i>	
MKTG930 Small Business Mgmt.	4

Important notice for all Funeral Service Education students: In order to progress into Semester 3, you must have already successfully completed Semesters one (1) and two (2).

Semester 3	Credits
FSER301 Theoretical Applic. 1 (Correspondence Course)	4

Semester 4	Credits
FSER401 Theoretical Applications 2 (Correspondence Course)	4
<i>Pre-Req: FSER301 Theoretical Applic. 1 (Correspondence Course)</i>	

Semester Spring Semester	Credits
FSER501 Theoretical Applications 3 (On Campus)	3
<i>Pre-Req: FSER401 Theoretical Applications 2 (Correspondence Course)</i>	

Health Care Aide Program

North Campus

Sixteen weeks starting September and February

The Health Care Aide Program is designed to give students the opportunity to develop those skills required to personally care for primarily an elder population of residents in long term care facilities. On-the-job experience is part of the program, as students are placed in a work environment during a field placement component.

Upon completion of the program, the graduate will be able to provide care and support to promote the comfort and safety of residents in long term care setting as well as assist with the implementation of restorative/activation activities. He/she will also be able to observe and report changes in resident's physical and emotional conditions, 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 Registered Nursing Assistant (RNA). The supervision received by the Health Care Aide must be close enough to allow the RN or RNA to intervene as required.

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
- pre-admission testing session
- students will be required to complete a First Aid Certificate course in order to be eligible for graduation. This course may be taken prior to starting the program or concurrently with the program.

Curriculum

16 week Semester (31 hours/week)	Credits
HLCA101 The Health Care Aide	3
HLCA111 Psychosocial Aspects of Aging and Related Concepts of Rehabilitation	3
BIOS108 The Human Body	3
HLCA112 Basic Care – HCA	2
HLCA113 Field Placement	16
COMM100 Communications	4

HUMBERT COLLEGE LIBRARY

Health Sciences Preparatory (General Arts & Science-Health Profile)

North Campus

Two semesters beginning
September

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 Proficiency Tests

This 2-semester program is designed to help students prepare for admission to a variety of Health Science Programs including Nursing, Nursing Assistant, Funeral Services, Ambulance and

Emergency Care and Pharmacy Assistant.

Students will study science-related courses as well as courses in reading, writing and mathematics in order to gain a stronger background to apply for full-time, post-secondary studies in the Health Sciences.

For additional information regarding this program, please refer to the Human Studies Division section of this Calendar, which begins on page 64.

Nursing Assistant

North Campus

Two semesters beginning
September and seven weeks in
the spring

The role of the Nursing Assistant is to be an integral part of the nursing team, working mainly at the bedside with patients in long-term and acute-care settings. However, there are opportunities for the Nursing Assistant to take a leadership role in nursing homes. Our thirty-nine week course shares a common first semester with the nursing students, preparing them in the basic skills of nursing practice. Emphasis throughout the program is placed on increasing competence in the theory and practice of nursing. Clinical experience is obtained in both long-term and acute care settings. Supporting courses in the biological and human sciences are also taken.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- pre-admission questionnaire
- pre-admission testing (Fee \$20)
- personal health record - 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.
- basic cardiac life-support (CPR Certificate)
- First Aid Certificate

INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve, good reading and writing skills are an asset.

CAREER OPPORTUNITIES

Graduates are eligible to write the Nursing Assistant Registration Examination through the College of Nurses of Ontario. Employment opportunities include acute and chronic-care hospitals, nursing homes, some community health agencies and doctor's offices.

ADDITIONAL COSTS

The following expenses are in addition to tuition fees. The cost of textbooks is approximately \$650. Students are required to purchase nursing uniforms, shoes and stockings.

FIELD PLACEMENT

Acute and chronic-hospitals in the cities of Etobicoke, York, North York and Toronto.

PROFILE OF A GOOD STUDENT

A successful student will show a genuine interest in nursing as a career coupled with realistic personal expectations that facilitate the socialization process into the profession.

Also students should have the ability to interact with people of all ages thus enabling the students to establish the expected therapeutic relationship with clients in the clinical setting.

Curriculum

Semester 1 (23 hours/week)		Credits
NURS100	Nursing Theory 1	5
NURS101	Nursing Practice 1	5
BIOS101	Human Anatomy and Physiology, Intro.	4
SOCI002	Introductory Sociology	3
PSYC002	Developmental Psychology	3
LANG101	Writing Skills for Health Sciences	3
Semester 2 (27 hours/week)		Credits
NURS216	Orientation to Nursing Practice 2	2
NURS212	Legal and Professional Issues for the Nursing Assistant	1
NURS210	Nursing Theory 2 (NA)	7
Pre-Req: PSYC002 Developmental Psychology, BIOS101 Human Anatomy and Physiology, Intro, NURS100 Nursing Theory 1, NURS101 Nursing Practice 1		
NURS215	Nursing Practice 2 (NA)	16
Pre-Req: PSYC001 Psychology - An Introduction, BIOS101 Human Anatomy and Physiology, Intro, NURS100 Nursing Theory 1, NURS101 Nursing Practice 1		
NURS214	Ethical Issues in Health Care	1
Important notice to all Nursing Assistant students: In order to enter into Pre-graduate Experience (NURS311) you must first successfully complete all courses in Semesters 1 and 2.		
Semester Spring Session (35 hours/week for 7 weeks)		Credits
NURS311	Pre-Graduate Experience	16

Nursing Program

North Campus

Six semesters beginning September and February

The Nursing Program prepares the student to assist clients and their families stay well, adapt to conditions of illness and cope with the dying process. Through specific courses in the humanities, students acquire knowledge about the individual, the family and community, examining the influences on behaviour through lifestyle, growth and development. Throughout the program, professional, moral, legal and ethical issues encountered in nursing are discussed. Clinical practice is provided in a variety of settings with the supervision of the clinical teacher until the student demonstrates confidence in nursing judgement and decision making. Upon successful completion of the program the student is eligible to write the Provincial Nurse Registration Examination.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- two different senior level sciences at the general level (chemistry, physics or biology)
- pre-admission testing (fee \$20)
- pre-admission questionnaire
- personal health review by a physician - 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.
- immunization record
- Basic Cardiac Life Support Certificate (CPR)
- First Aid Certificate

In-coming Registered Nursing Assistants must show proof of current registration with the College of Nurses of Ontario in order to be eligible for exemptions in some of the first semester courses.

INTERESTS AND SKILLS

The candidate should enjoy meeting and working with people of all ages and should be in good physical and mental health. Volunteer experience in hospitals can be helpful in adjusting to the hospital setting. Ability to problem solve and good reading and writing skills are an asset.

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 and doctors' offices.

ADDITIONAL COSTS

The cost of textbooks varies each semester. Most program texts are purchased the first year of the program and approximate costs are therefore distributed accordingly.

Year 1 - \$850

Year 2 - \$80

Year 3 - \$80

The cost of uniforms including shoes and stockings is approximately \$180 in the first year of the program. The cost of additional supplies ie. pens, paper, etc. is approximately \$100 per year.

CLINICAL PLACEMENT

Although our 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 that facilitate the socialization process into the profession.

Also students should have an ability to interact with people of all ages thus enabling the student to establish the expected therapeutic relationship with clients in the clinical setting.

Curriculum

Important notice to all Nursing students: All courses in each year of the program must be successfully completed in order to progress into the subsequent year.

Semester 1 (23 hours/week)

Credits

NURS100	Nursing Theory 1	5
NURS101	Nursing Practice 1	5
BIOS101	Human Anatomy and Physiology, Intro.	4
PSYC001	Psychology - An Introduction	3
LANG101	Writing Skills for Health Sciences	3
HUMA024	Humanities	3

Semester 2 (26 hours/week)

Credits

NURS200	Nursing Theory 2	5
NURS201	Nursing Practice 2	14
BIOS211	Anatomy & Physiology 2	4
PSYC002	Developmental Psychology	3

Spring Semester (32 hours/1 week)

NURS202	Nursing Practice Consolidation 1	2
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Semester 3/4 (27 hours/week)

Credits

NURS300	Nursing Theory 3	5
NURS304	Nursing Practice 3a	8
NURS305	Nursing Practice 3b	8
BIOS203	Science	3
SOCI002	Introductory Sociology	3

Semester 3/4 (26 hours/week)

Credits

NURS402	Nursing Theory 4	5
NURS404	Nursing Practice 4a	8
NURS405	Nursing Practice 4b	8
BIOS300	Science	3
NURS408	Ethical Issues in Nursing	1
NURS409	Professional Issues in Nursing	1

Semester 5 (24 hours/week)

Credits

NURS500	Nursing Theory 5 (Wks. 1-8)	3
NURS502	Leadership in Nursing (weeks 9-16)	3
NURS504	Computer Applications in Health Care	2
NURS511	Nursing Practice 5 (Weeks 1-8)	8
NURS513	Nurse as a Leader (weeks 9-16)	8

Semester 6 (35 hours/week)

Credits

NURS600	Pre-Graduate Theory	2
NURS611	Pre-Graduate Nursing Practice	33

Pharmacy Assistant

North Campus

Two sixteen week semesters, plus 5 weeks work experience, starting twice annually in September and in February. This program (20 courses) is also available part-time evenings and some Saturdays. The part-time program would take approximately 3 1/2 years to complete depending on how many courses are taken each semester.

The Health Sciences Division has developed this program in cooperation with the Ontario College of Pharmacists, to train technical personnel to assist registered pharmacists in both community and hospital practice in the province of Ontario.

In addition to practical training using commercial computer systems utilized in community pharmacies in Ontario and manual dispensing for both community pharmacy and hospitals, skills in communication and interpersonal relations will be developed. On-the-job experience in both community and hospital pharmacies will be arranged after successful completion of the pre-requisite course work.

ADMISSION REQUIREMENTS

- Ontario Secondary School 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—MAT 3G1 or MAT 4G1 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)
- pre-admission testing
- attendance at an orientation session
- health certificate (health history and physician's statement of health)

INTERESTS AND SKILLS

- strong sense of responsibility
- initiative within the limits of the job
- ability to work quickly without sacrificing accuracy and neatness
- clear and effective communication with customers, patients and colleagues

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 experience, job opportunities expand to pharmaceutical representatives and possibly research laboratories and industry.

Curriculum

Semester 1 (23 hours/week)		Credits
LANG101	Writing Skills for Health Sciences	3
BIOS103	Introductory Human Physiology	4
OAGN150	Electronic Keyboarding	2
PHAR103	Orientation to Pharmacy	4
PHAR102	Community Pharmacy Prescriptions	4
PHAR101	Pharmacy Science 1	4
PHAR104	Pharmaceutical Calculations 1	2

Semester 2 (24 hours/week)

Semester 2 (24 hours/week)		Credits
MKTG915	Business Concepts for Pharmacy Assistants	4
BIOS102	Microbiology	1
PHAR204	Pharmaceutical Calculations 2	1
Pre-Req: PHAR104 Pharmaceutical Calculations 1		
PHAR205	Hospital Pharmacy Procedures	2
Pre-Req: PHAR103 Orientation to Pharmacy		
PHAR208	Interpersonal Skills for Pharmacy Personnel	2
PHAR201	Pharmacy Science 2	4
Pre-Req: PHAR101 Pharmacy Science 1, BIOS103 Introductory Human Physiology		
PHAR209	Computer Prescription Records	2
Pre-Req: PHAR103 Orientation to Pharmacy, PHAR102 Community Pharmacy Prescriptions		
PHAR207	Hospital Pharmacy Dispensing	3
Pre-Req: PHAR102 Community Pharmacy Prescriptions, PHAR104 Pharmaceutical Calculations 1		
PHAR202	Aseptic Techniques	2
Pre-Req: PHAR204 Pharmaceutical Calculations 2, BIOS102 Microbiology		
HLTH107	First Aid & Accident Prevention	1
OAGN250	Keyboarding (Intermediate)	2
Pre-Req: OAGN150 Electronic Keyboarding		

Semester Spring

Semester Spring		Credits
PHAR206	Hospital Pharmacy Work Experience	3
Pre-Req: PHAR207 Hospital Pharmacy Dispensing, PHAR205 Hospital Pharmacy Procedures, PHAR202 Aseptic Techniques		
PHAR203	Community Pharmacy Work Experience	2
Pre-Req: PHAR209 Computer Prescription Records		

Post-Certificate Nursing Assistant Courses

Humber College offers additional courses for Registered Nursing Assistants which are designed to expand their competencies.

- Administration of Medications

- Assessment Skills Using a Nursing Model
- Communication In the Practice Setting

If you wish further information please call Marg Guthrie or Tracy Deacon at 675-3111.

Post-Graduate Certificate Allied and Community Health

Humber offers a variety of programs which provide the opportunity for adults to develop specialized skills.

The Allied and Community Health Department offers two post-secondary certificate programs in a part-time format.

- Pharmacy Assistant program (see program section for further information)
- Health Care Aide program (upon request of a long term care agency)

The Post-Diploma programs which are of interest to practicing professionals are:

- Gerontology (Multidiscipline)
- Life Threatening Illness, Dying and Bereavement (Multidisciplinary)

The programs which are of interest to individuals who have a

post-secondary certificate and who may be seeking to develop specialized skills are:

- Ambulance Management Program
- Health Record Technician Advancement Program (in conjunction with the School of Business)
- Medical Surgical Supply Consultant Program
- Working with the Aged Certificate (Multidiscipline)
- Working with the Aged (specialist program for nursing assistants)

Other programs are offered in:

- Crisis Intervention
- Emergency Skills

Program brochures are available outlining the curriculum for each area of study. If you wish to obtain a copy, please call 675-3111 ext. 4317.

Post-Graduate Certificate Nursing Programs

North Campus

Humber College offers a selection of carefully designed post-diploma programs and courses for registered nurses and nursing assistants. For further information on these post-diploma nursing programs and courses, please contact the Chairman, Continuing Education Nursing, North Campus, 675-3111. We publish a detailed brochure outlining the con-

tinuing education program and course opportunities. It includes the schedule for a full year and the course descriptions. For your copy, please call the above phone number, or write Chairman, Continuing Education, Nursing, Humber College, North Campus, 205 Humber College Blvd., Etobicoke, Ontario, M9W 5L7.

Curriculum

FOR REGISTERED NURSES

Specialty Nursing Programs

- Operating Room Nursing, Levels 1-4
- Obstetric Nursing, Levels 1-3
- Coronary Care Nursing, Levels 1-4
- Emergency Nursing, Levels 1-6
- Mental Health Nursing, Levels 1-3
- Neuroscience Nursing, Levels 1-4
- Nephrology Nursing, Levels 1-4
- Occupational Health Nursing, Levels 1-3
- Respiratory Nursing, Levels 1-4
- Clinical Nursing (Expanded Certificate Program)
-Specialty plus additional courses
- Refresher Nursing

FOR REGISTERED NURSING ASSISTANTS

- Operating Room Nursing

ADDITIONAL COURSES

- Application of Adult Education Principles in Nursing
- Care of the Post-Anaesthetic Patient
- Computer Application in Health Care
- Discharge Planning
- Group Therapy for Adolescents
- Holistic Care in Nursing
- Increasing Personal Effectiveness
- Management Skills for Nurses
- Nursing Management During Labour
- Nursing Theories
- Patient Assessment
- Physiology
- Research
- R.N. Examination Review

NEW COURSES

- AIDS and HIV - What are the Facts?
- Child Birth and Parenting Classes

NEW PROGRAMS

(All Pending Ministry Approval)

- R.N. Advanced Assessment Program
- R.N. Critical Care Nursing Program
- Non-registered Nurse Upgrading Program
- Prenatal Educators' Certificate Program
- R.N.A. Psychiatric Nursing Program

RN Refresher

North Campus & Selected Metro Hospitals

One Semester-275 hours

The Registered Nurse Refresher Program will prepare the returning nurse for work in acute-care, medical-surgical setting and long-term setting. The independent self study theory course is designed to review and update the nurse's knowledge and labs are required for testing of skills. The clinical component allows the student the opportunity to apply theory to practice and to ensure the development and safe practice of nursing skills. The preceptorship model of clinical supervision will be implemented.

PLEASE NOTE: This program will not meet the needs of graduate nurses requiring a course for RN Examination Review.

ADMISSION REQUIREMENTS

- mandatory proof of current registration as a Registered Nurse in Ontario
- OR
- a letter of eligibility from the College of Nurses of Ontario
- attendance at an interview

CAREER OPPORTUNITIES

The returning nurse will be prepared for work in the acute-care, medical-surgical setting or the long term care setting.

PLEASE NOTE: Please contact the College for start dates.

Curriculum

Semester	Credits
REFN102 RN Refresher Theory/Laboratory Practice (100 hours)	6
REFN101 RN Refresher Clinical Practice (175 hours)	11

RNA Operating Room Nursing

North Campus & Selected Metro Hospitals

480 hours (5 days/week over 16 weeks starting in January)

This post-diploma program, developed for Registered Nursing Assistants, has been designed to assist the student to acquire knowledge, understand technical skills, and learn attitudes necessary to function competently as a technical assistant in surgery and to provide nursing care to patients undergoing surgery.

Theoretical instruction, demonstrations, and related supervised clinical practice is provided

in selected hospitals. Nursing surgical content, as well as supporting content from the physical and social sciences, provide the theoretical framework for the current practical experience which the student receives in a variety of selected surgical situations.

ADMISSION REQUIREMENTS

- proof of current registration as a Registered Nursing Assistant in Ontario
- medical certificate of health

Curriculum

Semester	Credits
OPER100 RNA Operating Room Theory	8
OPER105 RNA Operating Room Lab	4
BIOS104 Anatomy and Physiology (RNA-OR)	2
OPER104 Human Relations (RNA-OR)	2
OPER205 RNA Clinical	14



Hospitality, Tourism & Leisure Management Division



Please Note

The following Hospitality, Tourism & Leisure Management programs may have certain physical demands. A complete physical demands analysis for all programs is available in the Office of the Registrar and may be referred to at any time.

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs in the Hospitality, Tourism & Leisure Management Division.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

List of 1989 Donors/Awards

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

- | | |
|---|--|
| Donald Barnard Memorial Award | Neal Mendelson Memorial Award |
| Ross Blatchford Memorial Award | Metro Toronto Maitre D'Hotels Association Award |
| The William Bovaird Equine Award | Motels Ontario Award |
| The William Bovaird Hunters/Breeding Award | Nestle Food Services Award |
| British Airways Award | Northern Telecom Award |
| Canadian Hospitality Foundation Award | Ontario Arenas Association Awards |
| Canadian Society of Club Managers - Val Mason Award | The Ontario Jockey Club Award |
| Canadian Travel Press Award | The Oshawa Group Limited Award |
| Cointreau Liqueur Award | Eija Parkkari Memorial Award |
| Cophorne Holdings Ltd. Awards | Rector Foods Award |
| Betty Crocker Award | Royal Canadian Yacht Club Award |
| Cuisine Apprentice Development Award | St. Hubert Bar-B-Que Award |
| The William Davis Award | St. Lawrence Foods Cuisine Award |
| Delta Chelsea Inn Award | Guilio Sarracini Memorial Award |
| Sven Ericksen Award for Culinary Excellence | The Seagram V. O. Hospitality Award |
| Escoffier Society Award | Skills/Craftsmanship Award |
| Fiesta Holidays Achievement Award | E.D. Smith Award |
| Food Ingredients Award | Igor Sokur Achievement Award |
| Garland Commercial Ranges Limited Award | Stafford Foods Award |
| Gay Lea Awards | E.P. Taylor Award |
| Hellman's Award | Thomson Vacations Canada Limited Award |
| Hilton International Toronto Awards | Ian Thompson Memorial Award |
| Hotel Personnel Managers' Association Award | Toronto Airport Hilton Award |
| Humber College Students' Association Award | Toronto Harbour Castle Westin Culinary Achievement Award |
| International Flavours Award | Treasure Tours Award |
| Knorr Swiss Award | Voyageur Insurance Award |
| Labatt's Ontario Award | |
| McDonald's Restaurants of Canada Limited Award | |
| Yvonne McMorrough Award | |

AWARDS AVAILABLE TO ALL STUDENTS

- Donald Barnard Memorial Award
- Humber College Faculty Union Memorial Scholarships
- The Chris Morton Memorial Award
- Women's Educational Council Scholarship

Arena Management

North Campus

Three semesters (two of which are field work). The first semester begins in May, the first work term begins in September and the second work term begins in January of the next year.

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

ADMISSION REQUIREMENTS

- two years of previous post secondary study in Recreation Leadership or two years of equivalent experience in the industry (3,000 hours minimum)

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. In a city arena with a \$350,000 budget and five or six employees, a serious graduate can earn a salary between \$35,000 to \$40,000 annually.

Curriculum

PRACTITIONER STUDENTS

Semester 1	Credits
ARNA500 Structure and Finance - Arena Mgmt.	4
ARNA501 Program Scheduling 1 - Arena Mgmt.	2
ARNA502 Refrigeration & Ice Making 1	4
ARNA503 Arena Construction, Design and Maintenance	4
ARNA504 Concessions, Food & Beverage Management	2
ARNA505 Personnel Administration - Arena Mgmt.	2
ARNA507 Intro. to Basic Accounting	2
LANG121 Writing Skills - Arena Management	4
Semester 2 and 3	Credits
ARNA600 Work Experience	8
ARNA506 Field Orientation 4 (for Recreation Leadership graduates)	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 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 Skills Development.

A completed application form must be submitted along with proof of education transcripts and the registration fee to an Industrial Training Consultant at a local Apprenticeship Office. Applicants may also be required to submit documented evidence of previous experience in the field.

Once the applicant has met the above requirements and has been accepted, he/she will be asked to undertake a contract of apprenticeship with the Ministry of Skills Development. 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 Skills Development office is strongly recommended.

ADDITIONAL COSTS

Textbooks and consumables will be supplied by Humber College. Students will be expected to provide their own uniforms and knives.

Curriculum

Semester Basic	Credits
CAPR100 Sanitation Safety and Equipment - Basic	2
CAPR101 Practical Food Preparation - Basic	12
CAPR102 Theory & Demo Food Preparation - Basic	12
CAPR103 Kitchen Management - Basic	4
Semester Advanced	Credits
CAPR200 Sanitation Safety and Equipment - Advanced	2
CAPR201 Practical Food Preparation - Advanced	12
CAPR202 Theory & Demo Food Preparation - Advanced	12
CAPR203 Kitchen Management - Advanced	4

Culinary Management

North Campus

Four semesters beginning in September
(Please enquire about modified scheduling)

CULINARY MANAGEMENT PROGRAM

In this program you will receive basic and advanced theoretical and practical experience in professional food preparation and applied management concepts of food operations. Emphasis is placed on knowledge of foods, economy in food preparation, food sanitation and personal hygiene, quality and quantity control of prepared food, portion control, planning and supervising food production enterprises, operational accounting principles, food and labour cost concepts, and production safety.

The aim of the Culinary Management Program is to prepare students who aspire to become Cooks and who seek growth as, Commis de Cuisine, Chefs de Partie, Sous Chefs and Chefs de Cuisine. Graduates of this program will qualify for admission to the Hotel & 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 (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

INTERESTS AND SKILLS

- You should be interested in a service-oriented career.
- You should have a good attitude towards team work and human relations skills. Have good health and stamina, be willing to work hard and variable hours.
- You should be interested in a leadership career and you must be prepared to accept rigid discipline, particularly as it relates to safety, sanitation, personal hygiene, and dress code in all classes.

CAREER OPPORTUNITIES

To satisfy the industry there is a great demand for well-trained, creative cooks, knowledgeable not only in the preparation of fine French, International, and Canadian Cuisines, but also proficient in product knowledge, product management, menu planning, purchasing, costing, and in the supervision of kitchen staff.

There is a high demand for well-trained Culinary Management graduates in various positions in hotels, restaurants, resorts, industry, and related fields.

Requirements for Professional Recognition:

a) Upon completion of four semesters (two academic years) of the 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 Culinary Management Diploma Program and two years (or 4000 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

Semester 1		Credits
CULN100	Practical Baking	4
CULN101	Food Production Practical	4
CULN103	Food Production Theory	2
HOSP101	Kitchen Safety & Operational Sanitation	2
HOSP103	Introduction to Hospitality	2
HUMA024	Humanities	3
MATH904	Math Upgrading (if required)	3
COMM200	Communications 200	4
Semester 2		Credits
CULN102	A La Carte Short Order	6
CULN200	Pastry 1	4
<i>Pre-Req: CULN100 Practical Baking</i>		
CULN202	Food & Labour Costing Concepts	2
<i>Pre-Req: Math or pre-test</i>		
CULN205	Gardemanger Larder - Practical	4
CULN206	Gardemanger Larder - Theory	2
CULN303	Hotel Butchery	4
<i>Pre-Req: CULN101 Food Production Practical and CULN103 Food Production Theory</i>		
COMM300	Communications 300	4
Semester 3		Credits
CULN201	A La Carte Cuisine 1	6
<i>Pre-Req: CULN101 Food Production Practical</i>		
CULN300	Pastry 2	4
<i>Pre-Req: CULN200 Pastry I</i>		
CULN401	Advanced Gardemanger Practical	4
<i>Pre-Req: CULN205 Gardemanger Larder - Practical</i>		
CULN404	Culinary Dimensions	2
CULN406	Advanced Gardemanger Theory	2
<i>Pre-Req: CULN206 Gardemanger Larder - Theory</i>		
HOSP104	Computer Applications	2
HOSP105	Menu Planning	2
GNED	General Education Elective #2	3
Semester 4		Credits
CULN191	Cuisine Theory	2
<i>Pre-Req: CULN103 Food Production Theory</i>		
CULN192	Cuisine Practical	4
<i>Pre-Req: CULN101 Food Production Practical</i>		
CULN309	A La Carte Cuisine 2	6
<i>Pre-Req: CULN201 A La Carte Cuisine 1</i>		
CULN403	Food & Beverage Cost Controls	2
<i>Pre-Req: CULN202 Food & Labour Costing Concepts</i>		
CULN405	Operational Manual	2
CULN408	Culinary Skills - Cuisine Internship	6
GNED	General Education Elective #3	3

Entry Level Cook Certificate

ENTRY LEVEL COOK CERTIFICATE PROGRAM

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 Culinary Management, Cuisine Apprentice program.

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 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 Skills Development).

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status
- interview with Program Coordinator may be required for selection purposes
- attendance at an orientation session is strongly recommended

Curriculum

Semester 1	Credits
CULN100 Practical Baking	4
CULN101 Food Production Practical	4
CULN103 Food Production Theory	2
CULN407 Culinary Skills – Internship #1	6
HOSP101 Hosp. First Aid & Safety	1
HOSP102 Operational Hosp. Sanitation	1
MATH904 Math Upgrading (if required)	4
COMM200 Communications	3

Semester 2	Credits
CULN102 A La Carte Short Order	6
CULN200 Pastry 1	4
CULN301 Gardemanger Larder – Practical	4
CULN408 Culinary Skills – Internship #2	4

Equine Studies – Management (Diploma) Equine Management (Certificate)

North Campus

Two semesters beginning in
September

DIPLOMA/CERTIFICATE PROGRAM

Upon graduation from the Horse Care and Equine Skills Certificate Program or equivalent equine experience and knowledge, this program is designed to prepare students for entry-level positions in the management of show, breeding, training, or racing stables.

(Students completing the Horse Care and Equine Skills Program and the Equine Studies – Management Program will receive a Diploma. Students completing only the one-year Equine Management Program will receive a Certificate.)

ADMISSION REQUIREMENTS

Diploma:

- successful completion of the Horse Care and Equine Skills Program

Certificate:

- Equine experience and knowledge as detailed below:
 1. must hold a current St. John's Ambulance General First Aid Certificate (or higher)
 2. an academic functional level equivalent to Grade XII in Ontario
 3. must have at least two years of acceptable work experience in the horse industry
 4. submit a detailed resumé

CAREER OPPORTUNITIES

Racing operations, breeding farms, show stables, Western establishments, and boarding and training operations as well as horse-related businesses are all potential areas of employment, offering positions in junior management.

Curriculum

Semester 3	Credits
EQNE301 Anatomy & Physiology 1	2
EQNE302 Showing & Judging 1*	1
EQNE303 Equine Nutrition 1	1
EQNE306 Riding Skills 1	3
MKTG100 Marketing 1	4
ACCT104 Elements of Accounting	4
SOCI004 Human Relations	3
GNERD General Education (2) (For Diploma Students)	6
COMM200 Communications (For Certificate Students)	4

*Includes a ten-day Field Placement at the Royal Winter Fair

Semester 4	Credits
EQNE401 Anatomy & Physiology 2	2
EQNE404 Showing & Judging 2	1
EQNE405 Nutrition 2	1
EQNE408 Riding Skills 2	3

Equine Studies – Management – Cont'd.

EQNE410	Field Practice*	4
ISYS102	Introduction to Personal Computers	3
MKTG415	Starting a New Business	4

*Includes a two week field placement at an outside stable

BUSINESS ELECTIVES – ONE OF

MKTG200	Marketing 2	3
LAWS101	Elements of Law	3
HRMS101	Personnel	3
ACCT212	Accounting Concepts 2	3

Equine Studies Coaching (Diploma)

Equestrian Coaching (Certificate)

North Campus

Two semesters beginning
September

DIPLOMA/CERTIFICATE

Upon completion of this program, students will take one of the Level 1 or Level 2 Equestrian Coaching examinations administered by the appropriate sports body. In order to take these examinations, students must hold Senior Membership cards in the Canadian Equestrian Federation which cost approximately \$45.00 annually. Before taking the actual Coaching Examination (fee: \$200.00), students will be required to take a Technical Clinic, also at a cost of \$150.00, payable to the Canadian Equestrian Federation.

(Students completing the Horse Care and Equine Skills Program and the Equine Studies Coaching Program will receive a Diploma. Students completing only the one year Equestrian Coaching Program will receive a Certificate.)

Semesters 1 & 2 are common with Horse Care and Equine Skills Certificate Program.

ADMISSION REQUIREMENTS

Diploma:

- successful completion of the Horse Care and Equine Skills Certificate Program with a minimum grade of 75% in the discipline in which you wish to specialize and 60% in the alternative discipline in English & Western Riding 1 and 2

Certificate:

- equivalent equine experience or knowledge as detailed below:
 1. must hold a current St. John's Ambulance General First Aid Certificate (or equivalent)
 2. an academic functional level equivalent of Grade XII in Ontario
 3. have at least two years work experience in the horse industry
 4. English Coaching applicants must ride at the Canadian Pony Club 'C3' level or higher
 5. Western Coaching applicants must ride at the Western level 2 or above
 6. submit a detailed resumé
 7. applicants will be required to come to the Equine Centre for a riding and practical evaluation to confirm that they meet these skills levels

CAREER OPPORTUNITIES

Positions open to graduates include full and part-time teaching positions in private and public stables, competitive coaching and training (beginner and intermedi-

ate levels), free-lance teaching and pony club instruction. There are a considerable number of part-time positions available in the industry, but the number of full-time positions is limited.

Curriculum

Semester 3

	Credits	
EQNE300	Instructional Theory	2
EQNE301	Anatomy & Physiology 1	2
EQNE302	Showing & Judging 1*	2
EQNE303	Equine Nutrition 1	1
EQNE304	Equine Sports Psychology	3
EQNE305	Equestrian Skills 1	5
SOCI004	Human Relations	
GNED	General Education (Diploma)	3
COMM200	Communications 200 (For Certificate Students)	4

*Includes a ten-day Field Placement at the Royal Winter Fair

Semester 4

	Credits	
EQNE400	Theory of Coaching, Level 1	1
EQNE401	Anatomy & Physiology 2	2
EQNE402	Equestrian Skills 2	6
EQNE403	Coaching Awareness Theory	3
EQNE404	Showing & Judging 2	1
EQNE405	Nutrition 2	1
EQNE406	Equine Exercise Physiology	3
EQNE407	Teaching Skills*	3
GNED	General Education (Diploma)	3

*Includes a two-week in-house placement

Food and Beverage Service Certificate

North Campus

This certificate program is a blend of Service and Culinary courses designed to prepare the student for employment in any area of 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.

ADMISSION REQUIREMENTS

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

Food and Beverage Service Certificate – Cont'd.

Curriculum

Semester 1		Credits
HOSP101	Hosp. First Aid & Safety	1
HOSP102	Operational Hospitality Sanitation	1
HOSP103	Introduction to Hospitality	2
CULN101	Food Production Practical	4
CULN103	Food Production Theory	2
COMM200	Communications 200	4
Semester 2		Credits
HOTL103	Theory of Wines, Spirits & Beer	2
HOTL104	Practical Bar Service	2
HOTL105	Food & Beverage Service Practical	5
CULN190	Cuisine Practical/Production Mgmt.	6
	Hospitality Electives*	8

*To be selected from Hotel & Restaurant or Culinary credit courses.

Horse Care and Equine Skills Certificate

North Campus

Have you ever thought of preparing for a career with horses? If so, you might seriously consider our two-semester Horse Care and Equine Skills Certificate Program. This program is designed to offer you a number of options within the horse industry such as obtaining employment upon graduation as a skilled stable attendant or continuing your education in our Equestrian Coaching or Equine Management programs. In this program you will learn the rudiments of equine nutrition and horse health and such necessary practical skills as bandaging, braiding, and clipping. As well you will be taught such skills as tractor operation, arena maintenance and stable repair.

ADMISSION REQUIREMENTS

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

INTERESTS AND SKILLS

- self discipline and a sense of maturity and responsibility
- ability to work as part of a team or on your own
- a willingness to work hard and take pride in your accomplishments
- communications skills

CAREER OPPORTUNITIES

Numerous jobs exist for skilled labour at breeding farms, show stables, racing stables, and boarding and training operations. Employment in equine care usually involves a six day work week; the work is physically demanding and a large percentage of the work is done outdoors. Fringe benefits may include: room and/or board, board for a horse, the opportunity for travel and further education. A low salary should be anticipated.

ADDITIONAL COSTS

Personal riding, working and grooming apparel, and equipment can total \$350.00 or more. Students are also expected to pay for their meals and transportation dur-

ing Field Placements. On the average, costs should not exceed the day-to-day costs of meals and travel during regular class sessions.

Curriculum

Semester 1		Credits
EQNE100	Basic Nutrition (Equine)	2
EQNE101	Driving & Breaking Skills 1	2
EQNE102	English & Western Riding Skills 1	3
EQNE103	Horse Industry 1	1
EQNE104	Practical Horse Care 1	4
EQNE105	Facility Operations 1	2
OFAD100	Electronic Keyboarding	2
COMM200	Communications 200	4
GNE	General Education	3
Semester 2		Credits
EQNE200	Horse Industry 2	1
EQNE201	Thoroughbred Racing Industry*	3
EQNE202	Practical Horse Care 2	3
EQNE203	Facility Operations 2	2
EQNE204	Basic Horse Health	2
EQNE205	Driving & Breaking Skills 2	1
EQNE206	English & Western Riding Skills 2	3
HLTH107	First Aid & Accident Prevention	1
COMM300	Communications 300	4
	<i>Pre-Req: COMM200 Communications 200</i>	
GNE	General Education	3

*Includes a two-week Field Placement at a thoroughbred racetrack

Hotel and Restaurant Management Diploma Program

North Campus

Four semesters beginning in September and February

The Hotel and Restaurant Management Program trains you in both theoretical and practical aspects of hospitality management, preparing you for professional growth in your chosen career. The program provides you with training in managerial and hospitality business subjects; at the same time, attention is given to commu-

nications skills, Hospitality Law, marketing, personnel, supervision of food and beverage operations, financial control and computer operations.

To obtain the necessary culinary skills, you will receive extensive practical training in food preparation. This training embraces a variety of international cuisines.

Hotel and Restaurant Management Diploma Program – Cont'd.

The Humber Room, a 100-seat restaurant/classroom, provides you with hands-on experience in dining room service, bar operations, and a Remanco computerized control system.

The aim of the Hotel and Restaurant Management Program is to prepare you for supervisory positions within the industry, positions from which you can grow, specializing in such areas as hotel, restaurant, motel, club and resort management, catering, and related segments of the industry.

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-MAT4G1 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

INTERESTS AND SKILLS

- You must like people, possess determination, be willing to work hard, have good health, and have good human relations skills.
- You must be prepared to accept rigid discipline, particularly as it relates to safety, sanitation and personal hygiene.

CAREER OPPORTUNITIES

At Humber College, the Career Planning and Placement Department can assist you in obtaining employment. This department, along with the Hospitality Division, organizes on-campus interviews with representatives of major hotels, restaurants, catering companies, clubs, and resorts. In the past years, our students have gained wide recognition from the Canadian Hospitality Industry for their dedication, knowledge, and professional attitude. There is always a strong demand for graduates of Humber's Hotel and Restaurant Management Program – and we're proud of that fact!

Upon completion of the first two semesters of study, should you wish to start gaining experience, you will find that there are many opportunities for part-time employment through Placement Services at Humber.

ADDITIONAL COSTS

Uniforms are required for use in the kitchen labs and also for service in the Humber Room restaurant lab. Tools required for use during each semester, text books, etc.

- Text books – \$250.00
- Kitchen uniform – \$120.00
- Humber Room Uniform – \$100.00
- Kitchen tools – \$270.00
- Total – \$740.00

These costs occur in order to complete the first year's tuition.

Curriculum

Semester 1	Credits
CULN101 Food Production Practical*	4
CULN103 Food Production Theory*	2
HOSP101 Kitchen Safety & Operational Sanitation	2
HOSP103 Introduction to Hospitality	2
HOTL104 Practical Bar Service*	2
HOTL120 Food & Beverage Service Practical*	5
MATH904 Math Upgrading (if needed)	3
COMM200 Communications 200	4

Semester 2

HOSP104 Hospitality Computer Applications*	2
HOTL116 Rooms Division 1*	4
HOTL180 Basic Finance Pre-Req: Math or Pre-test	4
HOTL204 Cost Control Pre-Req: Math or Pre-test	4
HUMA024 Humanities*	3
COMM300 Communications 300	4

Semester 3

CULN190 Cuisine Practical/Production Mgmt. Pre-Req: CULN101 Food Production Practical and CULN103 Food Production Theory	6
HOSP105 Menu Planning	2
HOTL207 Human Resources	4
HOTL208 Food & Beverage Management*	3
HOTL210 Rooms Division 2 Pre-Req: HOTL116 Rooms Division I	3
HOTL301 Hospitality Work Placement #1	4
GNED General Education Elective #1	3

Semester 4

HOTL103 Theory of Wines, Spirits & Beer	2
HOTL202 Management Techniques	3
HOTL203 Hospitality Law*	3
HOTL209 Management Simulation Pre-Req: HOSP104 Hospitality Computer Applications and HOTL180 Basic Finance	2
HOTL211 Hospitality Marketing	4
HOTL280 Advanced Finance Pre-Req: HOTL180 Basic Finance	4
HOTL401 Hospitality Work Placement #2 Pre-Req: HOTL301 Hospitality Work Placement #1	4
GNED General Education Elective #2	3

*Subject may be scheduled in alternate semesters

Hotel and Restaurant Administration

3 Year Diploma Program (Year 1 and Year 2 are common with the Hotel and Restaurant Management Program.)

This optional Hospitality 3rd year program leads to a diploma in Hotel and Restaurant Administration with a Hospitality or Culinary profile. Students will study advanced courses in Hospitality Marketing, Financial Management, Convention and Catering Management, Wine Tasting and Human Resources.

Semester six is off campus in a "paid" work internship situation where students will specialize in either a Hospitality or Culinary profile in order to meet career goals and needs.

* This internship will be offered on both a National and International level, with option for overseas placement.

Hotel and Restaurant Administration – Cont'd.

ADMISSION REQUIREMENTS

- graduation from Hotel and Restaurant Management or Culinary Management program (Humber or other institution)
- successful interview with program coordinator

CAREER OPPORTUNITIES

This program will allow successful graduates to move quickly into management positions resulting in a higher starting salary and more scope to their career.

ADDITIONAL COSTS

Textbooks – \$250.00

Curriculum

Semester 5		Credits
HOTL501	Financial Management	4
HOTL502	Hospitality Human Resources	4
HOTL507	Wine Appreciation 3	3
HOTL508	Hospitality Internship Seminar	2
HOTL509	Hospitality Marketing 2	4
HOTL510	Facilities Design/Layout	3
HOTL511	Convention and Catering Management	4
Semester 6		Credits
HOTL603	Hospitality Management/Culinary Daily Journal	5
HOTL604	Hospitality Management/Culinary Management Reports	5
HOTL605	Hospitality Management/ Culinary Skills Development Evaluation	6
HOTL606	Operations Evaluation	4

Jockey Training & Exercise Rider

North Campus

September-December: in class at Humber College
January-May log 600 hours working at Racetrack

The spectacle of thoroughbred horse racing is thrilling, dynamic, and everchanging. To reach this final pinnacle of race riding, the aspiring jockey must first spend several years learning about horses, care, basic riding, galloping techniques, working horses, breaking from the gate, and apprenticing for a minimum of one year.

Humber College's 16-week Jockey Training & Exercise Rider Program provides young people with the preliminary training required for a successful start in such a career. Also, since the percentage of apprentice jockeys with the necessary talent, strength, size, and feel to go on to become journeymen jockeys is relatively small, the program also provides back-up training for exercise riding and grooming.

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.
- admissions interview to discuss the demands of the program, your interests, your knowledge of the field and your experience with horses. This experience may be taken into consideration for selection purposes. Applicants may be required to submit a resume if unavailable to attend an interview.
- medical certificate
- applicants are strongly advised to obtain weight, height and medical requirements from industry prior to their application to the program in order to be familiar with industry requirements.

CAREER OPPORTUNITIES

Graduates of the program will find employment at the various tracks and racing farms throughout Ontario and the western provinces. Starting positions may involve the graduate as a hot walker, groom or exercise riser, depending on the individual's past experience with horses and their degree of expertise.

ADDITIONAL COSTS

Please refer to the Fees and Financial Assistance section of this publication for Fees for Adult Training programs.

EQUIPMENT REQUIREMENTS

Gallop boots
Gallop helmet
Whip

Curriculum

Semester 1		Credits
EQNE100	Basic Nutrition (Equine)	2
EQNE104	Practical Horse Care 1	4
EQNE105	Facility Operations 1	2
EQNE106	Racetrack Riding	5
EQNE107	Career Skills	2
EQNE108	Physical Education & Weight Control	1
EQNE201	Thoroughbred Racing Industry*	3
EQNE204	Basic Horse Health	2
HLTH107	First Aid & Accident Prevention	1

January–May, students are required to log 600 hours working at racetrack

Basic Horse Health and Thoroughbred Racing Industry are scheduled in the afternoon of the second semester.

For further information about this program contact: The Equine Centre Humber College 205 Humber College Blvd. Rexdale, Ontario M9W 5L7 (416) 675-5025

Recreation Club Management (Post Graduate Certificate)

One semester beginning September

This is a 16 week, one semester program designed to: strengthen the management in recreation settings, provide middle management in clubs with an opportunity to upgrade and expand their skills, and to provide an occupational alternative to employees who are club specialists. The curriculum will combine academic and professionally-related courses, with field placement into a significant learning experience. To satisfy the field practice requirements, direct experience within specific Recreation Club settings are required.

ADMISSION REQUIREMENTS

- University degree or College diploma, or mature student status with sufficient recreation club industry experience

CAREER OPPORTUNITIES

In this career field you will be a trained professional qualified to function in a management role in a Recreation Club setting.

The nature of the work varies depending upon the focus of the club. Graduates will have roles such as supervising, managing and administering a variety of club programs. This includes facilities that support the club environment, such as pro shop, dining room and bar facilities.

Professionals in this field do not work standard hours. Most involvement occurs in the evening, on weekends and holidays when people are free to access club facilities and programs.

Career opportunities exist in golf and country clubs, racquet and fitness clubs, curling clubs, sailing centres and in private and commercial recreation clubs.

Placement could be in the private, public or commercial environment.

Salary estimates are \$25,000 plus.

Curriculum

Semester Compulsory	Credits
RECM101 Personnel Administration & Operation Systems	3
RECM102 Finance & Administration	3
RECM103 Operations & Facilities	3
RECM104 Membership Service & Program Organization	3
RECM105 Food and Beverage Management	3
RECM106 Field Placement	4
RECM110 Pro Shop Operations	1
RECM111 Recreation Trends	1

Recreation Leadership

North Campus

Four semesters beginning September

This four-semester program is designed to train professional personnel in the areas of leadership, organization, administration, supervision, and evaluation of a variety of recreation programs and facilities serving all ages. The curriculum will combine academic and professionally-related courses, skill laboratories, residential seminars, field practice, and conference and workshop involvement into a significant learning experience. To satisfy the field practice requirements, direct experience in specific recreation agencies or departments is emphasized in the last three semesters.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student level
- grade 12 English (general level)
- a questionnaire to determine the applicant's recreation experience, interests and knowledge of careers available in the recreation field must be completed

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, volunteer agencies, correctional institutes, private organizations, and commercial establishments.

After a few years, the practitioner will be equipped to function at a management level where more administrative tasks are performed. Most positions involve flexible schedules, often requiring some evening and weekend work.

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 \$250 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 (23 hours/week)	Credits
RECL100 Field Practice 1	3
RECL101 Leisure Programming 1	4
RECL103 Introduction to Recreation & Leisure Services	4
RECL104 Psychology (Recreation Leadership)	3
RECL105 Leadership & Group Dynamics	2
RECL106 Sport/Recreation Injury Care	3
COMM200 Communications 200	4
Semester 2 (25 hours/week)	Credits
RECL200 Field Practice 2 (Recreation Leadership)	7
RECL201 Leisure Programming 2	5
RECL202 Recreation Facilities	4
RECL203 Human Growth and Development	3
RECL204 Recreation Legislation	2
COMM300 Communications 300	4

Recreation Leadership – Cont'd.

Semester 3 (24 hours/week)		Credits
RECL300	Field Practice 3	7
RECL301	Outdoor Education/Recreation	4
RECL302	Recreation Personnel Management	4
RECL303	Recreation Finance	3
RECL304	Sociology (Recreation Leadership)	3
RECL305	Philosophy of Leisure	3

Semester 4 (25 hours/week)		Credits
RECL400	Field Practice 4	7
RECL401	Recreation Administration 1	3
RECL402	Recreation Administration 2	3
RECL403	Recreation for Specific Populations	3
RECL405	Wellness	3
GNEC	General Education	3
GNEC	General Education	3

Ski Resort Operations Management

North Campus

Four semesters beginning in September

Students will learn the skills they can use immediately in a range of situations. They will also become familiar with the various international tools needed to get the job done. The combination of business and technical content will prepare the graduate or mature student to operate an alpine or a cross-country ski area. Because the ski industry is still developing, the program content is highly flexible to keep abreast of current developments. This flexibility has the advantage of giving the student a very personalized academic plan. 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

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
HOTL104	Practical Bar Service	2
HOTL180	Basic Finance Operation	4
<i>Pre-Req: Hosp. Math Test</i>		
HOTL202	Management Techniques for Hospitality	3
HOTL204	Cost Control	4
HOTL206	Computer Applications	2
COMM200	Communications 200	4
GNEC	General Education	3

Semester 2 (25 hours/week)		Credits
SKI.181	Ski Area Layout & Design	3
HOTL200	Hospitality Marketing	4
HOTL203	Hospitality Law	3
HOTL207	Personnel in the Hospitality Industry	4
HOTL280	Advanced Finance	4
COMM300	Communications 300	4
<i>Pre-Req: COMM200 Communications 200</i>		
GNEC	General Education	3

Semester 3 (24 hours/week)		Credits
SKI.201	Lift Operation & Maintenance	4
SKI.202	Snowmaking & Hillgrooming	4
SKI.213	Ski School Oper. & Resort Mkt.	3
SKI.214	Risk Management & Ski Patrol	2
SKI.215	Ski Area Field Research	2
SKI.218	Ski Area Electrical Systems	3
SKI.281	Slope Layout & Design	3
GNEC	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

Ski Area Operations

North Campus

One or two semesters depending on experience

This program focuses on ski-related courses which are broken down into three areas;

- outside operations including ski school, snowmaking, hillgrooming and lifts
- inside operations such as rental shops, restaurants and cafeterias
- summer operations including equipment maintenance, slopes and trails, marketing, and promotion

After these in-class courses a one semester field placement 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 (2,000 hours of on-the-job experience may qualify you for Field Placement exemption)
- letter of recommendation from employer
- personal interview or Hotel & Restaurant Management Diploma or equivalent

Curriculum

Semester 1	Credits
SKI.201 Lift Operation & Maintenance	4
SKI.202 Snowmaking & Hillgrooming	4
SKI.213 Ski School Oper. & Resort Mkt.	3
SKI.214 Risk Management & Ski Patrol	2
SKI.215 Ski Area Field Research	2
SKI.218 Ski Area Electrical Systems	3
SKI.281 Slope Layout & 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

Sports Equipment Specialist

North Campus

Two semesters - Certificate Program

With advances in technology, sports equipment has become extremely complex and sophisticated. Sports equipment is big business! This program will train students to work with manufacturers, distributors and retailers in the installation, maintenance, repair and sale of sporting goods equipment. The specialty sport areas in the program include racquets, footwear, bicycles, alpine and cross-country skis 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 \$250.00.

ADMISSION REQUIREMENTS

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

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.

As this is a new program we do not have statistics on the placement rate.

Graduates of the one-year program can expect to earn a starting salary of \$18,000-\$20,000.

Curriculum

Semester 1 (23 hours/week)	Credits
SPRT101 Bicycle Mechanics and Skills 1	3
SPRT102 Ski Equipment & Maintenance 1	3
RMGT701 Sales	2
SPRT104 Racquet Sports Equipment	4
SPRT106 Field Placement	3
SPRT204 Athletic Footwear Design and Function	2
COMM200 Communications for Sports Equipment	3
HUMA024 Humanities	3

Semester 2 (20 hours/week)	Credits
SPRT201 Bicycle Mechanics and Skills 2	3
SPRT202 Ski Equipment & Maintenance 2	3
RMGT702 Retailing and Operations Management	3
SPRT205 Liability, Safety and Responsibility	2
SPRT206 Field Placement	3
SPRT207 Sociology	3
SPRT208 General Equipment Repair	3

Travel and Tourism

North and Lakeshore Campuses

Four semesters beginning September and January or February

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 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.

CAREER OPPORTUNITIES

The program qualifies graduates for careers as travel agents, tour operators, reservation agents, and sales representatives. Many graduates now hold responsible management positions within the travel industry. The current graduate placement in travel related employment is over 98%.

EXPECTED WORKLOAD AND EXPENSES

Some courses require considerable self-directed learning. During the second year, students are assigned to appropriate working locations for field practice. You should plan for some travel expenses. Depending on the availability of accommodations, students may wish to take the opportunity to go on an orientation trip to a major tourist destination.

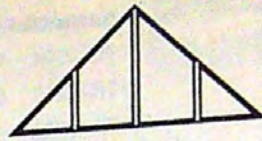
Curriculum

Semester 1 (25 hours/week)	Credits
TRAV100 Intro. to Tourism	2
TRAV102 Introduction to Airline Documentation	3
TRAV104 Tech. A2 (Travel Manuals)	3
TRAV113 Travel Guides & Destination Geography	5
COMM200 Communications 200	4
HUMA024 Humanities	3
GNE010 General Education (1)	3
OFAD100 Electronic Keyboarding	2

Semester 2 (23 hours/week)	Credits
TRAV201 Tariff & Ticketing, North America	3
TRAV202 Office Procedures	3
TRAV203 Computer Applications 1	2
TRAV204 Inclusive Tour Charters	2
TRAV210 Tourism-Americas/Caribbean	3
COMM300 Communications 300	4
Pre-Req: COMM200 Communications 200	
GNE020 General Education (2)	6

Semester 3 (21 hours/week)	Credits
TRAV300 Tourism-Europe/Africa	3
TRAV301 Tariff & Ticketing, International	3
TRAV302 Field Practice 1	3
Pre-Req: All 1st and 2nd semester classes	
TRAV303 Product Update 1	2
TRAV304 Computer Applications 2	2
TRAV305 Tech. B1 Rail Transportation	2
TRAV306 Tech. B2 Cruise/Coach/Insurance	3
TRAV307 Travel Sales/Group Travel	3

Semester 4 (20 hours/week)	Credits
TRAV410 Tourism-Pacific/Asia	3
TRAV401 Tariff & Ticketing International Adv.	3
TRAV402 Computer Application 3	2
TRAV403 Field Practice 2	4
TRAV404 Product Update 2	2
TRAV405 Tech. 'C' Handicapped Trav./Law	3
MKTG940 Canadian Business Methods	3



Human Studies Division



Please Note

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

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs in the Human Studies Division.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

List of 1989 Donors/Awards

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

General Arts & Science
Achievement Award

General Arts & Science
University Transfer Award

The Margaret McLaren Award
of Merit

The Sarah Thompson Memorial
Award

AWARDS AVAILABLE TO ALL STUDENTS

Donald Barnard Memorial
Award

Humber College Faculty Union
Memorial Scholarships

The Chris Morton Memorial
Award

Women's Educational Council
Scholarship

Human Studies

The Human Studies Division offers two programs.

GENERAL ARTS AND SCIENCE

This program is aimed at students who are unsure about career choice or who require some additional preparation to qualify for the career program they are interested in. General Arts and Science also provides an opportunity to prepare for application to university.

TECHNICAL WRITER PROGRAM

In this two-semester program, you will acquire a wide range of technical writing skills.

This program is designed to combine your technical, business or scientific background with strong writing and publishing skills.

As well, the division provides courses to students in all programs at Humber. These courses are in three areas:

- Communications
- General Education
- Vocational Support
- (Psychology and Sociology for Nurses, Economics for Business, etc.)

Communications Courses

Business, industry and the professions require people who can communicate effectively. To graduate from most two or three year post-secondary programs, you must obtain credits in the following two courses: Communications 200 and Communications 300. Students in shorter programs will have their Communications requirements designated on a divisional basis.

The Communications 100 course is a special service provided to students who have basic writing difficulties. Classes are small and teachers have specialized skills in the area of developmental writing.

The Communications 200 course is designed to make you aware of the importance of effective expression in life and the workplace. You will develop basic research and writing techniques and be required to write clear, sim-

ple, expository prose. You will move towards the goal of achieving a concise, concrete and logical style. You will learn to use the library efficiently. Working from a detailed outline, you will be required to set up a documented essay with proper documentation. Many of the writing assignments will be on vocationally relevant topics.

The Communications 300 course builds on and reinforces language skills developed in Communications 200 and concentrates on formal writing patterns and critical discussion. Analysis, interpretation, and criticism are the central types of writing in the course. These forms will be practiced in a variety of writing assignments of both a general and a vocational nature. The course will emphasize the integration of reading, writing, speaking, and listening skills.

HUMAN STUDIES PROGRAMS

General Arts and Science

North and Lakeshore Campuses

Beginning September

PROFILES

Students in the General Arts and Science program at the North Campus will be registered in one of the following program profiles: General College, Advanced, Music, Pre-Health, Technology or Design Foundation. (See page 31 for Design Foundation description.) At the Lakeshore Campus, only the General College and Advanced profiles are available.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or mature student status
- college level scores on communication proficiency tests
- applicants may be counselled into appropriate profile based on proficiency test results
- interview and/or audition may be required

PLEASE NOTE: Students who do not meet these requirements may be required to take one or more developmental courses as described below.

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 the college or advanced profiles. Generally speaking credits earned in any profile may be applied to the Diploma, any exceptions to this rule will be noted under the specific profile description.

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.

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

THE MUSIC PROFILE

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.

As part of your program in this profile students will take courses in Ear Training, Reading and Theory, and Major Instrument. This profile prepares students to apply for admission to Humber's Music program.

THE HEALTH PROFILE

This profile is designed to help students prepare for admission to a variety of Health Science programs including Nursing, Nursing Assistant, Ambulance and Emergency Care, Pharmacy Assistant and Funeral Services. In this profile students take courses such as general science, biology, chemistry, and mathematics.

For additional information, please refer to the Health Sciences section of this Calendar.

THE GENERAL COLLEGE PROFILE

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.

General Arts and Science – Cont'd.

THE TECHNOLOGY PROFILE

The technology profile of General Arts and Science (GAS) is designed to help students prepare for admission to programs offered in the Technology Division. 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.

(For more information, please refer to the Technology Division section of this Calendar.)

THE ADVANCED PROFILE

This profile concentrates on the development of skills and knowledge which will help students gain admission to other post secondary institutions and, in some cases, be in a position to apply for advanced standing. The admissions requirements and policies regarding advanced standing vary from university to university. We therefore, cannot cover all possibilities in this profile. York University, for example, will consider a student who has completed the G.A.S. certificate with a 70% average for admissions. A student who completes the diploma program with a 70% average may be admitted to second year at York.

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 do 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.

After you have successfully completed this program you will be ready to apply for most college programs.

APPLICATION PROCEDURES

You may apply for any of these programs through the Registrar's office at Humber College. The Music, Health Science and Technology profiles are available at North Campus only.

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 Pre-Music program is not available.

Technical Writer Program (Post Graduate Certificate)

North Campus

Two semesters beginning in September

Today, organizations depend heavily on Technical Writers in all phases of product and service development, manufacturing, use, repair and maintenance. From prescriptions to periscopes, cameras to computers, satellites to submarines, some form of technical writing is required at every stage. As well, marketing of most goods and services depends to a great extent on the availability, clarity and accuracy of instructions.

In this two-semester program, you will acquire a wide range of technical writing skills and study strategies for marketing yourself as a free-lancer or as a writer for a major organization.

Upon completion, graduates will –

- write clear, coherent technical reports, proposals, technical and consumer manuals, catalogues, brochures, descriptions and specifications.
 - prepare graphic information, using many different media – line drawings, photographs, computer designs, tables, charts and graphs.
 - work as a member of a writing team – graduates will have to evaluate written work, theirs and others, and will need to understand and work with all publishing aspects – from initial design to publishing and marketing.
- You will also take away with you an impressive portfolio of

your work. Your future employer – bank, manufacturing organization, insurance company, or government branch – will be looking forward eagerly to meet you and see the skills evident in your portfolio. Other graduates may elect to become free-lancers. Both types of graduates will know and be able to practise the complete publishing cycle comprehensively, clearly and concisely. This publishing cycle will cover the finer points of technical writing, as well as illustrating, photography, typography, copyright law, lithography, printing and binding.

ADMISSION REQUIREMENTS

- College diploma in Technology, Computer Science, Business or other appropriate discipline or some university education or experience in a skilled trade or business
- good writing skills
- submit a current resumé and a writing sample, such as an essay or report.
- an interview may be required.

CAREER OPPORTUNITIES

Become part of a challenging and rewarding profession. As a free-lance writer or a writer for a major organization, you will be able to combine your comprehensive product knowledge with excellent communication skills. Be ready to meet tomorrow's challenges as a highly qualified Technical Writer.

Curriculum

Semester 1

- COM.501 Process Operations/Office Procedures I
- COM.502 User/Technical Manuals I/Informal Reports
- COM.503 Introduction to Desktop Publishing
- COM.504 Oral Communications
- COM.505 Technical Drawing
- COM.506 Technical Photography
- COM.507 Technical Manual Publishing I

Technical Writer Program – Cont'd.

Semester 2

COM.508	Process Operations/Office Procedures II
COM.509	User/Technical Manuals II/Formal Reports
COM.510	Desktop Publishing II
COM.511	Technical Editing
COM.512	Technical Illustrating
COM.513	Technical Manual Publishing II

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: 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. Course descriptions of all the General Education offerings are listed at the end of this Calendar.

Language and Mathematics Development Centres

Human Studies 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.

NORTH CAMPUS

The North Campus has two facilities to help students who are weak in the basic skills of English and Math.

The Language Development Centre provides assistance to students needing extra help in English. They may drop in any time for specific help on a problem or they may come on a regular basis to work on a program we will design to meet their individual needs.



Lakeshore Campus



NUMBER COLLEGE LIBRARY

Please Note

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

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs at the Lakeshore Campus.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

List of 1989 Donors/Awards

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

- Donald Barnard Memorial Award
- Canadian Life & Health Insurance Association Award
- Child Care Workers' Association of Ontario Award
- Etobicoke Child and Family Centre Award
- Jack Filkin Memorial Awards
- Humber College Students' Association Awards
- Learning Disabilities Association of Etobicoke Award
- Optimist Club of Etobicoke Award
- Peel Regional Police Association Award
- Angus M. Robertson Scholarship
- Special Challenged Students' Awards
- Henry Spindel Memorial Award
- University Women's Club of Etobicoke Award

AWARDS AVAILABLE TO ALL STUDENTS

- Donald Barnard Memorial Award
- Humber College Faculty Union Memorial Scholarships
- The Chris Morton Memorial Award
- Women's Educational Council Scholarship

Lakeshore Campus

Humber's Lakeshore Campus is located in a park-like setting on the shores of Lake Ontario in the south-east corner of the City of Etobicoke.

The Lakeshore Campus is small. But, with an enrolment of approximately 1500 students, it offers the kind of atmosphere where friendships flourish. A sense of pride, dedicated staff and faculty, and currency in curriculum and technology are the hallmarks of the Campus.

Services include student and program associations, a housing office to help with accommodation needs, a large cafeteria where snacks and meals are served at a reasonable cost, counselling, placement to assist with the job search process, a learning resource centre, a gymnasium, and a weight training room.

The student population is varied. They come from all parts of the Province and bring with them energy, enthusiasm, and anticipation. They are drawn to programs in human services, general arts and science, travel, and business.

In fact, rapid changes in technology and in the economy have challenged Humber to maintain and develop additional programming. For instance, a unique Accounting/Financial Services option and a Microcomputer Management option have been developed by the School of Business.

At the Lakeshore, students are given every opportunity to succeed. And, succeed they do. Hundreds of successful graduates attest to this fact. Each bears testament to the quality of education, to the active support and encouragement of faculty, and to the congeniality of student life at Humber's Lakeshore Campus.

Business Programs

THE LAKESHORE BUSINESS DIVISION WILL OFFER THE FOLLOWING PROGRAM FORMATS:

1. A three-year Business Administration Program.

a) Regular (six semesters, starting Fall)

b) Co-op (six semesters, starting Fall)

PLEASE NOTE: Courses in the fifth and sixth semesters will be offered at the Lakeshore Campus, subject to sufficient enrolment. Otherwise they will be available at the North Campus.

2. An innovative two-year Business Management Diploma with the following options:

a) Accounting/Financial Services*

b) Microcomputer Management

3. Microcomputer Business Applications Certificate.

Three consecutive semesters beginning September and January.

COMMON SEMESTER

The first semester is common to most Business programs. This feature gives students the opportunity of selecting options after they have been introduced to a variety of disciplines. As a result, students may transfer or select options without the fear of having to take additional courses.

CO-OPERATIVE EDUCATION

Co-operative education provides an excellent solution to the problems some students encounter in finding jobs – experience. Co-op provides the opportunity to gain the experience employers re-

quire for hiring and that students cannot provide without having that all important first job.

This option is available in our three-year Business Administration Diploma.

Business Administration (Regular Option)

Lakeshore Campus

Six Semesters Beginning September

This diploma program provides students with practical skills and comprehensive knowledge of all basic business functions, such as: accounting, human resource management, marketing and computer usage.

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 grade 12 business mathematics (general level)

CAREER OPPORTUNITIES

Three-year Business Administration graduates are well received by the business community. Graduates normally accept employment in entry-level positions in general management, accounting, finance, computer-related environments, sales in industry, and retail sales, as well as junior positions in advertising and marketing.

Curriculum

REGULAR PROFILE

Semester 1	Credits
ACCT111 Intro. to Accounting 1	4
MKTG100 Marketing 1	3
ISYS102 Intro. to P.C.	3
BMAT110 Essentials of Business Mathematics	4
COMM200 Communications 200	3
GNED General Education	3

Semester 2	Credits
ACCT211 Intro. to Accounting 2	4
Pre-Req: ACCT111 Intro. to Accounting 1	
MKTG200 Marketing 2	3
Pre-Req: MKTG100 Marketing 1	
HRMS101 Personnel	3
BSTA300 Business Statistics	4
Pre-Req: BMAT110 Essentials of Business Mathematics	
ISYS103 Info. Systems Concepts.....	3
Pre-Req: ISYS102 Intro. to P.C.	

Business Administration (Regular Option) – Cont'd.

COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
GNED	General Education	3

Semester 3		Credits
ECON001	Microeconomics	3
HRMS201	Organizational Management 1	3
<i>Pre-Req: HRMS101 Personnel</i>		
LAWS101	Elements of Law	3
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
	Business Elective #1	4
GNED	General Education	3

Semester 4		Credits
ECON002	Macroeconomics	3
HRMS301	Organizational Management 2	3
<i>Pre-Req: HRMS201 Organizational Management 1</i>		
ACCT315	Managerial Accounting	4
<i>Pre-Req: ACCT211 Intro. to Accounting 2</i>		
ISYS237	Business Systems Analysis	3
<i>Pre-Req: ISYS103 Info. Systems Concepts</i>		
MOPS200	Manufacturing Operations	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
GNED	General Education	3

Semester 5		Credits
HRMS302	Business Policy 1	4
<i>Pre-Req: ACCT315 Managerial Accounting</i>		
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req: BSTA300 Business Statistics</i>		
ECON105	Money, Banking & Finance	4
<i>Pre-Req: ECON002 Macroeconomics</i>		
ISYS224	PC Applications	4
<i>Pre-Req: ISYS103 Information Systems Concepts</i>		
	Business Elective #2	4
	Business Elective #3	4

Semester 6		Credits
MKTG405	Marketing Administration	4
<i>Pre-Req: MKTG200 Marketing 2</i>		
HRMS402	Business Policy 2	4
<i>Pre-Req: HRMS302 Business Policy 1</i>		
ACCT415	Corporate Finance	4
<i>Pre-Req: ACCT315 Managerial Accounting</i>		
HRMS401	Personnel Mgmt. & Development	4
<i>Pre-Req: HRMS301 Organizational Management 2</i>		
ECON102	International Economics	4
<i>Pre-Req: ECON002 Macroeconomics</i>		

**Business Administration
(Co-op Option)**

Lakeshore Campus Only

Six Semesters (3 Work Terms)

CO-OPERATIVE EDUCATION

Students are given paid work terms which occur following academic terms 1 – 2 and 3 – 4. Work placements are compulsory for students in this option.

ADDITIONAL CO-OP INFORMATION

Co-op fees will apply to all co-op terms.

Minimum academic standards will be required for students who continue in this option.

Students who do not meet the minimum requirements for placements will be able to continue in the regular stream of the program.

Work placements will be six-teen weeks in duration. Start and end dates will coincide with regular academic semesters.

Students will complete two academic semesters prior to the first work placement.

In the first year of the program employers participating in the pro-

gram will be invited to talk to students and explore the concept of co-op education and employment opportunities.

Students will be encouraged to seek a self-directed placement related to their discipline.

CO-OP ADMISSION REQUIREMENTS

- same as regular stream plus
 - grade 12 English (general level)
 - recommend grade 12 business mathematics (general level)
- Mid-term evaluations may be used in selecting candidates for the co-op option

CAREER OPPORTUNITIES

In addition to the many career opportunities available to graduates in our business administration regular profile, students in this option have a tremendous advantage. They will have the added opportunity to gain on-the-job experience through their work placements.

Curriculum

CO-OP PROFILE

Students enrolled in a co-op program will be required to complete a "work term preparation course" at least two semesters prior to the work term. This course will be scheduled along with other semester courses and may not appear on the curriculum indicated for this program. Appropriate tuition fees will be levied in the semester in which this course is added.

Semester 1		Credits
ACCT111	Intro. to Accounting 1	4
MKTG100	Marketing 1	3
ISYS102	Intro. to P.C.	3
BMAT110	Essentials of Business Mathematics	4
COMM200	Communications 200	3
GNED	General Education	3

Semester 2		Credits
ACCT211	Intro. to Accounting 2	4
<i>Pre-Req: ACCT111 Intro. to Accounting 1</i>		
MKTG200	Marketing 2	4
<i>Pre-Req: MKTG100 Marketing 1</i>		
HRMS101	Personnel	3

Business Administration (Co-op Option) – Cont'd.

BSTA300	Business Statistics	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
ISYS103	Info. Systems Concepts	3
Pre-Req:	ISYS102 Intro. to P.C.	
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	
WORK101	Employment Preparation	2

WORK TERM 1 – SUMMER

Semester 3		Credits
ECON001	Microeconomics	3
HRMS201	Organizational Management 1	3
Pre-Req:	HRMS101 Personnel	
LAWS101	Elements of Law	3
BSTA400	Quantitative Analysis 1	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
	Business Elective	4
GNED	General Education	3

Semester 4		Credits
ECON002	Macroeconomics	3
HRMS301	Organizational Management 2	3
Pre-Req:	HRMS201 Organizational Management 1	
ACCT315	Managerial Accounting	4
Pre-Req:	ACCT211 Intro. to Accounting 2	
ISYS237	Business Systems Analysis	3
Pre-Req:	ISYS103 Info. Systems Concepts	
MOPS200	Manufacturing Operations	4
Pre-Req:	BMAT110 Essentials of Business Mathematics	
GNED	General Education	3

WORK TERM 2 – SUMMER

Semester 5		Credits
HRMS302	Business Policy 1	4
Pre-Req:	ACCT315 Managerial Accounting	
BSTA500	Quantitative Analysis 2	4
Pre-Req:	BSTA300 Business Statistics	
ECON105	Money, Banking & Finance	4
Pre-Req:	ECON002 Macroeconomics	
ISYS224	PC Applications	3
Pre-Req:	ISYS103 Information Systems Concepts	
	Business Elective	4

Semester 6		Credits
MKTG405	Marketing Administration	4
Pre-Req:	MKTG200 Marketing 2	
HRMS402	Business Policy 2	4
Pre-Req:	HRMS302 Business Policy 1	
ACCT415	Corporate Finance	4
Pre-Req:	ACCT315 Managerial Accounting	
HRMS401	Personnel Mgmt. & Development	4
Pre-Req:	HRMS301 Organizational Management 2	
ECON102	International Economics	4
Pre-Req:	ECON002 Macroeconomics	
GNED	General Education	3

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

Business Management Diploma

Lakeshore Campus

Four Semesters beginning September

This program leads to a Business diploma. It provides students with a core of management courses combined with two key areas of specialization; micro-computer management and accounting/financial services.

ADMISSION REQUIREMENTS

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

CAREER OPPORTUNITIES

Graduates of either of these options will acquire employable skills in human resource management area. In addition, the Accounting/Financial Services Option may provide employment opportunities in financial institutions – banks, trust companies, credit unions and small businesses. Our Micro Management option will provide additional opportunities in the computer field. These opportunities will include programming, systems analysis and software customizing.

OPTIONS

1. Microcomputer Management Option
2. Accounting/Financial Services Option

Curriculum

ACCOUNTING/FINANCIAL SERVICES OPTION

Semester 1		Credits
ACCT111	Introduction to Accounting 1	4
MKTG100	Marketing I	3
ISYS102	Introduction to PC	3
ISYS122	Microcomputer Concepts	1
BMAT110	Essentials of Business Mathematics	4
Pre-Req:	Placement Test	
COMM200	Communications 200	3
Pre-Req:	Placement Test	
GNED	General Education	3

Semester 2		Credits
ACCT211	Introduction to Accounting 2	4
Pre-Req:	ACCT111 Introduction to Accounting 1	
HRMS101	Personnel	3
ACCT265	Computerized Accounting System I (formerly ISYS265 Automated Accounting)	4
Pre-Req:	ACCT111 Introduction to Accounting 1 ISYS102 Introduction to PC	
ISYS150	PC Management	4
Pre-Req:	ISYS102 Introduction to PC ISYS122 Microcomputer Concepts	
ACCT461	Introduction to Income Tax	4
Co-Req:	ACCT211 Introduction to Accounting 2	
COMM300	Communications 300	3
Pre-Req:	COMM200 Communications 200	

Business Management Diploma – Cont'd.

Semester 3		Credits
ECON001	Microeconomics	3
HRMS201	Organization Management I	3
<i>Pre-Req: HRMS101 Personnel</i>		
BSTA300	Business Statistics	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
ACCT365	Computerized Accounting System 2	4
<i>Pre-Req: ACCT265 Computerized Accounting Systems I</i>		
FINA301	Personal Financial Planning	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
GNED	General Education	3

Semester 4		Credits
HRMS301	Organizational Management 2	3
<i>Pre-Req: HRMS201 Organizational Management I</i>		
LAWS111	Business Law	3
FINA400	Investment Analysis	4
<i>Pre-Req: FINA301 Personal Financial Planning</i>		
ACCT450	Business Applications Project	4
<i>Pre-Req: ISYS150 PC Management ACCT365 Computerized Accounting System 2</i>		
GNED	General Education	3
BUS**	Option Elective	4
FINA300	Financial Institutions & Services	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		

**Option Electives

MICROCOMPUTER MANAGEMENT OPTION

Semester 1		Credits
ACCT111	Introduction to Accounting 1	4
MKTG100	Marketing I	3
ISYS102	Introduction to PC	3
ISYS122	Microcomputer Concepts	1
BMAT110	Essentials of Business Mathematics	4
<i>Pre-Req: Placement Test</i>		
COMM200	Communications 200	3
<i>Pre-Req: Placement Test</i>		
ISYS160	Programming I, Micro	4

Semester 2		Credits
HRMS101	Personnel	3
ISYS262	Data Base Management Systems I	4
<i>Pre-Req: ISYS160 Programming I, Micro</i>		
ISYS150	PC Management	4
<i>Pre-Req: ISYS102 Introduction to PC ISYS122 Microcomputer Concepts</i>		
ISYS263	Micro Systems Analysis I	4
<i>Pre-Req: ISYS160 Programming I, Micro</i>		
ISYS260	Comparative Languages I	4
<i>Pre-Req: ISYS160 Programming I, Micro</i>		
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		

Semester 3		Credits
ECON001	Microeconomics	3
HRMS201	Organizational Management I	3
<i>Pre-Req: HRMS101 Personnel</i>		
ISYS362	Data Base Management Systems 2	4
<i>Pre-Req: ISYS262 Data Base Management Systems I ISYS260 Comparative Languages I</i>		
ISYS266	Hardware/Software Systems	4
<i>Pre-Req: ISYS160 Programming I, Micro</i>		
ISYS360	Comparative Languages 2	4
<i>Pre-Req: ISYS260 Comparative Languages I</i>		
GNED	General Education	3

Semester 4		Credits
HRMS301	Organizational Management 2	3
<i>Pre-Req: HRMS201 Organizational Management I</i>		
LAWS111	Business Law	3
ACCT265	Computerized Accounting Systems I (formerly ISYS265 Automated Accounting)	4
<i>Pre-Req: ACCT111 Introduction to Accounting I ISYS102 Introduction to PC</i>		
ISYS450	Business Applications Project	4
<i>Pre-Req: ISYS260 Comparative Languages I ISYS262 Data Base Management Systems I ISYS263 Micro Systems Analysis I</i>		
GNED	General Education	3
GNED	General Education	3

Microcomputer Business Applications Certificate

Lakeshore Campus

Three consecutive semesters beginning September & January

You will learn to utilize microcomputers in a business environment effectively and efficiently. Graduates will have the most popular and current detailed knowledge in accounting practices, automated accounting, mailing lists, spreadsheets, word processing, desktop publishing, data base management systems, and work scheduling. Graduates will be able to design and program their own business software and will also be able to conduct systems analysis for their employers. Use of the peripherals (disk drives, printers, modems, etc.) is part of the program. Language skills will enable graduates to communicate with fellow

workers and they will also have the ability to produce high quality documentation to be used with the computer programs. Word processing interfacing techniques, programming, and keyboarding all form a part of the program.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- recommend grade 12 mathematics (general level)
- pre-tests for mature student applicants may be required

CAREER OPPORTUNITIES

Graduates working in a business office may be involved in microcomputer applications in payroll, general ledger, accounts

Microcomputer Business Applications Certificate – Cont'd.

payable, accounts receivable, invoices, mailing lists, inventory, word processing and work scheduling.

Possible employment opportunities include: customer support representative, microcomputer operator, programming and software support, microcomputer instructor, marketing representative and sales representative.

Graduates are hired by small, medium and large firms including computer firms, retail and manufacturing businesses as well as government and service organizations. With some experience, you may become a consultant in this rapidly changing field.

Sponsorships are available for this program through Canada Employment Centres. For further information, please contact your local Canada Employment Office.

Curriculum

Semester 1	Credits
ACCT111 Introduction to Accounting 1	4
MKTG100 Marketing I	3
ISYS160 Micro Programming 1	4
BMAT110 Essentials of Business Mathematics	4
LANG119 Writing Skills for Micro	4
ISYS122 Microcomputer Concepts	1
ISYS102 Introduction to PC	3
Semester 2	Credits
ISYS262 Data Base Management Systems I	4
<i>Pre-Req: ISYS160 Micro Programming I</i>	
ISYS260 Comparative Languages I	4
<i>Pre-Req: ISYS160 Micro Programming I</i>	
ISYS263 Micro Systems Analysis 1	4
<i>Pre-Req: ISYS160 Micro Programming I</i>	
HRMS101 Personnel	3
ISYS150 PC Management	4
<i>Pre-Req: ISYS102 Introduction to PC ISYS122 Microcomputer Concepts</i>	
ACCT265 Computerized Acct. Systems I	4
<i>Pre-Req: ACCT111 Introduction to Accounting I ISYS102 Introduction to PC</i>	
Semester 3	Credits
ISYS360 Comparative Languages 2	4
<i>Co-Req: ISYS260 Comparative Languages I ISYS266 Hardware/Software Systems</i>	
ISYS361 Micro Applications	4
<i>Pre-Req: ISYS260 Comparative Languages I ISYS263 Micro Systems Analysis I</i>	
ISYS362 Data Base Management II	4
<i>Pre-Req: ISYS262 Data Base Management Systems 1 ISYS260 Comparative Languages I</i>	
ISYS261 Automated Office Management	4
<i>Pre-Req: ISYS161 Micro Fundamentals or ISYS102 Introduction to PC</i>	
ISYS264 Data Communications	4
<i>Pre-Req: ISYS122 Microcomputer Concepts ISYS263 Micro Systems Analysis I</i>	
ISYS266 Hardware/Software Systems	4
<i>Pre-Req: ISYS160 Micro Programming I</i>	

Hospitality, Tourism and Leisure Management

Travel and Tourism

North and Lakeshore Campuses

Four semesters beginning September and January

You will learn to work effectively in positions that require very good communication skills, sales techniques, organization, and experience in office procedures and business practices. You will become thoroughly familiar with many manuals used in the travel industry, ticketing, 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
- recommend grade 12 business mathematics (general level)
- grade 12 English (general level)

CAREER OPPORTUNITIES

The program qualifies graduates for careers as travel agents, tour operators, reservation agents, and sales representatives. Many graduates now hold responsible management positions within the travel industry. The current graduate placement in travel related employment is over 98%.

EXPECTED WORKLOAD AND EXPENSES

Some courses require considerable self-directed learning. During the second year, students are assigned to appropriate working locations for field practice. You should plan for some travel expenses. Depending on the availability of accommodations, students may wish to take the opportunity to go on an orientation trip to a major tourist destination.

Curriculum

Semester 1 (25 hours/week)	Credits
TRAV100 Intro. to Tourism	2
TRAV102 Introduction to Airline Documentation	3
TRAV104 Tech. A2 (Travel Manuals)	3
TRAV113 Travel Guides & Destination Geography	5
COMM200 Communications 200	4
HUMA024 Humanities	3
GNED General Education (1)	3
OFAD100 Electronic Keyboarding	2
Semester 2 (23 hours/week)	Credits
TRAV201 Tariff & Ticketing, North America	3
TRAV202 Office Procedures	3
TRAV203 Computer Applications 1	2
TRAV204 Inclusive Tour Charters	2
TRAV210 Tourism-Americas/Caribbean	3

Travel and Tourism – Cont'd.

COMM300	Communications 300	4
<i>Pre-Req: COMM200 Communications 200</i>		
GNE	General Education (2)	6
Semester 3 (23 hours/week)		
		Credits
TRAV300	Tourism-Europe/Africa	3
TRAV301	Tariff & Ticketing, International	3
TRAV302	Field Practice 1	3
<i>Pre-Req: All 1st and 2nd semester classes</i>		
TRAV303	Product Update 1	2
TRAV304	Computer Applications 2	2
TRAV305	Tech. B1 Rail Transportation	2
TRAV306	Tech. B2 Cruise/Coach/Insurance	3
TRAV307	Travel Sales/Group Travel	3
Semester 4 (21 hours/week)		
		Credits
TRAV410	Tourism-Pacific/Asia	3
TRAV401	Tariff & Ticketing International Adv.	3
TRAV402	Computer Application 3	2
TRAV403	Field Practice 2	4
TRAV404	Product Update 2	2
TRAV405	Tech. 'C' Handicapped Trav./Law	3
MKTG940	Canadian Business Methods	3

School of Social & Community Services Programs

The School of Social and Community Services has the commitment to empower people to maximize their potential; to stimulate life-long learning; to apply leading edge social values and humanistic technology through community directed/student centered learning so that they will have a positive social impact in their chosen profession.

These programs provide training for students who will be working with people. Because of the broad range of topics covered in the curriculum of these six programs, many community-based occupational groups employ the graduates.

Although the majority of these programs have been established for close to twenty years, they continue to be flexible and dynamic. Future plans include development of post-diploma programs in Human Service Administration and Law & Security Administration.

Child and Youth Worker Program

Lakeshore Campus

Six Semesters Beginning September Also available on a part-time (day) basis

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

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

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

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

I Physical

- 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.

- special needs students should identify their needs on application

II Cognitive

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

III Interpersonal

- written documentation from employers of at least 80 hours of paid or volunteer experience working with disturbed or normal children or adolescents in a treatment agency, co-op program, school, day-care, summer camp or group home. This should be completed prior to the beginning of the academic year.
- Babysitting experience is not eligible.
- attendance at an orientation session which will include a group interview.

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.

Over the last 12 years, the Child and Youth Worker program has averaged 98% placement in related employment. The majority of these were full-time positions.

Child and Youth Worker Program – Cont'd.

In 1990 the new entry salary range with pay equity is \$25,000 plus.

ADDITIONAL COSTS

From the second semester till the end of this program, you will complete 1,536 hours of field placement. Textbooks and supplies will average \$150 per year.

Curriculum

Semester 1 (24 hours/week)		Credits
CYW.100	Human Growth & Development 1	3
CYW.101	Introduction to Psychology 1	3
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
GNED	General Education (2)	6
Semester 2 (28 hours/week)		Credits
CYW.200	Human Growth & Development 2	3
CYW.201	Introduction to Psychology 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
Semester 3 (26 hours/week)		Credits
CYW.300	Abnormal Psychology of Childhood & Adolescence 1	3
CYW.301	Child & Youth Work Methodology 1	3
CYW.302	Interviewing & Counselling 1	2
CYW.303	Psychology of the Family 1	2
CYW.304	Integrative Seminar 2	2
CYW.305	Field Work 2	12
Semester 4 (29 hours/week)		Credits
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 2	2
CYW.404	Integrative Seminar 3	2
CYW.405	Field Work 3	12
GNED	General Education	3
Semester 5 (27 hours/week)		Credits
CYW.500	Family Intervention 1	2
CYW.501	Group Dynamics 1	2
CYW.502	Treatment Philosophies 1	2
CYW.503	Human Sexuality	3
CYW.504	Integrative Seminar 4	2
CYW.505	Field Work 4	16

Semester 6 (26 hours/week)		Credits
CYW.600	Family Intervention 2	2
CYW.601	Group Dynamics 2	2
CYW.602	Treatment Philosophies 2	2
CYW.603	Advanced Professional Skills	2
CYW.604	Integrative Seminar 5	2
CYW.605	Field Work 5	16

Developmental Services Worker Program

Four Semesters beginning in September
Also available on a part-time (day) basis

The Developmental Services Worker (D.S.W.) program prepares you for a very rewarding career teaching/counselling children, adolescents and adults who have developmental disabilities which may be mental, physical or emotional.

Your role will be to help the person who is developmentally delayed acquire the skills to live as close to normal as possible. You will acquire knowledge of many practical courses such as counselling, writing individual program plans, sign language, behaviour management and basic 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 vocational services for persons who are developmentally delayed. Employment may also be found in residential settings, developmental training centres, vocational programs, employment training programs, home support services or school settings working in segregated or integrated special education classes.

You will work with psychologists, behaviour therapists, social workers, teachers and other social service professionals helping to

design, coordinate and implement services for persons who are developmentally handicapped.

Field practice is a very important component of the program. Students will do an average of about 100 hours of field practice in each of semester 1, 2, & 3, and about 600 hours in the fourth semester. These placements will be in a wide variety of community agencies in Metropolitan Toronto and surrounding area.

The program may be completed on a full time or part time (day) basis. Persons entering the program with work experience in the field can receive credit for their work following an assessment of their experience.

ADMISSION REQUIREMENTS

- Ontario Secondary School Graduation Diploma (O.S.S.D.) general level or higher or equivalent
 - admission as mature student may require pre-admission testing
 - letter of reference attesting to volunteer or work experience with developmentally delayed persons
 - attendance at an interview/orientation session. Applicants living outside the Metropolitan Toronto area may request a telephone interview. Students with special needs should inform the interviewer of their need so that the accommodation process can begin.
 - medical certificate of health
- PLEASE NOTE: Applicants to this program are strongly urged to

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Developmental Services Worker Program – Cont'd.

obtain a "hepatitis" vaccine prior to the field practice component of the program. Further details about the vaccine may be obtained by contacting the Health Services Centre.

CAREER OPPORTUNITIES

Due to the rapid growth in services for the developmentally handicapped over the past few years, employers are unable to fill all their positions. Consequently, there is a great demand for trained developmental services workers.

Some entry level positions will involve shift work, usually those in residential settings. An increasing number of jobs in the 9 – 5 category are available. These include positions in vocational settings, developmental training cen-

tres, home support services, educational support services.

The Development Services Worker program has maintained a job placement average over 95% since it was established over 20 years ago. Many students are offered employment before completing their final semester in the program. The most recent figures (1989) for D.S.W. annual starting salary are in the \$19,500 – \$25,000 range. Advancement opportunities are excellent. Graduates are often promoted within a few months of graduating.

ADDITIONAL COSTS

Cost of text books for the two years will be about \$500. Students should also budget for transportation to and from field practice which will be in the Metro Toronto area.

Curriculum

Semester 1	Credits
DSW.101 Adaptive & Maladaptive Behaviour 1	3
DSW.102 Introduction to Developmental Disabilities 1	3
DSW.103 First Aid	1
DSW.104 Community Orientation	3
DSW.105 Individual Program Planning	2
DSW.106 Instructional Strategies	3
DSW.107 Field Practice 1	4
DSW.108 Human Growth & Development 1	3
DSW.109 The Abused Person	2
Semester 2	Credits
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
COMM200 Communications 200	3
Semester 3	Credits
DSW.300 Field Practice 3	4
DSW.301 Basic Pharmacology 2	2
DSW.302 Community Living	3
DSW.303 Counselling Skills	3
DSW.304 Sign Language & Blissymbolics	2

LAKESHORE CAMPUS PROGRAMS

DSW.305	Educational & Recreational Practices	3
DSW.306	The Multihandicapped Person 2	2
COMM300	Communications 300	3
GNED	General Education	3

Semester 4

DSW.400	Community Living Practice	3
DSW.401	Developmental Education Practicum	3
DSW.402	Multihandicapped Practicum	3
DSW.403	Health Care Practicum	3
DSW.404	Employment Support Practicum	3

Law and Security Administration

Lakeshore Campus

Four semesters beginning September

This two-year program will prepare you for a career in the Criminal Justice System. Your courses will cover police, security, customs, corrections and applied behavioural sciences designed to help you understand the dynamics of human behaviour. As well, you will study the administration of justice in Canada, law enforcement concepts and practices, and the human dimensions involved in this type of work.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- attendance at an orientation session which will help you understand the employment reality, discuss career opportunities, outline the personal characteristics

of a successful candidate, and explain the philosophy of the program

INTERESTS AND SKILLS

Several law enforcement agencies require specific height, weight, and vision standards, good mental and physical health, good moral character and habits, and Canadian or British citizenship.

CAREER OPPORTUNITIES

Career opportunities open to LASA graduates include such front-line positions as police officer, customs officer, corrections officer, and loss prevention or plant protection officer. Subject to age requirements. In addition entry-level jobs available include a number of civilian positions in the criminal justice system such as police dispatcher, police station duty operator, court security officer, and others.

Curriculum

Semester 1 (23 hours/week)	Credits
LASA100 Nature of Crime 1	4
LASA101 Introduction to Law	4
LASA102 Philosophy of Law Enforcement	4
LASA104 Computers for Law Enforcement	3
COMM100 Communications 200	3
GNED General Education	3

Law and Security Administration – Cont'd.

Semester 2 (23 hours/week)		Credits
LASA200	Security Practices	3
LASA203	Criminalistics 1	4
LASA204	Criminal Legislation 1	4
LASA206	Customs & Immigration Procedures	4
COMM200	Communications 300	3
Semester 3 (23 hours/week)		Credits
LASA300	Investigative Techniques	3
LASA303	Criminal Legislation 2	4
LASA304	Criminalistics 2	4
LASA309	Issues in Law Enforcement	4
LASA404	Correctional Practices	3
GNED	General Education	3
Semester 4 (23 hours/week)		Credits
LASA301	Field Practice	4
LASA305	Crisis Intervention	3
LASA306	Human Rights & Justice Issues	3
LASA407	Trial Procedures & Provincial Statutes	3
LASA407	Psychology in Law Enforcement	4
GNED	General Education	3

During the second year you will spend at least 80 hours in field placement. The college reserves the right to alter the order of teaching of these subjects.

Rehabilitation Worker Program

Lakeshore Campus

Four Semesters beginning September
Available full time or on a part-time (day) basis

The field of rehabilitation needs frontline personnel to assist special needs adults to improve their physical, mental, social, and vocational options. This program has been developed in cooperation with professional rehabilitation personnel who work in agencies and associations of the public and private sectors. The program structure supports the integration of special needs persons into work opportunities suited to their goals, functional level, and labour-market conditions. Persons who are

interested in providing residential program services for special needs persons will also find this program rewarding.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- grade 12 English (general level)
- the ability to work with people with special needs must be shown through an employment or volunteer work history
- recommend senior biology (general level)
- letters of reference from rehabilitation professionals or past employers are desirable

- attendance at an orientation session
- willingness to complete a health screening review prior to assignment to field placement

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.

CAREER OPPORTUNITIES

Graduates work in the vocational rehabilitation or employment services systems, in residential program services, in special needs education, and in the insurance industry. We try to match your field placement to your entry-level employment goal. In many cases, graduates have been hired where they did their field work.

In a career path study, two paths emerged among graduates who remained in the rehabilitation field. Some graduates attended university either full-time or part-

time to upgrade skills. These graduates then entered clinical and administrative positions in municipal and provincial government and private agencies. Other graduates obtained work rapidly and progressed through the ranks to positions as supervisors or coordinators of programs for residential or vocational services.

ADDITIONAL COSTS

Text costs are approximately \$350 per semester. Supplies cost approximately \$150. Transportation costs may vary with field placements. Students will need clothing which is appropriate to field placement sites and to campus activities. Special trips or projects occur during the year which provide valuable learning experiences. Costs for the special activities vary but we estimate \$150 will meet these needs.

FIELD PLACEMENT

Various agencies throughout Metro Toronto, Halton and Peel provide learning opportunities for program students.

Curriculum

Semester 1 (24 hours/week)		Credits
RHBK201	Basic Living Skills	2
RHBK104	Interpersonal Skills	3
RHBK107	Models of Rehabilitation Prog.	2
RHBK108	Case Management 1	3
RHBK110	Child Development Theory	3
HUMS101	Report Writing for Human Services	2
COMM200	Communications 200	3
GNED	General Education	3
Semester 2 (24 hours/week)		Credits
RHBK203	Field Practicum	2
RHBK204	Case Management 2	3
RHBK205	Adult Development Theory	3
RHBK207	Issues of Lifestyle Choice	2
RHBK208	Group Skills	2
RHBK304	Ergonomics	3
RHBK405	Income Maintenance	3
BIOS101	Human Anatomy and Physiology, Intro.	4
BIOS106	Accommodation for Physical Disability	2

Rehabilitation Worker Program – Cont'd.

Semester 3 (24 hours/week)		Credits
RHBK305	Integrative Seminar 1	1
RHBK309	Recreation For Special Populations	2
RHBK310	Behaviour Change Strategies	2
RHBK311	Individualized Program Planning	3
RHBK313	Field Work 1	6
RHBK315	Evaluation and Assessment	4
GNEO	General Education	3

Semester 4 (24 hours/week)		Credits
RHBK400	Medication & Substance Abuse	3
RHBK401	Administrative Management	3
RHBK403	Integrative Seminar 2	1
RHBK407	Field Work 2	7
RHBK408	Life Skills Training	3
RHBK409	Technology For Agency Mgmt.	3
COMM300	Communications 300	3

English literacy is a critical worker function in Rehabilitation Work. To achieve strong written communication skills, this program encourages students to learn and to refine writing skills. The Advisory Committee and Field Work Supervisors have agreed that students must complete English Communications 1 before they begin field work.

Social Service Worker

Lakeshore Campus

Four semesters beginning September
Also available on a part-time basis (day time only)

GENERAL

The program prepares you to assist individuals who are experiencing social problems because their basic needs have not been adequately satisfied. You learn about human behaviour and development and how circumstances can alter or stop satisfactory growth. You will acquire helping skills to help individuals obtain the resources they need or enable them to improve their coping and problem-solving abilities.

Remedies may include financial aid, counselling, and teaching life skills. Field work in a social service organization two days a week (semester two, three, four)

provides an opportunity to practice skills and methods of helping through counselling, group work, or community outreach. Students may be involved in work with a variety of age groups (except children) with the physically ill or disabled, with situations of financial need, emotional or mental health problems, or in the field of correctional services.

In the second year, students can elect to develop skills and knowledge in the area of community work, by studying community development, planning, and evaluation.

You will be encouraged to develop self-confidence, assertiveness and awareness of people from different social and ethnic backgrounds. You will improve your speaking and written communication skills.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent or mature student status
- a minimum of 50 hours of documented volunteer experience in a recognized human service and a letter of reference from someone within the profession
- a second letter of reference from a person of your choice
- attendance at an orientation session
- medical certificate of health

INTERESTS AND SKILLS

- Capacity to develop self-awareness, maturity and initiative.
- Demonstrate tolerance of individual and group differences.
- Demonstrate strength under stress and ability to meet deadlines.

- Good communication skills both written and oral.
- Ability to work both independently and interdependently.

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 migrant aid organizations, health help organizations, etc.

ADDITIONAL COSTS

Students should budget \$200.00 per semester for supplies and are responsible for transportation costs to their field placement (in Metro Toronto).

Curriculum

Semester 1 (27 hours/week)		Credits
SSW.100	Social Psychology	3
SSW.101	Urban Sociology	3
SSW.102	Human Growth & Behaviour	3
SSW.103	Orientation to Human Services	3
SSW.104	Information and Referral Skills	3
SSW.105	Interpersonal Skills	3
SSW.106	Field Practice Orientation	2
COMM200	Communications 200	3

Semester 2 (23 hours/week)		Credits
SSW.201	Political Process	3
SSW.202	Interviewing Skills 1	3
<i>Pre-Req: SSW.104 Information and Referral Skills</i>		
SSW.203	Field Practice 1	7
<i>Pre-Req: COMM100 Language Skills</i>		
SSW.204	Family Dynamics	3
SSW.205	Integrative Seminar 1	1
SSW.400	Cross Cultural Skills	3
GNEO	General Education	3

Semester 3 (30 hours/week)		Credits
SSW.200	Group Work Skills	3
<i>Pre-Req: SSW.105 Interpersonal Skills</i>		
SSW.301	Spec. Needs Populations	3
SSW.302	Field Practice 2	7
SSW.303	Integrative Seminar 2	1
SSW.304	Current Social Policy Issues	3
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
GNEO	General Education	3

Social Service Worker – Cont'd.

Options: Select one

SSW.421	Community Development	3
SSW.306	Interviewing Skills 2*	3
Pre-Req:	SSW.202 Interviewing Skills 1	

Semester 4 (27 hours/week)

	Credits	
SSW.300	Agency Administration & Fundraising	3
SSW.401	Legislation in Human Serv.	3
SSW.402	Field Practice 3	7
SSW.403	Integrative Seminar 3	1
SSW.404	Intro. to Life Skills	3
SSW.409	Volunteer Development	1

Options: Select two

SSW.406	Planning and Evaluation	3
SSW.407	Case Management & Advocacy	3
SSW.408	Residential Work	3

Human Studies Program

General Arts and Science

Lakeshore and North Campus

Beginning in September

PROFILES

The Lakeshore Campus offers the General College and Advanced profiles.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or mature student status
- college level scores on communication proficiency tests
- applicants may be counselled into appropriate profile based on proficiency test results
- interview and/or audition may be required

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

PROGRAM LENGTH

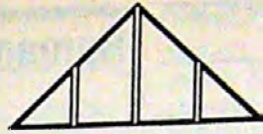
The length of time you spend in the program will depend on how long it takes for you to develop the skills you need to move to another college program. For most students this will take two semesters but some might require only one semester while others might require three.

After you have successfully completed this program you will be ready to apply for most college programs.

APPLICATION PROCEDURES

You may apply for any of these programs through the Registrar's office at Humber College. The Music, Health Science and Technology profiles are available at North Campus only.

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.



School of Business



Please Note

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

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs in the School of Business.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

List of 1989 Donors/Awards

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

Baxter Corporation Awards
 Bell Canada Award
 Blake, Cassels & Graydon Awards
 Borden & Elliott Associates Award
 Robert A. Caco Entrepreneurial Prize
 Canadian Tire Marketing Award
 Cassels, Brock & Blackwell Award
 Certified General Accountants Association of Ontario Award
 CNCP Telecommunications Awards
 Collins Barrow Award
 Comshare Award
 The Doctor's Business Centre Limited Award
 The T. Eaton Company Limited Award
 Hawker Siddeley Award
 Derek Home Memorial Award
 Medical Terminology Awards
 Metropolitan Toronto Legal Secretaries Association Award
 Molson Companies Awards
 Munich Re Group Award
 Northern Telecom Award
 Ontario Medical Secretaries Association Award

Retail Council of Canada Award
 Rexdale Medical Secretaries Association Award
 Linda Saunders Memorial Award
 The Don Sbrolla Canadian Consulting Institute Award
 Sun Life Award for Data Processing
 T.C.C. Bottling Ltd. Award
 3M Canada Inc. Awards
 Tory, Tory, Deslauriers & Binnington Award
 Towers Department Stores Award
 Vickers S.Y.S. Inc. Awards
 Weston & District Personnel Association Award
 Doreen Winter Awards
 Woolco-Woolworth Business Administration Award
 Woolco-Woolworth Marketing Award
 Woolco-Woolworth Retail Management Awards
 Xerox Canada Inc. Awards

AWARDS AVAILABLE TO ALL STUDENTS

Donald Barnard Memorial Award
 Humber College Faculty Union Memorial Scholarships
 The Chris Morton Memorial Award
 Women's Educational Council Scholarship

School of Business

PLEASE NOTE that a number of Business programs have a common first year which allows maximum flexibility for students wishing to transfer from one discipline to another. Programs involved are:

Accountancy Diploma (2 and 3 year)
Business Administration Diploma

Business Management Diploma
Computer Information Systems Diploma

Marketing Diploma

Details concerning transferability are indicated in each program description. The courses indicated as "program specific" must be taken in order to be eligible for the third semester of the designated program.

Accountancy

North Campus

Students may choose either the Four Semester or Six Semester program starting in September and February

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

ADMISSION REQUIREMENTS

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

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. Within two to three years of graduation it is possible for you to become a (CGA) Certified General Accountant. The Certified General Accountants Association will allow credits from this program towards its professional designation.

Curriculum

2/3 YEAR ACCOUNTANCY DIPLOMA

Semester 1 & 2

	Credits
*Six courses will be scheduled in each semester by the School of Business	
ACCT111 Intro. to Accounting 1	4
HRMS101 Personnel	3
ISYS102 Intro. 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 Essentials of Bus. Math	
ISYS103 Info. Systems Concepts	3
Pre-Req: ISYS102 Intro. to P.C.	
COMM300 Communications 300	4
Pre-Req: COMM200 Communications 200	
HUMA024 Humanities	3
ECON001 Microeconomics	3
Plus	
ACCT211 Intro. to Accounting 2 (Program Specific Course)	4

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 year 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 Intro. to Accounting 2	
ACCT341 Cost Accounting 1	4
Pre-Req: ACCT211 Intro. to Accounting 2	
ECON002 Macroeconomics	3
ACCT461 Intro. to Income Tax	4
Pre-Req: ACCT211 Intro. to Accounting 2	
GNE01 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 Intro. to Income Tax	
HRMS201 Organizational Management 1	3
Pre-Req: HRMS101 Personnel	
BSTA300 Business Statistics	4
Pre-Req: BMAT110 Essentials of Business Math or equivalent	
ISYS237 Business Systems Analysis	4
Pre-Req: ISYS102 Intro. to P.C.	
GNE02 General Education Elective #2	3

*Equivalent to 2 courses.

**Equivalent to 1 1/2 courses

Accountancy - Cont'd.

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 receiving their professional designation as described on this page.

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	
HRMS301	Organizational Management 2	3
Pre-Req:	HRMS201 Organizational Management 1	
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

An Introduction to 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. This program offers the student the opportunity to study all of the basic business subject areas as well as the option to study a particular area of interest in detail,

through electives offered in the third year.

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 coordinators 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 may easily transfer 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 courses taken in Grade 13 or O.A.C.'s 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. Financial assistance will be available for this exchange.

Business Administration

North Campus

Six Semesters Beginning September and February

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

Students may specialize or generalize by choosing program options and/or course electives. Transfer among options is easily accommodated.

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 grade 12 business mathematics (general level)

CAREER OPPORTUNITIES

Three-year Business Administration graduates are well received by the business community. Graduates normally accept employment in entry-level positions in general management, accounting, finance, computer-related environments, sales in industry, areas related to production, distribution and inventory control, and retail sales, as well as junior positions in advertising and marketing.

Business Administration – Cont'd.

Options for Second and Third Years

1. Regular
2. Marketing Administration
3. Operations Management
4. Human Resource Management
5. Small Business Management

Students may select their option after completing Semester 2. Due to the new course design of the Business Administration Program, transfer among options is easily accomplished.

Curriculum for First Year Business Administration

Semester 1 & 2 Credits

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

HRMS101	Personnel	3
MKTG100	Marketing 1	3
ISYS102	Intro. to Personal Computing	3
ACCT106	Accounting Fundamentals	4
ECON001	Micro Economics	3
COMM200	Communications 200	3
<i>Pre-Req: COMM100 or test</i>		
ISYS103	Information Systems Concepts	3
LAWS111	Business Law	3
BMAT110	Essentials of Business Mathematics	4
COMM300	Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>		
HUMA024	Humanities	3
Plus		
MKTG200	Marketing 2 (Program Specific Course)	3

Note: Upon completion of semesters 1 and 2 students will elect any one of the Regular, Marketing Administration, Operations Management, Human Resource Management, Small Business Management or Management Information Systems options. Alternatively the student may transfer to the second year of the Marketing, Business Management, Accounting, or Computer Information Systems programs with the addition of the program specific course for that program.

1. Regular Option

In this option students take at least three levels in each of the basic activities of business. Stu-

dents may choose three business electives in semesters 4 and 5 in the area or areas of their choice.

Curriculum

Semester 3 Credits

ACCT206	Accounting Fundamentals 2	4
<i>Pre-Req: ACCT106 Accounting Fundamentals 1</i>		
HRMS201	Organizational Management 1	3
<i>Pre-Req: HRMS101 Personnel</i>		

ISYS237	Business Systems Analysis	3
<i>Pre-Req: ISYS103 Information Systems Concepts</i>		
BSTA300	Business Statistics	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
ECON002	Macroeconomics	3
GNED	General Education Elective #1	3

Semester 4

ACCT315	Managerial Accounting	4
<i>Pre-Req: ACCT206 Accounting Fundamentals 2</i>		
HRMS301	Organizational Management 2	3
<i>Pre-Req: HRMS201 Organizational Management 1</i>		
ISYS224	Personal Computer Applications	3
<i>Pre-Req: ISYS102 Intro. to Personal Computing</i>		
MOPS200	Manufacturing Operations	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
ECON	Economics Elective #1	4

Semester 5

HRMS302	Business Policy 1	4
<i>Pre-Req: ACCT315 Managerial Accounting</i>		
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req: BSTA300 Business Statistics Business Elective #1 Business Elective #2</i>		
GNED	General Education Elective #2	3
ECON	Economics Elective #2	4
<i>Pre-Req: ECON002 Macroeconomics</i>		

Semester 6

HRMS403	Training & Development	4
<i>Pre-Req: HRMS301 Organizational Management 2</i>		
HRMS402	Business Policy 2	4
<i>Pre-Req: HRMS302 Business Policy 1</i>		
ACCT415	Corporate Finance	4
<i>Pre-Req: ACCT315 Managerial Accounting</i>		
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req: ACCT315 Managerial Accounting Business Elective #3</i>		
GNED	General Education Elective #3	3

2. Marketing Administration Option

This option will enable the Business Administration student to acquire specific background in the consumer marketing field. Basic training in marketing strategies will be provided in the early semesters. Training in advanced

theories is scheduled for the final year. The student will be able to choose from four broad areas of specialization. These include the areas of marketing research, advertising and sales, marketing logistics and retail operations.

Business Administration - Cont'd.

Curriculum

Semester 3	Credits
BSTA300 Business Statistics	4
Pre-Req: <i>BMAT110 Essentials of Business Mathematics</i>	
ACCT206 Accounting Fundamentals 2	4
Pre-Req: <i>ACCT106 Accounting Fundamentals 1</i>	
HRMS201 Organizational Management 1	3
Pre-Req: <i>HRMS101 Personnel</i>	
ISYS237 Business Systems Analysis	3
Pre-Req: <i>ISYS103 Info. Systems Concepts</i>	
MKTG300 Advertising 1	4
Pre-Req: <i>MKTG100 Marketing 1</i>	
GNED General Education Elective #1	3

Semester 4	Credits
ACCT315 Managerial Accounting	4
Pre-Req: <i>ACCT206 Accounting Fundamentals 2</i>	
HRMS301 Organizational Management 2	3
Pre-Req: <i>HRMS201 Organizational Management 1</i>	
MKTG310 Marketing Research 1	4
Pre-Req: <i>MKTG100 Marketing 1</i>	
MOPS200 Manufacturing Operations	4
Pre-Req: <i>BMAT110 Essentials of Business Mathematics</i>	
GNED General Education Elective #1	3
GNED General Education Elective #2	3

Semester 5	Credits
MKTG205 Retailing 1	4
Pre-Req: <i>MKTG100 Marketing 1</i>	
MKTG305 Professional Selling 1	4
MKTG316 Logistics	4
Pre-Req: <i>MKTG100 Marketing 1</i>	
HRMS302 Business Policy 1	4
Pre-Req: <i>ACCT315 Managerial Accounting</i>	
BSTA500 Quantitative Analysis 2	4
Pre-Req: <i>BSTA300 Business Statistics</i>	

Semester 6	Credits
MKTG405 Advanced Marketing Admin.	4
Pre-Req: <i>ACCT315 Managerial Accounting</i>	
MKTG445 Computer Applic. in Marketing	4
Pre-Req: <i>ISYS237 Business Systems Analysis</i>	
HRMS402 Business Policy 2	4
Pre-Req: <i>HRMS302 Business Policy 1</i>	
HRMS403 Training & Development	4
Pre-Req: <i>HRMS301 Organizational Management 2</i>	
ACCT415 Corporate Finance	4
Pre-Req: <i>ACCT315 Managerial Accounting</i>	
MKTG Marketing Elective	4
Pre-Req: <i>MKTG200 Marketing 2</i>	

3. Operations Management Option

In response to the need for highly-qualified graduates in the manufacturing community, the Operations Management Option has been structured to allow the Business Administration Graduate to specialize in such important areas as methods improvement,

purchasing, production and inventory control, work measurement and physical distribution. This option also provides the graduate with management-related courses necessary for employment in manufacturing companies, service companies, or distribution companies.

Curriculum

Semester 3	Credits
ACCT206 Accounting Fundamentals 2	4
Pre-Req: <i>ACCT106 Accounting Fundamentals 1</i>	
HRMS201 Organizational Management 1	3
Pre-Req: <i>HRMS101 Personnel</i>	
ISYS237 Business Systems Analysis	3
Pre-Req: <i>ISYS103 Information Systems Concepts</i>	
BSTA300 Business Statistics	4
Pre-Req: <i>BMAT110 Essentials of Business Mathematics</i>	
MOPS200 Manufacturing Operations	4
Pre-Req: <i>BMAT110 Essentials of Business Mathematics</i>	
GNED General Education Elective #1	3

Semester 4	Credits
HRMS301 Organizational Management 2	3
Pre-Req: <i>HRMS201 Organizational Management 1</i>	
MKTG315 Managerial Accounting	2
Pre-Req: <i>ACCT206 Accounting Fundamentals 2</i>	
MOPS300 Principles of Purchasing	4
Pre-Req: <i>MOPS200 Manufacturing Operations</i>	
MOPS330 Methods Improvement	4
Pre-Req: <i>MOPS200 Manufacturing Operations</i>	
BSTA400 Quantitative Analysis 1	4
Pre-Req: <i>BMAT110 Essentials of Business Mathematics</i>	
GNED General Education Elective #2	3

Semester 5	Credits
HRMS302 Business Policy 1	4
Pre-Req: <i>ACCT315 Managerial Accounting</i>	
MOPS310 Production Inventory & Management	4
Pre-Req: <i>BMAT110 Essentials of Business Mathematics</i>	
MOPS400 Work Measurement	4
Pre-Req: <i>MOPS200 Manufacturing Operations</i>	
MKTG316 Logistics	4
Pre-Req: <i>MKTG100 Marketing 1</i>	
BSTA500 Quantitative Analysis 2	4
Pre-Req: <i>BSTA300 Business Statistics</i>	
GNED General Education Elective #3	3

Semester 6	Credits
HRMS403 Training & Development	4
Pre-Req: <i>HRMS301 Organizational Management 2</i>	
HRMS402 Business Policy 2	4
Pre-Req: <i>HRMS302 Business Policy 1</i>	

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Business Administration – Cont'd.

MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	<i>ACCT315 Managerial Accounting</i>	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	<i>ACCT315 Managerial Accounting</i>	
MOPS450	Facilities Planning	4
<i>Pre-Req:</i>	<i>MOPS310 Production Inventory & Management</i>	

4. Human Resource Management Option

Curriculum

Semester 3		Credits
ACCT206	Accounting Fundamentals 2	4
<i>Pre-Req:</i>	<i>ACCT106 Accounting Fundamentals 1</i>	
HRMS201	Organizational Management 1	3
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
HRMS204	Elements of Salary Compensation	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
ISYS237	Business Systems Analysis	3
<i>Pre-Req:</i>	<i>ISYS103 Information Systems Concepts</i>	
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	<i>BMAT110 Essentials of Business Mathematics</i>	
GNEC	General Education Elective #1	
Semester 4		Credits
ACCT315	Managerial Accounting	4
<i>Pre-Req:</i>	<i>ACCT206 Accounting Fundamentals 2</i>	
HRMS209	Elements of Employee Benefits Plans	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
HRMS207	Human Resources Computer Applications/HRIS	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
HRMS301	Organizational Management 2	3
<i>Pre-Req:</i>	<i>HRMS201 Organizational Management 1</i>	
MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	<i>BMAT110 Essentials of Business Mathematics</i>	
GNEC	General Education Elective #2	3
Semester 5		Credits
HRMS203	Interviewing Techniques	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
HRMS205	Labour Relations	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
HRMS302	Business Policy 1	4
<i>Pre-Req:</i>	<i>ACCT315 Managerial Accounting</i>	
BSTA400	Quantitative Analysis 1	4
<i>Pre-Req:</i>	<i>BMAT210 Financial Mathematics</i>	
SFTY901	Occupational Health and Safety	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
GNEC	General Education Elective #3	3

Semester 6

HRMS403	Training & Development	4
<i>Pre-Req:</i>	<i>HRMS301 Organizational Management 2</i>	
HRMS402	Business Policy 2	4
<i>Pre-Req:</i>	<i>HRMS302 Business Policy 1</i>	
ACCT415	Corporate Finance	4
<i>Pre-Req:</i>	<i>ACCT315 Managerial Accounting</i>	
BSTA500	Quantitative Analysis 2	4
<i>Pre-Req:</i>	<i>BSTA300 Business Statistics</i>	
MKTG405	Advanced Marketing Admin.	4
<i>Pre-Req:</i>	<i>ACCT315 Managerial Accounting,</i>	

5. Small Business Management Option

Curriculum

Semester 3		Credits
MKTG415	Starting a New Business	4
BSTA300	Business Statistics	4
<i>Pre-Req:</i>	<i>BMAT110 Essentials of Business Mathematics</i>	
ACCT206	Accounting Fundamentals 2	3
HRMS201	Organizational Management 1	3
MKTG300	Advertising 1	4
<i>Pre-Req:</i>	<i>MKTG200 Marketing 2</i>	
GNEC	General Elective #1	3
Semester 4		Credits
ACCT315	Managerial Accounting	4
<i>Pre-Req:</i>	<i>ACCT206 Accounting Fundamentals 2</i>	
ISYS224	Personal Computer Applications	4
<i>Pre-Req:</i>	<i>ISYS103 Info. Systems Concepts</i>	
HRMS301	Organizational Management 2	4
<i>Pre-Req:</i>	<i>HRMS101 Personnel</i>	
MKTG310	Marketing Research 1	4
<i>Pre-Req:</i>	<i>MKTG200 Marketing 2</i>	
MOPS200	Manufacturing Operations	4
<i>Pre-Req:</i>	<i>BMAT110 Essentials of Business Mathematics</i>	
MKTG416	Small Business Management	4
<i>Pre-Req:</i>	<i>MKTG415 Starting a New Business</i>	
Semester 5		Credits
LAWS207	Commercial Law	4
<i>Pre-Req:</i>	<i>LAWS111 Business Law</i>	
MOPS301	Purchasing, Production, Inventory	4
HRMS302	Business Policy 1	4
<i>Pre-Req:</i>	<i>ACCT315 Managerial Accounting</i>	
MKTG305	Principles of Selling	4
<i>Pre-Req:</i>	<i>MKTG100 Marketing 1</i>	
BSTA500	Quantitative Analysis	4
<i>Pre-Req:</i>	<i>BSTA300 Business Statistics</i>	
GNEC	General Education Elective #2	3

Business Administration – Cont'd.

Semester 6		Credits
MKTG470 Pre-Req:	Small Business Planning <i>MKTG416 Small Business Management</i>	4
ACCT416 Pre-Req:	Financial Management <i>ACCT315 Managerial Accounting</i>	4
HRMS402 Pre-Req:	Business Policy 2 <i>HRMS302 Business Policy 1</i>	4
HRMS403 Pre-Req:	Training & Development <i>HRMS301 Organizational Management</i>	4
MKTG405 Pre-Req:	Advanced Marketing Administration <i>MKTG310 Marketing Research 1</i>	4
GNE	General Education Elective #3	3

6. Management Information Systems Option

Please refer to page 91 for curriculum description.

In response to the current competitive environment, business, marketing and accounting managers are turning to computer information systems to improve both the efficiency and effectiveness of the firm's operation. Moreover, information systems' effectiveness depends not only on the computer specialist, but on the ability of managers and users to understand its implication and effectively manage and control its implementation, and once implemented, the management of its in-

formation resources. The Management Information Systems option of the Computer Information Systems program is designed to enhance the student's understanding of this area and enable him/her to serve as an effective interface between the information systems function and accounting, marketing and administration functions in a mainframe and/or personal computer environment.

Students planning to take this option must take Programming Fundamentals (ISYS107) prior to Semester 4.

Business Management

North Campus

Four semesters beginning September and February

The two year Business Management program offers students a business education with emphasis on the development of practical skills for employment in entry-level jobs within a business environment.

ADMISSION REQUIREMENTS

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

Curriculum

Semesters 1 & 2 Credits

Six courses will be scheduled in each semester by the School of Business. Timetables will be distributed on Registration Day.

ISYS102	Intro. to Personal Computing	3
ISYS103	Information Systems Concepts	3
BMAT110	Essentials of Business Mathematics	4
MKTG100	Marketing 1	4
ACCT106	Accounting Fundamentals 1	4
LAWS111	Business Law	3
HRMS101	Personnel	3
ECON001	Microeconomics	3
COMM200	Communications 200	3
COMM300	Communications 300	3
HUMA024	Humanities	3
	Plus	
MKTG200	Marketing 2 (Program specific course)	4

Note: Upon completion of Semesters 1 & 2, students may proceed to the second year of the Business Management Program or of the Marketing Program. Alternatively they may transfer to the second year of any of the Business Administration, Computer Information Systems or Accounting Programs by first picking up the program specific course for that program.

Semester 3 Credits

HRMS201 Pre-Req:	Organizational Management 1 <i>HRMS101 Personnel</i>	3
MOPS200 Pre-Req:	Manufacturing Operations <i>BMAT110 Essentials of Business Mathematics</i>	4
HRMS210 Pre-Req:	Organizational Communications <i>COMM300 Communications 300</i>	4
GNE Pre-Req:	General Education Elective #1 <i>HUMA024 Humanities</i>	3
	Business Elective #1	4
	Business Elective #2	4

Semester 4 Credits

HRMS301 Pre-Req:	Organizational Management 2 <i>HRMS201 Organizational Management 1</i>	3
MKTG416	Small Business Management	4
ISYS224 Pre-Req:	Personal Computing Applications <i>ISYS103 Info. Systems Concepts</i>	4
GNE Pre-Req:	General Education Elective #2 <i>HUMA024 Humanities</i>	3
	Business Elective #3	4
	Business Elective #4	4

Computer Information Systems/Management Information Systems

(Name Change Pending Ministry Approval)

North Campus

SIX SEMESTERS (CO-OP FORMAT IS SIX SEMESTERS, PLUS TWO WORK TERMS) STARTING SEPTEMBER AND JANUARY

CO-OP FORMAT

Six semesters plus two work terms

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.

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)
- recommend grade 12 mathematics (general level)

CAREER OPPORTUNITIES

Graduates of this program will be able to enter the demanding and highly dynamic area of information systems in a wide range of modern business environments.

They will be able to progress in such careers as: computer operations, programming, systems analysis and design, 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/Management Information Systems Program.

Each year of this program offers progressively more professionally oriented courses.

Included in the curriculum are courses on the major computer languages: PL/1, COBOL and '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.

Curriculum

Semester 1 & 2	Credits
ISYS102 Intro. to Personal Computing	3
BMAT110 Essentials of Business Mathematics	4
MKTG100 Marketing 1	3
ACCT106 Accounting Fundamentals 1	4
HRMS101 Personnel	3
COMM200 Communications 200	3
HUMA024 Humanities	3
ISYS103 Info. Systems Concepts	3
Pre-Req: ISYS102 Intro. to Personal Computing	
LAWS111 Business Law	3
ECON001 Microeconomics	3
COMM300 Communications 300	4
Pre-Req: COMM200 Communications 200	
Plus	
ISYS107 Programming Fundamentals (Program Specific Course)	4

SCHOOL OF BUSINESS PROGRAMS

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

Semester 3

	Credits
ISYS206 Cobol 1	4
Pre-Req: ISYS107 Programming Fundamentals	
ISYS210 Intro to Systems Analysis 1	4
Pre-Req: ISYS103 Info. Systems Concepts	
ISYS220 System Control Functions	4
Pre-Req: ISYS103 Info. Systems Concepts	
HRMS201 Organizational Management 1	3
Pre-Req: HRMS101 Personnel	
ACCT206 Accounting Fundamentals 2	4
Pre-Req: ACCT106 Accounting Fundamentals 1	
GNED General Education #1	3

Semester 4

	Credits
ISYS211 Intro. to Systems Analysis 2	4
Pre-Req: ISYS210 Intro to Systems Analysis 1	
ISYS218 Data Base	4
Pre-Req: ISYS206 Cobol 1	
ISYS221 Personal Computing 1	4
Pre-Req: ISYS102 Intro. to Personal Computing.	
ISYS223 Cobol 2	4
Pre-Req: ISYS206 Cobol 1	
BSTA300 Business Statistics	4
Pre-Req: BMAT110 Essentials of Business Mathematics	
GNED 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
ISYS212 Structured Systems Analysis	4
Pre-Req: ISYS211 Intro. to Systems Analysis 2	
ISYS213 Systems Structure and Mgmt.	4
Pre-Req: ISYS211 Intro. to Systems Analysis 2	
ISYS222 Personal Computing 2	4
Pre-Req: ISYS102 Intro. to Personal Computing	
ISYS226 'C' Language	4
Pre-Req: ISYS107 Programming Fundamentals	
ISYS238 Network Design and Architecture	4
Pre-Req: ISYS103 Information Systems Concepts	
HRMS210 Organizational Communications	4
Pre-Req: HRMS201 Organizational Management 1	

Co-op Segment

	Credits
ISYS300 Co-op Work Term	4

Semester 6

	Credits
ISYS203 Assembler 1	4
Pre-Req: ISYS107 Programming Fundamentals	
ISYS207 Local Area Networks	4
Pre-Req: ISYS238 Network Design and Architecture	
ISYS217 System Audit, Control and Security	3
Pre-Req: ISYS211 Systems Analysis 2	
ACCT106 Accounting Fundamentals 1	

Computer Information Systems/Management Information Systems – Cont'd.

ISYS219	Data Base Admin. and Design	4
Pre-Req:	ISYS218 Data Base	
ISYS239	C.I.C.S.	4
Pre-Req:	ISYS223 Cobol 2	
GNED	General Education #3	3

Management Information Systems Option

In response to the current competitive environment, business, marketing and accounting managers are turning to computer information systems to improve both the efficiency and effectiveness of the firm's operation. Moreover, information systems' effectiveness depends not only on the computer specialist, but on the ability of managers and users to understand its implication and effectively manage and control its implementation, and once imple-

mented, the management of its information resources. The Management Information Systems option of the Computer Information Systems program is designed to enhance the student's understanding of this area and enable him/her to serve as an effective interface between the information systems function and accounting, marketing and administration functions in a mainframe and/or personal computer environment.

Curriculum

Semester 1 and 2	Credits
Same as Regular Option	

Semester 3	Credits	
ISYS210 Systems Analysis 1	4	
Pre-Req:	ISYS103 Info. Systems Concepts	
ACCT206 Accounting Fundamentals 2	4	
Pre-Req:	ACCT106 Accounting Fundamentals 1	
MKTG200 Marketing 2	4	
Pre-Req:	MKTG100 Marketing 1	
BSTA300 Business Statistics	4	
Pre-Req:	BMAT110 Essentials of Business Mathematics	
HRMS201 Operational Management 1	3	
GNED	General Education 1	3

Semester 4	Credits	
ISYS206 Cobol 1	4	
Pre-Req:	ISYS107 Programming Fundamentals	
ISYS211 Intro. to Systems Analysis 2	4	
Pre-Req:	ISYS210 Intro to Systems Analysis 1	
ISYS221 Personal Computing 1	3	
Pre-Req:	ISYS102 Intro. to P.C.	
ACCT315 Managerial Accounting	4	
Pre-Req:	ACCT206 Accounting Fundamentals 2	
HRMS301 Organizational Management 2	3	
Pre-Req:	HRMS201 Organizational Management 1	
GNED	General Education #2	3

Semester 5	Credits
ISYS213 Systems Structure and Mgmt.	4
Pre-Req:	ISYS211 Intro. to Systems Analysis 2
ISYS214 Project Management	4
Pre-Req:	ISYS211 Intro. to Systems Analysis 2
ISYS238 Network Design and Architecture	4
Pre-Req:	ISYS103 Info. Systems Concepts
MOPS200 Manufacturing Operations	4
Pre-Req:	BMAT110 Essentials of Business Mathematics
HRMS210 Organizational Communications	4
Pre-Req:	HRMS201 Organizational Management 1
HRMS302 Business Policy 1	4
Pre-Req:	ACCT315 Managerial Accounting

Semester 6	Credits
ISYS207 Local Area Networks	4
Pre-Req:	ISYS238 Network Design and Architecture
ISYS212 Structured Systems Analysis	4
Pre-Req:	ISYS211 Intro. to Systems Analysis 2
ISYS217 System Audit, Control and Security	4
Pre-Req:	ISYS211 Intro. to Systems Analysis 2 ACCT106 Accounting Fundamentals 1
ISYS222 Personal Computing 2	4
Pre-Req:	ISYS102 Intro. to Personal Computing
HRMS401 Personnel Mgmt. & Development	4
Pre-Req:	HRMS301 Organizational Management 2
HRMS402 Business Policy 2	4
Pre-Req:	HRMS302 Business Policy 1 ACCT315 Managerial Accounting

Computer Programming/Computer Programming Co-op

North Campus

Four semesters (Co-op option is four semesters in length plus two co-op work terms) starting September and January

For four academic semesters, the students in this 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 can graduate from 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. A number of students in this program receive sponsorship from CEIC, but this still leaves a number of

openings for other applicants to the program.

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.

Computer Programming/Computer Programming Co-op - Cont'd.

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.

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 with no business or university experience wishing 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.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level or equivalent, or mature student status (plus two years business or university experience for co-op option)
- grade 12 English (general level)
- recommend grade 12 business mathematics (general level)

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
ISYS100 Introduction to Information Systems	4
ISYS107 Programming Fundamentals	4
ACCT106 Accounting Fundamentals 1	4
BMAT110 Essentials of Business Mathematics	4
COMM200 Communications 200	3
HUMA024 Humanities	3
Semester 2	Credits
ISYS206 Cobol 1 <i>Pre-Req: ISYS107 Programming Fundamentals</i>	4
ISYS210 Intro to Systems Analysis 1 <i>Pre-Req: ISYS100 Introduction to Information Systems</i>	4
ISYS220 System Control Functions <i>Pre-Req: ISYS100 Introduction to Information Systems</i>	4
ISYS221 Personal Computing 1 <i>Pre-Req: ISYS100 Introduction to Information Systems</i>	3
ACCT206 Accounting Concepts Fundamentals 2 <i>Pre-Req: ACCT106 Accounting Fundamentals 1</i>	4
GNEO General Education	3
Co-op Segment	Credits
ISYS200 Co-op Work Term (for students qualifying for and choosing the co-op format)	4
Semester 3	Credits
ISYS211 Intro. to Systems Analysis 2 <i>Pre-Req: ISYS210 Intro to Systems Analysis 1</i>	4
ISYS218 Data Base <i>Pre-Req: ISYS206 Cobol 1</i>	4
ISYS223 Cobol 2 <i>Pre-Req: ISYS206 Cobol 1</i>	4

BSTA300 Business Statistics	Credits
<i>Pre-Req: BMAT110 Essentials of Business Mathematics</i>		
COMM300 Communications 300	
<i>Pre-Req: COMM200 Communications 200</i>		
GNEO General Education	

Co-op Segment

ISYS300 Co-op Work Term	Credits
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Semester 4

ISYS203 Assembler 1 <i>Pre-Req: ISYS107 Programming Fundamentals</i>	Credits
ISYS217 System Audit, Control and Security <i>Pre-Req: ISYS210 Intro. to Systems Analysis 1 ACCT106 Accounting Fundamentals 1</i>	
ISYS219 Data Base Admin. and Design <i>Pre-Req: ISYS218 Data Base</i>	
ISYS222 Personal Computing 2 <i>Pre-Req: ISYS100 Intro. to Information Systems</i>	
ISYS226 C Language <i>Pre-Req: ISYS107 Programming Fundamentals</i>	
ISYS238 Network Design and Architecture <i>Pre-Req: ISYS100 Introduction to Information Systems</i>	
ISYS239 C.I.C.S. <i>Pre-Req: ISYS223 Cobol 2</i>	

Systems Analyst

North Campus

Sixty four weeks starting September

This program will only be offered upon sufficient interest.

The successful mature candidate will be a person with several years experience or one who is transferring from another college or university. Because of the nature of the profession, individuals with strong logic capabilities, as well as good communication and interpersonal skills would have the greatest likelihood of success. Also, since the program is of an intense nature, those with a good academic record, and good study and working habits would be the

most likely to meet the academic demands of the program. Those with a working 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)
- recommend grade 12 business mathematics (general level)

PLEASE NOTE: students will initially be registered in the Computer Programming program until the third semester

Curriculum

Semester 1 & 2

Same as Computer Programming Credits

Systems Analyst – Cont'd.

Semester 3		Credits
ISYS211	Intro. to Systems Analysis 2	4
Pre-Req:	ISYS210 Intro to Systems Analysis 1	
ISYS218	Data Base	4
Pre-Req:	ISYS206 Cobol 1	
ISYS223	Cobol 2	4
Pre-Req:	ISYS206 Cobol 1	
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 Intro. to Systems Analysis 2	
ISYS213	Systems Structure and Mgmt.	4
Pre-Req:	ISYS211 Intro. to Systems Analysis 2	
ISYS214	Project Management	4
Pre-Req:	ISYS211 Intro. to Systems Analysis 2	
ISYS217	System Audit, Control and Security	4
Pre-Req:	ISYS210 Intro. to Systems Analysis 1 ACCT106 Accounting Fundamentals	
ISYS219	Data Base Admin. and Design	4
Pre-Req:	ISYS218 Data Base	
ISYS222	Personal Computing 2	4
Pre-Req:	ISYS100 Intro. to Information Systems	

Computer Sales and Marketing

North Campus

Four semesters beginning in September

DEFINITION OF CAREER

The explosion of the computer into almost every facet of modern life has created an unprecedented demand for computer sales and marketing representatives. For those who are not only knowledgeable with regard to the technology and its applications, but also able to communicate this information to others, employment opportunities are excellent. Humber's unique program in "Computer Sales and Marketing" has been designed to satisfy the requirements of the industry. Career

success will be determined by the ability to develop and service accounts for a wide variety of clients.

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)
- attendance at a selection interview may be required
- recommend grade 12 mathematics (general level)

IMPORTANCE TO SOCIETY

As the marketplace becomes more and more reliant on computers – government, business and

industry look to sales and marketing representatives for assistance in making computer purchases and developing applications. Central to continued growth in the industry is experienced personnel.

NATURE OF WORK

This career offers a great deal of variety. It demands an ability to meet with customers, ascertain their needs and help them make purchasing decisions that are beneficial to their interests.

WORKING CONDITIONS

Computer sales and marketing representatives generally function in a fast paced, sometimes hectic environment. Work may be carried on both in an office setting and in the business community.

PERSONAL QUALIFICATIONS

Successful computer sales and marketing representatives will be confident, outgoing, cooperative and skilled in working with people.

They will have high energy and an ability to set realistic goals, perform relatively independently, and effectively manage time.

EMPLOYMENT PROSPECTS

Graduates of the program will find employment as direct and/or inside sales representatives, customer relations and/or service representatives, and account executives and marketing coordinators in the retailing, manufacturing, distributing or support firms associated with the computer industry.

ADVANCEMENT OPPORTUNITIES

Advancement opportunities are excellent for those who have acquired the skills necessary for success. The potential for growth is almost unlimited. In the computer

industry a particularly high proportion of executives, including company presidents, have emerged from the ranks of professional salespeople.

PLACEMENT AND SALARY

Because of the demand for qualified personnel the outlook for placement in the industry is excellent. Sales representatives are at the top of the hierarchy in the computer business and salaries reflect their importance to the industry.

Remuneration is generally well above the average for College graduates. It is difficult to establish a salary range since representatives frequently receive a base income plus commission.

REWARDS AND BENEFITS

Computer sales and marketing representatives work in an exciting, stimulating atmosphere that has been created by the explosive growth and development of new technology. There are excellent opportunities to meet new people and acquire the satisfaction and financial rewards which come from outstanding performance.

THE COMPUTER SALES AND MARKETING PROGRAM

This Computer Sales and Marketing Program is offered only at Humber. Through studies in such areas as Personal Computing, Information Systems, Desk Top Publishing, Marketing, Advertising, Professional Selling, Human Behaviour and Motivation, students acquire the skills and practical training demanded by the industry.

The curriculum has been approved by an advisory committee comprised of representatives from a selection of the most prestigious firms in the industry.

Curriculum

Semester 1		Credits
ISYS108	Fundamentals of Information Systems	3
ISYS102	Introduction to Personal Computing	3
MKTG100	Introduction to Marketing	3
MCOM100	Effective Speaking	3
BMAT110	Essentials of Business Mathematics	4
COMM200	Communications 200	3

Computer Sales and Marketing – Cont'd.

Semester 2		Credits
ISYS109	Introduction to Word Processing and Desk Top Publishing	3
ISYS110	Spreadsheet Applications	3
MKTG307	Presentation Skills	3
MKTG210	Fundamentals of Marketing Operations	3
HUMA024	Humanities	3
COMM300	Communications 300	3

Semester 3		Credits
HRMS102	Understanding Human Behaviour	3
ISYS111	P.C. Operating Systems and Networks	3
ISYS112	Data Base Applications	3
MKTG305	Professional Selling 1	3
MKTG303	Advertising/Sales Promotion	3
MKTG412	Telemarketing/Direct Marketing	3
MKTG200	Marketing 2	3
<i>Pre-Req: MKTG100 Introduction to Marketing</i>		

Semester 4		Credits
ISYS102	Computer Product Positioning	3
ISYS237	Business Systems Analysis	3
MKTG405	Professional Selling 2 (Case Studies)	3
MKTG437	Planning for Successful Selling	3
MKTG400	Marketing Administration	3
	Business Ethics, The Law and Government	3
GNE01	General Education	3

Condominium Management Program
(Pending Ministry Approval)

North Campus

Four semesters beginning September

Condominium Management is an expanding field which offers excellent employment opportunities to qualified people. Humber's program, designed by prospective employers, provides the specialized skills to meet the needs of the industry.

Studies in areas such as: Building Administration, Sales, Financial Management, Marketing, Advertising, Public Relations, Business Ethics and Law, and Human Resource Management will prepare you for a career in industry.

As well you will learn about Public and Fire Safety, Energy Conservation, Indoor Environ-

ment, Costing and Managing of Renovation Projects, Hazardous Materials, Waste Disposal and Recycling.

Enjoy learning by doing: group projects, case studies, practical assignments. Work with instructors who have extensive experience in property management.

As a graduate you will be qualified to manage a variety of residential, commercial and industrial properties. You will have prepared yourself for a career that can offer a lifetime of satisfaction.

ADMISSION REQUIREMENTS

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

Human Resource Management (Post Graduate Certificate)

North Campus

Two semesters beginning in September and February

This professional program is designed for university and college graduates. Applicants with a minimum of five years equivalent work experience will be considered.

It is intended for those seeking employment in the Human Resource Management field or for individuals already in this field who are seeking to update and expand their skills in order to pursue a career in Human Resource Management.

Humber's Human Resource Management Program has an intensive curriculum within its' one-year duration. The emphasis in this program is on the develop-

ment 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 Placement requirements, qualify for a certificate in Human Resource Management from Humber College. In addition, many of the courses are accredited for professional designation by the Personnel Association of Ontario towards their Certificate in Personnel Management (C.P.M.).

ADMISSION REQUIREMENTS

- 3-year College Diploma or University Degree or mature students with 5 years equivalent experience

Curriculum

Semester 1 (22 hours/week)		Credits
HRPD701	Personnel	3
HRPD702	Organizational Management 1	3
HRPD703	Elements of Salary Compensation	4
HRPD704	Elements of Pensions and Employee Benefits Plans	4
HRPD705	Human Resource Computer Applications	4
HRPD712	Labour Economics	4

Semester 2 (23 hours/week)		Credits
HRPD706	Applied Research & H.R.I.S.	4
HRPD707	Organizational Management 2	3
HRPD708	Labour Relations	4
HRPD710	Personnel Management and Development	4
SFTY901	Occupational Health and Safety	4
ACCT201	H.R.M. Finance & Accounting	4

Field Placement (Four Weeks-May/June)

Field Placement	4
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International Marketing (Post Graduate Certificate Program) (Pending Ministry Approval)

North Campus

1 year Post Graduate Certificate Program beginning in September

A one year, specialized program in International Business/Marketing has been designed and developed for university and college graduates of non-business programs, and mature students with business experience. The program will enable students to acquire the knowledge and skills necessary for a successful career in International Business. The accelerated format will include lectures, case studies and seminars with outside speakers.

The International Marketing curriculum currently under development, will provide students with knowledge and skills in:

- International Trade and Marketing
- Economic Geography

- Law – International Trade
- Customs Regulations and Practices
- International Trade Blocks and Trade Agreements
- Cultural Aspects – International Marketing
- International Transportation & Logistics
- International Banking and Finance
- Personal Computing
- Research – International Marketing
- Communications in International Marketing

ADMISSION REQUIREMENTS

- 3-year College Diploma or University Degree or mature students with 5 years related work experience

Legal Assistant

North Campus

Four semester program beginning in September and February

This four (4) semester program is designed to prepare students for business careers requiring some legal knowledge and an ability to perform tasks of some legal complexity. It is not equivalent to the training of a lawyer. A qualified legal assistant typically works under the direction of a lawyer. Duties undertaken by past graduates have included title searching, conveyancing, document preparation, corporate searching, real estate closing, debt collection, and claim adjusting.

Graduates are usually employed by organizations such as law firms, government departments and their agencies, crown corporations, insurance companies, financial institutions and development companies. Others have become independent paralegals after being employed and gaining 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 English (general level)
- recommend grade 12 mathematics (general level)

Curriculum

Semester 1	Credits
LAWS111 Business Law	3
LAWS104 Criminal Law Procedures	4
HRMS101 Personnel	3
ISYS102 Intro. to Personal Computing	3
COMM200 Communications 200	3
HUMA024 Humanities	3

Semester 2	Credits
LAWS201 Commercial Law	4
<i>Pre-Req: LAWS111 Business Law</i>	
LAWS103 Civil Procedures	4
ACCT105 Law Office Accounting	4
ISYS240 Law Office Computer Applications	3
<i>Pre-Req: ISYS102 Intro. to Personal Computing</i>	
COMM300 Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>	
GNEG General Education Elective #1	3

Semester 3	Credits
LAWS203 Title Searching	4
<i>Pre-Req: LAWS111 Business Law</i>	
LAWS204 Real Estate 1	4
<i>Pre-Req: LAWS111 Business Law</i>	
LAWS205 Family Law	4
<i>Pre-Req: LAWS111 Business Law</i>	
LAWS206 General Insurance Law	4
<i>Pre-Req: LAWS111 Business Law</i>	
GNEG General Education Elective #2	3
LAWS307 Office Procedures & Research	4
<i>Pre-Req: LAWS111 Business Law</i>	

Semester 4	Credits
LAWS304 Real Estate 2	4
<i>Pre-Req: LAWS204 Real Estate 1</i>	
LAWS305 Wills & Intestate Succession	4
<i>Pre-Req: LAWS111 Business Law</i>	
LAWS306 Insurance Claims	4
<i>Pre-Req: LAWS206 General Insurance Law</i>	
GNEG General Education Elective #3	3
LAWS401 Field Practice: 1 day per week in a practical work setting, off-campus.	

Marketing

North Campus

Four semesters beginning September and February

The aim of this two year 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 busi-

ness courses has been introduced in the marketing and management areas to make program transfer easier.

ADMISSION REQUIREMENTS

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

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. Timetables will be distributed on Registration day.

Semester 1 & 2		Credits
HRMS101	Personnel	3
MKTG100	Marketing 1	3
BMAT110	Essentials of Business Mathematics	4
ISYS102	Intro. to Personal Computing	3
COMM200	Communications 200	3
HUMA024	Humanities	3
LAWS111	Business Law	3
ACCT106	Accounting Fundamentals 1	4
ISYS103	Info. Systems Concepts	3
Pre-Req: ISYS102 Intro. to P.C.		
ECON001	Microeconomics	3
COMM300	Communications 300	3
Pre-Req: COMM200 Communications 200		
Plus		
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 by first picking up the program specific course required for that program.

Semester 3

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		
HRMS201	Organizational Management 1	3
Pre-Req: HRMS101 Personnel		
GNE01	General Education #1	3
MKTG205	Retailing 1	4
Pre-Req: MKTG100 Marketing 1		

Semester 4

MKTG400	Marketing Admin.	4
Pre-Req: MKTG310 Marketing Research BMAT110 Essentials of Business Mathematics ACCT106 Accounting Fundamentals 1		
HRMS301	Organizational Management 2	3
Pre-Req: HRMS201 Organizational Management 1		
3 Marketing Electives		12
GNE02	General Education #2	3
GNE03	General Education #3	3

Marketing Elective courses offered in the Fourth Semester

MKTG316	Logistics	4
Pre-Req: MKTG100 Marketing 1		
MKTG410	Sales Promotion/Direct Mktg.	4
Pre-Req: MKTG100 Marketing 1		
MKTG415	Starting a New Business	4
Pre-Req: MKTG200 Marketing 2		
MKTG420	Advertising 2	4
Pre-Req: MKTG300 Advertising 1		
MKTG435	Professional Selling 2	4
Pre-Req: MKTG305 Professional Selling 1		
MKTG450	Export Marketing	4
Pre-Req: MKTG200 Marketing 2		
MKTG455	Sales Management	4
MKTG460	Retailing 2	4
Pre-Req: MKTG205 Retailing 1		

Marketing Management (Post Graduate Certificate)

North Campus

1 Year Post Graduate Certificate Program beginning in September and February

A one year full-time program has been developed to provide entry into the field of Marketing. This specialized program is available to university and college graduates of non-business courses. Applicants with a minimum of 5 years equivalent experience will be considered. This pro-

gram will provide an opportunity for students to develop the knowledge and skills necessary to pursue an effective career in Marketing Management. The accelerated format will include lectures, case studies, seminars and guest speakers. The program will provide instruction in business, marketing, concepts, advertising, sales promotion, professional selling and computer applications.

Curriculum

Semester 1	Credits
MKPD710 Retailing for Marketing Management	3
MKPD702 Marketing Operations	4
MKPD703 Fundamentals of Marketing	6
MKPD705 Marketing Seminar 1	2
ISPD241 Personal Computing-Marketing	4
Semester 2	Credits
MKPD706 Research for Marketing Management	4
MKPD707 Distribution-Marketing Management	3
MKPD708 Advertising, Sales Promotion & Public Relations	4
MKPD709 Professional Selling-Marketing Management	4
MKPD711 Marketing Management	4
MKPD712 Marketing Seminar 2	2

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 four specialized programs. Each program

is designed to provide the student with extensive practical experience in classrooms and labs equipped with the latest micro-computer hardware and software for business and specialized applications, and through work placements with potential employers in each specialty area.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- recommend grade 12 mathematics (general level)
- previous secretarial training is not a requirement

- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time.

Office Administration Receptionist/Word Processor Certificate

North Campus

Two semesters beginning September and January

This program provides training in the skills required for entry-level office administration support positions. Students will learn to handle a variety of responsibilities including:

- preparing correspondence, reports and documents using a microcomputer with related business software
- handling telephone and facsimile communications
- scheduling appointments, and receiving clients and visitors
- providing information and assistance to customers
- inputting financial, statistical and other business data to computerized records
- processing incoming and outgoing mail
- maintaining files and records; and
- ordering supplies and services

Practical experience will be enhanced through field placements in business and government offices.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level or equivalent, or mature student status
- grade 12 English (general level)
- keyboarding proficiency of 25 wpm
- recommend grade 12 business mathematics (general level)

CAREER OPPORTUNITIES

There is a very high demand for qualified office administration support personnel in positions as office assistant, word processing operator, clerk-typist, customer service clerk, receptionist, person Friday and administrative support. Excellent opportunities for career advancement exist for the experienced graduate who is eager to learn and willing to accept increasing responsibility.

Office Administration - Executive

North Campus

Four semesters beginning September and February

This 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 dictation 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 general level or equivalent, or mature student status
- grade 12 English (general level)
- recommend grade 12 business mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time.

CAREER OPPORTUNITIES

Graduates are offered widely varied and abundant 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 supervisor of office administration services and personnel; and as trainer in office technology and procedures.

Curriculum

Semester 1

	Credits
OAGN100 Introduction to Business and Careers	4
OAGN101 Introduction to Office Systems	4
OAGN104 Keyboarding and Document Formatting	4
OAGN105 Office Procedures and Listening Skills	4
LANG103 Grammar and Editing	3
GNEG General Education	3

Semester 2

	Credits
OAEW200 Exec./W/P Secretarial Procedures 1	8
<i>Pre-Req:</i> OAGN101 Introduction to Office Systems OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills	

OAGN200 Transcribing Taped Dictation	4
<i>Pre-Req:</i> OAGN101 Introduction to Office Systems OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills LANG103 Grammar and Editing	
ACCT104 Elements of Accounting	4
COMM200 Communications 200	3
GNEG General Education	3

Note: Prerequisite for COMM200 Communications 200 is LANG103 Grammar and Editing.

Semester 3

OAEW300 Exec./W/P Secretarial Procedures 2	6
<i>Pre-Req:</i> OAEW200 Exec./W/P Secretarial Procedures 1	
OAEW301 Exec./W/P Machine Transcription	4
<i>Pre-Req:</i> OAGN200 Transcribing Taped Dictation	
OAGN381 Notetaking for Business—Theory	6
<i>Pre-Req:</i> LANG103 Grammar and Editing, Keyboarding 40 nwpm	
COMM300 Communications 300	3
<i>Pre-Req:</i> COMM200 Communications 200	
GNEG General Education	3

Semester 4

OAEW400 Exec. Secretarial Simulations	10
<i>Pre-Req:</i> OAEW300 Exec./W/P Secretarial Procedures 2 OAEW301 Exec./W/P Machine Transcription OAGN381 Notetaking for Business—Theory	
OAEW402 Notetaking for Business Meetings	2
<i>Pre-Req:</i> OAEW300 Exec./W/P Secretarial Procedures 2 OAGN381 Notetaking for Business—Theory	
OAGN400 Office Administration and Management	4
OAGN401 Software Applications for Business	4
<i>Pre-Req:</i> OAEW300 Exec./W/P Secretarial Procedures 2	
GNEG General Education	3

Office Administration - Legal

North Campus

Four semesters beginning September and February

This 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. Students will learn 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.

Office Administration – Legal – Cont'd.

• 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 general level or equivalent, or mature student status
- grade 12 English (general level)
- recommend grade 12 business mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in

some courses and thereby complete the program in a shorter length of time.

CAREER OPPORTUNITIES

There is an exceptionally 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 & Careers	4
OAGN101 Introduction to Office Systems	4
OAGN104 Keyboarding and Document Formatting	4
OAGN105 Office Procedures and Listening Skills	4
LANG103 Grammar and Editing	4
GNED General Education	3
Semester 2	Credits
OALG200 Legal Secretarial Procedures – Intro.	8
Pre-Req: OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills	
OAGN200 Transcribing Taped Dictation	4
Pre-Req: OAGN101 Introduction to Office Systems, OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills LANG103 Grammar and Editing	
LAWS111 Business Law	3
COMM200 Communications 200	3
GNED General Education	3
Note: Prerequisite for COMM200 Communications 200 is LANG103 Grammar and Editing.	
Semester 3	Credits
OALG300 Legal Secretarial Procedures–Corporate & Real Estate	10
Pre-Req: OALG200 Legal Secretarial Procedures–Intro. OAGN200 Transcribing Taped Dictation	
OAGN381 Notetaking for Business–Theory	6
Pre-Req: LANG103 Grammar and Editing, Keyboarding 40 nwpm	
COMM300 Communications 300	3
Pre-Req: COMM200 Communications 200	
GNED General Education	3

Semester 4

	Credits
OALG400 Legal Secretarial Procedures–Litigation	10
Pre-Req: OALG300 Legal Secretarial Procedures–Corporate & Real Estate OAGN381 Notetaking for Business–Theory	
OALG401 Legal Dockets and Records	3
Pre-Req: OALG300 Legal Secretarial Procedures–Corporate & Real Estate	
OAGN400 Office Administration and Management	4
OAGN401 Software Applications for Business	4
Pre-Req: OALG300 Legal Secretarial Procedures–Corporate & Real Estate	
GNED General Education	3

Office Administration – Legal (Law Firm Profile)

North Campus

Two semesters beginning September, January and May

This intensive 32-week program, developed in association with five major law firms, combines a total of 20 weeks of practical training in the secretarial and administrative responsibilities of a legal secretary and 12 weeks of paid, on-site training with a prominent law firm in Toronto.

Legal secretarial courses are presented in a simulated office setting of a general legal practice. The student will use a microcomputer with word processing and related business software.

Field placement blocks of 4 and 8 weeks in Semester 1 and 2, respectively, will enable the student to apply and adapt skills acquired in the classroom, and to learn new skills in a supportive, real-life setting.

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 grade 12 business mathematics (general level)
- two years' business experience
- keyboarding proficiency of 30 wpm
- personal interview and assessment of skills

CAREER OPPORTUNITIES

An exceptionally 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	12
OALG101 Personal Notetaking	4
OALG102 Legal Software Applications 1	2
OALG104 Supervisory Management	4
LANG120 Proofreading and Editing	4
Semester 2	Credits
OALG103 Introduction to Business Issues	4
OALG201 Integrated Legal Office Practice	12
Pre-Req: OALG100 Simulated Legal Office Practice OALG101 Personal Notetaking	

Office Administration – Legal (Law Firm Profile) – Cont'd.

OALG202	Dockets and Records	4
Pre-Req:	OALG100 Simulated Legal Office Practice OALG102 Legal Software Applications 1	
OALG203	Legal Software Applications 2	2
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	

Office Administration – Medical

North Campus

Four semesters beginning September and February

This 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 general level or equivalent, or mature student status

- grade 12 English (general level)
- recommend grade 12 mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time.

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

OAGN100	Introduction to Business & Careers	4	Credits
OAGN101	Introduction to Office Systems	4	
OAGN104	Keyboarding and Document Formatting	4	
OAGN105	Office Procedures and Listening Skills	4	
LANG103	Grammar and Editing	2	
GNEO	General Education	3	

Semester 2

OAMD200	Medical Secretarial Procedures 1	4	Credits
Pre-Req:	OAGN101 Introduction to Office Systems OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills		
OAMD201	Medical Science 1	4	
OAGN200	Transcribing Taped Dictation	4	
Pre-Req:	OAGN101 Introduction to Office Systems OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills LANG103 Grammar and Editing		
ACCT104	Elements of Accounting	4	
COMM200	Communications 200	3	
GNEO	General Education	3	

Note: Prerequisite for COMM200 Communications 200 is LANG103 Grammar and Editing.

Semester 3

OAMD300	Medical Secretarial Procedures 2	4	Credits
Pre-Req:	OAMD200 Medical Secretarial Procedures 1		
OAMD301	Medical Science 2	4	
Pre-Req:	OAMD201 Medical Science 1		
OAMD302	Medical Machine Transcription-Introductory	6	
Pre-Req:	OAMD200 Medical Secretarial Procedures 1 OAGN200 Transcribing Taped Dictation		
COMM300	Communications 300	4	
Pre-Req:	COMM200 Communications 200		
HLTH104	CPR (Basic Life Support)	1	
HLTH107	First Aid & Accident Prevention	1	
GNEO	General Education	3	

Semester 4

OAMD490	Medical Administrative Procedures	4	Credits
Pre-Req:	OAMD300 Medical Secretarial Procedures 2		
OAMD491	Medical Science 3	4	
Pre-Req:	OAMD301 Medical Science 2		
OAMD402	Medical Machine Transcription-Advanced	6	
Pre-Req:	OAMD301 Medical Science 2 OAMD302 Medical Machine Transcription-Introductory		
OAMD403	Medical Field Placement	2	
Pre-Req:	OAMD300 Medical Secretarial Procedures 2 OAMD301 Medical Science 2 OAMD302 Medical Machine Transcription-Introductory		
OAGN401	Software Applications for Business	4	
Pre-Req:	OAMD300 Medical Secretarial Procedures 2		
GNEO	General Education	3	

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Office Administration – Word Processing

North Campus

Four semesters beginning September and February

This program provides training in the secretarial and administrative responsibilities of word processing specialists. Humber's program is unique in that it provides three semesters of training specifically focused on this specialized field.

Students will learn to handle a variety of responsibilities including:

- preparing correspondence, reports and documents from taped dictation and hand-written draft 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 management;
- establishing, organizing and managing business records;
- maintaining financial and statistical data; and
- anticipating, planning and carrying out routine functions in the absence of the supervisor.

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 general level or equivalent, or mature student status
- grade 12 English (general level)
- recommend grade 12 mathematics (general level)
- previous secretarial training is not a requirement
- applicants with secondary school secretarial credits or with related work experience may apply for advanced standing in some courses and thereby complete the program in a shorter length of time.

CAREER OPPORTUNITIES

Word processing specialists are in high demand to assume positions as word processing operators, secretaries and administrative assistants supporting managers and professionals in private and public corporations, and in government departments. As experience is acquired, it is possible to advance to positions as supervisor of a word processing centre, executive or administrative assistant, trainer in office technology and manager of office administration services.

Curriculum

Semester 1	Credits
OAGN100 Introduction to Business & Careers	4
OAGN101 Introduction to Office Systems	4
OAGN104 Keyboarding and Document Formatting	4
OAGN105 Office Procedures and Listening Skills	4
LANG103 Grammar and Editing	3
GNED General Education	3
Semester 2	Credits
OAEW200 Exec./W/P Secretarial Procedures 1	8
<i>Pre-Req:</i> OAGN101 Introduction to Office Systems OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills	

OAGN200 Transcribing Taped Dictation	4
<i>Pre-Req:</i> OAGN101 Introduction to Office Systems OAGN104 Keyboarding and Document Formatting OAGN105 Off. Proc. and Listening Skills LANG103 Grammar and Editing	
ACCT104 Elements of Accounting	4
COMM200 Communications 200	3
GNED General Education	3

Note: Prerequisite for COMM200 Communications 200 is LANG103 Grammar and Editing.

Semester 3

Credits

OAEW300 Exec./W/P Secretarial Procedures 2	6
<i>Pre-Req:</i> OAEW200 Exec./W/P Secretarial Procedures 1	
OAEW301 Exec./W/P Machine Transcription	4
<i>Pre-Req:</i> OAGN200 Transcribing Taped Dictation	
OAEW302 Information Processing Applications	6
<i>Pre-Req:</i> OAEW200 Exec./W/P Secretarial Procedures 1 OAGN200 Transcribing Taped Dictation	
COMM300 Communications 300	3
<i>Pre-Req:</i> COMM200 Communications 200	
GNED General Education	3

Semester 4

Credits

OAEW401 Information Processing Simulations	8
<i>Pre-Req:</i> OAEW300 Exec./W/P Secretarial Procedures 2 OAEW301 Exec./W/P Machine Transcription	
OAGN400 Office Administration and Management	4
OAGN401 Software Applications for Business	4
<i>Pre-Req:</i> OAEW300 Exec./W/P Secretarial Procedures 2	
OAGN492 Telecommunications 1	4
GNED General Education	3

Retail Management (Co-operative Education)

North Campus

Four consecutive semesters beginning September

The business of retailing is fast-moving, competitive, and at all times challenging. No other area of marketing activity offers more excitement or variety. Through speciality stores, department stores, and numerous other outlets, the consumer is continually exposed to and tempted by merchandise and services in almost unlimited variety. To succeed in this competitive field requires innovation, creativity and a basis of sound business skills.

The Retail Management program has been created by Humber

College in co-operation with some of the leading retailers in Canada. It is designed to teach students in current retail skills and to provide an opportunity to apply those skills in paid on-the-site placements with a retailer in the speciality of their choice.

Within the Retail Management Program students may choose from the following profiles:

- Fashion/Home Furnishings
- Food/Grocery
- Sporting Goods/Athletic Wear
- Photography/Computers/Home Entertainment
- Toys/Children's Wear

Retail Management (Co-operative Education) – Cont'd.

Students may also elect to follow a General Merchandise profile or create a speciality of their choice.

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)
- recommend grade 12 business mathematics (general level)
- orientation interview

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 overseas co-op opportunities which are available from time to time.

Curriculum

The program is completed in 64 weeks, with the students graduating in December of their second year. Each of the four consecutive semesters is composed of an in-college theoretical portion, and a paid 'on-the-job' co-op placement where course material is applied to practical situations.

SELLING AND CUSTOMER SERVICE

Semester 1	Credits
RMGT101 Orientation to Retailing	2
RMGT102 Sales and Selling Skills	5
RMGT103 Customer Services	3
RMGT104 Accounting – Retail	3
RMGT105 Retail Math	5
ISYS235 Intro. to P.C. Retail	3
COMM203 Communications A–Retail	2

MERCHANDISING

Semester 2	Credits
RMGT202 Inventory Management Principles	6
RMGT203 Store Planning and Merchandising	5
RMGT205 Store Concepts	2
RMGT303 Selling/Sales Management	3
COMM204 Communications B–Retail	2
<i>Pre-Req: COMM203 Communications A–Retail</i>	
GNE D General Education (2) Part A*	

BUYING AND PROMOTION

Semester 3

RMGT301 Visual Merchandising	6
RMGT302 Retail Advertising and Promotion	5
RMGT304 Buying Orientation	5
RMGT305 Retail Distribution Centres	3
RMGT306 Store Design	3
GNE D General Education (2) Part B*	6

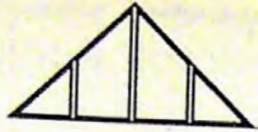
MANAGEMENT

Semester 4

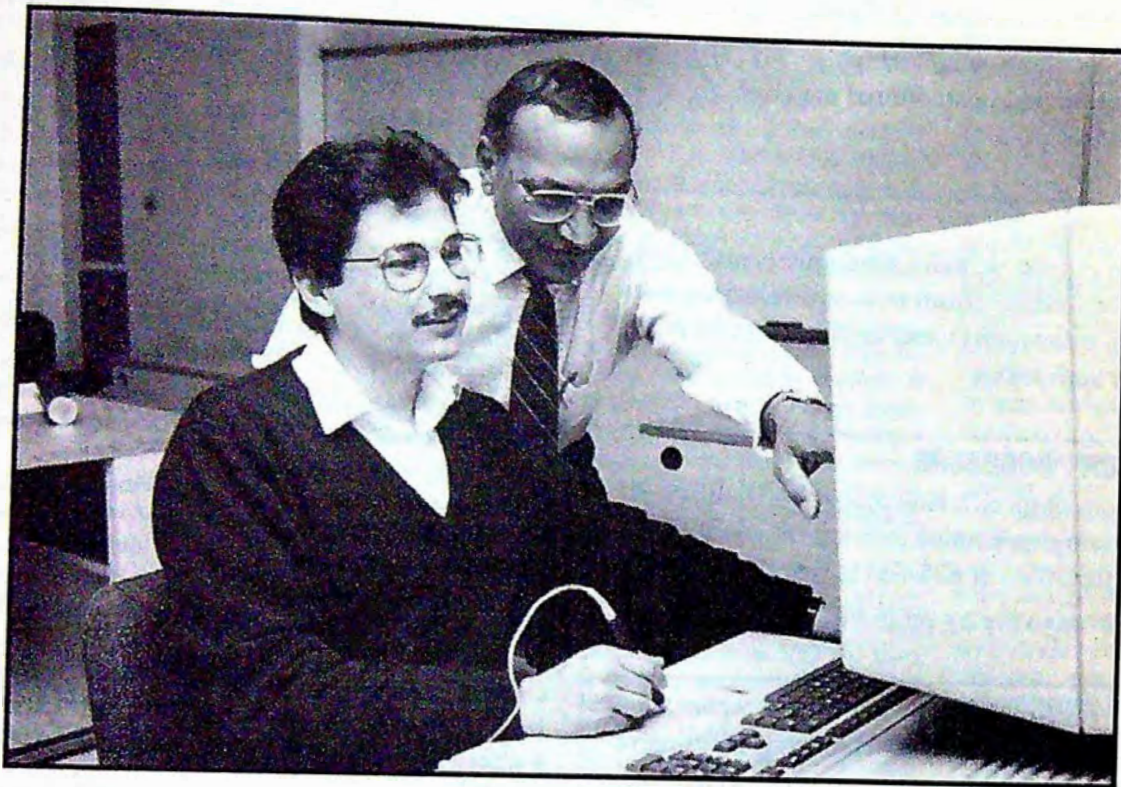
RMGT401 Retail Employee Relations	3
RMGT402 Retail Supervision	3
RMGT403 Retail Law	2
RMGT404 Portfolio Presentations	3
RMGT405 Advanced Retail Financial Strategies	3
RMGT406 Retail Computer Applications	2
COMM300 Communications 300	3
<i>Pre-Req: COMM200 Communications 200</i>	
GNE D General Education (2)	6

*6 credits received only after successful completion of Semester 3

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Technology Division



Please Note

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

Entrance Scholarships

Entrance Scholarships are available to first-time Humber students who register for full-time studies in programs in the Technology Division.

The value of these scholarships is \$1000 to be applied to tuition and instructional materials for one year.

CRITERIA

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

APPLICATION PROCEDURE

- Descriptions of specific Entrance Scholarships with accompanying application forms are available from the Awards Office at 675-3111, Ext. 4052.
- Deadlines may vary by program.

SELECTION PROCESS

- 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.

Achievement Awards

List of 1989 Donors/Awards

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

Association of Architectural Technologists of Ontario Award

Donald Barnard Memorial Awards

Bell Canada Award

Canadian Society of Safety Engineering Award

Carrier Canada Award

CN Scholarship for Women

Collins Safety Shoes Award

John Davies Memorial Award

Gene Duret Memorial Awards

Falconbridge Limited Awards

Carol and George Fletcher Foundation Scholarship

The John A. Fletcher Safety Award

Garrett Canada Award

Hawker Siddeley Award

Kathleen Higgins Memorial Award

Industrial Safety Equipment Awards

Instrument Society of America Awards (Toronto Section)

Rudi Jansen Memorial Awards

Hans Klinkenberg Memorial Awards

James F. McConachie Memorial Award

M.C.M.A. - Excellence in Mathematics Award

Ministry of Labour Award

The Noma Outdoor Products Award

Ontario Hydro Award

Ewart Pinder Award

J.B. Reid Award

Shell Canada Limited Award

SMS Machine Tools Ltd. Award
The John Stephen Szilock Memorial Award

3M Canada Inc. Award for Architectural Engineering

3M Canada Inc. Award for Electrical Control Engineering

The Trow Geotechnical Ltd. Award

Westinghouse Canada Inc. Award

Gordon Wragg Achievement Award

Xerox Canada Inc. Awards

AWARDS AVAILABLE TO ALL STUDENTS

Donald Barnard Memorial Award

Humber College Faculty Union Memorial Scholarships

The Chris Morton Memorial Award

Women's Educational Council Scholarship

General Arts and Science (Technology profile)

North Campus

Two academic semesters beginning September or January

The technology profile of General Arts and Science (GAS) is designed to help students prepare for admission to programs offered in the Technology Division. 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.

Please refer to the Human Studies Division section of this calendar for additional information.

ADMISSION REQUIREMENTS

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

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.

Curriculum

Semester 1 (23 hours/week)		Credits
GASTY10	Problem Solving I	3
PCAP100	Computer Literacy I	4
PMAT100	Pre-Tech Mathematics I	4
PSCI100	Pre-Tech Science I	5
PTOR100	Technology Orientation I	1
COMM100	Communications 100	3
GNED	General Education**	
	OR	
GASCR10	Reading	3
Semester 2 (23 hours/week)		Credits
GASTY20	Problem Solving II	3
PCAP200	Computer Literacy II**	4
PMAT200	Pre-Tech Mathematics II*	4
PSCI200	Pre-Tech Science II	5
PTOR200	Technology Orientation II	1
COMM200	Communications 200*	3
GNED	General Education**	3

**Upon successful completion of Pre-Tech Math I & II, and COMM200, exemptions for a Math I and COMM200 could be granted in the first semester

Architectural Programs

Architectural Design Technician

North Campus

Four academic semesters beginning September

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

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

Each semester you will design and develop a different building type including residential, industrial, commercial, and multi-use buildings. We will help you to present your design ideas on paper, and to record through drawings how these ideas will take physical shape.

All Architectural students will be initially enrolled as Architectural Technician students. You will graduate as an Architectural

Technician after successful completion of two years of study. Qualified students may continue into the third year of our Architectural Technology –Co-op program and may graduate as an Architectural Technologist.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above the general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics–MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)
- one senior technical course (drafting or technical drawing are strongly recommended)

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 may work in an architectural office helping to produce design and construction documents, or with a contracting firm helping to control the actual construction of the building. You may work with a small design firm that specializes in kitchen renovations, or become

Architectural Design Technician – Cont'd.

a sales representative for a construction equipment manufacturer. You could become a building inspector, or develop technical details for a window manufacturer.

Curriculum

Semester 1 (20 hours/week)		Credits
ARCH101	Drafting & Detailing 1	6
ARCH103	Materials & Methods of Const. 1	3
ARCH105	Design 1	4
TMAT200	Math 1	4
COMM200	Communications 200	3
Semester 2 (22 hours/week)		Credits
ARCH201	Drafting & Detailing 2	6
<i>Pre-Req: ARCH101 Drafting & Detailing 1</i>		
ARCH203	Structures 1	3
ARCH204	Environmental Systems 1	3
TMAT201	Math 2	4
<i>Pre-Req: TMAT200 Math 1</i>		
COMM300	Communications 300	3
<i>Pre-Req: Communications 200</i>		
GNEC	General Education	3
Semester 3 (25 hours/week)		Credits
ARCH202	Materials & Methods of Construction 2	3
ARCH301	Drafting & Detailing 3	8
<i>Pre-Req: ARCH201 Drafting & Detailing 2</i>		
ARCH303	Design 2	3
<i>Pre-Req: ARCH105 Design 1</i>		
ARCH304	Structures 2	3
ARCH305	Environmental Systems 2	3
ARCH306	Arch. CADD 1	3
WORK103	Co-op Prep	(2)
Semester 4 (27 hours/week)		Credits
ARCH302	Materials & Methods of Const. 3	3
ARCH401	Drafting & Detailing 4	8
<i>Pre-Req: ARCH301 Drafting & Detailing 3</i>		
ARCH402	Structures 3	3
ARCH403	Arch. CADD 2	3
<i>Pre-Req: ARCH306 Arch CADD 1</i>		
ARCH407	Construction Admin. 1	4
GNEC	General Education	3
GNEC	General Education	3

Architectural Design Technology (Regular or Co-op)

North Campus

Six academic semesters beginning September and three co-op work term semesters beginning 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 creating things, thinking about buildings and drawing – and if you have a technical interest in how things are built, then the Architectural Design Programs are for you.

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

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

This program is a co-op program which means that you will have the opportunity to gain real-life job experience in this field during your work terms. These working experiences will give you a first-hand insight to the variety of

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 a program course requirements and successful completion of all scheduled co-op work terms.

ADMISSION REQUIREMENTS

- successful completion of Hunter's Architectural Design Technician program or upon recommendation of the academic division. Specific minimum academic requirements governing admission to this Co-op Program are available upon request from the Technology Division.

PLEASE NOTE: Co-op fees will apply to all co-op semesters.

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 Technologist, you will be working at a more advanced level than Architectural Design Technicians and may work in an architectural office helping to produce design and construction documents, or with a consulting firm helping to control the actual construction of the building project coordinator or estimator. You may work with a small design firm that specializes in kitchen renovations or work with a contracting firm in quantity surveying, project inspection or job coordination, or become a sales representative for a construction equipment manufacturer. You could become a building inspector or develop technical details for a window manufacturer.

Architectural Design Technology (Co-op) – Cont'd.

Curriculum

8 MONTH CO-OP WORK TERM

Semester 5 (24 hours/week)		Credits
ARCH501	Drafting & Detailing 5	8
Pre-Req:	ARCH401 Drafting & Detailing 4	
ARCH504	Arch CADD 3	3
Pre-Req:	ARCH403 Arch. CADD 2	
ARCH505	Construction Admin. 2	3
Pre-Req:	ARCH407 Construction Admin. 1	
ARCH507	Intro. to Business	3
	OR	
ARCH506	Intro. to Interior Design	3
ARCH511	Site Development	4
ARCH602	Arch. Conservation & Restoration	3

4 MONTH CO-OP WORK TERM

Semester 6 (22 hours/week)		Credits
ARCH601	Drafting & Detailing 6	8
Pre-Req:	ARCH501 Drafting & Detailing 5	
ARCH603	Architectural History	4
ARCH604	Arch. CADD 4	3
Pre-Req:	ARCH504 Arch. CADD 3	
ARCH605	Arch. Computer Appl's.	3
Pre-Req:	ARCH504 Arch. CADD 3	
ARCH610	Construction Estimating	4
Pre-Req:	ARCH407 Construction Admin. 1	

Mechanical Automated Technologies

When we talk about technological advancements, we think of changes in terms of the ways they will affect our everyday lives. Specifically, changes in automation will ultimately result in improved working conditions, through the introduction of robots and computers which specialize in design, planning and production. Artificial intelligence and computer-aided geometric design will guide us in the design of automobiles and agricultural and industrial machinery. Computers will manage energy and environmental controllers, and will also make robots and other computers. This will complete the ring of AUTOMATED TECHNOLOGICAL

advancements will also improve our homes and work places, in the form of better and more economical heating, air conditioning and lighting.

The principle ways in which we form and use materials have not changed much recently, but the way we make them into finished products has changed more in the last ten years than over the previous one hundred years.

The DEPARTMENT OF AUTOMATED TECHNOLOGIES will teach you to program, plan and operate the kind of equipment you will find in industry. You will learn systems like our Computer Integrated Manufacturing facility, with its Automatically

Guided Vehicle and Robots, and Computer Controlled Machinery. You will also learn that our Flexible Manufacturing System is one of the first ones in any North American college, and that it has been designed and interfaced by the faculty who will be teaching you this technology.

Recent concerns about the safety and well-being of people in both the workplace and the home has sparked considerable interest in Occupational Health and Safety. Humber College offers a 3-year program in SAFETY ENGINEERING TECHNOLOGY, preparing the student for a successful career in administering and managing the safety program of an industrial organization. This program was one of the first Safety Programs in this country and still attracts students from across Canada.

The DEPARTMENT OF AUTOMATED TECHNOLOGIES offers a wide variety of specialties. In the first semester the student is introduced to the available options in the various technologies and is exposed to the basic principles of each of the technologies. This enables the student to make an informed decision as to which of the following fields he/she wishes to pursue.

- **ELECTROMECHANICAL**
2 or 3-year diploma
- **MANUFACTURING MANAGEMENT**
2-year diploma
- **MECHANICAL OR TOOL & DIE DESIGN**
2-year diploma
- **SAFETY ENGINEERING**
3-year diploma
- **COMPUTER INTEGRATED MANUFACTURING**

The following programs are part of the Department of Automated Technologies:

Computer Aided Manufacturing Technician (previously Mechanical (Numerical Control) Engineering Technician

Electro-mechanical Engineering Technician

Electro-mechanical Engineering Technology

Manufacturing Engineering Technician (Technology Management)

Mechanical Drafting Design Engineering Technician

Mechanical Tool & Die Engineering Technician

Safety Engineering Technology

Further specialization in most fields is available to the student after the second semester.

There is an urgent need to become more productive and to adopt a more technologically-based manufacturing system. This will require a more sophisticated and technically-trained workforce to meet the changing needs of today's global industry.

As a graduate from one of the DEPARTMENT OF AUTOMATED TECHNOLOGIES programs, you will receive a Technician or Technologist Diploma. Your studies will qualify you to work, depending on your specialty, as a junior member of Systems and Maintenance Engineering, Mechanical or Tool and Die Design Engineering, Production or Manufacturing Engineering, and Safety. In all the above fields, graduates may also find positions in the supervisory and managerial positions, while some may wish to operate their own businesses.

Design Programs

Mechanical Drafting Design Engineering Technician

North Campus

Four semesters beginning September

As a graduate of the Mechanical (Drafting Design) Engineering Technician program, you will be prepared to apply design principles and practices to a variety of engineering and design problems.

This four semester 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 (general level) or grade 12 mathematics—MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)

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
MECH102 Engineering Practices	4
MECH103 Elec. Mech. Controls I	4
MECH106 Workshop Practice	4
TMAT105 Mathematics I	4
COMM200 Communications 200	3
Semester 2 (23 hours/week)	Credits
MDES201 Mech. Design Draft. I	4
MECH201 Statics	4
MECH202 Material Science	4
MECH203 CAD (AUTOCAD) 101	4
TMAT204 Mathematics II	4
COMM300 Communications 300	3

Semester 3 (23 hours/week)	Credits
MDES301 Mech. Design Drafting II	4
MECH301 Dynamics	4
MECH303 CAD (APPLICON) 201	4
MECH304 Manufacturing Processes	4
MECH311 Mech. Power Transmission	4
GNED General Education	3

Semester 4 (23 hours/week)	Credits
EMEC401 Industrial Pneumatics	5
MDES401 Mech. Design Drafting III	8
MECH401 Strength of Materials	4
GNED General Education	3
GNED General Education	3

Mechanical Tool & Die Engineering Technician

North Campus

Four semesters beginning September

Mechanical Tool and Die Technicians study the relationships between production methods and tooling. They draw and design tools, fixtures, and dies using conventional drafting techniques and Computer Aided Design (CAD) equipment. Other areas of study include estimating manufacturing costs, N.C. programming manufacturing management, and process planning.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics—MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics general level is strongly recommended; technological science (1 credit) (general level) is acceptable)

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, consumer products and military equipment, aircraft, and aerospace products.

HUNTER COLLEGE LIBRARY

Mechanical Tool & Die Engineering Technician – Cont'd.

Curriculum

Semester 1 (23 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Elec. Mech. Controls I	4
MECH106	Workshop Practice	4
TMAT105	Mathematics I	4
CDMM200	Communications 200	3

Semester 2 (23 hours/week)		Credits
MECH202	Material Science	4
MECH203	CAD (Autocad) 101	4
TOES202	Tool & Fixture Design	5
TMAT204	Mathematics II	4
CDMM300	Communications 300	3
GNEO	General Education	3

Semester 3 (24 hours/week)		Credits
MANF201	Numerical Control I	4
MECH303	CAD (Applicon) 201	4
MECH304	Mfg. Processes	4
MECH311	M. Power Transmission	4
TOES301	Die Design I	5
GNEO	General Education	3

Semester 4 (22 hours/week)		Credits
MANF402	Mfg. Process Planning	4
MECH603	FMS Project	4
MECH405	Mfg. Cost Estimating	4
TOES401	Die Design II	7
GNEO	General Education	3

Electromechanical Automation Programs

Electromechanical Engineering Technician

North Campus

Four semesters beginning
September and January each
year

As an Electromechanical Engineering Technician you would be involved with machines having complex, hydraulic, pneumatic, electrical, 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.

Students may be required to place refundable deposits on such items as lab manuals, drafting scales, or other items supplied by the College.

ADMISSION REQUIREMENTS

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

- grade 12 English (general level)
- grade 12 mathematics for technology, general level or grade 12 mathematics–MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)

CAREER OPPORTUNITIES

Electromechanical Technicians find employment in different branches of industry that use modern, automated, as well as more traditional manufacturing methods. Your training and knowledge will enable you to work in component testing programs, system installation, technical services, technical sales, and in plant maintenance programs.

Curriculum

Semester 1 (23 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Elec. Mech. Controls I	4
MECH106	Workshop Practice	4
TMAT105	Mathematics I	4
CDMM200	Communications 200	3

Semester 2 (23 hours/week)		Credits
MECH201	Statics	4
MECH204	Computer Applications	4
EMEC202	Industrial Hydraulics	5
TMAT204	Mathematics II	4
COMM300	Communications 300	3
GNEO	General Education	3

Electromechanical Engineering Technician - Cont'd.

Semester 3 (23 hours/week)		Credits
MECH301	Dynamics	4
MECH302	Elec. Mech. Controls II	4
MECH305	Robotics I	4
MECH311	Mech. Power Trans.	4
ELIC102	Logic 1	4
GNED	General Education	3

Semester 4 (23 hours/week)		Credits
MANF201	Numerical Control I	4
MANF203	CAD (Autocad) 101	4
MANF603	P.L.C. Applications	4
EMEC401	Industrial Pneumatics	5
EMEC402	Microprocessor Controls	3
GNED	General Education	3

Electromechanical Engineering Technology

North Campus

Six semesters beginning September and January each year

Upon successful completion of the four semesters of the Electromechanical Engineering Technician training you may be eligible to continue for two additional semesters to complete the Electromechanical Engineering Technologist program. During the fifth and sixth semesters you will have rounded out your knowledge by studying complex systems involving automation, microcomputers, robotics, CAD/CAM and their applications to industry.

Students may be required to place refundable deposits on such items as lab manuals or other items supplied by the College.

ADMISSION REQUIREMENTS

- successful completion of Humber's Electromechanical Engineering Technician program or upon recommendation of the Academic Division

CAREER OPPORTUNITIES

As an Electromechanical Engineering Technologist, you will be involved in the design of automation systems and their control functions, in sales, in maintenance, or in consulting. The actual opportunities are as varied as the number of industries who would use your skills.

You may enjoy challenges in the sales of major fluid power systems; assisting in the design and operation of computer controlled manufacturing systems; or supervision in various departments of manufacturing or service companies, using high technology robotics and CAD/CAM (Computer Aided Design/Computer Aided Manufacturing) Systems.

Curriculum

For first four semesters see page 109

Semester 5 (23 hours/week)		Credits
CHEM513	Indust. Instrumentation	4
EMEC504	Machine Design I	4
EMEC505	Robotics II	5
EMEC506	Fluid Power & Cir.	6
MANF302	Numerical Control II	4

Semester 6 (23 hours/week)		Credits
EMEC601	Robotics Vision Systems	4
EMEC602	Elec. Mech. Controls III	4
EMEC603	Machine Design II	4
MANF405	F.M.S. Project	4
MANF602	Ad. Mfg. Systems	4
MECH604	Engineering Report	3

Energy-Related Programs

Heating, Air Conditioning & Refrigeration Engineering Technician

North Campus

Four semesters beginning September

As a Heating, Refrigeration and Air Conditioning Technician you 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.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the gen-

eral level is strongly recommended; technological science (1 credit) is acceptable)

CAREER OPPORTUNITIES

As a graduate, you may work for a design contractor, in installation, service, 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 the program can continue in the Energy Management stream for a third year.

Heating, Air Conditioning & Refrigeration Engineering Technician – Cont'd.

Curriculum

Semester 1 (23 hours/week)		Credits
HVAC102	Refrigeration I	4
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Elec. Mech. Controls I	4
TMAT105	Mathematics I	4
COMM200	Communications 200	3

Semester 2 (23 hours/week)		Credits
HVAC201	Refrigeration II	4
HVAC202	Resid. System Design I	5
MECH204	Computer Applications	4
TMAT204	Mathematics II	4
COMM300	Communications 300	3
GNED	General Education	3

Semester 3 (23 hours/week)		Credits
HVAC301	Comm. Sys. Design I	5
HVAC302	Res. System Design II	3
HVAC401	Refrigeration III	4
MECH203	CAD (AUTOCAD) 101	4
MECH302	Elec. Mech. Cont. II	4
GNED	General Education	3

Semester 4 (23 hours/week)		Credits
HVAC303	Hydronics & Steam Systems	5
HVAC402	Commercial Sys. Design II	4
HVAC404	Environmental Protection	4
HVAC405	Energy Mgmt. I	4
HVAC406	Thermo Dynamics	3
GNED	General Education	3

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

Environmental Systems Engineering Technology – Energy Management

North Campus

Six semesters beginning September

This program will provide its graduates with a broad and intensive knowledge of the design, operation and installation of energy systems for residential, commercial and industrial complexes.

A graduate will be capable of applying engineering principles and conventions to achieve optimum energy conservation through a process of evaluation, monitoring, control, assessment and corrective action.

ADMISSION REQUIREMENTS

- successful completion of Humber's Heating, Air Conditioning & Refrigeration Technician program or upon recommendation of the Academic Division

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

For first four semesters, see Heating, Air Conditioning & Refrigeration - page 110

Semester 5 (22 hours/week)		Credits
CHEM512	Fluid Dynamics Heat Transfer	4
CHEM513	Ind. Instrumentation	4
EMAN502	Energy Mgmt. II	5
EMAN504	Alternative Energies	4
EMAN512	Adv. Building Systems	5

Semester 6 (22 hours/week)		Credits
ARCH610	Construction Estimating	4
CALC102	Calculus	3
EMAN601	Energy Mgmt. III	4
EMAN602	Illumination Energy	4
IENG502	Eng. Econ. Analysis	4
MECH604	Engineering Report	3

Manufacturing Programs

Computer Aided Manufacturing (Numerical Control) Technician

Previously Mechanical (Numerical Control)
Engineering Technician
(Name change pending Ministry approval)

North Campus

Four semesters beginning
September and January each
year

Computer Numerical Control (CNC) is the most modern way of controlling production machinery. In this program you will learn to write and process programs from part drawings to punched tape, or DNC (direct numerical control) to guide the CNC equipment. You will learn to select the proper tooling and fixturing required for machining various different parts. You will learn to prepare manual and computer assisted programs on the latest CAD/CAM systems for the most advanced 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 (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit

- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)

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

Semester 1 (23 hours/week)		Credits
MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Elec. Mech. Controls I	4
MECH106	Workshop Practice	4
TMAT105	Mathematics I	4
COMM200	Communications 200	3

Semester 2 (23 hours/week)		Credits
MANF201	Numerical Control I	4
MECH202	Material Science	4
TDES201	Tool & Fixture Design	5
TMAT204	Mathematics II	4
COMM300	Communications 300	3
GNEC	General Education	3

Semester 3 (23 hours/week)		Credits
MANF301	Numerical Control II	4
MECH302	Elec. Mech. Cont. III	4
MECH303	CAD (Applicon) 201	4
MECH304	Mfg. Processes	4
MECH305	Robotics	4
GNEC	General Education	3

Semester 4 (23 hours/week)		Credits
MANF401	Numerical Control III	4
MANF402	Mfg. Process Planning	4
MANF403	Comp. Aided Mfg. I	4
MECH405	Mfg. Cost Estimating	4
MECH603	FMS Project	4
GNEC	General Education	3

Manufacturing Engineering Technician (Technology Management)

North Campus

Four semesters beginning
September and January each
year

Manufacturing Technicians decide how a product is to be manufactured, what types of machines are to be used, the kinds of materials required, and the sequence of production and methods. As a graduate of this four-semester program you will be able to develop the manufacturing procedures for

parts produced by machining processes, presswork methods and plastics technology, and then subsequently assembled into a product. Skills are developed through practical experience in a modern production laboratory equipped with computer controlled equipment such as 5 axis CNC machining centres and CAD/CAM technology.

Manufacturing Engineering Technician (Technology Management) – Cont'd.

This program will also introduce you to modern manufacturing environment and management.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or
- equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics–MAT 4G1 (general level) or a more senior mathematics credit

- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)

CAREER OPPORTUNITIES

Manufacturing Technicians are involved in the planning, scheduling, coordination and costing of manufacturing, and the maintenance of manufacturing systems.

Troubleshooting and project responsibilities in process planning, tool design and quality control are also included as part of the Manufacturing Technician's job.

Curriculum

Semester 1 (23 hours/week) Credits

MECH101	Technical Drawing	4
MECH102	Engineering Practices	4
MECH103	Elec. Mech. Controls I	4
MECH106	Workshop Practices	4
TMAT105	Mathematics I	4
COMM200	Communications 200	3

Semester 2 (23 hours/week) Credits

MANF201	Numerical Control I	4
MECH202	Material Science	4
TDES201	Tool & Fixture Design	5
TMAT204	Mathematics II	4
COMM300	Communications 300	3
GNEO	General Education	3

Semester 3 (22 hours/week) Credits

IENG302	Time Study I	4
IENG403	Production & Invent. Control	3
MECH203	CAD (Autocad) 101	4
MECH304	Mfg. Processes	4
MECH305	Robotics	4
GNEO	General Education	3

Semester 4 (23 hours/week) Credits

IENG401	Motion Study	4
IENG404	Quality Control (S.P.C.)	4
MANF402	Mfg. Process Planning	4
MECH405	Mfg. Cost Estimating	4
MECH603	FMS Project	4
GNEO	General Education	3

Safety Program

Safety Engineering Technology

North Campus

Six semesters beginning September

As a safety professional you will be involved in recognizing and evaluating potential loss-producing conditions due to occupational hygiene and safety problems. You will also be involved in the development of practical programs to prevent and control these potential losses.

The physical sciences, mathematics and management techniques with special emphasis on the concepts of occupational hygiene and safety engineering are topics considered in this program.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics–regular (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics or senior chemistry at the general level is strongly recommended; technological science (1 credit) is acceptable)

CAREER OPPORTUNITIES

As a graduate of Safety Engineering Technology you may find a challenging and rewarding ca-

reer in various industries such as mining, forest products, petrochemical, 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 and 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 because of improved health & 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. Recommendations are then made that help to prevent similar incidents in the future.

Curriculum

Semester 1 (23 hours/week) Credits

MECH101	Tech. Drawing	4
MECH102	Engineering Practices	4
MECH103	Elec Mech. Controls I	4
SFTY101	Occup. Health & Safety	4
TMAT105	Mathematics I	4
COMM200	Communications 200	3

Safety Engineering Technology – Cont'd.

Semester 2 (24 hours/week)		Credits
MECH201	Statics	4
MECH204	Computer Applications	4
SFTY201	Fire Protection	4
SFTY202	Occup. Health (Phys. Agents)	5
TMAT204	Mathematics II	4
COMM300	Communications 300	3
Semester 3 (24 hours/week)		Credits
MECH301	Dynamics	4
MECH304	Mfg. Processes	4
SFTY303	Hygiene Chemistry I	4
SFTY304	Occup. Hlth. (Chem. Agent)	6
SFTY305	Plant Layout (CAD)	3
TSTA104	Statistics	3
Semester 4 (23 hours/week)		Credits
AVIS900	A. V. Techniques	4
HVAC404	Environmental Protection	4
MECH401	Strength of Materials	4
SFTY403	Hygiene Chemistry II	4
SFTY404	Safety Administration I	4
GNEC	General Education	3
Semester 5 (22 hours/week)		Credits
EMAN512	Adv. Building Systems	5
IENG501	Ergonomics	3
SFTY501	Prod. & Public Sfty	4
SFTY504	Safety Admin. II	4
SFTY505	Occup. Health (Life Style)	3
GNEC	General Education	3
Semester 6 (20 hours/week)		Credits
CHEM615	Industrial Processes	4
HRMS205	Labour Relations	3
IENG502	Econ. Eng. Analysis	4
IENG603	Organizational Mgmt.	3
MECH604	Engineering Report	3
GNEC	General Education	3

Chemical Programs

Careers In Chemistry

As a graduate from one of Humber's two Chemistry programs, you are qualified to join a scientific team initially as a junior member with the possibility of moving to a supervisory position. Employment after graduation usually falls into one of the following four major areas:

ANALYTICAL OR QUALITY CONTROL LABORATORIES

Your main function as an analyst is to ensure that all materials purchased or sold by your company meet certain requirements. You may determine if an ore contains enough gold to make mining operations economically feasible, or you may monitor the sulphur dioxide content of the city air. You may analyse blood samples in a forensic lab. To accomplish tasks of this nature, you will find that you must be familiar with the operation of specialized instruments. Humber's laboratories are equipped with gas chromatographs, infra-red spectrophotometers, atomic absorption spectrophotometers, nuclear magnetic resonance spectrometers and other equipment necessary for chemical analysis.

TECHNICAL SERVICE AND SALES

As a technical sales representative you will contact customers interested in the products your company manufactures. You may also occasionally trouble-shoot, service or set-up equipment purchased from your company. In some jobs you can get a company car and be called on to travel extensively.

RESEARCH AND DEVELOPMENT LABORATORIES

In a research laboratory you will take part in the development of new products or the improvement of established ones. You may assist in the development of 'ever-lasting razor blades', a deodorant that provides protection for a whole week, an antacid that absorbs 200 times its weight in excess stomach acid, a lead-free gasoline, a lubricating oil that eliminates oil changes and plastic bottles that will disintegrate in sunlight. The variety of projects you may be involved in is without limitation.

PILOT PLANTS AND PRODUCTION

Pilot plant experiments are performed on a much larger scale than most development laboratory experiments. Pilot plant experiments usually involve working with up to several hundred pounds of materials.

If you are involved in production, you may operate a 'cat cracker' in an oil refinery, you may prepare and colour match several hundred gallons of paint, or you may be involved in the manufacture and packing of large quantities of measles vaccine. With your background from Humber College and additional experience, you can advance to a responsible position in this expanding field.

Chemical Laboratory Technician

North Campus

Four semesters beginning September and January

All Chemistry students are initially enrolled as Chemical Laboratory Technician students. They graduate as Chemical Laboratory Technicians after successful completion of two years of study. Qualified students may continue into the third year 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 refundable deposits on manuals and other items supplied by the College.

ADMISSION REQUIREMENTS

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

Curriculum

Semester 1 (23 hours/week)		Credits
CAPP102	Computer Applications	4
CHEM103	Chemistry 1	5
CHEM104	Chem. Calculations	4
PHYS104	Physics	3
TMAT109	Mathematics 1	4
COMM200	Communications 200	3
Semester 2 (23 hours/week)		Credits
CHEM206	Intro. Microbiology	4
CHEM208	Electrical Measurements	3
CHEM209	Organic Chemistry 1 Lab	3
CHEM210	Chemistry 2	4
CHEM211	Organic Chemistry 1	3
COMM300	Communications 300	3
GNED	General Education	3

- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit
- minimum of one senior science (general level) (chemistry and physics are strongly recommended; technological science (1 credit) (general level) is acceptable)

CAREER OPPORTUNITIES

You may be employed in industries such as: Petroleum, food and beverage, steel, pharmaceutical, distillery and brewery, paper or government agencies such as: The National Research Council, Atomic Energy, Ontario Hydro, Ministry of the Environment, etc. Typical job functions include quality assurance, research and development, technical sales and service, production and process control. As an alternative, you may continue for a third year in our Chemical Engineering Technology program, if you can meet the required high standards.

Semester 3 (23 hours/week)		Credits
CHEM301	Organic Chemistry 2	3
CHEM302	Organic Chem. 2 Lab	4
CHEM303	Analytical Chemistry 1	4
CHEM305	Methods of Microbiology	4
CHEM307	Analytical Chem. 1 Lab	5
GNED	General Education	3

Semester 4 (23 hours/week)		Credits
CHEM402	Lab Instrumentation	4
CHEM403	Lab Inst. Applications	4
CHEM407	Food & Pharmc. Micro	4
CHEM408	Physical Chemistry	4
TSTA106	Statistical Quality Control	4
GNED	General Education	3

Chemical Engineering Technology

North Campus

Six semesters beginning September and January

All Chemistry students are initially enrolled as Chemical Laboratory Technician students. They graduate as Chemical Laboratory Technicians after successful completion of two years of study. Qualified students may continue into the third year 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 upon recommendation of the Academic Division

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.

Chemical Engineering Technology – Cont'd.

Curriculum

Semester *1, 2, 3 & 4 are the same as Chemical Laboratory Technician curriculum - see page 115

Semester 5 (24 hours/week)	Credits
CHEM501 Analytical Chem. 2	4
CHEM507 Microbial Genetics	4
CHEM510 Biochemistry	4
CHEM511 Analytical Chem. 2 Lab	4
CHEM512 Fluid Dynamics & Heat Transfer	4
CHEM513 Industrial Instrumentation	4

Semester 6 (22 hours/week)	Credits
CALC102 Calculus	3
CHEM601 Indust. Organic Chem.	4
CHEM602 Indust. Org. Chem Lab	4
CHEM605 Chem. Separation Processes	4
CHEM608 Industrial Microbiology	4
CHEM615 Industrial Processes	3

Civil Programs

Civil Engineering Technician

North Campus

Four semesters beginning September

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

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

You will learn how beams, trusses and columns are designed. You will learn to perform laboratory tests on soil, concrete and

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

All Civil students will be initially enrolled as Civil Engineering Technician students. You will graduate as a Civil Engineering Technician after successful completion of two years of study. Qualified students may continue into the third year and may graduate in Civil Engineering Technology.

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics—MAT4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general-level) is acceptable)
- one senior technical course (drafting or technical drawing are strongly recommended)

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

Semester 1	Credits
CIVL101 Drafting 1	3
CAPP101 Computer Application 1	3
CSUR101 Surveying 1	6
CSUR208 Civil CADD 1	3
TMAT102 Math 1	4
COMM200 Communications 200	3

Semester 2	Credits
CSUR205 Structural Steel Detailing	3
<i>Pre-Req: CIVL101 Drafting 1</i>	
CSUR206 Statics	4
CSUR202 Survey 2	6
<i>Pre-Req: CSUR101 Surveying 1</i>	
CSUR311 Civil CADD 2	3
<i>Pre-Req: CSUR208 Civil CADD 1</i>	
TMAT206 Math 2	4
<i>Pre-Req: TMAT102 Math 1</i>	
COMM300 Communications 300	3
<i>Pre-Req: Communications 200</i>	
GNED General Education	3

Semester 3	Credits
CIVL302 Reinforced Concrete Detailing	3
<i>Pre-Req: CIVL101 Drafting 1</i>	
CIVL304 Materials Testing 1	3
CIVL309 Survey 3	6
<i>Pre-Req: CSUR202 Survey 2</i>	
CIVL310 Building Construction	3

NUMBER COLLEGE LIBRARY

Civil Engineering Technician – Cont'd.

CSUR207 Pre-Req: CSUR206 Statics	Strength of Materials 1	3
WPAK103 Pre-Req: CSUR206 Statics	Co-op Prep	(2)
GENED	General Education	3
Semester 4		
ARCH407	Construction Admin. 1	4
CIVL308 Pre-Req: CSUR206 Statics	Municipal Services 1	5
CIVL403 Pre-Req: TMA202 Math 2	Soild Mechanics	6
CIVL407	Highway Technology	3
CIVL412 Pre-Req: CSUR207 Strength of Materials	Strength of Materials 2	3
GENED	General Education	3

Civil Engineering Technology (Co-op)

North Campus

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

The program begins in September while the co-op work terms begin in May after Semester 4 of the Civil Engineering Technician program.

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

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

The basic skills you will need to develop in order to participate in the civil 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.

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 Humbler's Civil Engineering Technician program or upon recommendation of the academic division. Specific minimum academic requirements governing admission to this Co-op Program are available upon request from the Technology Division.

PLEASE NOTE: Co-op fees apply to all co-op semesters.

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 coordination; with a consulting engineering firm testing soils and foundations; or become a sales representative for a construction equipment manufacturer. You could become a building inspector, or a draftsman for a municipal water purification department.

Curriculum

8 MONTH CO-OP WORK TERM

Semester 5	Credits
ARCH302 Materials & Methods of Construction 3	3
ARCH605 Architectural Computer Appl's. Pre-Req: ARCH504 Arch. CADD 3	3
ARCH610 Construction Estimating	4
Pre-Req: ARCH407 Construction Admin. 1	
CIVL508 Structural Analysis	5
Pre-Req: CIVL412 Strength of Materials II	
CIVL510 Municipal Services 2	5
Pre-Req: CIVL308 Municipal Services 1	
CIVL512 Foundations	3

4 MONTH CO-OP WORK TERM

Semester 6	Credits
ARCH504 Arch CADD 3	3
Pre-Req: CSUR311 Civil CADD 2	
ARCH505 Construction Admin. 2	3
Pre-Req: ARCH407 Construction Admin. 1	
ARCH507 Intro. to Business	3
CIVL605 Technical Project	2
CIVL608 Municipal Services 3	5
Pre-Req: CIVL510 Municipal Services 2	
CIVL609 Timber Design	3
Pre-Req: CIVL508 Structural Analysis	
CIVL610 Concrete/Steel Design	4
Pre-Req: CIVL508 Structural Analysis	

Electronics Programs

Computer Engineering Technology

North Campus

Six semesters beginning September

The Computer Engineering Technology Program is designed to prepare you to become programmers with hardware skills as well as software skills. This type of work requires strong computer programming skills, knowledge of basic electronics and an understanding of both software and hardware of several widely used 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 is identical to the electronics program with the exception of the programming courses. It concentrates on giving you the basic programming and hardware skills that you will need later on in the program.

The second year concentrates on building up the necessary software skills with such courses as C programming, Algorithms and Data Structures, and Systems Analysis. At the same time, courses such as PC Based Systems, Digital Circuits & Interfacing, Data Communications I and Peripherals not only continue the study of hardware study begun in the first year, but also start to develop the integration of hardware skills with software skills.

The third year concentrates on integrating the hardware and software skills that you have learned in earlier semesters with such courses as Micro-Processor Development Systems, Computer Systems Project, and Real Time Systems 2.

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

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics—MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)
- one senior program-related technical course (electronics or computer science is strongly recommended) or a second senior science at the general level

CAREER OPPORTUNITIES

The graduate will work under the supervision of a computer systems engineer either individually or as part of a team. Employment opportunities exist in a wide range of business and industries that use microcomputers or stand-alone computer systems. The industries will include process control, environmental control, automated warehousing, flexible manufacturing systems, telecommunications, local area networks and office automation.

Curriculum

Semester 1 (22 hours/week)

	Credits
CENG101 Intro. to Pascal	4
ELIC101 D.C. Circuits	4
ELIC102 Logic I	4
TMAT104 Mathematics I	4
COMM200 Communications 200	3
GNED General Education	3

Semester 2 (24 hours/week)

	Credits
CENG201 Prob. Solving/Pascal	4
CENG202 Comp. Appl'ns. Pkg.	2
CENG203 Switch & Interface Cir.	4
PHYS105 Physics	4
TMAT203 Mathematics II	4
COMM300 Communications 300	3
GNED General Education	3

Semester 3 (23 hours/week)

	Credits
CENG302 Systems Analysis	4
CENG303 Intro. to C Program.	4
CENG306 Digital & Inter. Cir.	4
CENG307 PC Assem. Lang. Prog.	4
ELIC402 Telecomm Systems	4
GNED General Education	3

Semester 4 (23 hours/week)

	Credits
CALC103 Intro. to Calculus	3
CENG403 Real Time Systems I	4
CENG407 Prog. Techniques In C	4
CENG408 PC Operating Systems	4
CENG409 Computer Peripherals	4
CENG501 Comp. in Manufacturing	4

Semester 5 (23 hours/week)

	Credits
CALC201 Applied Calculus	3
CENG404 Software Project	4
CENG503 Algor. & Date Struc.	4
CENG508 The Unix Operating Sys.	4
CENG606 Comp. Syst. Arch.	4
ELIC603 Data Comm. Systems	4

Semester 6 (23 hours/week)

	Credits
CENG504 Programming Language	4
CENG601 Graphics Systems	4
CENG602 IBM Systems Operation	3
CENG603 VAX/VMS Systems	4
CENG604 Comp. Systems Project	4
CENG605 Real Time Systems II	4

Electrical Engineering Technician/Technology - Control Systems

North Campus

Four semesters for the Technician program and six semesters for the Technology program beginning in September and January

All students are initially enrolled in the Electrical Engineering Technician - Control Systems program. Qualified students may continue into the third year and graduate in the Electrical Engineering Technology - Control Systems program.

This program will provide a systems approach covering both electrical control and instrumentation in the process and manufacturing industries. Modern industrial equipment integrates these areas and offers new opportunities to those who have specialized training. Students will gain technical knowledge and skills in control systems, application design, equipment selection, installations, commissioning, and maintenance as well as business and sales.

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

ADMISSION REQUIREMENTS

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)
- one senior program-related technical course (electronics is strongly recommended)

CAREER OPPORTUNITIES

A graduate of this program can expect to find employment as a service or control technician, automated control technician, systems maintenance technician, or control systems design technician. Opportunities include both field and in-house positions. Current employment opportunities indicate a related market with above average starting salaries and where demand is high for graduates.

Curriculum

Semester 1 (23 hours/week)	Credits
CPR0102 Basic Programming	4
ELIC101 D.C. Circuits	4
ELIC102 Logic I	4
PHYS105 Physics	4
TMAT104 Mathematics I	4
COMM200 Communications 200	3
Semester 2 (22 hours/week)	Credits
ELEC204 Measuring Instrum.	4
ELIC203 CAD for Elics.	3
ELIC207 A.C. Circuits	4
ELIC208 Electronic Circuits	4
TMAT203 Mathematics II	4
COMM300 Communications 300	3

Semester 3 (24 hours/week)	Credits
ELEC203 Workshop Practice	2
ELEC306 D.C. Equipment	4
ELEC307 D.C. Controls	4
ELEC309 Elic.Sensors & Inst.	4
ELIC305 Micro Comp. Sys. I	4
GNEC General Education	3
GNEC General Education	3

Semester 4 (25 hours/week)	Credits
CALC103 Intro. Calculus	3
ELEC305 A.C. Equipment I	4
ELEC308 Intro. Auto Controls	4
ELEC407 Polyphase Circuits	4
ELEC409 Intro. P.L.C.	3
ELIC406 Elect. Circuits III	4
GNEC General Education	3

Semester 5 (23 hours/week)	Credits
CALC201 Applied Calculus	3
ELEC403 A.C. Equip. II	3
ELEC408 Comp. Proc. Controls	3
ELEC502 Advanced P.L.C.	3
ELEC503 Control Design	3
ELEC506 Indst. Electronics	4
MKTG415 Starting a New Bus.	4

Semester 6 (21 hours/week)	Credits
ELEC404 Control Systems	4
ELEC405 Power Systems	4
ELEC601 Adv. Cont. Appl'ns.	4
ELIC606 Technical Project	2
MKTG435 Prof. Selling II	4
TSTA103 Applied Statistics	3

Electronics Engineering Technician (Regular or Co-op Option)

North Campus

Four semesters beginning September and January

This program is designed to provide you with a comprehensive background in modern electronic principles and with practical experience in modern, well-equipped laboratories. The practical experience gained in this program prepares you for employment in the

industrial electronics, computer, and telecommunications industries. You may have to purchase electronics components kits and recommended equipment at the College.

Electronics Engineering Technician(Regular or Co-op Option - Cont'd.

ADMISSION REQUIREMENTS Regular or Co-op Option:

- Ontario Secondary School Diploma (O.S.S.D.) at or above general level, or equivalent or mature student status
- grade 12 English (general level)
- grade 12 mathematics for technology (general level) or grade 12 mathematics-MAT 4G1 (general level) or a more senior mathematics credit
- one senior science (general level) (senior physics at the general level is strongly recommended; technological science (1 credit) (general level) is acceptable)
- one senior program-related technical course (electronics is strongly recommended) or a second senior science at the general level

This program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. PLEASE NOTE: Co-op fees apply to all co-op semesters.

Students who do not meet the minimum requirements for co-op terms will be able to continue in the regular stream of the program.

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
CPR0102 Basic Programming	4
ELIC101 D.C. Circuits	4
ELIC102 Logic I	4
PHYS105 Physics	4
TMAT104 Mathematics I	4
COMM200 Communications 200	3
Semester 2 (22 hours/week)	Credits
ELIC202 Logic II	4
ELIC203 CAD for Electronics	3
ELIC207 A.C. Circuits	4
ELIC208 Electronic Circuits	4
TMAT203 Mathematics II	4
COMM300 Communications 300	3
Semester 3 (24 hours/week)	Credits
ELIC304 H.F. Circuits	4
ELIC305 Micro Comp. Sys. I	4
ELIC306 Electronic Prod.	2
ELIC307 Elect. Circ. II	4
ELIC402 Telecomm. Systems	4
GNEED General Education	3
GNEED General Education	3

Semester 4 (25 hours/week)

CALC103 Intro. Calculus	3
ELEC409 Intro. to P.L.C.	3
ELIC303 Motors & Controls	4
ELIC403 Micro Comp. Sys. II	4
ELIC405 Troubleshooting	4
ELIC406 Elect. Cir. III	4
GNEED General Education	3

Electronics Engineering Technology (Regular or Co-op Option)

North Campus

Six semesters beginning September

The first four semesters are the same as for the Electronics Engineering Technician program. The 5th and 6th semesters provide more advanced studies in the field of electronics. Emphasis is placed on advanced circuitry, measurement, testing and troubleshooting of complex equipment, design and construction of prototypes, and the preparation of technical manuals and specifications for a wide variety of modern electronic systems.

You may be required to purchase electronics component kits and recommended test equipment at the College.

This program has a co-op option. Students should apply to either the regular or the co-op option. Minimum academic standards will be set for students to qualify for all co-op work terms. PLEASE NOTE: Co-op fees apply to all co-op semesters.

Curriculum

For first four semesters, see this page

Semester 5 (24 hours/week)	Credits
CALC201 Applied Calculus	3
ELIC502 Opto Electronics	3
ELIC504 Microcomp. Syst. III	4
ELIC505 Techniques of Design	3
ELIC507 Elec. Circuits IV	4
ELIC603 Data Communications	4
ELIC604 App. Electromagnetics	3

ADMISSION REQUIREMENTS

- successful completion of Humber's Electronics Engineering Technician program or upon recommendation of the Academic Division

CAREER OPPORTUNITIES

As a graduate of the Electronics 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.

HUMBER COLLEGE LIBRARY

Electronics Engineering Technology (Regular or Co-op Option) - Cont'd.

Semester 6 (20 hours/week)		Credits
ELIC503	Video Systems	4
ELIC602	Control Systems	4
ELIC605	Microwave Technique	3
ELIC606	Technical Projects	2
ELIC607	Elec. Circuits V	4
TS1A104	Applied Statistics	3

Technology Short Programs (Technical Certificate Programs)

There are a number of short programs available to those persons interested in learning hands-on skills at the trade level.

Most of these use the INDIVIDUALIZED LEARNING PROGRAM (I.L.P.) format of learning.

This format allows students to enter these programs at any time of the year. Progress in these programs is self-paced, determined by the individual student's learning capacity.

While each program has a target time for completion by the average student, the actual time you take to complete will depend on your ability to learn.

YOU start when you are able.

YOU attend full or part-time.

YOU progress at a pace suited to your ability to learn.

YOU write tests when you are ready.

YOU do not have to re-study what you already know. When you prove you can do the job, you are given credit for that part of the program.

YOU can select the level or part of the program which you wish to accomplish.

YOU can leave a program and re-start whenever you wish, from where you left off.

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 courses. We can help you choose the course best-suited for your needs.

Many of these programs are approved by Canada Employment and Immigration Commission (C.E.I.C.). Please contact your local C.E.I.C. office for information concerning sponsorship.

Cabinet Making

North Campus

48 weeks starting every Monday

LEARN AT YOUR OWN PACE

Graduates of the Cabinet Making program will have studied the design and construction aspects of commercial and residential woodwork. They will have mastered the necessary skills for identifying, manufacturing and using the various wood joints, and will also learn how to use hand or power tools to produce them. They will also acquire a knowledge of wood finishes, their application by hand and mechanical means and a knowledge of the natural and man-made materials used in cabinet making.

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

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.

PROGRAM OUTLINE

Veneer (kinds, applications, cutting, etc.)
 Plastic Laminates (composition, uses, grade, etc.)
 Hand Tools (safety rules, measuring, maintenance, etc.)
 Fasteners and Sandpaper (nails, screws, etc.)
 Wood Joints (identification and fabrication)
 Portable Power Tools and Stationary Power Tools
 Hardware (identification and installation of cabinet hardware)
 Cabinet Construction
 Finishing (staining, filling, protection)
 Drafting (basic principles)
 Lumber & Plywood
 Bending & Laminating
 Special Project: produce a project from specifications
 Job Search

Computer Numerical Control Programmer/Operator

North Campus

48 weeks starting every Monday

Graduates of this 48-week program are trained in the modern technological methods of numerical control machine tool operation, as well as in the writing and editing of manual-part programs. 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

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, agricultural machinery production, plastic and rubber manufacturing, instrumentation, and service industries.

Graduates with a higher level of hands-on skill will find employment as operators and set-up persons. Those who excel in the programming area can become Numerical Control Machine Programmers and may advance into supervisory positions. 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.

Electronics Certificate Program Digital Equipment and Systems

North Campus

48 weeks starting every Monday

TIMETABLE

Students can attend day or evening and either full or part time.

Full time day classes start any Monday (Monday to Friday; 9:00 am to 2:25 pm).

Evening classes run as numbers permit. Evenings (6-9 pm).

TEACHING MODE

Individualized Learning Packages

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 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

CAREER OPPORTUNITIES

Graduates may expect to work for manufacturers, vendors, and users of computerized and electronic equipment as troubleshooters, maintainers, and installers.

PROGRAM OUTLINE

Direct Current Circuit Analysis
 Alternating Current Circuit Analysis
 Electron Device Analysis
 Electronic Analog Circuit Analysis
 Communication System Analysis
 Digital Circuit Analysis
 Microcomputer Software
 Microprocessor Programming
 Microprocessor Hardware Analysis
 Video Display System Analysis
 Microcomputer System Analysis
 Digital Equipment Troubleshooting Techniques

Industrial Maintenance Mechanic

(Packaging, Millwright)

North Campus

48 weeks starting every Monday

We offer two options: Industrial Maintenance (Millwright) Mechanic and Packaging Machine Mechanic.

These options share a common core. The Millwright program is a regulated trade and so this program can be accessed by apprentices. The Packaging Mechanic Option is now registered and can be accessed by apprentices who require non-regulated training according to the new ministry guidelines. Those who are not already apprenticed can take the courses as fee paying students. (The fact that you have completed the in-school portion can be a benefit to some employers.) Both options (as certificate courses) can be sponsored by C.E.I.C.

Students are trained to set up and adjust machines, change tooling, maintain and repair, overhaul, service the various machines used in the service, supply, and process industries. This program specializes in various packaging machines used in filling, wrapping, canning, and bottling plants. Training is provided in hand and bench tools, machining, welding, pneumatics and hydraulics, electrical controls and mechanical drives, including repair, troubleshooting, and preventative maintenance.

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

RECOMMENDED SKILLS

- ability to understand the principles of mechanics to apply them in the set-up, repair, and maintenance of machine parts

- manual dexterity, ability to carry equipment up to 30 pounds in weight, as well as good eyesight and the ability to see colours distinctly

CAREER OPPORTUNITIES

Industrial Maintenance Mechanics find employment working in a variety of industries such as metal cutting and fabrication, food and beverage processing, pharmaceuticals and cosmetics, and chemicals and paint. Duties include troubleshooting, maintenance and problems in plant machinery.

Packaging Machine Mechanics find employment in the food, pharmaceutical, beverage, and chemical industries, where you will set up and adjust packaging machines, change tooling, and maintain, repair and troubleshoot mechanical, electrical, and fluid power on the various packaging machines used in these fields.

PROGRAM OUTLINE

Common core topics:

Safety
Measuring tools
Bench tools & fabrication
Hand tools & rebuild techniques
Blueprints & sketching
Welding & brazing
Soldering
Power transmission components
Lathes & mills & grinders
Cams & levers & timing
Conveyors
A.C./D.C. electricity
Electrical controls
Pneumatics/hydraulics

Industrial Maintenance (Millwright)

Overhaul & Maintain machines
Try out, test & run machines
Troubleshoot machines

Packaging Machine Mechanic

Packaging machine controls
Machine set-up
Machine maintenance
Troubleshoot machines

Marine and Small Powered Equipment Mechanic

North Campus

40 weeks starting every Monday

This title refers to two options of a 40 week Individualized Learning 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

MARINE & 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 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. Options may be taken full-time, part-time, days or 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 and textbooks will be the responsibility of the individual student.

Welder Fitter

North Campus

40 weeks starting every week

Graduates of this program are proficient in fitting and welding pre-fabricated and forged metal components, applying a knowledge of the physical properties of metal and the effects of heat, and weld shrinkage. The student learns both the practical and theoretical application of all the basic welding processes. These include SMAW (stick), GTAW (TIG), GMAW (MIG), FCAW (Flux core) and Oxyacetylene Welding.

*Students may enrol in the program part-time. As well students may take any portion of the program. Example—a student may enrol for the purpose of learning Mig Welding only.

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

CAREER OPPORTUNITIES

Graduates may work in specialized welding shops or large and small general manufacturers in which welding is an integral part of production (i.e. construction and/or transportation)

PROGRAM OUTLINE

Shielded Metal Arc Welding, "Stick Welding"
 Joint, Electrodes and Symbols
 Shielded Metal Arc Welding, vertical up and overhead
 Oxyacetylene Welding
 Tungsten Inert Gas Welding, "TIG"
 Metal Inert Gas Welding, "MIG"
 Blue print reading
 Job Search

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 Skills Development.

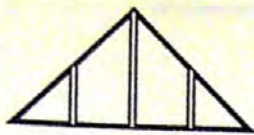
ADMISSION REQUIREMENTS

- minimum 16 years of age
- grade 10 (Ontario)
- applicant must be literate in English
- employed in your chosen field

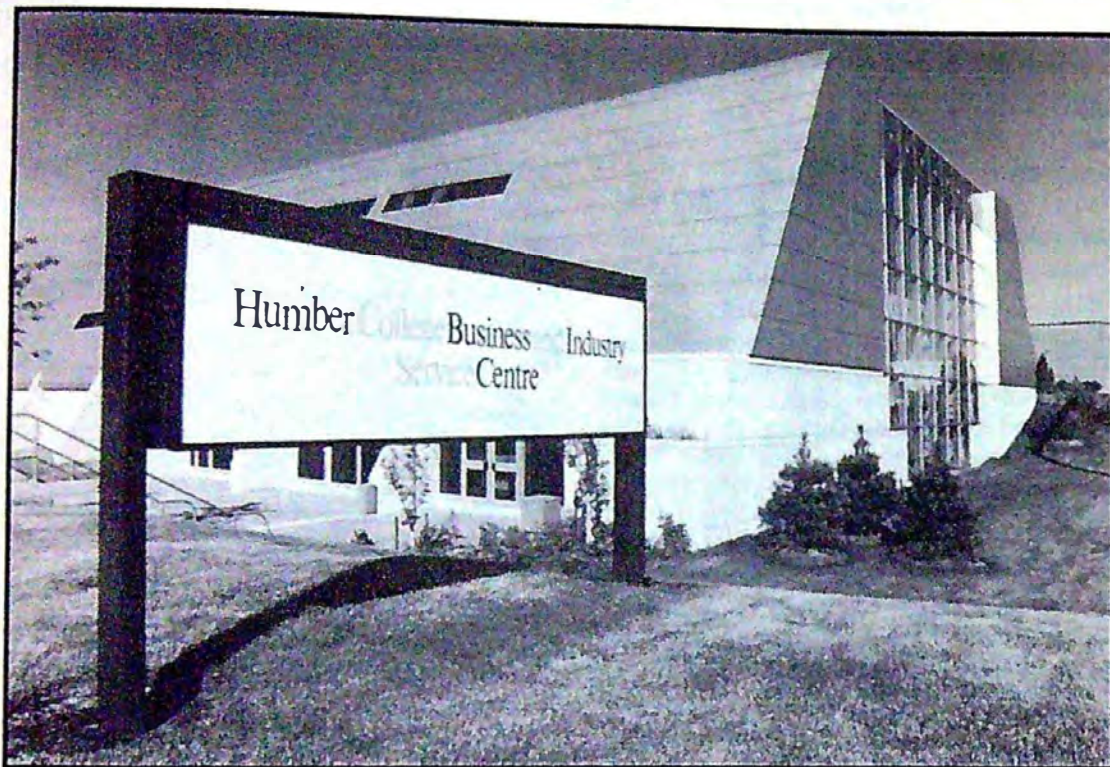
Humber College offers the following apprenticeship programs:

- Boilermaker
- Painter
- Sheet Metal
- Plumber
- Industrial Woodworker
- Electrician
- Horticulture
- Part-time Cuisine Apprentice
- Precision Instrument Technician

For further information, please contact your local Apprenticeship Branch Office or call 1-800-387-5656.



Business and Industry Services



Please Note

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

Business and Industry Services

Business & Industry Services provides short term, flexible year-round training and retraining programs, on and off campus.

Among the services provided are:

- training consulting
- needs assessment
- workplace preparation
- job advancement skills
- career development and job search skills
- fee for service custom training
- conferences and seminars
- academic upgrading
- language and mathematics literacy
- English as a second language
- teaching English as a Second Language

JOB TRAINING SERVICES

For information call:
252-5571
or
763-5141

Humber College provides adults with short-term skills training in preparation for entering or re-entering the workforce, or changing jobs.

Examples of training includes:

- Accounting
- Biology
- Career Planning For Women
- Chemistry
- Computer Literacy
- English (Grades 1 to 12)
- English As A Second Language
- Futures (Youth Program)
- Health Care
- Job Readiness Training
- Job Finding Club
- Job Option Building
- Life Skills Coach Facilitator
- Mathematics
- Multiculturalism in the Workplace
- Physics
- Training The Handicapped Adult in Transition
- Welding

FUTURES (YOUTH PROGRAM)

For information call:
253-6761.

Under contract to the Ontario Ministry of Education, Humber College provides job preparation and work experience training for young adults (15-24 years of age) in preparation for work.

ONTARIO SKILLS DEVELOPMENT OFFICE/ ONTARIO SKILLS

For information call:
675-5014

Under contract with the Ontario Ministry of Skills Development, Humber College assists Ontario employers to develop training plans, and qualify for financial assistance to undertake training programs for one year.

BUSINESS AND INDUSTRY SERVICE CENTRE

For information call:
674-BISC

A one-stop customer sales and service office for business and industry to obtain custom training and retraining service assistance from Humber College.

Training facilities at the Business Centre are also available for rent by employers.

Some examples of our training capabilities include:

Advanced Manufacturing Technology

- Flexible Manufacturing
- CNC
- Robotics
- CAD/CAM
- Process Control
- MRP
- CIM

Industrial Technology

- Electronic/mechanical equipment maintenance and troubleshooting
- Industrial Instrumentation
- Quality Engineering
- Health and Safety

Computer Application Skills

- Operating systems
- Micro-computer applications
- Data Communications
- AUTOCAD and Networking

Communication Skills

- English as a Second Language
- Multicultural Training
- Literacy and Numeracy
- Technical Report/Manual Writing
- Presentation Skills

Business Management Skills

- Management/Supervisory Development
- Sales
- Customer Service
- Office Administration

Legislative Implementation

- Pay Equity
- WHMIS
- Employment Equity
- Transportation of Dangerous Goods

CONFERENCES AND SEMINAR SERVICES

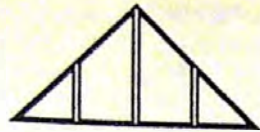
For information call:
675-5077

Humber College offers over 300 professional development conferences and seminars across Canada every year.

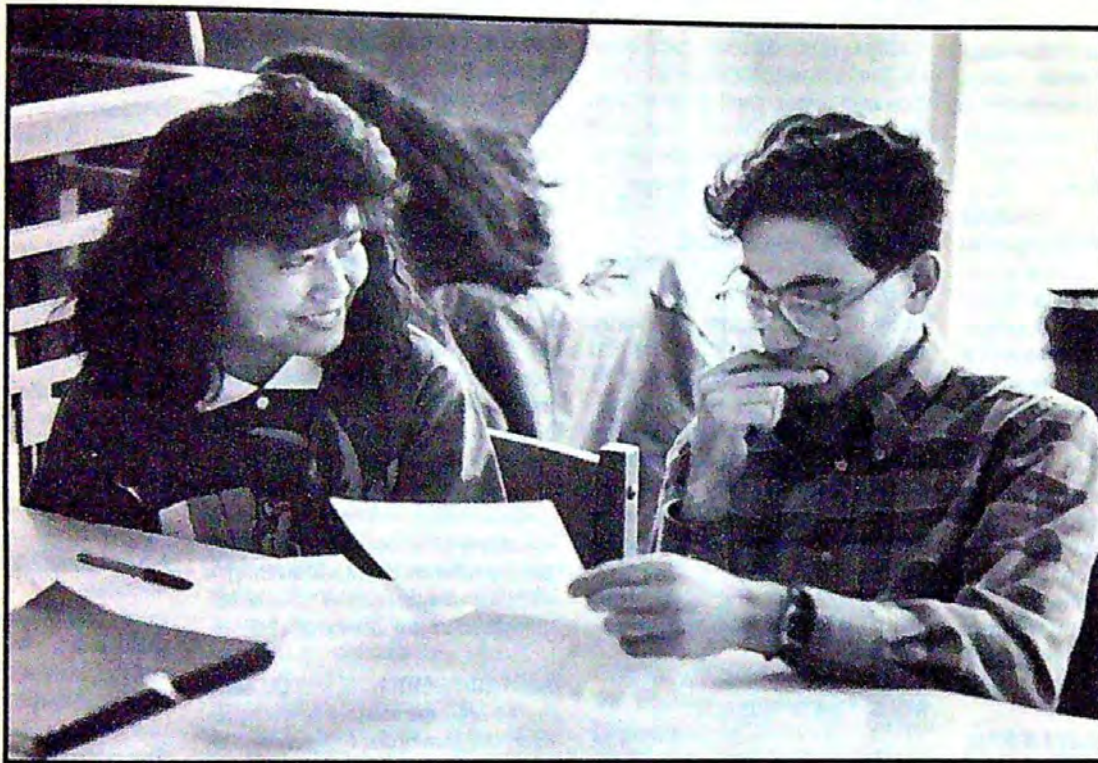
Sample topics include:

- Health Care Management
- Business Leadership
- Management/Supervisory Development
- Sales/Customer Service
- Secretarial Skills

Humber College Business & Industry Services



Course Descriptions For All Programs



[Faint, illegible text from the rest of the page, likely containing course descriptions.]

2-DIMENSIONAL DESIGN DGAS100

In this course, students will explore the fundamental methods of creating and managing an image on a 2-dimensional surface. The course will deal with the process involved in excluding elements that are not important to a design, and including those that are crucial.

**3-DIMENSIONAL DESIGN 1
PACK302**

This course marks the change from projects which relate to two-dimensional graphics and package designs, to the three-dimensional design demands of cartons, bottles, cans and other containers found in the supermarkets and chain stores.

**3-DIMENSIONAL DESIGN 2
PACK402**

Further design problems are set to explore the wide variety of answers open to the student of Package Design. Again, the major packaging materials are examined - but with an emphasis on both surface graphics and package construction.

3-DIMENSIONAL DESIGN DGAS101

This course prepares students for the processes involved in thinking in 3 dimensions, and particularly the differences and commonalities between 2 and 3-dimensional problem-solving. Materials used include card, plastic, wax, plaster, and clay.

**16MM CINEMATOGRAPHY 1 & 2
FMTV304/407**

This course is designed to provide the student with the theoretical knowledge and practical skill required for completion of assignments that are technically demanding.

20TH CENTURY HISTORY HIST100

History courses play an important role as background for students in understanding contemporary issues. To understand Canada today, one must understand how it came to be. Only with such understanding can there be direct interest and practical involvement in the political life of our nation. The study of history will provide the student with an integrated view of his/her society and its development.

A LA CARTE CUISINE 1 CULN201

This course is designed to expand on the acquired knowledge from A La Carte Short Order. Emphasis is placed on quality food preparation, enhanced presentation and kitchen management, techniques, teamwork and professional ethics are practiced.

A LA CARTE CUISINE 2 CULN309

This course is designed to bring together the theoretical and practical components of preceding courses in an authentic dining room kitchen. Emphasis will be placed on kitchen organization, production techniques, food presentation and styling in the areas of garde-manger, patissier, entremetier, saucier, poissonnier and potager.

**A LA CARTE SHORT ORDER
CULN102**

This course provides a basic study of cooks training in quality food production for a la carte and short order areas. Students will learn: principles of food production, culinary terminology, safe and correct use of kitchen equipment and professional tools.

Emphasis is on correct and safe handling of raw and prepared food-stuffs.

All standards for safety, food and personal hygiene will be observed.

**A QUESTION OF MORALITY
HUMA019**

The purpose of this course is to explore the problems involved in making moral and ethical decisions. The basic theoretical principles will be applied to important moral issues and we will study the role of schools in teaching morality. This is a General Education course.

**A SURVEY OF ENGLISH LITERATURE
- PART 1 ENGL002**

The purpose of this course is to create a foundation for interpreting literature, by familiarizing students with the themes and symbols from mythology through a study of the Monomythic pattern that has been universal in the finest poetry and prose from ancient times to the present.

This course will briefly draw upon psychology, philosophy, religion and history in an attempt to explain why certain patterns and symbols in stories from early civilizations keep recurring in the lit-

erature and thought of contemporary writers.

It will also attempt to make the students aware of the mythic forces, both real and imagined, that help to shape concepts of self and society. Students will examine the nature of Greco-Roman and Norse Myths, Judeo-Christian writing, and Old English and Arthurian legends.

**A SURVEY OF ENGLISH LITERATURE
- PART 2 ENGL003**

The purpose of this course is to familiarize the students with some of the poetry and prose of the major writers in the English Literary Tradition from Blake to D.H. Lawrence under the following headings: The Romantic Period (1784-1833) Imagination and Nightmare; The Victorian Age (1837-1914) Hope and Fear; The Modern Period (1914-) Despair and Anxiety.

A.C. CIRCUITS ELIC207

This course furnishes the student with a sound understanding of the fundamental laws governing the behaviour of sinusoidal alternating current circuits. The effect of resistance, inductance and capacitance in series and/or parallel A.C. circuits will be analyzed in the class and the relevant electrical quantities such as voltage, current, phase, etc. measured in the laboratory.

A.C. EQUIPMENT 1 ELEC305

To lead the student to comprehend the principles of operation of power transformers and three-phase induction motors.

A.C. EQUIPMENT 2 ELEC403

To lead the student to comprehend the principles of operation of the alternator, the synchronous motor, single-phase motors and the controls thereof.

A/V TECHNIQUES FOTO406

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

**ABNORMAL PSYCHOLOGY OF
CHILDHOOD & ADOLESCENCE 1 & 2
CYW.300/400**

This course will deal with 1) the diagnosis, cause, classification and description of psychological disorders in childhood and adolescence, and 2) developing observational skills, writing concise, effective reports and developing treatment plans and formulations.

**ACCOUNTING CONCEPTS 1
ACCT112**

This course assumes no accounting background on the part of the student. It covers the complete accounting cycle with emphasis on the conceptual as well as the procedural elements of the cycle. The course concludes with a chapter on payroll.

**ACCOUNTING CONCEPTS 2
ACCT212**

This course provides a detailed study of the accounting for the various items appearing on a balance sheet, their control and their effects upon related items of income and expense, including accounting differences for each type of business enterprise.

**ACCOUNTING FOR MARKETING
ACCT103**

An introductory course intended specifically for students in Marketing. Accordingly, the course emphasizes the analytical application of concepts and principles and de-emphasizes the record-keeping aspects of accounting.

ACCOUNTING - RETAIL RMGT104

A study of the accounting cycle as it relates to the retail firm. The student will learn the procedures used in formulating financial statements, and how to interpret important ratios with a view to understanding the financial performance of a retail company.

**ACCOUNTING, SELECTED
INTERMEDIATE TOPICS ACCT301**

This course is intended to cover selected topics that will give the audit technician a knowledge of accounting in manufacturing companies, uses of financial data in planning, control, and decision making and providing strategies for dealing with incomplete records.

ADAPTING CURRICULUM FOR EARLY CHILD EDUCATION ECE.414

This course will give the student an overview of several topics integral to the early childhood educator. Discussions will deal with older and newer theories on how to teach children, issues related to child abuse, multiculturalism, creativity in the young child and teacher skills and attitudes when working with children with special needs.

ADAPTIVE & MALADAPTIVE BEHAVIOUR 1 DSW.101

A study of the biological, psychosocial, and sociocultural factors which shape adaptive and maladaptive behaviour. In Semester one the emphasis is on those forces which shape personality development.

ADAPTIVE & MALADAPTIVE BEHAVIOUR 2 DSW.205

Semester two emphasizes the causes, manifestation, and management of maladaptive behaviour. Specifically, the psychoses, psychoneuroses, and various conduct disorders are closely examined.

ADMINISTRATIVE MANAGEMENT RHBK401

This course will highlight management aspects of rehabilitation programming. A wide range of necessary topics will be introduced, with emphasis on grant proposal writing, budgeting and project management, financial planning and recording, and program evaluation procedures.

ADMINISTRATIVE PROCEDURES (E.C.E.) ECE.409

Students will become familiar with the basic principles and procedures of administering a nursery school or day care centre. Special attention is given to the requirements of the Day Nurseries Act. A hypothetical day care centre will be created and procedures, problems and concerns common to the set up of new schools will be explored.

ADULT DEVELOPMENTAL THEORY RHBK205

This course introduces adult developmental theory with a systems approach to individual, family, and career development issues. Knowledge objectives will be integrated with skill objectives as stu-

dents engage in anecdotal recording and case studies.

ADVANCED BUILDING SYSTEMS EMAN512

Students will become familiar with the design and operation of advanced air handling and building environmental control used in modern buildings, industries and laboratories. Use is made of an up-to-date variable air volume installation.

ADVANCED COMPOSITION LANG117

Advanced Composition is designed for the General Arts and Science student who intends to continue his/her formal education at the university level, or in any program of study that requires advanced writing skills. Advanced Composition is an essay writing course. The process of writing is extensively examined and problem-solving strategies discussed and practiced. Various conventions of academic writing are also defined and applied.

This course has two principal goals: to raise your awareness of the reading and writing demands university studies will place on you, and to help prepare you to meet those demands. Throughout the course, you will work to improve the clarity, correctness, and completeness of your writing skills. By these efforts, you will attempt to gain a better understanding of the ways you use language to think and to express yourself. The course will emphasize the integration of reading, analyzing, writing, and seminar skills.

ADVANCED CONTROL APPLICATIONS ELEC601

This course introduces the concepts and uses of external communication devices and the data highway, including the introduction and application of an advanced PLC system.

ADVANCED FINANCE HOTL280

This course continues from Basic Finance, the idea of what finance is all about. The student will examine the financial management process with emphasis upon accounting, analysis and decision making and action taking.

ADVANCED GARDEMANGER PRACTICAL CULN401

This course provides a hands-on practical experience in the preparation of advanced buffet items such as, pate en croute, terrines, pates, mousse, galantine, showpieces, aspic and chaufroid work, fat, vegetable and fruit carving, platter decoration and buffet presentation.

ADVANCED GARDEMANGER THEORY CULN406

Designed in conjunction with Advanced Gardemanger. Students will learn the organization of the larder department, the theory of buffet presentation and design with emphasis on the production theory of pate, en croute, terrines, mousse, galantines, and showpieces.

ADVANCED MANUFACTURING SYSTEMS MANF602

The course surveys the current state of automated manufacturing. It will introduce group technology as the bases of building manufacturing cells and discuss manufacturing cells in general. Cell control techniques will be explored both in classroom and laboratory settings. The principles of flexible manufacturing will also be introduced.

ADVANCED MARKETING ADMIN. MKTG405

This advanced course represents the final level in Humber's Marketing Program. It includes a Marketing Management simulation which offers an excellent vehicle to refine the many concepts acquired in earlier courses.

ADVANCED MATERIALS APPLICATIONS INDU501

This course is a study of the latest developments in materials technologies combined with exploratory exercises in new applications for existing materials.

ADVANCED PLC'S ELIC502

This course will enable the students to design and implement simple programs using data manipulation, math functions, comparisons, files, sequencers, analog signals and report generation.

ADVANCED PROFESSIONAL SKILLS CYW.603

This course focuses on the skills of the professional C.Y.W. that will help ease the transition from stu-

dent to employee. The groundwork for future skill development (eg. consultation, advocacy) will be introduced at this time.

ADVANCED RETAIL FINANCIAL STRATEGIES RMGT405

Strategic Retail Marketing is both an art and a science. It moves a store into a position in the marketplace that serves the target customers better than the competition. Using a case study approach based on the student's placement company, the Retail Management student will analyze their company's strategies in a variety of areas of retailing. Through a series of workbook exercises they will compile a major comprehensive strategy report.

ADVERTISING 1 MKTG300

This course offers a basic overview of the Canadian advertising scene today. Beginning with an analysis of the several purposes of advertising, and continuing with an examination of the various media available, the students will then consider the steps required to plan, prepare and produce advertising messages. Emphasis will be placed on advertising's advantages and limitations as a component of the promotion mix, as well as the necessity for and the difficulties involved in evaluating its effectiveness.

ADVERTISING 2 MKTG420

Here the student will delve more deeply into the generally accepted techniques used and problems faced by advertisers than the elements course permits. The student will prepare and analyse both print and broadcast messages. They will also be involved in the development of real simulated advertising plans, including budget breakdowns and media schedules. As well, there will be two major written assignments prepared by student-organized advertising agencies, plus reviews of books written by advertising "immortals."

ADVERTISING AND THE WORKPLACE MEAD406

This course is designed to help students acquire the human relations skills that are essential to success both in their field placement and in their future career. They will learn about the power and politics of organizations and their

role. They will acquire skills that will make them more efficient and effective.

**ADVERTISING WRITING FOR PR
PRC.208**

This course will develop the skills introduced in Introduction to Advertising through practical copy-writing, and assessing media. Various promotions will be analyzed.

**ADVOCACY AND COMMUNITY
RESOURCES ECAS201**

This course will focus on the role of the Advanced Studies in Special Needs graduate as an agent of change. Students will explore ways to help children and their families achieve a life of the highest possible quality. The concept of advocacy as a form of social action to achieve access and public awareness will be a central theme. Students will develop skills in seeking out and investigating community resources and providing liaison between the child, family, school and these resources. Leadership skills, initiative, modes of communication and innovative approaches to advocacy will be highlighted throughout the course.

AESTHETICS HUMA100

The lectures will cover the basic philosophies of art and relate these by way of example to the history of art, architecture and design. Contemporary concerns will be covered by the students who will write two short papers on any of the topics outlined in the suggested readings.

**AFTER-SCHOOL PROGRAMMING
FOR 6-10 YEAR OLDS ECEA101**

Many day care centres now provide after-school care for the school-age child. The skills and needs of this age group differ from those of the preschool child. This course will focus on the kinds of activities that would interest the child and aid him/her in their regular school program. Included are activities that deal with fine and gross motor abilities, social games and intellectual games.

**AGENCY ADMINISTRATION &
FUNDRAISING SSW.300**

To acquire an understanding of the management functions and process of a human service agency. To become aware of the administrative elements of a human service worker's job responsibilities. To

develop work load management skills (organizing, prioritizing, and time management). To acquire simple budgeting and bookkeeping skills. To develop information management skills, record keeping, statistics.

**ALGORITHMS & DATA STRUCTURES
CENG503**

This course continues the study of fundamental algorithms and data structures started in Algor. & Data Struct. I. It emphasizes the concepts of building extendable libraries and software tools and applying techniques for improving program efficiency. During the course, the student will write algorithms for string handling primitives, data compression, pattern matching, and graph manipulations as well as study file structures, and file access methods (SAM, ISAM, etc.).

ALTERNATIVE ENERGIES EMAN504

This course is designed to familiarize students with sources of energy other than oil and gas. Specific topics include solar, wind, nuclear, energy from waste and biomass sources.

ALTERNATIVE PROCESSES FOTN402

Through samples and demonstrations, students will understand the use and importance of alternative and special processes such as: dye transfer, cyanotype, gum bichromate, carbon prints and advanced and selective toning.

AMBULANCE SERVICE 2 AECA202

This course provides practical third-person observer experience in an ambulance service. Students will observe, participate in and analyse emergency situations which will form a basis for their professional practice in the future.

**ANALYTICAL CHEMISTRY 1
CHEM303**

The student will acquire the basic principles of "wet" analytical chemistry and calculate solution strength, percent composition, solubilities, ionization constants, and factor relationships based on neutralization reactions, titrimetric precipitations, complexometric titrations, oxidation and reduction reactions and gravimetric analysis.

**ANALYTICAL CHEMISTRY 1 LAB
CHEM307**

The student will learn the basic routine laboratory techniques of chemical analysis: analysis of samples (ores, cement, food stuffs, etc.) by titrimetric and gravimetric analysis. Students will record and interpret experimental data, calculate results based on the data, research standard procedures and adopt the method best suited for a specified purpose. Safe laboratory practices and techniques are promoted.

**ANALYTICAL CHEMISTRY 2
CHEM501**

The student will learn the general principles of modern instrumental techniques involving; nuclear magnetic resonance, mass spectrometry, emission spectroscopy (DCP, ICP) polarography and derivative formations for G.C.

**ANALYTICAL CHEMISTRY 2 LAB
CHEM511**

The student will be able to analyse water pollutants, industrial products and wastes for trace metals, non-metallic impurities and for pesticides by using conventional chemical or instrumental methods of analysis involving NMR, MS, AA, IR, UV, HPLC and polarography.

**ANATOMY & PHYSIOLOGY 1
EQNE301**

This course involves the study of both the musculo-skeletal and reproductive systems of the horse. A study of common unsoundnesses and lameness analysis will cover the locating of the lame limb, the site of the lameness, signs, causes and treatments. Also covered will be the reproductive anatomy of the horse, various reproductive diseases and causes of reproductive failure, and common breeding practices.

**ANATOMY & PHYSIOLOGY 2
BIOS211**

This course is required for the Basic Nursing Program in the Health Science Division. It is designed to follow Human Anatomy and Physiology, Intro. and will provide more detailed anatomy and expand on the physiological processes of the body.

**ANATOMY & PHYSIOLOGY 2
EQNE401**

This course involves the study of the structures and functions of the respiratory, cardiovascular and gastrointestinal systems. The various states of these systems will be examined with emphasis on an understanding of the pathology involved and its treatment.

**ANATOMY AND PHYSIOLOGY
(RNA-OR) BIOS104**

This course highlights selected areas of human anatomy and physiology that will enable the student to better understand the surgical procedures that they will encounter in their work experience.

**ANATOMY AND PHYSIOLOGY 1 - AEC
BIOS114**

This course will provide an overview of the basic structure and function of the human body as it relates to the provision of pre-hospital emergency patient care. Utilizing the systems approach of study, students will be prepared for the basic concepts of pathophysiology that will be dealt with in this program area.

**ANATOMY AND PHYSIOLOGY 2 - AEC
BIOS214**

This course will examine in detail the structure and function of the human body. Emphasis will be placed on normal physiology in preparation for studies in advanced pathophysiology which will be dealt with in the program area.

**ANNOUNCING TECHNIQUES 1
RBD.201**

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

**ANTHROPOLOGY - AN
INTRODUCTION SOC104**

Anthropology - the study of man - recognizes that man has devised many ways of coping with life whether in the jungles of the Amazon, the ice of the Arctic, or the penthouses of Toronto. No "one way" of solving our constant concerns about self, others, and how we relate to our environment is appropriate for all cultures. By investigating man in his teepees, huts, and suburban bungalows we see how different people answer

such questions as: is man innately aggressive; why do we have religion; is psychiatry really magic and witchcraft? This is a General Education course.

APPLICATIONS IN EMERGENCY PATIENT CARE AECA207

This course involves a continuation of the field-placement in the ambulance service. This will allow the student additional exposure to emergency patient care settings and refinement of practical skills.

APPLIED BOTANY LAND103

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

APPLIED CALCULUS CALC201

This course reviews differentiation and integration, integration techniques, average and RMS values continuing with the treatment of area in polar coordinates, Maclaurin and Taylor series, Fourier analysis and Laplace transform analysis of second order systems as applied to electronic circuits.

APPLIED COMMUNICATIONS RECM112

This practical course is designed to provide students with an opportunity to develop skills in written and oral communications. Course content would emphasize effective writing, effective speaking, how to conduct meetings, presentation techniques and the job related communications, processes of resume writing, screening and interviewing skills.

APPLIED ELECTROMAGNETICS ELIC604

The student studies basic field theory as introductory information to the concepts of electro-magnetic radiation. Simple radiators, arrays of sources and fields due to ground reflection are studied, as well as propagation in free space and near the surface of the earth.

APPLIED PHYSICS CSUR103

This course will introduce the student to mechanics with an emphasis on analytical problem solving. The student will gain knowl-

edge of vectors, translational and rotational equilibrium, linear and rotational motions, work, energy and power.

APPLIED PSYCHOLOGY 1 PSYC101

This course examines the human behaviour aspects of the work of the Ambulance Attendant. It has been developed to suit the needs of the people entering the Ambulance and Emergency Care Field.

APPLIED PSYCHOLOGY PSYC103

This course will provide students in the Law Enforcement & Security Program with the specific knowledge from the field of scientific psychology that applies most directly to law enforcement. Special emphasis will be placed on psychological knowledge and skills necessary for effective interaction with those clients who have been identified as psychologically abnormal. Students taking this course will have already successfully completed a course in Introductory Psychology as a prerequisite.

APPLIED RESEARCH AND H.R.I.S. HRPD706

This course covers the theory, practice and application of research methods to analyze human resource problems. It also covers the issues involved in assessing the need for, and implementation of, a computerized human resource information system (H.R.I.S.). Suggested Prerequisite: Personnel.

APPLIED SOILS LAND101

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

APPLIED STATISTICS TSTA103

Although the prerequisites for this course are Math 1 and Math 2, this course is intended for students in the 6th semester electronics. Most of the applications therefore will be relevant and useful for these students.

The statistics topics include measures of central tendency and variation for both grouped and ungrouped data, descriptive statistics and frequency distributions, binomial discrete and normal continuous distributions, reliability, redundancy and availability, linear

regression and correlation, central limit theorem and estimations. As much as possible, examples and application from the field of electronics will be used.

APPRENTICESHIP THTT409

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

ARBORICULTURE 1 LAND306

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

ARBORICULTURE 2 LAND405

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

ARBORICULTURE FIELD INSTRUCTION 1 LAND315

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

ARBORICULTURE FIELD INSTRUCTION 2 LAND417

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

ARBORICULTURE SCIENCE TREE306

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

ARCHITECTURAL CADD 1 ARCH306

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on IBM microcomputers.

ARCHITECTURAL CADD 2 ARCH403

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on IBM microcomputers.

ARCHITECTURAL CADD 3 ARCH504

The student will have access to a Computer Aided Drafting and Design studio to develop further skills in the preparation of drawings, schedules, and other CADD-related documents.

ARCHITECTURAL CADD 4 ARCH604

The student will have access to a Computer Aided Drafting and Design studio to develop further skills in the preparation of drawings, schedules, and other CADD-related documents.

ARCHITECTURAL COMPUTER APPLICATIONS ARCH605

This course introduces the student to computer application software packages dealing with different architectural and construction computer application programmes. In particular, the student will be introduced to the following topics:

1. Introduction to micro computer hardware, and DOS, dBase and Lotus software packages.
2. An overview of current computer software packages available on the market such as Autodesk, AEC, Timberline PE, Architect Basic and Dodge Estimator II.
3. Computerized takeoff and estimating using Timberline software.

ARCHITECTURAL CONSERVATION AND RESTORATION ARCH602

Given the increasing importance of preserving the fabric of our architectural heritage, this course will present an overview of historical styles and structural systems, building construction methods of the past, and techniques for preserving and restoring historical buildings. The student will undertake a major restoration project on an historical Toronto building.

ARCHITECTURAL HISTORY ARCH603

This course traces the development of architecture from the Egyptian period to the present day. The roots of twentieth century architecture and the many aspects which influenced the architectural developments during the period 1750 to the present day will be explored in detail.

ARENA CONSTRUCTION, DESIGN AND MAINTENANCE ARNA503

Students learn the architectural designs and construction of arenas including technical set-ups and how the maintenance should be carried out in an arena with regard to mechanical equipment, building and structural maintenance.

ARRANGING FOR BIG BAND 5 MELC509

This course is offered to the student who has completed Arranging 4 and who wishes to study writing for large band.

ARRANGING FOR BIG BAND 6 MELC609

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

ARRANGING FOR SMALL BAND 3 MELC309

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

ARRANGING FOR SMALL BAND 4 MELC409

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

ART HISTORY 1 INTR102

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

ART HISTORY 2 INTR202

The course will trace the development of western man as demonstrated in visual forms, and will establish the relationship between permanent forms such as architecture, monumental sculpture, Fresco

painting and more portable forms such as furniture, easel painting, textiles and the like. Semester 2 examines Southern and Western Europe from the Gothic period to the twentieth century.

ART HISTORY 3 INTR302

Art History 3 aims to build upon the survey of Art History 1 & 2 so as to develop the student's awareness of our rich cultural heritage. After a brief review of the rise and fall of our stream of civilization, recalling the corresponding forms of architecture and art, we will examine significant aspects of the period since the Renaissance. Thus, for example, we will consider the importance of Palladio and his inspiration, not only in Italy but in the rest of Europe and America up to the present century. Similarly, we will note the ways in which painting and sculpture often reflect contemporary world views, highlighting the work and thought of major artists and influences up to the eighteenth century. (Art History 4 similarly covers the period from eighteenth to the twentieth centuries). The course will be illustrated by slides, movies and handouts.

ART HISTORY 4 INTR402

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

ART OF NEGOTIATION RECM113

This course provides an introduction to the basic principles of effective negotiation. The intent of this course is to have students acquire or improve skills for successful negotiating. As a club manager, effective negotiating skills can be applied to unions, taxes, purchases/tenders, contracts, acquisition of funds, lobbying, club structure and function.

ASEPTIC TECHNIQUES PHAR202

Practical experience will be gained in the preparation of I.V. admixtures. Emphasis in this course

is on the development of techniques, accuracy and strict adherence to protocol rather than speed.

ASSEMBLER 1 ISYS203

The course will provide insight into systems programming as well as an in-depth look at the inner workings of a CPU. This will enable the student to understand to a greater degree what is happening when they are coding programs in high-level languages such as COBOL.

ATHLETIC FOOTWEAR FUNCTION & DESIGN SPRT204

This course is designed to provide the student with the general knowledge required to differentiate between the technical and material requirements of court, training, walking, cycling, hiking, and aerobic shoes.

AUDIO RECORDING TECHNIQUES 1 AVIS205

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

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

AUDIO VISUAL TECHNIQUES AVIS900

Students participating in this course will have the opportunity to develop portfolios specifically related to their vocational aspirations. They will investigate various aspects of media resource management and do comparative studies of management approaches in the development, operation, and control of media production service facilities. The course will provide opportunities for students to communicate with experienced media personnel in private business, education and government institutions and agencies, as well as training units in manufacturing and marketing firms.

AUDITION THTP502

Audition will enable students to prepare and present a number of monologues and/or musical pieces which will become portfolio material to be used in professional audi-

tions. The course will stress performance skills as they apply directly to the audition situation.

AUTOMATIC CONTROLS - INTRODUCTORY ELEC201

This course provides an introduction to the measuring element and the controller which form part of a closed loop control system. The other two elements of a closed loop, namely, the final control element and the process itself are more thoroughly covered in Adv. Auto Controls. The student calculates and measures the dynamic performance of sensors and controllers.

He/she tunes proportional, reset, and derivative settings of closed loop controllers. He/she studies cascade, ratio and multivariable control loops. He/she sets up the loops and a sequential pump control scheme in the shop, and prepares clear and concise reports on his findings.

AV APPLIED PHYSICS PHYS301

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

AV MATHEMATICS MATH306

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

AV MEDIA APPLICATIONS, INTRODUCTION AVIS101

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

portfolios. The photographic and writing components of this course are coordinated with the other core courses in this semester.

AV PRODUCTION WORKSHOP, SPONSORED PROJECTS AVIS302

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

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

AV VISUAL DESIGN AVIS402

This course is designed to give the student a basic knowledge of and experience with writing and designing layout using desktop publishing, where the computer is used as the main tool for page layout of text and graphics for publication purposes. The student will be using the Macintosh computer and software packages that have become industry standards for electronic layout namely, MicroSoft Word and Aldus Pagemaker.

BASIC PROGRAMMING CPRO102

The student will be able to operate a microcomputer system including a disc drive and a printer. He/she will be able to solve scientific and technical problems using the language BASIC.

BASIC CAMERA TECHNIQUE 1 FOTN102

This basic photography course is designed for individuals who have no previous photographic experience. By making photographic records of the images around them, students will gain an understanding of the photographic sequence and the basic functions of the camera.

BASIC CAMERA TECHNIQUE 2 FOTN202

This course will familiarize students with the use of a large format camera, its uses and its accessories. Students will gain a basic understanding of lighting techniques and the various qualities of light. They will learn to control lighting equipment as well as to make correction of images with a studio camera.

BASIC CARE HLCA112

This course is designed to emphasize the needs of the older adult who has experienced certain limitations that have resulted in the need for special personal care. Opportunities will be provided for students to practise the skills and then to apply them in the long term care setting.

BASIC FINANCE HOTL180

This course presents the fundamentals of finance and accounting for non-financial management. The student will examine various financial statements used within the hospitality industry, plus methods used in productivity comparison.

These will be related to the hospitality industry by use of specific restaurant and/or hotel examples showing the relevance of the resulting statistical information to operational decisions.

BASIC HORSE HEALTH EQNE204

This course will deal with various common health problems of the horse. Based upon initial discussion of the healthy horse, students will then cover common injuries and their treatment by practical first-aid. Other major areas of emphasis will be common diseases, their symptoms and treatments; identification and location of lamenesses; and lameness care and therapy.

BASIC LIVING SKILLS 1 (R.W.) RHBK201

This course is intended to introduce the student to those activities which constitute basic living skills. Reasons are explored to answer the question why special needs groups are considered disadvantaged. Further, concepts of adult learning are presented. Specific problems of life skills content and models are presented.

BASIC NUTRITION (EQUINE) EQNE100

Basic Equine Nutrition will cover the fundamentals of equine nutrition so that the student can gain a thorough understanding of the horse's digestive system, basic nutrition and why the horse needs them, grain and hay identification, balancing the equine diet. The value of commercial feeds, and the feeding of special types of horses will be studied.

BASIC PHARMACOLOGY 1 DSW.207

This course presents an overview of drug therapy and provides the students with a basis of pharmacology which they can supplement throughout their professional lives.

BASIC PHARMACOLOGY 2 DSW.301

This course presents an overview of drug therapy and provides the students with a basis of pharmacology which they can supplement throughout their professional lives.

BASIC PHOTOGRAPHY 1 INTR403

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

BASIC STRENGTH OF MATERIALS CIVL306

This is an introductory course in the theory of elasticity in which the student will calculate stress and strain for metal components and other building materials.

BASIC TV PRODUCTION JRNL405

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

BASIC TV TECHNIQUES 1 FASH102

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

BASIC TV TECHNIQUES 2 FASH202

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

BEAT REPORTING JRNL301

This course teaches the basics of working a beat. There will be detailed instruction in labour reporting plus other beats such as police, courts, and city hall.

BEHAVIOUR CHANGE STRATEGIES RHBK310

The rehabilitation process includes assessment, change strategies, and placement. Assessment refers to the determination of the handicapping effects of disability or special needs. Placement refers to the attainment of the goal for the client which is optimally placed into competitive employment. Between the initial determination of the handicap or special needs and the final resolution of the problems or barriers presented by the handicap or special needs, a very broad area of activities describe the adjustment process. This course will focus on those adjustment activities specifically related to the individualized training plans.

BEHAVIOUR MANAGEMENT DSW.206

This course is designed as an introduction to help the student become familiar with the language and application of general principles of behaviour modification.

BEHAVIOURAL FOUNDATIONS 1 CYW.100

This course is an introduction to the major areas of psychology. Topics covered will include physiological psychology, learning, intelligence, motivation, personality, adjustment, psychotherapy, abnormal psychology, sexual behaviour, and social psychology.

BEHAVIOURAL FOUNDATIONS 2

CYW.200

A continuation of Behavioural Foundations 1.

BICYCLE MECHANICS & SKILLS 1

SPRT101/201

The course will provide the student with the parts/technical knowledge and skills required to become proficient in assembly, maintenance and repair of bicycles. A thorough study of bicycle shop operations will include an investigation of the use of cycling accessories and clothing, shop efficiency and general sales/service functions.

BIOCHEMISTRY CHEM510

The student will be able to supply the theoretical background for applications in the biochemical field. The chemistry of compounds of biochemical significance (proteins, carbohydrates, lipids, CNA, RNA, colloids, enzymes, vitamins, hormones, etc.) is included. The chemical nature and reactivity of these compounds will be related to the techniques of isolation, purification and assay.

BROADCAST INTERNSHIP 1

JRNL509

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

BROADCAST INTERNSHIP 2

JRNL605

Students intern at a radio or TV station. Arrangements for the internship program will be worked out by the instructor in consultation with the students.

BROADCAST NEWS 1 RBD.204

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

BROADCAST NEWS 2 RBD.303

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

BROADCAST NEWS 3 RBD.404

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

BROADCAST RESEARCH & MARKETING 1 RBD.405

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

BROADCAST RESEARCH & MARKETING AND NATIONAL RADIO SALES 2 RBD.504

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

BUILDING CONSTRUCTION CIVL310

This course of Building Construction will focus on residential wood frame construction, in order to explore the interrelationship of various architectural and structural aspects of building construction. Various building materials, products, and components will be studied in terms of their characteristics, uses and applications to form building assemblies or systems, for residential wood frame construction. The topics to be examined may include: soil characteristics; residential foundation materials and systems; wood and wood products; wood framing techniques; exterior wall cladding materials; residential roofing materials; thermal insulation materials; windows; doors; interior finishes.

BUSINESS CONCEPTS FOR PHARMACY ASSISTANTS MKTG915

Specifically developed for pharmacy technicians, this course is intended to provide the future hospital or retail store technicians with basic knowledge of business procedures.

BUSINESS LAW LAWS111

This course will provide an introduction to the study of Canadian legal systems with a particular emphasis on the law in Ontario. The course will primarily concern itself with business law, however, there will be time spent on the other aspects of Ontario and Federal law. The major objective of the course is to give the student sufficient understanding of law, which they will be able to use in whatever type of occupation they may undertake.

BUSINESS LAW FOR MARKETING LAWS102

The course will provide an introduction to the study of Canadian Legal systems with particular emphasis on the laws affecting marketing in Ontario. The emphasis will be primarily on business law, but other aspects of Ontario and federal law will also be examined.

BUSINESS POLICY 1 HRMS302

This course employs cases to study corporate policy as well as a business simulation (INTOP). The latter provides a means to see Policy 1 in a competitive environment.

BUSINESS POLICY 2 HRMS402

This course is a continuation of Business Policy 1. The student is exposed to a sophisticated and management-oriented simulation. The simulation offers the student the means to study Business Policy 1 in a competitive environment.

BUSINESS STATISTICS BSTA300

This course covers modern descriptive and inferential statistics. Little mathematical sophistication is required as the course deals with the application of formulas and techniques and not their derivation. Emphasis will be on the recording, analysis and presentation of data, forecasting, and decision making.

BUSINESS SYSTEMS ANALYSIS ISYS237

This course is an extension of the Information Systems Concepts course. The student develops the

ability to apply previously learned concepts to improve the business environment presented in one of the case studies mentioned above (consult Instructor). Finally, the student will, as a member of a group, present a system proposal to management (represented by the rest of the class).

By the end of the course, the student will have a working knowledge of how various data processing principles are applied by a systems analyst in order to establish, improve, or redesign a business system.

BUSINESS TELECOMMUNICATIONS OAGM405

This course provides an introduction to telecommunications technology including equipment, transmission media, services, LANs and electronic mail, and the basic criteria for managing telecommunications equipment.

BUYING ORIENTATION RMGT404

The key to successful retailing is buying merchandise that will appeal to customers, selling it at the right price, and earning a profit for the store. A successful buyer must be alert to the needs of his customer, and must have contact with reliable suppliers and manufacturers. This course will focus on goal setting and the planning required to achieve these goals through basic assumptions, planning, promotional buying and execution and control of the buying function. The Retail Management student will learn to identify buying alternatives suitable for various product lines and store types.

C LANGUAGE ISYS204

This course will introduce the student to 'C' language. Exposure to the language will be through lectures and programming applications.

C.A.D. FOR ELECTRONICS ELUC200

In this design subject a student masters the basic skills of Electronic Drafting and Printed Circuit Board (P.C.B.) layout techniques and becomes familiar with a cross-section of drafting conventions and practices. A suitable project will be assigned by the instructor and a complete set of drawings to give commercial standards will be produced.

The student will be exposed to manual drafting techniques and

Computer Aided Design Drafting (CADD).

This course incorporates the AutoCADD graphics software by Autodesk Inc. as a tool to perform electronics drafting.

CAD (APPLICON) 201 MECH303

Introduce the students to Computer Aided Design, its capabilities and limitations. Each student will learn to operate the Applicon Graphic Terminal, draw simple entities of points, lines, curves and surfaces. Draw 3-D components, dimension detail parts, make cross sections. Learn to produce assembly drawings and plot the same. Learn to use levels and colours.

CAD (AUTOCAD 101) MECH203

The student will learn to use the IBM microcomputer and AutoCAD software for preparing drawings of mechanical components and systems. The course will consist of lectures in the classroom, demonstrations and practice in the computer laboratory.

On successfully completing the course the students will be able to produce production drawings of moderate complexities using microcomputers.

CAD 202 (APPLICON) MECH402

CAD 202 is a continuation of CAD 201. The set of drafting skills learned in CAD 201 will be expanded and exercised in the context of mechanical design. Special attention will be paid to the use of drafting productivity enhancement tools such as Applicon Userware, CPROC's and IAGL programming.

Surface and solid modelling will be learned and exercised, and an overview of CAD/CAM application presented. Two-thirds of the assigned time will be spent in hands-on exercises in the CAD lab utilizing Applicon software. However, the completion of 5 assignments will require at least an additional 20 hours of on-terminal time.

CALCULUS & COMPUTER APPLICATIONS 1 CENG301

This introductory calculus course covers techniques of finding derivatives and integrals using graphical, analytical and computer-based numerical methods (using Pascal). Applications to simple RC circuits, velocity and acceleration problems, maximum/minimum

problems, and areas under curves are emphasized using polynomial, trigonometric and exponential functions.

CALCULUS 1 CALC101

An introductory Calculus course to include the following topics: average rates of change; instantaneous rates of change; maximum and minimum problems; differentials and small changes; product, quotient and composite function rules and implicit differentiation; related rate problems; indefinite and definite integration; areas under curves and applications of integration.

CALCULUS CALC102

Pre-calculus topics include linear functions, quadratic functions and semi-log and log-log graphs.

The introductory calculus includes both differential and integral calculus-average rates of change, instantaneous rates of change, rules for finding derivatives, critical points on curves, maximum/minimum problems, differentials and small changes, related rate problems, exponential functions, anti-differentiation, areas under curves, definite integrals and their applications.

CANADA AND THE THIRD WORLD POLS010

This course will introduce students to the study of the Third World and Canada's involvement with these countries. The international structures of trade, investments, foreign-aid, and financial institutions, among other things, will be examined closely. It will explore the ties that bind the developing countries to Canada and the West, and the domestic factors which militate against economic growth. This is a General Education course.

CANADA IN THE TWENTIETH CENTURY HIST010

In 1900 Wilfred Laurier said "The Twentieth Century will belong to Canada as the Nineteenth belonged to the United States." Probably Laurier overstated the case but in 1900 Canada looked forward optimistically to growth and prosperity in the Twentieth Century. This course will show how Canadians participated in two world wars and a Cold War, how they were hit by the "Dirty Thirties" and how they have reacted to the Nuclear

Age. Since life, including national life, is not all struggle, the prosperous years and Canada's rapidly changing population and customs after 1945 will receive special attention. This is a General Education course.

CANADA'S NATIVE PEOPLE SOC104

The purpose of this course is to review the history of the relationship between native Canadians and the Government, and to examine what changes are occurring and likely to occur with respect to the relationships between native Canadians and the rest of Canadian society. This is a General Education course.

CANADIAN EDUCATION IN THE OUT-OF-DOORS NATR104

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

CANADIANS: A NEW LOOK AT THE CANADIAN PEOPLE HUMA018

This course takes a new and original approach to Canadian studies. Taken from a "people's" perspective, it has been designed specifically to inform you, as a Canadian and a community college student, of what you need to know about your society to survive and prosper in Canada. This is a General Education course.

CARDIOPULMONARY RESUSCITATION HLTH104

This course will teach the student the practical skills of Cardiopulmonary Resuscitation and Foreign Body Airway Obstruction for adults, infants and children. Consideration will be given to causes of sudden death, heart attack and stroke. The student will, upon successful completion of the course be awarded the Heart and Stroke Foundation Basic Rescuer Certificate.

CAREER SKILLS EQNE107

This course will assist the student in developing proficiency in the following areas: basic grammar, personal turnout, basic mathematics, checkbook balancing, obtaining an agent, public speaking, job interviews and developing resumés.

CARING FOR PEOPLE WITH MULTIPLE HANDICAPS 1 DSW.208

This course introduces students to basic human anatomy and physiology and looks at several physical handicaps often associated with developmental delay. Students will develop practical nursing care skills as well as an understanding of elementary concepts of health promotion and illness prevention.

CARING FOR PEOPLE WITH MULTIPLE HANDICAPS 2 DSW.306

A continuation of Part 1 - DSW.208.

CASE MANAGEMENT & ADVOCACY SSW.407

This course will teach the student the role and function of case management. The student will learn appropriate advocacy skills.

CASE STUDIES 2 PRC.204 PRD.400

This course is based on Intro. to PR and Case Studies. It will continue to consider a selection of PR case histories covering a variety of situations and conditions. When feasible, guest lecturers will describe a case.

CASE STUDIES JRNL601

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

CHANGING PATTERNS OF BEHAVIOUR ECEA118

This course is designed to provide teachers with an understanding of the reasons behind children's

disruptive or negative behaviours. Focus will be on developing strategies to effectively motivate children to change these behaviours. Ample opportunity for discussion around specific issues as well as case studies will be provided.

CHEMICAL CALCULATIONS CHEM104

By mastering the basic principles of Chemical Stoichiometry, the student will be able to logically analyze and solve chemical problems with ease and to gain greater understanding of the chemical principles.

CHEMICAL SEPARATION PROCESSES CHEM605

By applying the principles and techniques of separation processes the student will be able to: 1) Understand chemical engineering unit operations. 2) Evaluate the productivity of an industrial process. 3) Recommend modifications to a process to increase its productivity.

CHEMISTRY I CHEM103

To master some fundamental principles of chemistry as preparation for more advanced courses.

CHEMISTRY II CHEM210

To continue to learn fundamentals and principles of chemistry as a preparation for more advanced courses.

CHILD & YOUTH WORK METHODOLOGY 1 & 2 CYW.301/401

This course deals with the Child and Youth Worker, who he is and what his role is; the emotionally disturbed child or adolescent, what his problems are and some of the reasons for this; the relationship sought between Child and Youth Worker and child/adolescent; practical day-to-day problems faced in child and youth work and ways of handling them; various sometimes conflicting methods of treatment. The emphasis will be on the development of practical child and youth work skills.

CHILD CARE WORK METHODOLOGY 1 CYW.300

This course deals with the Child Care Worker, who he is, and what his role is; the emotionally disturbed child or adolescent, what his problems are, and some of the reasons for this; the relationship sought between Child Care Worker and child/adolescent; practical day-to-

day problems faced in child care work and ways of handling them; various sometimes conflicting methods of treatment. The emphasis will be on the development of practical child care work skills.

CHILD CARE WORK METHODOLOGY 2 CYW.400

A continuation of Child Care Work Methodology 1 with an emphasis on developing practical day-to-day Child Care Work skills.

CHILD DEVELOPMENT THEORY RHBK110

This course focuses on human growth and behaviour from conception to late adolescence. "Normal" patterns of growth will be studied as a framework for differentiating atypical behaviour and development. Physical, mental, social, and emotional factors will be considered. Special emphasis will be placed on the theories of Piaget and Erikson.

CHILDREN WITH SPECIAL NEEDS 3 ECAS104

This course explores a number of techniques and strategies to enhance the student's performance in the field of special needs. A familiarization with the role of the resource teacher is essential and as such students will explore and examine all aspects of the teacher's role, in providing direct and indirect service. Emphasis will be placed on applications of learning principles and educational strategies. Using a case study approach students will examine a variety of instructional adaptations. The research component of this course will include: the value of research and education; how to critique research and selected research studies.

CHILDREN WITH SPECIAL NEEDS 4 ECAS204

This course is an essential component of the Field Practice 2 and Integrative Seminar cluster. To enhance their research skills, students will be assisted in developing a self-directed learning project. They will consult with faculty and peers as they explore issues and methods related to research on their chosen area of specialization. Seminars and presentations will permit students to demonstrate effective means of accessing resources and presenting information

clearly and concisely in a professional manner. Each student will conduct an in-depth, independent research project relating to their area of specialization. Based upon this investigation, the student will develop a comprehensive research project which could be used as resource material by the community.

CHILDREN'S LITERATURE ENGL012

The student who is interested in children and what they read, or have read to them, will gain a detailed understanding of the multifaceted world of children's literature. Books which appeal to early childhood, the primary school child, and the young adolescent will be discussed. Specific emphasis will be placed on how to select and use books practically and creatively with children. This is a General Education course.

CHOREOGRAPHY AND FASHION SHOW PRODUCTION MODL302

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

CICS ISYS239

The course is designed to provide a basic foundation in COBOL, command-level CICS (Customer Information Control System), design, coding, and concepts. Familiarity with COBOL, 3270 terminals and data processing concepts are the only prerequisites to understanding this course. Knowledge of virtual storage access methods is helpful, but not essential.

CIVIL CADD 1 CIVL301

The student will gain skills in Computer Aided Drafting and Design using AutoCad software on microcomputers.

CIVIL CADD 2 CSUR311

This is the 2nd course in a series of two courses dealing with CADD. The emphasis will be on intermediate to advance DOS/AutoCad operations. Students will undertake large and small scale applications of AutoCad to solve construction problems.

CIVIL PROCEDURES LAWS103

To familiarize students with the civil courts, the more prevalent matters handled (such as debt col-

lection, motor vehicle damage claims, divorce, etc.) and the typical steps involved in processing a case.

COACHING AWARENESS THEORY EQNE480

This course is comprised of weekly three hour discussion sessions covering such topics as rider turnout for the exam, preparation for the oral segment of the examination, practical skills, current equine publications, familiarization with the rulebook, lunging and lunging techniques as well as application, usage and fitting of specialized equipment.

COBOL 1 ISYS206

This course will enable the student to develop sufficient knowledge of COBOL to program complex procedures representative of typical business applications. The concepts and organization of the language will be discussed from an efficiency point-of-view. The majority of common business programming techniques using COBOL will be covered from an applications approach. A case study may be required.

COBOL 2 ISYS220

This is a continuation of COBOL 1 and deals with more advanced COBOL applications. Language features, such as Report Writer, SORT, VSAM File Updates, and Table Handling will be explored requiring application programs to be written by the student. A case study will be required.

COGNITIVE DEVELOPMENT: THEORY & PRACTICAL APPLICATIONS IN EARLY CHILDHOOD ECEA102

This course is designed to provide teachers with current thinking on cognitive development. The major emphasis will be the work of Jean Piaget and how his findings relate to the developing child. The course will develop a theoretical base and will then make a transfer to practice. The majority of class time will be spent in developing approaches for implementation.

COLOUR DGAS104

This course introduces the student to the fascinating world of colour, and how designers must learn to deal with it. Subjects include the relationship between a hue

and value, colour perception, the psychology of colour, and how media and surfaces effect colour.

COLOUR T.V. PRODUCTION 1
FMTV308

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

COLOUR T.V. PRODUCTION 2
FMTV400

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

COLOUR THEORY INTR105

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

COMMERCIAL LAW LAWS201

This course will continue the study of selected topics in Canadian and Ontario as they relate to commerce law. Students may be required to attend at the offices of the Ontario Ministry of Consumer and Commercial Relations to learn procedures for corporate searches and registrations, and related activities.

COMMERCIAL SYSTEMS DESIGN I
HVAC308

This course covers the requirements for design and selection of air conditioning equipment for small commercial buildings. This is based upon knowledge of refrigeration theory and practice covered in Refrigeration I and II. Use of ASHRAE standards is emphasized. The course consists of lectures, design exercises and lab work.

COMMERCIAL SYSTEMS DESIGN II
HVAC402

This is a continuation of Commercial Systems Design I. Students will expand their studies to include steam and heated water humidification, heat reclaim from refrigera-

tion systems, computer room air conditioning, air service heat pumps, and the use of pneumatics and solid state controls provided in the industry.

COMMUNICATIONS 100 COMM100

This course is a review of basic sentence structure and the writing process. Students will learn to write clear, correct and complete sentences. Students will also learn how to compose according to purpose and audience.

COMMUNICATIONS 200 COMM200

Communications 200 is designed to help students develop their writing skills. Basic research, writing techniques, and ways to improve comprehension are included.

COMMUNICATIONS 300 COMM300

Communications 300 will build on and reinforce writing skills developed in Communications 200 and concentrate on applying these to vocational writing assignments. Students will practice presenting their ideas clearly, precisely and effectively in both writing and speaking. This course will emphasize the integration of writing, speaking, reading and critical thinking.

COMMUNITY DEVELOPMENT
SSW.305

The purpose of the course is to provide the student with an overview of the community development process from a Canadian perspective. Discussion of community development theory, coupled with a practical examination of cases, will help the student understand the developmental concept in community work.

COMMUNITY INTERVENTION
CYW.603

In this course, the student will be introduced to community-based Child Care Work. He/she will develop the skills necessary to develop and implement intervention strategies outside the confines of a direct service treatment agency.

COMMUNITY LIVING DSW.302

This course explores the D.S.W.'s unique and general role in the human service delivery system. The professional ethics and strategies involved in providing direct and indirect service to the

developmentally handicapped and their families are addressed. Throughout this role effective participation as an agency employee, team member, supervisor, and as a member of either management or a labour union is examined as basic to the D.S.W.'s professional identification and effective service delivery.

COMMUNITY LIVING PRACTICUM
DSW.400

This course will give practical experience in daily living, integration as well as program design and implementation.

COMMUNITY ORIENTATION
DSW.104

This course is designed to provide students with an introduction to the services for developmentally handicapped people. Through visits to various agencies and in-class discussions, you will gain an understanding of the role of a Developmental Services Worker in residential and special services.

COMMUNITY PHARMACY PRESCRIPTIONS PHAR102

Students will be required to dispense medications that would be encountered in either a community pharmacy or in the outpatient (ambulatory) department in a hospital. Students will dispense approximately 200 prescriptions; stamping, typing labels, pricing, preparing forms and maintaining appropriate records.

COMMUNITY PHARMACY WORK EXPERIENCE PHAR203

Two weeks will be spent in field placement in a community pharmacy. Experience will be gained in all aspects of the role of the dispensary assistant. No remuneration is given for this period.

COMMUNITY SERVICES CYW.103

This course will familiarize the student with the relevant legislation and community resources that he/she will use in his/her work with disturbed children and their families.

COMMUNITY WORKSHOPS, SEMINARS AND CONFERENCES
ECEA115

Students may choose to attend approved community workshops, conferences and seminars to obtain credit for one course. Thirty hours

of attendance is required. Topics must be beyond the E.C.E. diploma level.

COMPOSITION 3 MELC310

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

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

Students who take Composition electives will have access to the MIDI lab and will complete assignments using Macintosh and Roland computers.

COMPUTER AIDED DESIGN 1
INTR503

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

COMPUTER AIDED DESIGN 2
INTR507

A continuation of INTR503, Computer Aided Design 1.

COMPUTER AIDED MANUFACTURING 1 MANF403

Principles and techniques of metal cutting, process design and computer assisted (Compact II) part programming will be applied in main features of BRAVO 3 graphic processors: Geometric Modeller, Draft, NC Graphics, Complex Surface Machining. The student will learn how to define 2-D and 3-D geometric elements, create tool paths around them and plot the results; how to handle and edit input and output files, all this in milling and turning applications of 2-, 3-, and 5-axis CNC machines. Special stress is on workplane applications for 5-axis part orientation.

**COMPUTER AND SOCIETY/
LANDSCAPE****SCIE101**

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

**COMPUTER APPLICATION
PACKAGES****CENG202**

This is a survey course of software packages running mainly on the IBM PC or PC compatible. Topics include: DOS, word processing, spreadsheets, databases and graphic editors. Commercial, shareware and public domain packages in each of these areas will be used throughout the course. If time permits, communication packages and services will be examined.

COMPUTER APPLICATIONS**CAPP102**

This course is intended to introduce the student to the microcomputer. The main topics will be keyboarding, word processing and an introduction to computer programming using BASIC as the language of instruction.

COMPUTER APPLICATIONS 1, 2 & 3**TRAV203/304/402**

Provides the basic, intermediate and advanced skills and techniques required in the use of airline automated systems. Students will be trained to use the airline systems as a tool for instant and updated travel counselling. Currently, training is performed on the Air Canada Reservac system.

COMPUTER APPLICATIONS 2**CAPP201**

This is an introductory computer programming course giving students exposure to a mainframe using WBASIC as the language and exposure to BASIC on IBM microcomputers. Applications will relate to surveying.

The emphasis will be more on the understanding and debugging of given programs. Program writing will involve simple programs.

COMPUTER APPLICATIONS 3**CAPP301**

This course is covering the use of surveying software topos including Processing of Raw Field Data.

Creating, Manipulating and Control of Files, use of Coordinate Geometry, Plotting of Field Notes and Plotting with AutoCad.

**COMPUTER APPLICATIONS IN
HEALTH CARE****NURS504**

This course is designed to give the student a knowledge of computer concepts and experience in applying these concepts in the areas of clinical practice, education, research and management. The role of the nurse in relation to the design, selection and implementation of computer-based information systems will be addressed. Major issues related to the effect of technology on the individual society and the profession will also be discussed. Upon course completion, the student will be able to function in situations where technology plays a major role in the decision-making process.

**COMPUTER APPLICATIONS IN
HOSPITALITY 1****HOTL115**

This course builds on keyboarding course and goes on to introduce the student to various aspects of computer technology as used within the hospitality industry. Emphasis is placed upon business-oriented systems used in the management of hotels, restaurant and private clubs.

**COMPUTER APPLICATIONS IN
MARKETING****MKTG445**

The goal of this course is to let the student gain familiarity with computer assisted problem solving relating to the discipline of marketing. The student will become familiar with problem solving methods using a microcomputer, and will develop the self-confidence necessary to derive appropriate solutions.

**COMPUTER APPLICATIONS IN THE
HORTICULTURAL INDUSTRY****LAND601**

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

COMPUTER APPLICATIONS**MECH204**

Adds Basic to the students computer vocabulary and will teach them to apply it to programs dealing with statistics, operating research, inventory control, systems and cost estimating, to name a few.

COMPUTER APPLICATIONS**TRAV203**

Provides the required skills and techniques in the use of airline automated systems. Students will be trained to use the airline systems as a sales tool for instant and updated travel counselling. Currently, training is performed on the Air Canada Reservac system.

COMPUTER CONCEPTS 1**FOTN304**

This course introduces students to computer terminology and the application of computer hardware and software in the photo finishing industry. Students will demonstrate appropriate handling and care of computer hardware and software and will understand the basics of MS-DOS and the use of function keys.

COMPUTER CONCEPTS 2**FOTN404**

This course will provide students with hands-on computer experience for advanced lab operations. They will demonstrate competence using integrated software packages and closed-loop systems for laboratory applications.

COMPUTER CONTROL**ELEC408**

This course deals with the configuration operation and application of push button control equipment that falls under the category of "Computer Control".

The hardware used in this course falls into two groups, namely, large and small scale.

Large scale systems are demonstrated with the use of a Honeywell TDC 3000 and for small scale operations, an IBM PC with appropriate interface and software.

COMPUTER PROCESS CONTROLS**ELEC408**

This course deals with the configuration operation and application of push button control equipment that falls under the category of "Computer Control." The hardware used in this course falls into two groups namely, large and small scale. Large scale systems are demonstrated with the use of a

Honeywell TDC 3000 and for small scale operations an IBM PC with appropriate interface and software is used.

**COMPUTER GRAPHICS
TECHNOLOGY & APPLICATION****ELJC304**

This course will introduce the student to various hardware and software application programs which will allow the student to produce a variety of A/V communications support material. Through the use of classroom and lab presentations, the student will gain 'hands on' experience using the personal computer (PC) to develop graphics, the Polaroid Palette to capture 35mm slides and the Huston plotter to produce overheads. The student will also gain a working knowledge of various video signals associated with computers and television, and how these are derived to produce computer graphics. Quality of workmanship will be stressed at all times.

COMPUTER LITERACY I**PCAP100**

Basic keyboarding skills and D.O.S. commands in order to use the lab terminals, basic word processing (using WordPerfect) basic spread sheet (using Lotus 1,2,3).

COMPUTER LITERACY II**PCA100**

Elementary applications of spread sheet in plotting curves and solving simple mathematical problems, introduction to math-learning packages, introduction to dBase III+, and elementary applications, such as address book, label printout, etc.

**COMPUTER PRESCRIPTION
RECORDS****PHAR209**

Students will prepare a minimum of 150 prescription records using computerized pharmacy systems. In addition, third party prescription claim forms will be completed manually.

**COMPUTER SYSTEMS
ARCHITECTURE****CENG606**

This is an intensive course in computer organization and structure, covering I/O transfer methods (DMA and interrupts), virtual memory operation, and floating point operation. A Multibus based single board computer using the National Semiconductor NS32016 32-bit microcomputer will be used

as the primary example. The connection between the architecture and the software will be emphasized using a C cross-compiler for the 32016 running on the PC.

COMPUTER SYSTEMS INTRO.

ELIC901

This course will introduce the student to Computer Systems as an A/V presentation medium. It includes an overview of hardware, software and peripherals along with 'hands on' exercises in the operation of a 'personal computer' (PC) based computer system. Computer operating systems (DOS), as well as graphics application software such as Dr. Halo will be an integral part of the study schedule. A research project on an aspect of computer hardware/software will be assigned to each student for presentation purposes. Quality of workmanship will be stressed at all times.

COMPUTER SYSTEMS PROJECT

CENG604

The Computer System Project is a major project to be undertaken by the student in his/her final term. It is possible for more than one student to work on the same project subject to approval from the instructor. The projects have a rough guideline of 60% software and 40% hardware and should involve the integration of concepts and topics covered in the first five semesters.

COMPUTER VISUAL PRODUCTION

ELIC905

This course will introduce the student to Computer Aided/Generated Graphics and Text for use in the presentation of overheads, 35mm slides and video tape. The course will deal with various software packages, including Quattro by Borland and Storyboard by IBM, to familiarize the student with a variety of techniques to produce static as well as animated visual messages. Quality of workmanship will be stressed at all times.

COMPUTER-CONTROLLED AV EQUIPMENT

AVIS201

The course content is presented by means of classroom seminars, guest lecturers and equipment operation demonstrations. All will deal with computer equipment features and applications followed by supervised lab time in which the student will perform various opera-

tional exercises. Students should be aware that individual projects will require considerable time outside of the scheduled classes. In order to make the production and presentation equipment more accessible to all students in the Audio Visual Technician Program, facilities will be made available beyond the regular program hours.

In order to limit the materials and production costs, students are encouraged to modify, adapt and use their previous multi-image projects.

COMPUTERIZED ACCOUNTING

ACCT321

The objective of the course is to give the student the opportunity of relating the theoretical aspect of accounting with the practical recording of information using a manual and a computerized system.

COMPUTERIZED ACCOUNTING APPLICATIONS

ACCT421

This course is a continuation of Computerized Accounting. Students will use the Bedford Accounting package and will be provided with an introduction to ACCPAC. These two accounting packages will be combined with LOTUS123 in the transfer of data from accounting software to spreadsheet software.

COMPUTERS AND DESIGN 2

INOU505

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

COMPUTERS AND DESIGN 3

INOU506

This course strengthens entry level cad proficiency gained in the third semester. A main part of the course will be focussed on specific drafting assignments to increase confidence with Autocad software. Major assignments will be based on program projects and will illustrate the benefits of incorporating computer aided design into a production environment. Text editing procedures using minicomputer technology will constitute another portion of the course.

COMPUTERS AND SOCIETY

SOCI015

This introductory course examines the uses, both real and projected, of computers and their influences on society. There will be a brief overview, during the first few meetings of the course, of basic computer concepts including hardware, programs, and languages; however, the major focus on the course is on the sociological implications of the use of computers in such fields as education, business, transportation, communications medicine, and the home.

COMPUTERS IN LAW ENFORCEMENT

LASA104

Introductory, hands-on course in computer usage. The object of the course is to teach the skills necessary to enable the student to compute in a word processing mode. Elementary data base management will be included.

COMPUTERS IN MANUFACTURING

CENG501

This course deals with the practical applications of microcomputers to the manufacturing environment. It primarily involves a case study of the development of an inventory control system. Under the direction of a project manager, the development is broken down into several modules, with each student being responsible for a different module and the interface to the other modules. Although Dbase III running on a PC XT will be used, the student will be expected to comment on the suitability of the hardware and software used.

CONCESSIONS, FOOD & BEVERAGE MANAGEMENT

ARNA504

An examination of the procedures involved in ordering, serving and controlling the various concessions in an arena operation. Topics such as sanitation, banquet halls catering and liquor licencing are examined in detail.

CONSTRUCTION ADMIN. 1

ARCH407

This course deals with the construction industry with particular emphasis on company structure, organization and management. The student will learn how to work effectively in an administrative and management role in planning, scheduling and organizing a construction project.

CONSTRUCTION ADMINISTRATION 2

ARCH505

The student will apply the general principles of construction scheduling to a small industrial building. The student will create bar charts and C.P.M. diagrams for the project.

CONSTRUCTION ESTIMATING

ARCH610

This course examines the principles and practice of measuring the quantities of materials required to construct a building and preparing a cost estimate for the same.

CONSTRUCTION SAFETY PRACTICES

TREE403

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

CONTROL & ELECT. SURVEY

SURV301

Use and operation of electronic distance measuring instruments, one second direction theodolite, corrections and reductions of observations, transverse mercator coordinate system, scale factor, trilateration, trigonometric elevations by reciprocal zenith distances.

CONTROL DESIGN

ELEC503

This course covers the development of the industrial drawings and methods covered in Control Drafting, such as codes, wiring, ratings, construction methods and materials. This also includes the use of AutoCad or AutoCad based third party software.

CONTROL SYSTEMS

ELIC602

Recent advances in computer technology and the subsequent profusion of microprocessors into practical control systems have given new flavour to control system technology. This course addresses itself to some of the principles and applications of open-loop and closed-loop control systems in both the continuous and digital domain.

CONTROL SYSTEMS

ELIC602

Recent advances in computer technology and the subsequent profusion of microprocessors into practical control systems have given

new flavour to control system technology. This course addresses itself to some of the principles and applications of open-loop and closed-loop control systems in both the continuous and digital domain.

CONVENTION AND MEETING MANAGEMENT **HOTL506**

This course will address all the aspects of group business. Mainly, to identify the various purposes and types of meetings. Planning and managing the meeting.

To learn how to develop a marketing plan for a convention properly. To learn how to provide efficient banquet service in food and beverages.

CORPORATE FINANCE **ACCT415**

This course relates to the financial function of an operating business and covers such areas as: the management of assets, the need for funds, analysis of past financing, sources of funds both short and long-term, capital budgeting. Learning is experienced completely through the use of case studies with the text and accounting from the prerequisite accounting courses supplying the necessary source material.

CORRECTIONAL PRACTICE **LASA404**

This course is the study of crime and punishment. It includes a survey of the many current theories of criminal behaviour. The course investigates the issues confronting our understanding of deviant, criminal behaviour. The course also looks at the sentence of the courts. Emphasis will be placed on the effect of the various court sentences.

COSMETIC AND BEAUTY MANAGEMENT 1 **FASH302**

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

COSMETIC AND BEAUTY MANAGEMENT 2 **MODL402**

A theoretical approach to the management function and its application to the Fashion Industry. Students will study the various types of management, planning and decision making process, as well as staffing and controlling. Groups are assigned each week to promote,

administer and work in the on-campus Cosmetic Lab providing make-up makeovers to the students and staff of the college.

COSMETIC APPLICATIONS 1 **FASH101**

This course is designed to teach the students the principles of a make-up application using highlighting and contouring techniques. Practical experience in the lab will give the students a better understanding of various face shapes, eye shapes, eyebrows and lips.

COSMETIC APPLICATIONS 2 **FASH201**

This course is designed to expand on basic corrective techniques taught in the first semester. Practical experience will teach the student different types of applications as they relate to various make-up styles for special occasions.

COSMETIC BEAUTY AND HEALTH THEORY 1 **FASH100**

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

COSMETIC BEAUTY AND HEALTH THEORY 2 **FASH200**

In this course the students will conduct an examination of the treatments, products, marketing and sales techniques in the cosmetic skin care, perfume, hair and nail care industries.

COSMETIC PRACTICE 1 **MODL300**

This course expands the students' skills developed in the first year to include the on-camera and professional beauty skills required by a make-up artist. Practical application will include photographic (B&W and colour), television and runway make-up.

COSMETIC PRACTICE: MAKE-UP ARTISTRY 2 **COSM401**

This course is designed to expand students' skills developed in the first year to include the professional aspects of stage and theatre make-up. Practical applications will continue. Business principles will be discussed as they relate to freelance make-up artistry.

COSMETIC PRACTICE: FASHION MODELLING 2 **MODL400**

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

COST ACCOUNTING 1 **ACCT341**

This course provides an introduction to cost accounting concepts, including systems for job and process costing. Special problems relating to the application of factory overhead costs will be studied in depth.

COST ACCOUNTING 2 **ACCT441**

This course commences with an introduction to the budget, followed by a study of the flexible budget. Subsequent topics are the standard cost system, direct costing and cost-volume profit analysis.

COST CONTROL **HOTL204**

This course will cover the basics of control systems for food, beverage and labour as required in Hotel and Restaurant Operations.

An in-depth look at the calculations and paper work systems will be highlighted with information also on the standard procedures related to purchasing of food and beverage items.

COUNSELLING SKILLS **DSW.303**

In this course students will learn the essential elements of counselling as well as gain basic knowledge of a variety of counselling strategies. Some of the areas to be studied are: individual, group, and family counselling; group dynamics; crisis intervention; and specific counselling strategies; such as client centered counselling, reality counselling and Gestalt counselling among others.

CO-OP PLACEMENT 1 **FLRS110**

During the first semester, students will be required to work two days per week in a retail flower shop, further developing and testing the skills they are acquiring in

the classroom. This joint effort between industry and college provides a strong, unique training ground for the student through experience in a "real-world" situation.

CO-OP PLACEMENT 1 **LANO204**

It is a requirement of the program that students must be employed in the horticultural industry for a minimum of three months with an approved employer during the summer between semesters two and three. The student is responsible for keeping a daily log which must be submitted to the Program Coordinator at the start of semester three.

CO-OP PLACEMENT 2 **FLRS214**

Second semester students will train two days per week in a retail florist operation. This will provide additional hands-on experience to supplement classroom learning and provide the opportunity to experiment with new ideas and concepts.

CO-OP PLACEMENT 2 **LANO506**

The student is required to work in the horticultural field as part of the fifth semester. Students must complete a minimum of a six-month industry placement with an approved employer during the period May through December. The student is responsible for keeping a daily log which must be submitted to the Program Coordinator at the start of Semester 6.

CO-OP PLACEMENT 3 **FLRS314**

During the third semester, students will spend three days per week in a co-op placement. As with the previous two semesters, this placement will provide additional training and design experience, as well as the opportunity to refine and broaden skills. In each of the co-op placements, students and on-site trainers will keep records of the tasks performed, degree of accuracy and of professional development.

CREATIVE ACTIVITIES WORKSHOP 1 **ECE.102**

This course will study the theories behind the creativity of young children, focusing on a variety of creative materials. It is designed to help the student plan and establish appropriate stimulating activities for all types of preschool programs. This should ensure a healthy learning environment for the develop-

ment of the whole child.

Classes will offer the opportunity to learn theory, exchange ideas and practise skills in a workshop environment.

CREATIVE ACTIVITIES WORKSHOP 2 ECE.202

Refer to course description for Creative Activities Workshop 1 (ECE.102).

CREDIT MANAGEMENT FINA601

This course is designed to give the student a general understanding of credit in the economy with emphasis on credit instruments in both domestic and international transactions. An analysis of trade credit and control of credit as well as the techniques used by financial institutions in analyzing and evaluating financial credit will be studied.

CRIME AND PUNISHMENT IN LITERATURE ENGL017

Through specific examples of myth and fiction, we will study individuals and groups that seem to have defied the laws of society. We will see some very unusual crimes and some equally unusual punishment. This is a General Education course.

CRIMINAL LAW PROCEDURES LAWS104

To familiarize students with the criminal justice system through an examination of elementary criminal law principles, the criminal and regulatory court system, and the typical steps taken in processing cases.

CRIMINAL LEGISLATION 1 LASA204

To provide students with the theory of procedural criminal law and its application. Emphasis will be placed on the legitimate use of force, powers of arrest, search and seizure, and compelling the appearance of both the accused and witnesses. Bail procedures and pre-release of offenders will be discussed in detail as they apply to the Police Officer's role.

CRIMINAL LEGISLATION 2 LASA303

Students will conduct in-depth studies of the application and interpretation of substantive law in specific offences. Investigative procedures, preservation and presentation of evidence will be studied in selected offences where expertise is required because of the nature of the crime.

CRIMINALISTICS 1 LASA203

The course will provide the students with basic knowledge and skills in the areas of fingerprinting, forensic science, and evidence; its forms, values and significance to a prosecution.

CRIMINALISTICS 2 LASA304

Refer to course description for Criminalistics 1 (LASA203).

CRISIS INTERVENTION LASA305

The student will be made aware of the nature of crisis occurring in a variety of human relationships for the purposes of understanding the quality of life as it relates to the urban technological environment.

This course will give priority to various conflict patterns requiring the involvement of the police at the public request and in the public interest.

CRITIQUE 1 JRNL401

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

CRITIQUE 2 JRNL502

Refer to course description of Critique 1 (JRNL401).

CROSS CULTURAL SKILLS SSW.400

This course is designed to provide a basic introduction to the multicultural and multiracial character of Canadian society. The new challenges faced by the human services will be examined. Emphasis will also be given to developing problem-solving and cross-cultural skills.

CUISINE PRACTICAL CULN192

This course builds on the culinary basics established in Food Production Practical 1 providing a hands-on practical experience in advanced culinary techniques in the production, presentation and food styling of soups, sauces, vegetables, potatoes, farinaceous, meat, fish and seafood.

CUISINE PRACTICAL/PRODUCTION MANAGEMENT CULN190

This course is a further development of Food Production Skills in an applied restaurant kitchen environment. Students will develop

production management skills around a weekly menu system with emphasis on quality, cost control and time management.

CUISINE THEORY CULN191

Designed in conjunction with Cuisine Practical the student will learn the advanced theory of soups, vegetables, potatoes, farinaceous, meat, fish, seafood, sauce applications, food presentation and styling.

CULINARY DIMENSIONS CULN404

Where did the culinary arts begin? In which direction is the industry headed? What opportunities are available in the industry? These issues will be addressed within this course in addition to such topics as kitchen management, various classifications of food production, beverage and wine service, and the use of computerized tools for food and beverage management. Emphasis will be placed on techniques currently used in the industry. An overview of future trends and career opportunities in the hospitality field will be presented using lectures, discussion, and in-class group presentations.

CULINARY SKILLS - CUISINE INTERNSHIP CULN408

This course is an essential component of the Culinary Management Program. Working in selected hotels and restaurant kitchens, students are given the opportunity to apply learned theories and skills in a typical industry environment. Evaluation of this course will be a joint process between industry, student and the Program Coordinator/Chairman.

CULTURAL RESOURCES THTT106

The student will be introduced to examples of the main cultural activities: fine art, music, drama, dance, literature.

CURRENT SOCIAL POLICY ISSUES SSW.304

This course is designed to develop knowledge and understanding of the current status and future options of the social welfare system in Canada. The context of this study will be current political and economic trends and their impact on the social welfare system. Students will have the opportunity to examine the different value systems under-

lying the social welfare system and their implications for human service workers.

CURRICULUM PLANNING FOR INFANTS, TODDLERS, KINDERGARTEN AND AFTER-SCHOOL ECE.312

Many daycare centres now provide infant-toddler, kindergarten and/or after-school programs. The skills and needs of these age groups differ from those of the preschool child. This course is designed to give students a background knowledge of infants, toddlers, kindergarten and school-age children. The emphasis will be on meeting their specific needs and on age-appropriate programming and activities. Other topics will include: legislated program requirements, types and quality of care available for these age groups and the role of the teacher.

CUSTOMER SERVICES RMGT103

This course will provide the student with the knowledge and skills required to deliver a broad range of customer services. The course will focus on consumer motivation and behaviour as well as the store's service strategy relating to a target customer.

CUSTOMS AND IMMIGRATION PROCEDURES LASA206

The course will be divided into two parts; the first part will deal with the Immigration Department as it pertains to the duties of an immigration officer; the immigration act and its application to admissible and non-admissible classes of persons.

The second aspect of the course will deal with the Customs Department as it pertains to the duties of a Customs Officer; the Customs Act as it relates to importing of goods into Canada.

D.C. CIRCUITS ELIC101

An introductory section on basic concepts of electricity and current flow leads to the analysis of series, parallel and series-parallel circuits. Classical circuit theorems are introduced to calculate the current or voltage in resistive networks. Power and efficiency of small systems are studied. Capacitors and inductors are studied in simple switching circuits.

Complimentary laboratory work includes the use of analog and digital

voltmeters, oscilloscopes, power supplies, signal generators, and universal bridges.

Complimentary computer work includes the use of the Breadboard software package to analyze laboratory circuits and solve selected homework problems. Each student will have his/her own copy of the program.

The student shall be responsible for the following topics: basic electricity, ref. ch. 1 and 2. Review of scientific notation and numerical prefixes. Review of the use of calculator to perform power of ten type calculations. Definition of and standard symbols for the electron, Coulomb, Ampere, Electron flow versus standard current direction. Batteries, common types. Rechargeable types. Life estimates.

D.C. CONTROLS ELEC307

This course will enable the student to describe the construction, operation and performance characteristics of DC control equipment. The student will use the knowledge to foresee operational problems and calculate pertinent information relevant to the application and operation of such equipment.

D.C. EQUIPMENT ELEC306

The course is designed to teach the student the construction, operation, characteristics and control of D.C. motors and generators, enabling him/her to foresee problems and to calculate pertinent information relevant to the application of such machines.

DARKROOM TECHNIQUES 3 FOTO304

This course will increase the student. Various special effects and techniques will be applied to crephotograph. Quality and cost control is part of this course. Topics and assignments deal with: push process, archival process, sabbatier effect, murals, multiple and double printing.

DATA BASE ADMINISTRATION AND DESIGN ISYS219

The course is designed to teach the steps in Data Base design-conceptual, logical, and physical, and the functions of data base administration. The student will learn to apply data base design process in a case study, to understand relational data base concepts,

and to implement a data base design in SQL.

DATA BASE ISYS218

This course is designed to give the students a basic insight into the essential facts about the nature of a data base, its construction and administration. It also shows that the E.D.P. (Electronic Data Processing) evolution is leading companies with significant E.D.P. operations in the direction of a data base form of information organization. Requirements for a data element dictionary, data security, and a user interface language are discussed.

DATA COMMUNICATIONS ELIC603

The emphasis is on the transmission of digital data through the analog telephone system and through digital networks. Modems, the RS-232 interface, and three common digital protocols (BISYNC, X25, Ethernet) are investigated. A PCM system is analysed.

DESIGN 1 ARCH104

The student will be taught the basic principles of architectural design.

DESIGN 1 GRAF104

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

DESIGN 1 THTT306

Students will be introduced to the theatrical design process, by focusing on: the basic components and elements of all design; creative approaches to solving problems and conveying ideas; basic exercises in environmental analysis; form; colour; scale; dynamics.

DESIGN 2 ARCH303

Students will study the principles of design development and a variety of architectural presentation techniques to produce presentation drawings using pencil and multimedia techniques, including technical shading, rendering of

materials and landscaping, one and two point perspective drawings with supporting elements such as landscaping, cars and people.

DESIGN 2 GRAF204

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

DESIGN 2 THTT406

A continuation of Design 1. This course will focus on theatrical design, in terms of: text analysis, character study, historical research, practical skills: model making, drawing.

DESIGN APPLICATION INDU203

As a follow-up to elements of design this course is a study of the ways in which various elements and principles of design are applied to actual products. Through studies of case histories, product analyses and design surveys, the students become familiar with a wide variety of influences which effect the design process.

DESIGN FUNDAMENTALS 1 FLRS105

This course will introduce the student to the fundamental concepts used in the design process and provide a foundation for development in floral design skills through an understanding of the Elements and Principles of Design. Specialty design areas will be introduced including such topics as: historical design development, wedding work, suitable expressions of sympathy, and floral etiquette for all occasions.

DESIGN FUNDAMENTALS 2 FLRS205

This course will continue in the study and application of the Elements and Principles of Design, including composition, colour theory, texture and form. Each component will be researched and explored to determine its relationship to the design process.

DESIGN FUNDAMENTALS 3 FLRS305

During the third semester, application of the elements and principles of design in specialty design areas will provide the course focus. Project work in sympathy and bridal sales will include floral selection and costing, sales techniques, proposal writing, co-ordination and sketching.

DESIGN FUTURES INDU300

A continuation and development of elements of design and design applications. This course deals specifically with those influences which impact upon future design development.

DESIGN GRAPHICS INDU304

This course will study the nature of graphic influences on Industrial Design. The origins of graphics, typography and reprographic processes will be related to actual usage in the design and production of symbols, signage, packaging displays, publications and product identification.

DESIGN LAB 1 FLRS106

This course will develop design skills and knowledge, with emphasis on construction and techniques, according to the elements and principles of design. Current trends in design styles will be practiced, focusing on linear and round form development.

DESIGN LAB 2 FLRS206

In this course, students will learn various design styles emerging from geometric form, and begin a study of vegetative and experimental floral concepts. Students will create these products to saleable standards with competency and efficiency.

DESIGN LAB 3 FLRS306

During this course, students will apply the knowledge and competencies acquired through the previous two semesters to fine tune design skills in all areas, with the primary focus on bridal and sympathy selections.

DESIGN MANAGEMENT INDU503

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

**DESIGN PRESENTATIONS 1
(DRAWING FUNDAMENTALS)****INDU102**

A course structured to develop drawing, sketching, and basic rendering skills and techniques used for communicating design concepts, recording visual material and illustrating ideas and variations. Emphasis is placed on developing basic perceptual skills to encourage fluency in applied drawing skills and perspective theories.

DESIGN PRESENTATIONS 2**INDU202**

A continuation of Design Presentations 1 in which more advanced principles of perspective are introduced along with a wide variety of media and drawing/rendering techniques.

DESIGN PRESENTATIONS 3**INDU301**

A continuation and development of Design Presentations 2 with emphasis on media, materials and methods used for visually communicating and presenting design information at various stages in the design process.

DESIGN PRESENTATIONS 4**INDU401**

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

DESIGN THEORY 1**INTR104**

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

DESIGN THEORY 2**INTR504**

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

DESKTOP DESIGN**DESK307**

This introductory course includes an overview of computer graphic technology and applications

and proficiency on a microcomputer based system.

DESKTOP PUBLISHING 1 PRD.407

This course is designed to give the student a basic knowledge of print production, design and layout using desktop publishing, where the computer is used as the main tool for page layout of text and graphics for publication purposes. The student will be using the Macintosh computer and software packages that have become industry standards for electronic layout namely, MicroSoft Word and Aldus Pagemaker.

DESKTOP PUBLISHING DESK404

This introductory course includes an overview of computer graphic technology and applications and proficiency on a microcomputer based system.

DESKTOP PUBLISHING II COM.510

This course continues the work begun in Introduction to Desktop Publishing and continues to integrate this course with other program components. Students use the most recently available software to prepare several formal technical reports, and publications from cover to cover. Most printed components will be generated through desktop publishing technology. Where necessary, students spend additional time using computers to become more proficient on the technology and to complete their written work.

DESKTOP PUBLISHING PRC.211

This course is designed to give the student basic knowledge and experience with writing and designing layouts using desktop publishing, where the computer is used as the main tool for page layout of text and graphics for publication purposes. The student will be using the Macintosh computer and software packages that have become industry standards for electronic layout namely, MicroSoft Word and Aldus Pagemaker.

DESTINATIONS TRAVEL GEOG.**TRAV101**

Designed to familiarize the student with the location of all notable countries and cities worldwide. This course involves a considerable amount of structured self study.

DEVELOPING INTERPERSONAL SKILLS**DSW.202**

The emphasis in this course is on the acquisition of those skills which are necessary in order to become an effective helper. Several counselling models will be practiced through role playing.

DEVELOPMENT OF HOME PROGRAMMING**ECEA104**

Increasing numbers of children with special needs are being integrated into regular day care settings. Whenever possible, programming in the centre is followed up by individual home programming. This course will provide the student with some of the knowledge and skills necessary for the home component.

DEVELOPMENTAL ACTIVITIES 1 AND 2**ECAS105/ECAS205**

This course is designed to put developmental theory into its practical application. Students will review the application of a developmental model to all areas of growth. Programming for infants, children and adults with special needs will emphasize a multifaceted approach utilizing discussion, resource people and hands-on application over two semesters. Students will learn how to program for developmental levels in a therapeutic or educational setting as a major focus.

DEVELOPMENTAL EDUCATION PRACTICUM**DSW.401**

This course will give practical experience in agencies/schools that train/educate developmentally handicapped people.

DEVELOPMENTAL PSYCHOLOGY**PSYC002**

In this course, you will trace human development from conception to death. You will study the physical and the psychological growth of human beings throughout life. Included will be: the interaction of heredity and environment, the brain and its relation to behaviour, age group characteristics and physiological and psychological problems that appear from early childhood through the aging process. This is a General Education course.

DEVELOPMENTALLY APPROPRIATE ACTIVITIES**ECEA103**

The major areas of emphasis in this course will be on: reviewing knowledge of developmental sequence and the interdependence of prerequisite skills in all areas of development; assessing the present functioning level of children in each area of development; participation in workshops involving implementation of activities to enhance development of specific skills.

DEVIANT BEHAVIOUR**SOCI016**

Various kinds of behaviours in our society have traditionally been classified as "deviant", "wrong", or "immoral." We will examine examples of deviance in many areas and examine why these acts are seen as threatening to society. The questions "what is normal", "what is natural" will be explored in our attempt to understand "normalcy" and "deviance." This is a General Education course.

DIE DESIGN 1**TDES301**

The course is aimed to identify and explain the fundamental requirements which must be known and understood for a large number of cold press-work operations and to provide the student with the theoretical methods in calculating and analysing components of sheet metal produced by cutting and forming. The student will be involved in practical design activity for most of the time; die details, function nomenclature as well as die and drafting techniques will form the core object of the course. Projects will consist of: two-stage-piercing blanking die, compound die and bending die.

DIE DESIGN 2**TDES402**

Using the principles laid out in Die Design 1, the student will solidify and expand on his design techniques by performing practical die design assignments. The student will be involved in drafting and design activity for most of the time by working on projects such as: adjustable die design for short run production, drawing dies, curling dies, and stamping die estimating methods, etc.

DIGITAL & INTERFACE CIRCUITS**CENG306**

Continuing the study of basic electronic circuits started in Switching & Interface Circuits, the

first part of this course covers IC technologies, feed-back, oscillators, and power supplies. The second part applies this knowledge to assemble and test peripheral circuits to interface to a single board computer.

DIRECTION 1 FMTV103

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

DISTRIBUTION MKPD707

As a survey course, this course will examine the components of Logistics, some techniques for managing them and strategies for planning and organizing. Text will be complemented with slides, films, videotapes, case studies and assignments.

DOCUMENTARY FILM STYLES 1 FMTV104

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

DRAFTING & DETAILING 1 ARCH101

The student will acquire fundamental skills in working drawing techniques, and code and regulation requirements through the preparation of working drawings and details for a series of small projects. Emphasis will be on wood frame and brick veneer construction.

DRAFTING & DETAILING 1 INTR101

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

DRAFTING & DETAILING 2 ARCH201

In Drafting & Detailing 2, the basis for study will be a light industrial building consisting of a single storey factory/warehouse, area and a two (2) storey frame and on load bearing masonry walls. The student will broaden his/her knowledge and skills by preparing preliminary studies, working drawings, details and a massing model.

All work will be prepared in metric units and in compliance with the Ontario Building Code.

DRAFTING & DETAILING 2 INTR201

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

DRAFTING & DETAILING 3 ARCH301

The student will broaden his/her knowledge and skills in architectural design, drafting, and detailing by using a multi-storey, poured and precast concrete structure as the basis for study and design. The student will prepare presentation and working drawings, and models for a four-storey office complex with one-level of underground parking. The drawings will be prepared in compliance with the Ontario Building Code.

DRAFTING & DETAILING 3 INTR301

Review of drafting standards, design, method of drawing, construction, and finishes. A thorough discussion of criteria involved in

the design and detailing of several projects such as shelving, wash-room cabinetry and lighting, and a complete kitchen layout, and details. A full investigation of available materials, hardware and lighting are a relevant part of all projects.

Pre-Requisite: Drafting and Detailing 2

DRAFTING & DETAILING 4 ARCH401

For Architectural Drafting & Detailing 4, the basis for study will be a motel project, consisting of a two-storey building to load bearing masonry and precast concrete floor slabs.

The building will be situated on a sloping site. The student will broaden his/her knowledge and skills by preparing design development drawings, working drawing details, and a site study model.

All work will be prepared in imperial units and in compliance with the Ontario Building Code.

DRAFTING & DETAILING 4 INTR401

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

DRAFTING & DETAILING 5 ARCH501

The student will broaden his/her knowledge in architectural design and construction and improve skills in architectural drafting by studying various density housing projects. Projects will consist of sets of site development, presentation and working drawings, and models.

Students may choose to participate in a current architectural design competition.

DRAFTING & DETAILING 5 INTR501

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

DRAFTING & DETAILING 6 ARCH601

The student will design, and prepare presentation and working drawings, and models for a multi-purpose building.

DRAFTING & DETAILING 6 INTR601

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

DRAFTING 1 CIVL101

Freehand lettering and sketching, use of lerooy equipment for mechanical lettering, line work and simple plan of survey. Basic elements of drafting.

DRAFTING 1 THTT101

This course will introduce the student to the basic techniques of representing sets and objects graphically, for construction in the theatre workshop.

DRAWING STUDIO DGAS205

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

DRIVING & BREAKING SKILLS 1 EQNE101

In these courses students will be taught how to start a green horse to both ride and drive. The driving segment will provide students with instruction in harnessing, hitching and methods of driving. The breaking segment will cover a range of topics from the halter breaking of the foal to final schooling and will include various training and schooling techniques.

DRIVING & BREAKING SKILLS 2 EQNE205

Refer to course description of Driving & Breaking Skills 1 (162-131).

DYNAMICS MECH301

Dynamics is the study of objects in motion and is divided into two parts, Kinematics, the study of the geometry of motion, and Kinetics; the study of the relation between the forces acting on a body, and the mass and motion of the body.

E.F.P. (TV WORKSHOP) FMTV310
Refer to course description of Film, Sound & E.F.P. Workshops (FMTV307).

E.F.P. (TV WORKSHOP) FMTV401
Refer to course description of Film, Sound & E.F.P. Workshops (FMTV307).

EAR TRAINING 1 MUSC103
Ear Training 1 is an introductory course designed to develop the necessary fundamental aural skills for record copying, improvisation, arranging, the "faking" of tunes, sight singing, and musical composition.

EAR TRAINING 2 MUSC203
Ear Training 2, which will continue to develop aural skills, introduces lifting techniques, part singing, silent dictation, tonicization, turnarounds, non-diatonic modes, and spread voicings. Aural recognition of topics covered in Theory 1 and 2 will be stressed when appropriate.

EAR TRAINING 3 MUSC303
This course is a continuation of Ear Training 2. Emphasis is placed on the transcription of recorded music.

EAR TRAINING 4 MUSC403
This course is a continuation of Ear Training 3. Emphasis is placed on the transcription of recorded music, and the focus is on the aural perception and recognition of writing and improvisation techniques studied in Theory 4.

EDUCATIONAL & RECREATIONAL PRACTICES DSW.305
Through the use of lectures, guests, films, experiential workshops and community resources you will be introduced to a variety of leisure and educational activities for people with physical and developmental disabilities.

EFFECTIVE SPEAKING LANGO11
Effective oral communication is one mode by which first impressions are created. This course attempts to help students perfect these skills so they can perform efficiently in both vocational and social situations. This is a General Education course.

EFFECTIVE SPEECH 1 PRC.102
In the field of Public Relations, where the effective persuader is rewarded and the deficient penalized, effective speaking techniques are essential. The course is designed to help you acquire the skills to speak with confidence in both vocational and social situations.

EFFECTIVE SPEECH 2 PRD.201
This course will further develop effective speech through the teaching and practice of good oral communication techniques.

EFFECTIVE SUPERVISION AND COMMUNICATION ECEA105
The topics to be discussed include: budgeting, purchasing, scheduling, interviewing and assessing staff, in-service training and professional development.

ELECTRICAL MEASUREMENTS CHEM208
The student will apply fundamentals of electricity to typical measuring instruments which are relevant in the chemical and biological field with appropriate problem solving and laboratory exercises.

ELECTRICITY THTT107
An introduction to: basic electrical theory; common types of power service; basic electrical trouble-shooting; safe wiring practices.

ELECTROMECHANICAL CONTROLS I MECH103
This course covers DC and single phase AC circuits by means of lectures and laboratory exercises. Students will be introduced to electromechanical devices used for controls in industry such as relays, proximity switches and timers as well as basic electrical theory and measurements.

ELECTROMECHANICAL CONTROLS II MECH302
This course continues with the work started in Electromechanical Controls I and students will become familiar with components used in industrial applications and their applications to HVAC, and production systems. Practical exercises are extensively used to reinforce the theory in this course.

ELECTROMECHANICAL CONTROLS III EMEC602
This course introduces the fundamentals of control theory. Using mathematical modeling and control system simulation to obtain the optimum control parameters. Controllers, processors and programmable controllers are selected and used to implement the control methods.

ELECTRONIC CIRCUITS 1 ELIC208
An investigation of semiconductor action leads into the operation and applications of diodes, bipolar junction transistors and field effect transistors. Basic rectifier circuits and filters are studied along with small signal transistor amplifiers at audio frequencies. Basic transistor switches are examined.

ELECTRONIC CIRCUITS 2 ELIC307
An investigation of the differential amplifier and negative feedback leads into a detailed study of the operational amplifier. Frequency response of BJT, FET and op amps is then examined. The course concludes with examination of large signal (power) amplifiers.

ELECTRONIC CIRCUITS 3 ELIC406
This course covers pulse shaping, switching and generating circuits, including 555 timer and thyristor family including SCR's, Triac's and triggering devices.

ELECTRONIC CIRCUITS 5 ELIC607
A practical design course that examines amplifiers, oscillators and filter circuits used as building blocks for most transmitters and receiver circuits. The characteristics of transistors at high frequencies will be examined and designs will be made that achieve stable, low noise gains. Phase lock loop circuit will be analyzed in detail and practical applications of PLL in frequency synthesizers, FM detectors will be studied.

ELECTRONIC CIRCUITS 4 ELIC507
The course is divided into four main areas relevant to industrial electronics including: transducers, electrical noise, signal processing and active filters.

ELECTRONIC KEYBOARDING OAGN150
The student will receive instruction in basic alpha-numeric keyboarding techniques and the

preparation of typewritten communications associated with the specific program of study. Some topics may include microcomputer applications where facilities are available.

ELECTRONIC KEYBOARDING OFAD100

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

ELECTRONIC POSITIONING SYST. HSRV602

Basic theory of electronic positioning systems and the use in hydrographic industry classification of systems, wave propagation. Principle of measurements, position accuracies and calibration of systems.

ELECTRONIC PRODUCTION TECHNOLOGY ELIC306

The student will gain experience in soldering, wiring, printed circuit board production, negative film making, parts identification, assembly techniques and light sheet metal fabrication. This will be done through the construction of a project using industrial proto-typing techniques. Safety procedures, manufacturing practices, testing procedures and troubleshooting methods will also be learned. The final project will be built to good quality workmanship standards. A complete Technical Report must be presented by each student after testing procedures are completed.

ELECTRONIC SENSORS AND INSTRUMENTS ELEC309

This course introduces the participant to basic concepts of electrical/electronic sensors and instruments.

He/she will learn the basic principles of electrical sensors, how signals are conditioned, transmitted and interfaced with end devices such as indicators, controllers and computers. The practical shop assignments will reinforce theory on how to calibrate, install and maintain these sensors and instruments.

ELEMENTS OF ACCOUNTING**ACCT104**

This course provides an introduction to the subject of accounting. The full accounting cycle is covered from the introduction of data to the accounting cycle through its detailed recording. Practice will be obtained in the preparation of financial statements, maintenance of subsidiary ledgers and payroll records.

ELEMENTS OF ADVERTISING**MEAD407**

Through this course, students will develop an understanding of the psychology of advertising. The course will examine consumers and their buying patterns, and the impact of socio-economic changes on the advertising industry.

ELEMENTS OF DESIGN**INDU103**

An introductory course in the basic concepts and elements which are used in the design process with special emphasis on those elements which most strongly relate to 3-dimensional design.

ELEMENTS OF INFORMATION SYSTEMS**ISYS101**

This course provides a detailed study, at the elementary level, of the computer and computer applications in terms of historical evolution, files, flowcharting in the relationship to problem solving, and an introduction to personal computing, using PC software to solve business-related problems. An introduction to systems concepts and to systems analysis is also provided. The student should gain sufficient understanding of computer capabilities and be able to use them to their advantage in a variety of business applications.

ELEMENTS OF LAW 2 - REAL ESTATE**FINA501**

This course covers the law as it relates to real estate. The topics covered include the function of the real estate market, the role of the agent, the costs of property maintenance and risk factors in property investment.

ELEMENTS OF EMPLOYEE BENEFITS PLANS**HRMS209**

A basic review of statutory, and employer-sponsored pension, group insurance, unemployment and incentive plans.

ELEMENTS OF PENSIONS AND EMPLOYEE BENEFITS PLANS**HRPD704**

Students will achieve an understanding of the complex nature and purpose of employee benefit programs as they relate to total compensation packages. Suggested Prerequisite: Personnel.

ELEMENTS OF PHOTOGRAPHIC DESIGN 1**FOTO101**

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

ELEMENTS OF PHOTOGRAPHIC DESIGN**FOTO201**

An extension of Design I. This course will continue to provide the student with a sound understanding in many areas of composition, design and layout. The assignments will provide the groundwork directly related to problems and practical work. Emphasis will be placed on the development of the student's visual awareness in our everyday environment as it applies to design and photography.

ELEMENTS OF SALARY COMPENSATION**HRMS204**

This course will cover the philosophy and practical application of salary and benefit administration. As a specialty within the personnel administration field, the course will provide an introduction to the principle involved in developing and maintaining an effective salary and benefit program for employees.

ELEMENTS OF SALARY COMPENSATION**HRPD703**

The course will offer practical training in the philosophy, principles and practical applications involved in developing and maintaining effective wage, salary and benefit compensation programs, through the development of compensation surveys used in determining compensation rates. Suggested Prerequisite: Personnel.

EMBALMING LAB 1**FSE101**

This course will introduce the student to a variety of techniques that may be utilized in embalming. Following major demonstrations,

the students will work in small groups for embalming practice. (Due to the nature of the situation, this is a non-timetabled event - students are withdrawn from regular classes at least twice for this experience. Students are responsible to obtain material for missed classes.)

From the small group practice, students will prepare lab reports and present them in class. Hypothetical cases will also be used.

EMBALMING LAB 2**FSE201**

This course is a continuation of the practice and approach used in Embalming Lab 1. During this course, students are required to incorporate the material from all related courses completed or in process.

EMBALMING THEORY 1**FSE102**

This course will cover the responsibilities of funeral service personnel related to the technical aspects as well as the historical development and theoretical principles.

EMBALMING THEORY 2**FSE202**

Embalming Theory 2 will expand on the Embalming Theory 1. Disease processes and their influence on embalming procedures will be examined in order for the student, after consideration of the theory, to select the most appropriate procedure to follow.

EMERGENCY PATIENT CARE I - PRACTICAL**AECA113**

This course is designed to introduce the basic practical skills that form the basis for pre-hospital patient care.

EMERGENCY PATIENT CARE I - THEORY**AECA112**

This course is designed to introduce the basic principles that form the basis of pre-hospital patient care.

EMERGENCY PATIENT CARE II - PRACTICAL**AECA213**

This course is designed to refine practical skills introduced in EPC I - Practical.

EMERGENCY PATIENT CARE II - THEORY**AECA212**

This course will provide advanced study of disease processes and trauma including their pathophysiology and clinical manifestations. The student will be

prepared to provide more advanced pre-hospital patient care.

EMERGENCY PATIENT CARE LAB 1**AECA114**

This course will provide students with practical experience in a number of chronic care settings. This clinical experience is designed to allow students to use the theory studied in Emergency Patient Care I and apply it to basic patient care skills.

EMERGENCY PATIENT CARE LAB 2**AECA214**

This clinical experience allows students to learn of the many hospital areas and how to care for patients, especially in acute and emergency situations.

ENERGY MANAGEMENT 1**HVAC405**

Students will be introduced to concepts and techniques used in energy management for residential and commercial applications. Students will conduct an energy audit and evaluate building energy consumption, and identify areas for improvement.

ENERGY MANAGEMENT II**EMAN502**

This course continues with the concepts learned in Energy Management I. Student will apply their knowledge to more complex systems including those used in commercial and industrial storage and production facilities. Energy flow techniques will be used and application of these to utility rate studies will be discussed.

ENERGY MANAGEMENT III**EMAN601**

This course is a continuation of work done in Energy Management II and Advanced Building Systems. Students will evaluate and report on the effect of proposed changes using an energy cost program. This will be applied to buildings and industrial systems.

ENGINEERED PIPING DESIGN**EMAN506**

This course will enable the student to size, lay out and detail piping systems for building service in accordance with applicable codes. Students will be able to select components and assemble the information as drawings and specifications for installation.

ENGINEERING ECONOMIC ANALYSIS
IENG502

This course covers considerations used to evaluate economic performance of engineering installations. Techniques for evaluating technical alternatives from a capital and operating viewpoint are introduced. Discounted cash flow techniques are used.

ENGINEERING PRACTICES**MECH102**

Manufacturing is the cornerstone of the Canadian socio-economic scene. It is diverse, challenging and exciting. The topics covered will act as a comprehensive introduction to the manufacturing environment and a source of skills development not covered by subsequent specialized subjects. The topics are both qualitative and quantitative and will support the view that all manufacturing involves meeting quality, quantity and delivery in an economically competitive environment.

ENGINEERING REPORT **MECH604**

Students will be assigned a project in their program area, and will provide a designed report in a professional format under the direction of a faculty member.

The student will learn to develop and implement practical and effective programs to reduce the loss of human resources involving safety and health of workers, of consumers, and of the community, and to improve profitability. Among these are loss control techniques, damage control, off-job (highway, home recreation), lifestyle (smoking, alcohol, physical fitness), pollution control, product safety, occupational health, fire protection, and security.

ENGINEERING SURVEYS **SURV502**

Applications of surveying methods to engineering projects with the emphasis on the analysis of the accuracy, applications of the law of propagation of errors.

**ENGLISH & WESTERN
RIDING SKILLS 1****EQNE102**

These courses will provide the student with the necessary, correct basics of English and Western equitation. They will cover such major areas as correct body position, effective use of aids and the psychology of horse control in a sequential manner.

**ENGLISH & WESTERN
RIDING SKILLS 2****EQNE206**

Refer to course description of English & Western Riding Skills 1 (EQNE102).

**ENTREPRENEURSHIP IN THE
FASHION INDUSTRY****FASH203**

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

**ENVIRONMENTAL AND
BUSINESS STUDIES****INTR603**

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

ENVIRONMENTAL HEALTH **SFTY502**

This course is an introduction to the recognition evaluation and control of environmental problems that infringe on the health and well being of society.

**ENVIRONMENTAL
PROTECTION****HVAC404**

This course will introduce students to the problems of environmental pollution as they act upon people in society and the workplace. Emphasis is placed upon the problems of indoor environmental systems, particularly with regards to indoor air quality.

**ENVIRONMENTAL
SYSTEMS 1****ARCH204**

The student will gain an overview of the environmental systems used in modern residential and light industrial architecture, including heating, ventilating, plumbing, electrical systems, and air conditioning. The student will study the fundamental principles of heat loss, heat gain, the air conditioning process, fans and air distribution devices, plumbing and electrical systems as related to these structures.

**ENVIRONMENTAL
SYSTEMS 2****ARCH305**

The student will gain a thorough qualitative understanding of heating, air conditioning, plumbing and electrical systems used in commercial and institutional structures. The student will enhance the knowledge gained by producing typical mechanical, plumbing, and

electrical drawings required for a commercial multi-storey office building.

EQUESTRIAN SKILLS 1 **EQNE305**

This intensive riding program, both on the flat and over fences, is designed to prepare both horse and rider to meet the riding requirements of the Levels 1 and 2 Equestrian Coaching Certificate. Correct body positioning, effective use of aids, longitudinal and lateral schooling of the horse, gymnastic jumping, course work, and the psychology of training will be the major areas of concentration. The ultimate objective is the development of stylish, effective riders both on the flat and over fences.

EQUESTRIAN SKILLS 2 **EQNE402**

Refer to course description of Equestrian Skills 1 (EQNE305).

EQUINE EXERCISE PHYSIOLOGY**EQNE406**

This course covers the basic function of "how the animal works as a biological machine." It includes studies at the cellular, tissue and body systems levels. Selected aspects of function and performance will be covered as will muscle function and the dependence of muscle on other body systems to maintain function during exercise, which will constitute the main theme of this course. Other topics will include biological adaption, etc.

EQUINE NUTRITION 1 **EQNE303**

Students will learn the fundamentals of animal nutrition which will then aid students to understand feed nutrients, why the horse needs them, where and how they are obtained and how they are used. Digestive physiology, lab tests for nutrient adequacy and the identification of common grains and feed supplements will also be covered.

EQUINE SPORTS PSYCHOLOGY**EQNE304**

This course will serve as an introduction to the principles and concepts of motor learning and their application to the teaching of equestrian skills. Students will study the distinction between learning and performance, the classification of motor skills, and the learner and the environment. Equestrian skills will be analyzed and the analysis used as a basis for developing teaching techniques.

EQUIPMENT OPERATIONS**CARE & MAINTENANCE 1** **FOTN104**

This is an introduction to understanding photo finishing machinery. The set-up and its use of equipment used in photo finishing would include film cutters, automatic colour printers, paper cutters, processors and mini labs. It will also deal with various principles such as electronics, plumbing and maintenance.

EQUIPMENT OPERATIONS**CARE & MAINTENANCE 2** **FOTN204**

This course will give the student a full understanding of the care and maintenance of the photo finishing machinery. Students will gain the knowledge needed to compete in this changing field through the study of advanced methodologies and the application of microprocessor technology.

ERGONOMICS 1**RHBK304**

This course, required for students in the Rehabilitation Worker Program, is designed for the student with a limited background in ergonomics. The course content is structured to progress from a general overview of ergonomics and barrier free design, to the consideration of the specific ergonomic requirements of clients in residential and vocational rehabilitation.

ERGONOMICS**INDU504**

A course in applied human physical measurement and dynamics as it relates to Industrial Design.

ERGONOMICS**SFTT506**

This course examines the human capabilities and abilities and the related engineering sciences in the occupational setting. Some of the topics considered include anthropometrics, biomechanics, psychology, physics, statistics and social sciences. The thrust will be to design in its broadest sense, the work content and environment to fit the human condition. Some of the design skills examined include sensory input, work physiology, motivation, task analysis, workspace design and the associated application of occupational health and safety.

ESSENTIALS OF BUSINESS**MATHEMATICS****BMAT110**

Topics covered in this course include arithmetic, algebra, retail math (percentages) an introduction

to Financial Math and descriptive statistics. This is a pre-requisite course for other more advanced mathematic courses offered by the School of Business.

ESTATE PLANNING FINA603

This is an advanced course aimed to further the development of financial planning in a more complex form for professional and executives concentrating on the management aspect of financial planning.

ESTHETIC PRACTICE AND HEALTH SPA MANAGEMENT FASH306

Students will learn about the techniques used by estheticians. The requirements of and opportunities for setting up and managing a salon, both as an individual practice or as part of a Health Spa will be studied. Students will participate in some practical sessions as well.

ESTIMATING LAND505

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

ETHICAL ISSUES IN HEALTH CARE NURS214

This course covers a survey of the major health issues which will currently, or in the future, pose serious ethical and moral questions to health care workers, as well as to the community at large. By participation in class lectures and discussions, as well as by completion of readings and assignments, the student will be introduced to the process of identifying problems and clarifying values.

ETHICAL ISSUES IN NURSING NURS408

This course is designed to develop an awareness of the ethical issues often confronting health care professionals and to introduce the skills of ethical analysis and reasoning in an attempt to reach a well grounded solution.

EXECUTIVE SECRETARIAL SIMULATIONS OAEW400

This course covers the responsibilities of executive secretaries in various corporate departments. Secretarial and administrative procedures, transcription from personal

and taped dictation and information processing will be practised in a simulated office setting.

EXECUTIVE/WORD PROCESSING MACHINE TRANSCRIPTION OAEW301

This course provides advanced skill development in transcribing taped business dictation including complex correspondence and documents associated with the various departments of corporate, professional and government offices using a microcomputer and DisplayWrite software.

EXECUTIVE/WORD PROCESSING SECRETARIAL PROCEDURES 1 OAEW200

This course provides an introduction to secretarial, administrative and information processing functions including scheduling/receiving visitors, telecommunication, handling incoming/outgoing mail, reprographics and document preparation using a microcomputer and DisplayWrite software.

EXECUTIVE/WORD PROCESSING SECRETARIAL PROCEDURES 2 OAEW300

This course provides continued training in secretarial, administrative and information processing responsibilities including coordinating meetings, conferences and travel arrangements, financial records management and composing/preparing documents using a microcomputer and DisplayWrite software.

EXPERIENCE OF HUMAN LOVE ENGL023

Everyone who is or has been part of a human couple knows that such a relationship is the source of some of life's most sublime joys and satisfactions - and also some of life's most poignant heart-breaks. Why is that? This is a General Education course.

EXPLORING HUMAN SEXUALITY SOCIO17

This course has been designed to encourage the open discussion of human sexuality in a safe, non-threatening environment which will facilitate participation in the free exchange of ideas. Students will be encouraged to share their ideas and thoughts about issues of relevance to the class. This is a General Education course.

EXTERNAL AUDIT PROCEDURES ACCT351

The course will provide an in-depth look at external audit technical procedures. The emphasis will be on the practical aspects of the auditing process. The audit testing will involve the Sales, Purchases, Payroll and Inventory systems using practical examples.

EXTERNAL AUDITING ACCT551

The course will provide an introduction to the auditing field. The primary emphasis of the course is on the auditor's decision making process. The professional requirement of the public accounting field will be covered in a theoretical as well as a practical manner.

FACILITIES DESIGN & LAYOUT HOTL510

This course will offer to the students on a "how to" basis implementation of regulations into design, renovations and operations.

The areas of property management, building security and guest safety will be covered in depth along with the standard regulations and acceptable standards for each.

FACILITY OPERATIONS 1 EQNE105

In this course students will learn and practice the day-to-day skills called for in the horse industry, including: general facility maintenance, mucking out, and stable repair. Students will also be expected to participate in the feeding and mucking out of facility horses as well as do tack cleaning on a daily basis. Students will be responsible for the complete care of a horse and its stall.

FACILITY OPERATIONS 2 EQNE203

Refer to course description of Facility Operations 1 (EQNE105).

FAMILY CARE PRACTICUM DSW.403

This course is designed to provide the student with basic nursing care skills and practical experience in administration of medications.

FAMILY DYNAMICS 1 CYW.301

This course will deal with the family from a systems viewpoint. Topics covered will include the family life cycle, task and accomplishment, boundaries, triangles, roles, birth order, circularity, complementary and symptom function.

Role playing and experiential exercises will be used to develop conceptual and perceptual skills in assessing family dynamics.

FAMILY DYNAMICS 2 CYW.401

A continuation of Family Dynamics 1.

FAMILY DYNAMICS SSW.204

This course will explore dynamics of the contemporary family from a sociological and a psychological point of view. Various styles and problems of modern living will be looked at. The student will also study the dynamics of the functioning family and the family in trouble.

FAMILY INTERVENTION 1 & 2 CYW.500/500

This course will deal with conceptual, perceptual and executive skills used in working with families including child management and structural family therapy.

FAMILY LAW LAWS205

This course will familiarize the student with the law relating to marriage, divorce and ancillary aspects, family relationships, including an overview of the statutes dealing with the above, as well as children, custody and their welfare.

FAMOUS MUSICIANS HUMA011

This course focuses on the life, time, and style of some of the major figures of 18th, 19th, and 20th century music. The musicians covered include a mixture of classical composers, jazz musicians, and popular rock musicians. This is a General Education course.

FANTASY AND THE SUBCONSCIOUS ENGL014

This is a course for those who are not afraid to delve beneath the surface of things to seek out the profound meanings of life. Through reading and discussion, the student will discover how existence is shaped by myths, fantasies, memories, dreams, metaphors, and symbols. This is a General Education course.

FASHION AND BEAUTY PROMOTION FASH204

This course is a survey of the three major components of Promotion including the different types of advertising, public relations and

FIELD PRACTICE 1 ECAS103

The student will integrate theory and practice by working in a variety of settings which provide services to children with special needs, as well as programs for infants with special needs. Placements are done two full days per week. Students will observe and analyze the role of the teacher and work as a team member with staff to assess, plan, implement and evaluate I.P.P.'s. Using input from families, staff and other professionals, the student will develop a family service plan. A vital part of this placement will involve home programming to integrate I.P.P.'s with the family's perspective.

FIELD PRACTICE 1 ECE.103

The student will spend one full day each week in a Nursery School or Day Care Centre setting under supervision. The student will also do a one week block placement in one of the Humber lab/demonstration facilities each semester.

FIELD PRACTICE 1 LASA301

This course is designed to provide the student with the essential requirements to prepare for an employment interview and gain exposure to perspective employers. This course will also allow the student to effectively evaluate his/her career choice and interests. The student will achieve this understanding of employment preparation and the work place by attending classroom lectures and completing 80 hours of field practice with a law enforcement agency.

FIELD PRACTICE 1 SSW.203

Students will spend fourteen hours a week in a social service agency performing tasks which will promote the development of basic helping skills.

FIELD PRACTICE 1 TRAV302

Two 4-week hands-on assignments in selected travel offices designed to give students the opportunity to apply learned theories and techniques in an industry environment. This assignment also enhances the employment potential of students.

FIELD PRACTICE 2 (RECREATION LEADERSHIP) RECL200

This course offers the student an opportunity to acquire first-hand practical experience with the ultimate

end result to assist in obtaining full-time employment in the recreation field. Students take full responsibility in designing a proposal, developing a learning agreement, implementing, documenting and evaluating the field work experience in cooperation with agency or resource personnel. All students are assigned a College Advisor who will approve field practice proposals and assist in the evaluation of the student and appropriateness of the recreation agency or department.

FIELD PRACTICE 2 DSW.200

This field placement will give the student further experience in the practical aspects of being a D.S.W.

FIELD PRACTICE 2 ECAS203

This course is an essential component in the Integrative Seminar, Children With Special Needs cluster. Students will be required to demonstrate leadership and initiative in all aspects of the field placement experience. In consultation with faculty, students will choose their setting for field placement. The choice of setting will reflect the area of specialization that the student has chosen for her/his final semester. The student will be responsible for establishing a learning contract with the field facility outlining specifically her/his goals and objectives for the placement. Based on the student's area of specialization, he/she will work directly with a child with special needs, make community visits, develop a service plan, determine parent involvement in programs, and conduct research relating to the area of specialization. Ongoing consultation with faculty during the Integrative Seminar course and specific attention to the student's area of specialization in Children With Special Needs 3 are essential co-components of this course.

FIELD PRACTICE 2 ECE.203

Refer to course description for Field Practice 1 (ECE.103).

FIELD PRACTICE 2 SSW.302

Second year students will spend two semesters of 14 hours per week in a social service agency which is different from the type of setting and clientele experienced in Field Practice 1. Supervision and instruction will be provided by an employee of the Field Placement

Agency in association with the Program Faculty.

FIELD PRACTICE 3 DSW.300

Field Practice 3 will introduce the student to another agency that serves developmentally handicapped individuals. During this practicum the student will apply the knowledge acquired during the course of study and develop further skills.

FIELD PRACTICE 3 ECE.303

In this course, a student will spend two days a week working in the community. One of these placements will be in a Metro Toronto Day Care, the other may be in a special setting. In addition, one week each semester will be spent in the Humber College Day Care, Humber Child Development Centre or the Humber Woodbine Day Care Centre.

FIELD PRACTICE 3 RECL300

Refer to course description of Field Practice 2 (RECL200).

FIELD PRACTICE 3 SSW.402

Refer to course description of SSW.302 Field Practice 2.

FIELD PRACTICE 4 ECE.403

Refer to course description of Field Practice 3 (ECE.303).

FIELD PRACTICE 4 RECL400

Refer to course description of Field Practice 2 (RECL200).

FIELD PRACTICE EQNE410

Students will be involved in a two week placement in their area of specialization. During this placement students will continue to develop and practice the skills necessary to work in the horse industry in junior or assistant manager positions.

FIELD PRACTICE ORIENTATION SSW.106

This course will provide an overview of the various field training sites and their learning opportunities.

FIELD PRACTICUM 1 RHBK203

This field practicum places special emphasis on communication functions and communications disorders shown by special needs persons. The primary emphasis of the course is: 1) knowledge about communica-

tion disorders and their impact on child and adult development; 2) cooperation with diagnostic services which develop plans to remediate communications problems; 3) introduction to alternate communication systems such as sign language, Braille, Blissymbolics, word/picture/symbol boards, or microcomputer or technical aids. Students elect one of three optional special topics which will be negotiated to support the interests of students in the needs of target groups.

FIELD STUDIES NATR202

The purpose of this course is to give students an overview of agencies which offer interpretive programs. A look at structure theory, methods and philosophies will take place, as well as interaction with the existing programs when applicable. A facility analysis will be completed for each site to aid in understanding a given facility. In addition, the students will plan a week-long field trip to take a look at interpretive facilities which can't be reached in one day. The destination of this trip is decided by the class.

FIELD WORK 1 CYW.205

The student will spend two days per week in settings for children and adolescents with emotional and behavioural difficulties.

FIELD WORK 2 & 3 CYW.305/405

The student will spend two days a week in settings for children and adolescents with emotional and behavioural difficulties.

FIELD WORK 4 & 5 CYW.505/605

The student will spend three days a week in settings for children and adolescents with emotional and behavioural difficulties.

FILM & T.V. PROGRAM FORMATS 1 FMTV200

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

FILM STUDY**HUMA013**

This course is an introduction to the art and history of film. We will examine film as a 20th Century medium which reflects and perpetuates influences the experiences of modern man. Works of established filmmakers will be used to provide concrete examples which will lead to a discussion of the structure, content, aesthetics, history, and social significance of film. This is a General Education course.

FILM, SOUND & E.F.P. WORKSHOPS**FMTV307**

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

FILM, SOUND & E.F.P. WORKSHOPS**FMTV409**

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

FILM DIRECTING 1**FMTV301**

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

FILMS AND THE ARTS IN CANADA**HUMA012**

Canadians are unique. We have our own history and tradition, literature, art, film, and lore. Through the literature and film of Canada, you will study, discuss, and learn these aspects of Canada. This is a General Education course.

FINANCE AND ADMINISTRATION**RECM102**

This course is designed to provide a comprehensive overview of the financial and fiscal management as well as the overall operation and management of a recreation club. The finance section will present the techniques and processes involved in accounting and bookkeeping; budgeting; purchasing; reserve funding; income sources; financial analysis and decision making. The administration section will discuss rules and policies; facility sharing and reciprocal agreements; front desk and reservation procedures; locker room equipment and instructional requirements and the on-going day-to-day administration and operation of a recreation club facility including computer applications.

FINANCIAL CONTROLLORSHIP 1**ACCT541**

This course gives the students a basic understanding of financial planning and control with emphasis on the analysis of needs, acquisitions and utilization of funds in a decision making context.

FINANCIAL CONTROLLORSHIP 2**ACCT641**

This course is the second part of the Financial Management course and is meant to reinforce the topics in the primary course and to augment it by introducing items from financing and investment decisions such as capital markets, issuance of equity securities, leasing and dividend policy.

FINANCIAL COUNSELLING**FINA602**

This course is designed to develop specialized financial counselling skills, in the area of diagnosing client needs. This diagnostic process would normally include referrals to a specialist within the financial institution or an outside supplier. This course would also emphasize simple problem-solving where the standard array of financial products and services meet the investment needs of the client.

FINANCIAL INSTITUTIONS & SERVICES**FINA300**

This course provides insight into the financial institutions in Canada, their structure and function with emphasis on the services they offer.

FINANCIAL MANAGEMENT**HOTL501**

As an advanced finance, this course will emphasize the process of decision making using financial information and statistics. The student will be able to calculate, interpret and make financial decisions as they affect the rate of return, sources of capital, feasibilities, and business investments, decisions, projections and feasibility will be done by computer-assisted spread sheets and modeling.

FINANCIAL MATHEMATICS**BMAT210**

This course covers basic algebra, percentages, simple and compound interest, present and future values, annuities, amortization and investment decisions.

FINANCIAL SERVICES SEMINAR 1**FINA403**

This course gives students practical experience in analyzing and solving realistic financial concerns of individuals and businesses through the use of case studies and group projects. Special emphasis will be placed on the development of communication and interpersonal skills.

FINANCIAL SERVICES SEMINAR 2**FINA604**

This course builds on Financial Services Seminar 1. Students will analyze and solve complex financial concerns of individuals and businesses. Case studies and individual projects will form the basis of this course.

FIRE PROTECTION**SFTY201**

The student must be able to develop analysis techniques to determine the extent of potential fire loss. Effective programs to reduce the loss potential can then be developed. Cost benefits must be clearly established. Techniques for fire prevention and extinguishing are considered, including: sprinklers, detection, smoke, and evacuation systems. Building and fire codes are referred to. Training programs are developed.

FIRST AID & ACCIDENT PREVENTION**HLTH107**

This course teaches practical first aid skills based on the principles and procedures related to the emergency treatment of persons in accident situations. Consideration is given to causes and prevention of accidents and related injuries. Upon

successful completion of the course, students are awarded the St. John Ambulance Standard First Aid Certificate.

FIRST AID**DSW.103**

This course will provide the student with the skills needed to deal with emergency health-related situations.

FITNESS TECHNIQUES AND PRACTICE 1**FASH303**

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

FLORICULTURE**LAND419**

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

FLUID DYNAMICS & HEAT TRANSFER**CHEM512**

By applying the principles and techniques of unit operations the student will be able to:

1. Understand Chemical Engineering Unit Operations,
2. Evaluate the productivity of an industrial process,
3. Recommend modifications to a process to increase its productivity.

FLUID POWER CIRCUITS**EMEC502**

This is a continuation of the Industrial Hydraulics course. It discusses typical industrial hydraulic circuits, analyses the relation and interaction between components and sub-systems. Topics include load analysis, component matching and steady state characteristics.

FMS PROJECT**MANF405**

This project oriented course utilizes Humber's Flexible Manufacturing Cell. The students in this course will be part of a team that designs and coordinates the processes required to manufacture a product using advanced technology and automation. In this, they will rely on skills previously learned in Numerical Control, Computer Programming, CAM, Robotics and Process Planning.

FOCUS ON FAMILIES**ECE.413**

The purpose of this course is to study the many aspects of parent-child relationships in the various patterns in which families are organized. In addition, a study of a teacher's relationship with parents will be examined. Emphasis will be placed on understanding parents of children with special needs. The course will also examine the parent's role in the education of their child and the various support services developed to help meet the needs of parents.

FOOD & BEVERAGE MANAGEMENT**HOTL208**

Students will be actively involved in the day-to-day operation of the Humber Room Restaurant. They will be co-ordinating all the tasks for the operation of the dining room. Students will assist in the training of newly enrolled students. Emphasis will be on the development of supervisory skills, professional attitude towards customers and working as part of a management team.

The theory class will effectively run as a departmental meeting, discussing the Humber Room and applying management theory to practical situations as they arise.

FOOD & BEVERAGE MANAGEMENT**RECM105**

This course provides a basic study of the role, function and duties of a food and beverage manager in a recreation club setting. Emphasis is on theoretical knowledge of food and beverage service, cash control, satisfactory customer service including purchasing, tendering of supplies, inventory, sanitation, security and storage.

FOOD AND BEVERAGE/ SERVICE PRACTICAL 1**HOTL120**

This course provides a study of the practical aspects of restaurant management. Students will apply theoretical and practical skills in the Humber Room Restaurant Lab. Studies include essential service skills, customer relations, professional attitude, French, American, Buffet, Gueridon, wine and spirit service, combined with an operational manual. Students will practice the use of Remanco computer applications for Food & Beverage reports.

FOOD AND LABOUR COST CONTROLS**CULN403**

The professional cook must have a knowledge of basic financial management and control procedures in order to run an efficient operation and to realize potential profits. This is critically important for small operations, since margins are limited and the success of the operations may hinge on the ability of the administrator to control the financial affairs.

FOOD AND LABOUR COSTING CONCEPTS**CULN202**

This course is intended to provide the student with the concepts involved in establishing a cost-conscious kitchen operation. Areas of concern will be the concepts of food cost, labour cost and service costs. To be successful, an aspiring chef must have the ability to calculate portions costs and labour costs in order to properly establish a sales price that provides the desired rate of return.

FOOD AND PHARMACEUTICAL MICROBIOLOGY**CHEM407**

The student will study the major microbiological and non-microbiological methods of preserving foods and pharmaceuticals to avoid spoilage and contamination causing illness. Areas of study will include the use of moisture control, canning, irradiation, and chemicals in preservation and the causes and control of potential illnesses transmitted by food and pharmaceutical products.

FOOD MARKETING 1**FOOD300**

Food Marketing 1 introduces the marketing concept and includes an in-depth study of one aspect of the marketing mix - the product and product development in the food industry.

FOOD MARKETING 2**FOOD400**

Food Marketing 2 completes the marketing mix with the study of product distribution, promotion and price. A knowledge of marketing decision making increases the student's potential contribution to the food industry.

FOOD PRODUCTION PRACTICAL 1**CULN101**

This course provides practice in basic food preparation. The student will develop in an experiential setting the culinary basics of stocks, soups, sauces, vegetables, potatoes, farinaceous, meat, fish and seafood items. With emphasis on production methods, product evaluation, food presentation and styling in accordance with the Canadian Sanitation Code.

FOOD PRODUCTION THEORY**CULN103**

Designed in conjunction with Food Production Practical. Students will gain the knowledge of production techniques, mise-en-place organization, garnishes and portion sizes. The theory of stocks, soups, sauces, vegetables, potatoes, farinaceous, meat, fish and seafood.

FORESTRY EQUIPMENT**TREE409**

This course covers the operation and maintenance of two and four stroke engines and hydraulic apparatus. Various pieces of powered forestry equipment are examined and demonstrated.

FOUNDATIONS**CIVL512**

The student will be able to design simple shallow and deep foundations and check the stability of retaining walls, cuts and embankments.

FOUNDATIONS OF THE SOCIAL SCIENCES**SOC1104**

This course is designed to introduce students to the social sciences. It will begin with a general overview of the historical and philosophical foundations of a scientific approach to the study of human behaviour and so locate the social sciences in the context of social and intellectual development in the western world. Following this general introduction the course will deal with the specific perspectives which distinguish the individual disciplines within the social sciences.

FREEHAND DRAWING 1**INTR103**

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

FREEHAND DRAWING 2**INTR203**

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

FUNCTIONAL KEYBOARD 1**MUSC104**

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

FUNCTIONAL KEYBOARD 2**MUSC204**

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

FUNCTIONAL KEYBOARD 3**MELC307**

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

FUNCTIONAL KEYBOARD 4**MELC407**

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

FUND RAISING**PRD.306**

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

FUNDAMENTALS OF MARKETING**MKPD703**

This course will provide the basis for more advanced studies in marketing. Great care will be taken to relate the nature and dimension of marketing in Canada to the student's own knowledge and experience.

FUNDAMENTALS OF MEDIA 1**MEAD106**

This course will introduce the students to the various media available in Canada and familiarize them

terminology, research and methods of costing. The course will be designed to provide a basic understanding of the tools and techniques utilized in the marketing of each medium. Newspapers, (daily and weekly) out-of-home and magazines will be discussed.

FUNDAMENTALS OF MEDIA 2

MEAD205

This course will introduce the students to the various media available in Canada and familiarize them with terminology, research and methods of costing. The course will be designed to provide a basic understanding of the tools and techniques utilized in the marketing of each medium. Television and radio will be covered.

FUNDAMENTALS OF REPORTING

JRNL100

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

FUNDAMENTALS OF RETAILING & PROMOTION

MEAD404

This course will show students where and how advertising fits into retail operations. This course provides an overview of the strategic advertising and promotional planning that are necessary for survival in today's complex retail environment. The role of sales promotions directed to consumers, advertisers and internal staff will be examined.

CATERING LARDER PRACTICAL

CULN205

This course provides the student with the fundamental skills of cold food production and presentation. With emphasis in the area of cold soups, sauces, salads and salad dressings, canapes, sandwiches, hot and cold hors d'oeuvres, seafood and butchery.

CATERING LARDER THEORY

CULN206

Designed in conjunction with Catering Buffet. Students will gain the production knowledge of cold soups, sauces, salads and salad dressings, canapes, sandwiches, hot and cold hors d'oeuvres, seafood and butchery.

GENERAL INSURANCE LAW

LAWS206

This course is based on the basic course of the Insurance Institute of Canada, and is designed to give the Legal Assistant student a broad overview of the general insurance business. While obtaining credit leading to a diploma or certificate at Humber, the student may gain recognition and a credit from the Insurance Institute of Canada by writing two exams set by the Institute.

GENERAL EQUIPMENT REPAIR

SPRT208

This course is designed to provide the student with the general knowledge and skills required to repair a wide variety of sporting goods. The course will include the repair of hockey, baseball, golf, football gear and equipment.

GEODESY

SURV501

Basic concepts of surveys done on the curved surface of the earth, precise angular measurements and errors, reduction of distances to ref. ellipsoid, position calculation, mtm and utm projections, co-ordinate transformation, meridian convergence, precise elevations, doppler sat. positioning and gps.

GOVERNMENT REGULATIONS 1

PACK305

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

GRAPHIC APPLICATIONS FOR MEDIA

AVIS300

The course is presented by means of demonstrations and audio-visual lab projects. The purpose of this semester in the graphics area is to help the student tie together all the graphic knowledge he has learned, and to put together a portfolio that has the polish of a professional portfolio. There will also be some illustration taught for the audio visual applications.

GRAPHIC DESIGN

DGAS2D2

In this course, students will be made aware of the visual problem-solving nature of graphic design, and the conceptual and layout skills required in the graphic and advertising design professions. Students

will discover the purpose of the printed word, and the manner in which visual awareness can be created, using typography, illustration and photography.

GRAPHICS & ANIMATION 1

FMTV303

This course will examine the aesthetics and technical requirements of graphics for film, television and A/V presentations and examine various styles of animation, through illustrated lectures and practical assignments.

GRAPHICS 1

GRAF100

Concept is accentuated in practical advertising assignments where knowledge and skills already gained in Design 1 are applied.

From mini, to size-as lineals, to slick rough and comprehensive in various advertising media.

GRAPHICS 2

GRAF200

Technical abilities developed through semester 1 will provide new possibilities in graphic finesse and technique. Assignments will provide opportunity to display advertising related projects in layout form through line, wash, two and four colours. Emphasis will remain on original concepts, the marriage of copy and the visual.

GRAPHICS 3

GRAF306

Graphics 3 involves the student in a more advanced aspect of the graphic arts discipline. They will be given more complex assignments in problem solving, designing for the various communication medias from the advertising industry, such as, booklets and brochures, designing posters, laying out effective newspaper advertisements, outdoor billboards, and co-op direct mail. The student is encouraged to delve into his/her creative mind to come up with compelling creative ideas to answer each given assignment. Plus, emphasis is put on each student to develop their rendering skills to a more professional standard.

GRAPHICS 4

GRAF400

This being the final semester in the core subject Graphic Design, the student should now be concentrating on developing each assignment to a professional standard, in order to complete his/her portfolio for introduction into the graphics industry. Once again the projects chosen are all accurate examples of

the type of work the graphic designer will be expected to do, such as designing point of purchase material involving counter cards, posters and product displays, effective and creative direct mail promotion pieces, multi-fold die cut brochures, booklets and broad sides, magazine advertising, retail-newspaper ads, and a thesis project involving every aspect of the design field the student has been taught. This thesis project not only tests the student's ability as a problem solving designer—it should also serve as an exciting portfolio showpiece of which the student should be proud.

GRAPHICS FOR INTERIOR DESIGN

INTR303

This course is designed to teach the basics of design in graphics, specifically in such areas as applied to Interior Design students. There will be involvement in the area of corporate imagery from an historical and current point of view. The history of lettering and the study of present-day lettering methods will be examined and practiced. Poster designing and signage for mall and supermarket areas, stores, shops and supergraphics for use in special areas will be taught. As well, the "total corporate image" will be extended to the design of 'point of purchase' advertising and associated materials, such as menus for restaurants, bags for stores, and graphic materials that might be part of the total design sphere of an Interior Design student.

GRAPHICS SYSTEMS

CENG601

This course covers vector and raster based graphics, vector to raster conversion, the programming of some common graphics displays (TEK 4010, IBM Colour Graphics Adapter, etc), graphic data representation and manipulation, graphics entry devices and graphics standards.

GROUP DYNAMICS 1 & 2

CYW.501/601

This course involves the study of group dynamics, what occurs in groups and why, the stages of development groups go through, roles of leaders and participants, techniques of dealing with groups of children, adolescents and adults and therapeutic use of groups. Use will be made of the class group itself for experiential learning.

GROUP THEORY 1 CYW.501

This course involves the study of group dynamics, what occurs in groups and why, the stages of development groups go through, roles of leaders and participants, techniques of dealing with groups of children, adolescents and their parents and the therapeutic use of groups. Use will be made of the class group itself for experiential learning.

GROUP THEORY 2 CYW.601

A continuation of Group Theory 1.

GROUP WORK SKILLS SSW.200

One of the major skills required by a human service worker is the ability to work in a group context. Whether one is working with fellow staff members, community boards, committees or advisory groups, the success or failure of these groups is often dependent on the ability of individuals to work collectively. Poorly-run groups are often non-productive, time-consuming and frustrating while a well-run group is generally creative, efficient and rewarding. This course will prepare the student for their role of assisting the process of group development and maintenance.

H.F. CIRCUITS ELIC304

Amplitude modulation and frequency modulation are analysed, along with circuits used in AM and FM communications systems, including tuned amplifier analysis and the superheterodyne principle.

H.R.M. - FINANCE ACCT201

The course provides a study of the conceptual foundations of financial accounting measurement and reporting to assist the student in interpreting financial oriented data. Emphasis will be on the use of internal financial information used to assist management in the H.R.M. area and will include: Operating and Cash Budgeting, Budgetary Controls, Responsibility Accounting, Interpretation of Accounting Reports and Evaluation of Capital Projects.

HEALTH CARE AIDE, THE HLCA101

This course will provide students with an overview of the role of the Health Care Aide, assessment skills, working relationships and standards of practice. Attention will be focused on client situa-

tions, the types of residential and care settings available in Ontario, and the basic communication skills necessary for the position.

HIGHWAY TECHNOLOGY CIVL407

Design and layout of horizontal and vertical alignment of roads, geometric characteristics on the basis of function, safety and traffic volume.

HISTORY OF ART 2 INDU204

A survey of nineteenth and twentieth century art and architecture with special application to the three dimensional aspects. This course will consist of promoting student research into aspects of the visual arts and the roles of the artist and the designer in coming to terms with a predominantly industrial and technological society and its accompanying reactions. Constant references will be made to past solutions of the artist and his environment and modern analogies.

HISTORY OF ART INDU105

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

HISTORY OF INDUSTRIAL DESIGN INDU305

A study of the historical foundations of Furniture and Industrial Design. Visual references are combined with studies of the origins of styles, forces of change, development of skills and technology, and potential uses of historical resources. Analytical skills are developed through group discussions and critiques.

HISTORY OF WESTERN CANADA HIST011

Western Canada, comprising the two regions of B.C. and the Prairies, has always been an area of extreme. Whenever a boom raises the economy for a few years, a deep slump and high unemployment follows almost inevitably. Changes like these have fueled anger, dismay, alienation, and political protest ever since the regions were

settled. In this course, the geographic, economic, and historic reasons why the West continues to be significantly different from Ontario will be explored. This is a General Education course.

HORSE INDUSTRY 2 EQNE200

In continuation of Horse Industry 1, this course will cover the history, development and aims of the many segments within the multi-faceted horse industry via guest speakers, films, videos and demonstrations. Additionally, students will be provided with information by their instructor to keep them up to date on current events in various areas within the industry. Information concerning graduate employment will also be covered as it relates to each industry segment as it is discussed.

HORTICULTURAL SKILLS LAND106

This course will concentrate on developing the students' practical skills in Horticulture. The Humber Arboretum grounds will be used extensively for demonstration and practice purposes and students will also be assigned to work in the Arboretum periodically during the semester.

HOSPITAL PHARMACY DISPENSING PHAR207

Practical experience in methods of drug distribution in institutions will be emphasized. Unit dose, traditional and individual patient prescription dispensing will be encountered as will profiling and associated record keeping.

HOSPITAL PHARMACY PROCEDURES PHAR205

Students will receive instruction in hospital organization, departmental responsibilities, methods of inventory control, drug distribution and record keeping.

HOSPITAL PHARMACY WORK EXPERIENCE PHAR206

Students will be assigned to a hospital pharmacy where they will be exposed to in-patient dispensing, manufacturing, pre-packaging, inventory control, various aspects of record keeping, out-patient dispensing and other facets of hospital pharmacy procedures.

HOSPITALITY COMPUTER APPLICATIONS HOSP104

This course is designed to introduce the student to various aspects of computer technology as used within the hospitality industry. Emphasis is placed upon restaurant and hotel applications.

HOSPITALITY HUMAN RESOURCES 2 HOTEL502

This course will offer the students into the management's responsibilities towards the Human Resources of the operation.

Covering the areas of counselling, employee assistance and maintaining government regulations should produce a broader awareness of the full scope of the Human Resources Department.

HOSPITALITY INTERNSHIP SEMINAR HOTEL508

Students in the course will develop skills in the following areas: realistic career planning, resume writing, networking, interviewing skills, business etiquette as it pertains to business management and follow up skills.

The student will design a career path, identify potential employers, interview with potential employers in Hospitality and negotiate an internship work placement.

HOSPITALITY LAW HOTEL203

This course will introduce the student to, and enable the student to become familiar with those areas of the law which have an impact on the hospitality industry. The student will examine principles of common law, as well as statutes and regulation that affect hotels and restaurants, also, will complete the "Addiction Research Foundation Server Intervention Program" as it relates to owners and managers of licensed establishments.

HOSPITALITY MARKETING 2 HOTEL509

Using the theory from the previous courses, the students will be lead through the process of concept development, market identification, site selection and testing of the market feasibility of either a hotel or restaurant concept.

Various testing of concepts will be done on the CRACE and CHACE programs along with actual case studies.

HOSPITALITY MARKETING HOTL211

This course provides a study of marketing as it applies to hotel, restaurants, motels and resorts. Including market analysis, market plan, public relations, direct-mail advertising, internal promotion and duties of the sales representative, salesmanship and making a sales call.

HOSPITALITY WORK PLACEMENT 1**HOTL301**

This course is an essential component of the Hotel and Restaurant Management Program. The focus is to introduce the students to Hospitality operations and to further develop service and supervisory skills in an industry environment. Evaluation will be a joint process between industry, student and the College.

HOSPITALITY WORK PLACEMENT 2**HOTL401**

This course is an essential component of the Hotel and Restaurant Management Program. Working in selected hotels and restaurant operations students are given the opportunity to apply learned theories and skills in a typical industry environment. Evaluation of this course will be a joint process between industry and the College.

HOTEL BUTCHERY**CULN303**

This course provides an in depth practical experience of the techniques, and the methods of hotel style butchery of veal, lamb, pork, beef, variety meat, poultry and game poultry.

The student will learn boning, portioning, stuffing, larding and barding and preparation of various cuts of meat for cooking.

Emphasis is on practical work with butchery tools, production safety and personal hygiene.

HUMAN ANATOMY AND PHYSIOLOGY, INTRO.**BIOS101**

This course is designed for the student with limited background in this area. Structure and function of the human body will be discussed to provide a background which will enable the student to understand the basic concepts of health and of disease processes.

HUMAN BODY, THE**BIOS108**

This course is designed to help the Health Care Aide students understand the normal functioning of

the body and how one system affects another. The normal aging process will be discussed. Selected physical impairments are included in the course of study.

HUMAN GROWTH & BEHAVIOUR**SSW.102**

This course studies human growth and behaviour from conception to old age. "Normal" patterns of growth will be studied as a framework for differentiating atypical behaviour and development.

HUMAN GROWTH & DEVELOP. 1**DSW.100**

This section of the course will introduce you to the developmental process that occurs from fertilization to adolescence. The main focus will be on normal development but some attention will be placed on delays that may occur. The cognitive, physical, social and emotional aspects of development will be addressed. One segment of the course will look at the abuse that children may be exposed to. This will cover such things as indicators of abuse, legislation, report writing and treatment.

HUMAN GROWTH & DEVELOPMENT 1 & 2**CYW.100/200**

A study of the growth and development of the child from conception, prenatal development and birth to infancy, toddlerhood and early childhood. Physical, mental, social and emotional factors will be considered. Special emphasis will be placed on factors that contribute to emotional and behavioural problems during this developmental process.

HUMAN GROWTH & DEVELOPMENT 2**DSW.203**

This course deals with the developmental process that occurs through adolescence and adulthood and includes the aging process. The main focus will be on normal development and some attention will be given to the individual circumstances of developmentally delayed persons. The cognitive, physical, social and emotional aspects of development will be discussed.

HUMAN GROWTH AND DEVELOPMENT**RECL203**

In this study of human growth and development patterns from conception to old age, social, emo-

tional, intellectual and physical aspects of each development stage will be examined and implications for recreation programs will be considered.

HUMAN RELATIONS (RNA-OR)**OPER104**

A specialized course in Human Relations. The major emphasis is to deal with specific work situations, the difficulties of close team cooperation both in the individual and the team. The effects of stress, ways of resolving interpersonal conflicts and effective communication are emphasized.

HUMAN RELATIONS**SOC1004**

Most living requires interaction with people - at work, socially, and personally. This course gives you the opportunity to learn more about such interactions. The student will be guided, together with others in the class, into seeing how your behaviour affects others, and how the behaviour of others affects you. This is a General Education course.

HUMAN RESOURCE COMPUTER APPLICATIONS**HRPD705**

This course provides training in the effective use and interpretation of personnel records in management decision-making through 'hands-on' experience of manual and computerized systems of record-keeping. Suggested Prerequisite: Personnel.

HUMAN RESOURCES 1**HOTL207**

This course in personnel management is the study of how the hospitality industry obtain, maintain and retain their human resources. The success of organizations depends upon the human resources that enable organizations to achieve their objectives.

HUMAN RESOURCES COMPUTER APPLICATIONS**HRMS207**

This course offers a hands-on approach in the use of the computer in developing various reports for effective Human Resources Management. Report generation will cover manpower forecasting, budgeting, costing, performance appraisal analysis and other planning control techniques.

HUMAN RESOURCES DEVELOP. FOR LAW ENF.**SOC1101**

The role of the contemporary law enforcement officer in today's

society is an extremely complex one. The police officer, to be successful in his/her tasks must be flexible in his/her behaviour in dealing with varied situations. The public has many expectations which are placed upon police officers. This can create stress for the officers in trying to fulfill expectations of the public. In this course, we will examine the multi-faceted role of the police officer, and what skills are necessary to be effective on the job. The focus of this course will be the practical application of interpersonal communication skills which will benefit law enforcement personnel. The willingness of students in this course to participate in classroom activities, utilizing these skills, is an important part of the class process.

HUMAN RESOURCES DEVELOP.**LASA408**

The role of the contemporary law enforcement officer, in today's society is an extremely complex one. The police officer, to be successful in his tasks must be flexible in his behaviour in dealing with varied situations. The public has many expectations which are placed upon police officers. This can create stress for the officers in trying to fulfill expectations of the public.

In this course, we will examine the multi-faceted role of the police officer, and what skills are necessary to be effective on the job.

The focus of this course will be the practical application of interpersonal communication skills, which will benefit law enforcement personnel. The willingness of students in this course to participate in classroom activities, and utilizing these skills, is an important part of the class process.

HUMAN SERVICES SEMINAR**RHBK105**

This course focuses on the development and use of community resource information and referral skills. Students will explore resources and problem-solving strategies needed to identify needs of clients and to locate programs or resources and to refer clients to necessary services in a community.

HUMAN SEXUALITY**CYW.503**

This course will focus on sexuality from a developmental point of view, emphasizing both physiological and psychological variables. In addition, several special

topics within the area will be studied (e.g. sexual attitudes). Also, emphasis will be placed on an examination of sexual issues which relate to the role of the child care worker in treatment of programming and implementation. Finally, there will be some emphasis on personal self-exploration of sexual attitudes and feelings as they relate to your work and your general life style.

HUMAN SEXUALITY DSW.201

This course is designed to help the student understand human sexuality in general and the social-sexual development of the mentally handicapped person in particular.

HUMANITIES HUMA024

The Humanities course will initially focus on the questions individuals ask of themselves when seeking to understand their own motives and behaviour. The course will then extend outward to the various contexts within which individuals operate as participants in a social, cultural and physical world. Through all of the contexts and corresponding units of the course there will be an emphasis on the fundamental questions that accompany human endeavour. This is a General Education course.

HUMOUR IN LITERATURE AND OTHER MEDIA ENGL015

This course will explore the world of laughter and the comic. Through a study of T.V., radio, film, recordings, critical works, and various literary selections, Humour in Literature and Other Media will examine the assorted philosophical and psychological explanations for laughter and theories of the comic. This is a General Education course.

HYDROGRAPHIC SURVEY 1 CSUR204

Basic theory of hydrography planning, horizontal and vertical control requirements, sounding datum, specifications and methods of sounding operations.

HYDROGRAPHIC SURVEY 2 HSRV501

Study of radio waves, antenna and signal propagation, sonar systems, electronic and digital circuitry.

HYDROGRAPHIC SURVEY APPLICATIONS SURV302

Applications of basic present-days hydrographic techniques associated with actual field operations such as planning, data collection, computations and positioning of sounding vehicle, using visual or electronic methods.

HYORONICS & STEAM SYSTEMS HVAC408

This course focuses on steam and hot water heating and steam use in industry. The construction, installation and operation of system components will be covered together with rules covering such installations, particularly these covering the use of gaseous fuels.

HYGIENE CHEMISTRY I SFTY303

An introductory course to familiarize the student in the basics of inorganic and organic chemistry and how these relate to the day to day operation in occupational hygiene.

HYGIENE CHEMISTRY II SFTY403

A continuation of Hygiene Chemistry I which exposes the student to the basics of Biochemistry (beauty agents, nutrition, drugs) and Microbiology (taxonomy, enzymes, virology, bacteria, industrial waste) and how each relates to modern technology and the workplace.

IBM SYSTEMS OPERATION CENG602

This course is an introduction to a large IBM system (IBM 4381) running VM/CMS. It covers the basic system/370 architecture, the editing, compiling and running of programs under VM/CMS, and the connectivity requirements that arise when a "foreign" computer is connected to an IBM system.

ILLUMINATION ENGINEERING EMAN602

Students will be able to explain the concepts used in designing a lighting system, its costs, effectiveness and effect on building operating costs. Laboratory studies will be done on a test installation using instruments normally used for assessing lighting effectiveness.

ILLUSTRATION 1 GRAF301

Illustration 1 is a continuation of Perspective 1 and 2 where the student learned disciplines in drawing such as perspective, observing and rendering various objects, to a

full semester in figure drawing. We now put into practice these skills at a more advanced level as applied to designing for the graphics industry. The role of the student in the Illustration 1 course is to fine tune their drawing abilities and composition, for the use of illustration in advertising and promotions. The various mediums and techniques such as line, line and wash, markers, water-colour, and designers colours will be explored.

ILLUSTRATION 2 GRAF401

In Illustration 2, the student will be further encouraged, through various projects, to develop not only his/her abilities in drawing, rendering and composition, but to applying these abilities to more advertising and editorial related assignments. With more advanced experimentation in the use of pen and ink, magic markers, watercolours and designers colours.

IMPROVISATION 2 THTP204

Refer to course description of Improvisation 1 (THTP106).

INCLUSIVE TOUR CHARTERS TRAV204

This course will give students an in-depth look at the Canadian and International Inclusive Tour Charter (Package Tour) market; a variety of I.T.C. operators and their respective products will be examined and students will construct and cost independent tours to several tourist destinations.

INCOME TAX 2 ACCT561

This course covers in more depth the introduction to income tax previously covered by the students. The emphasis is on special income tax problems covering individuals and corporations and their shareholders.

INDIVIDUAL PROGRAM PLANNING DSW.105

This course introduces the student to the underlying philosophy and basic components or steps of a planning process which offers a framework for the provision of coordinated, comprehensive and effective service to people who are developmentally delayed.

INDIVIDUAL PROGRAM PLANNING ECE.307

This course will introduce students to the concept of individual program planning, its components, function and application. Functional assessments, program format and methods of data collection will be examined and critiqued. The main approach to this course is the lecture format.

INDIVIDUAL PROGRAM PLANS ECAS102

This course examines the preparation of individual program plans. The student will be able to assess an individual child's development, incorporate other professional reports and information to formulate a strengths and needs list and set realistic goals and behavioural objectives. Each student will design their own assessment package, based on a child's individual needs, devise teaching plans and implement them in school/home settings and evaluate the child's progress.

INDIVIDUALIZED PROGRAM PLANNING RH8K311

Students are introduced to the documentation requirements of negotiation, planning, and implementation of plans for assessment, behaviour change, and placement. Knowledge of client needs, developmental issues, and community resources is integrated with group skills and teaching strategies to document the coordination of comprehensive and effective services in vocational, residential, educational or recreational settings.

INDUSTRIAL DESIGN 1 INDU100

An introductory course in Industrial Design. Principles of 3-Dimensional problem solving are explored through structure models. Aesthetic and mechanical understanding of line, form and space is introduced.

INDUSTRIAL DESIGN 2 INDU200

A course in the application of fundamental principles of Industrial Design. Design methodology, resources for designers, and design presentation will be stressed.

INDUSTRIAL DESIGN 3 INDU300

An intermediate course in Industrial Design emphasizing the application of skills from other courses in the program. Design

INSTRUCTIONAL THEORY EQNE300

This course will prepare the student for practical involvement when teaching riding. The student will learn the theory of teaching, the methods of organizing lesson plans, dealing with different personalities and coping with possible problems that might occur during a lesson.

INSURANCE CLAIMS LAWS306

This course is based on the course of the Insurance Institute of Canada and is designed to give the Legal Assistant student a fundamental knowledge of claims and claims procedures. While obtaining credit leading to a diploma or certificate at Humber, the student may gain recognition and a credit from the Insurance Institute of Canada by writing exams set by the Institute.

INSURANCE, PENSIONS & GROUP BENEFITS FINA503

This course is a study of the legal environment surrounding personal insurance and the operations of insurance companies as well as an analysis of group insurance benefits and employee benefit plans. In addition, this course deals with the basic features of pension plans, profit-sharing plans, other retirement plans and deferred compensation arrangements.

INTEGRATION - COMMUNITY-BASED SERVICES ECEA107

This course will examine the concepts of normalization and integration in terms of their implications for the future development of children's services. The impact of the community itself will also be discussed. Time will also be spent on examining various approaches to the development of integrated educational programs and critical issues yet to be resolved in the overall movement towards integration. Classroom sessions will primarily be in the form of discussion in an attempt to provide input from as many perspectives as possible in order to allow students to become conversant with the major issues surrounding the development of children's services.

INTEGRATIVE SEMINAR 1 CYW.204

This seminar provides students with the opportunity to integrate theoretical course material with their own development as individuals and

as child care workers, using their field work experience as a focus. Problems and concerns that arise in the students' field placements will be discussed. The students will also be helped to develop a concept of child care work and methods to deal with children in a variety of child care work settings.

INTEGRATIVE SEMINAR 1 SSW.205

This small group seminar provides students with an opportunity to discuss their experiences in field practice and use learning acquired from the academic courses.

INTEGRATIVE SEMINAR 2 & 3 CYW.304/404

This seminar provides students with the opportunity to integrate theoretical course material with their own development as individuals and as Child and Youth Workers, using their field work experiences as a focus. The class is issue-oriented, dealing with material brought by the students from their experiences in the field.

INTEGRATIVE SEMINAR 4 & 5 CYW.504/604

This seminar provides students with opportunity to integrate theoretical course material with their own development as individuals and as child and youth workers, using their field work experiences as a focus.

INTEGRATIVE SEMINAR ECAS206

This course is an essential component of the Field Practice 2 (ECAS203), Children With Special Needs cluster. Major topics will be tailored to reflect and enhance student's own experiences in Field Practice 2 and will include: groups/team building; developing family/agency service plans; ethics and special needs and problem solving. Each student's area of specialization will provide the focus for assignments and short seminars. Students will be expected to demonstrate effective means of accessing resources and presenting information. Ongoing post-graduate professional development will be highlighted.

INTERIOR BASICS INTR106

Introduction to contemporary architecture as human anatomy sizes, furniture sizes, shapes and practical application; character and mood of shapes; textures; lighting

(natural and artificial) planning and zoning for human needs.

INTERIOR DESIGN 2 INTR200

This is an introductory lecture/studio course in which students are expected to synthesize first semester skills; apply these skills in a practical way in solving simple interior design problems, and visually present the solutions for evaluation. The 8 hours per week of supervised classroom time includes lectures, when information relevant to the current project is given; supervised field trip(s) where applicable; and tutorial or crit-time with each of the design instructors every week. When a critical analysis of the individual's work in progress takes place.

INTERIOR DESIGN 3 INTR300

Continuation of Interior Design 2 involving more complex design and planning skills. Projects will be introduced by a lecture pertaining to the subject and the methodology for solving the problem. Analysis research and verbal presentation will be an integral part of the solution. The assigned design problems are simulated projects dealt with by the Interior Design professional. Students are expected to have a critique of the preliminary solution on a weekly basis with each of the design instructors.

INTERIOR DESIGN 4 INTR400

A lecture/studio course in which students are assigned design problems simulating projects dealt with by the Interior Design professional. The level of complexity will escalate as the student acquires more skills. The 10 hours per week of supervised classroom time includes lecture time by instructors or guests when information relevant to the current project is given; supervised relevant field trips; and tutorial or crit-time.

INTERIOR DESIGN 5 INTR500

A lecture/studio course in which students are assigned design problems wherein level of complexity will escalate as the student acquires skills. The 9 hours per week of supervised classroom time includes lecture time by instructors or guests when information relevant to the current project is given; relevant field trips; and tutorial or crit-time. It is of importance that each student spend crit-time with each of the

design instructors when a critical analysis of the individual's work in progress takes place. The time available for each student on a one to one basis is limited by the classroom hours available and the number of students in each class. Full time instructors are available on an appointment basis for extra crit-time but this is not to be used in lieu of attending regular classes. The course is team taught; that is more than one instructor will teach the same course to the same group. For example, you may have 3 hours with instructor X and 3 hours with instructor Y and 3 hours with instructor Z. Students thus have the opportunity of receiving more than one instructor's opinion of their work.

INTERIOR DESIGN 6 INTR600

Further projects as described in Drafting & Detailing 5. January-February: research, analysis and preliminary planning for final project; February: mandatory internship of in-office experience-8 weeks credit; March-April: final planning and compiling of major final project; April: verbal presentation to faculty and external assessors.

INTERIOR DESIGN DGAS201

In this course, students will be asked to solve basic residential interior design problems. The major project will involve presentation of a full-colour 3-dimensional drawing and materials board. Activities include field trips to retail facilities and an interior design office.

INTERIOR DESIGN INTR100

The application of the elements and principles of two and three-dimensional design in visual problem solving. This course takes the form of a studio/lab when students are given a design problem which must be solved in a visual context.

INTERMEDIATE ACCOUNTING 1 ACCT331

This course will cover in more depth the introduction to accounting previously covered by the student. The emphasis is on accounting theory and concepts and an analysis of the special problems that arise in applying these underlying concepts to financial accounting.

INTERMEDIATE ACCOUNTING 2**ACCT531**

This course is a continuation of Intermediate Accounting 1, placing emphasis on accounting theory and conducting an in-depth study of the analysis of special problems that arise in applying these concepts to financial accounting.

INTERNAL AUDIT TECHNIQUES**ACCT451**

The course will provide an in-depth look at internal audit requirements and techniques. It will focus on the specialized testing required to monitor the efficiency and effectiveness operating within a large corporation.

INTERNAL AUDITING**ACCT651**

The course will provide an in-depth look at the audit test procedures. The sampling process will be discussed as well as direct testing of the Payroll, Payable and Inventory systems.

INTERNATIONAL POLITICS**POLS011**

This course focuses on a study of international politics. Important aspects of the world's political scene, including the triangular superpower relationship of the United States, the Soviet Union, and China will receive attention. This is a General Education course.

INTERNSHIP**RBD.600**

Either the coordinator, or the student will make arrangements with a radio station, or an associated industry such as a production house, or an advertising agency, for the student to spend less than 30 hours per week on the job. The student may, or may not receive financial reward for services rendered. The internship is a learning experience and is considered to be one of the most important phases of the learning.

INTERPERSONAL SKILLS FOR**PHARMACY PERSONNEL PHAR208**

Students will learn to present ideas clearly, concisely and effectively. The course attempts to help students perfect their oral skills so they can perform efficiently in both vocational and social situations. Human relations and interpersonal communications will be stressed, and will include a component on dealing with patients and professionals in the work setting.

INTERPERSONAL SKILLS RHBK104

Interpersonal skills was designed to introduce human services students to the communication process which characterizes our field. Effective written and spoken communication determine your efficiency and effectiveness as a worker. Communication skills also influence your client's sense of satisfaction with the counselling or service experience. Our course will focus on the factors which influence the ways in which people send and receive verbal and non-verbal messages; which determine assertiveness, shyness, and effectiveness in communication; and, which constitute the skills of a balanced self-determined person.

INTERPERSONAL SKILLS SSW.105

Interpersonal skills is designed to introduce human service students to the communication process which characterizes the field. Effective spoken communication determines your efficiency and effectiveness as a worker. Communication skills also influence your client's sense of satisfaction with the counselling or service experience. The course will focus on the factors which influence the ways in which people send and receive verbal and non-verbal messages; which determine assertiveness, shyness, and effectiveness in communication.

INTERVIEWING & COUNSELLING 1 & 2 CYW.302/402

This is both a theoretical and an applied course in counselling with the focus primarily on interpersonal communication skills, including both attending and influencing skills.

INTERVIEWING & COUNSELLING 2 SSW.306

As a continuation of Interviewing & Counselling 1, students will learn how to structure and conduct interviews which will enable clients to learn problem-solving skills. Students will also learn how to deal with various crisis situations.

INTERVIEWING & COUNSELLING SKILLS 1 SSW.202

A study of the structure and process of helping clients resolve their problems in social functioning through the use of basic interviewing skills.

INTERVIEWING SKILLS 1 SSW.202

This course provides students with an opportunity to acquire a conceptual and experiential understanding of basic interviewing skills used in a problem-solving approach to helping consumers of social services principles which influence the development of a helping relationship will also be studied.

INTERVIEWING TECHNIQUES**HRMS203**

This course is designed to give students practical experience in a variety of interviewing situations. Topics include employment interviewing, coaching and counselling, performance appraisals, discipline procedure, etc., all within the framework of a total management approach.

INTRO. TO ADVERTISING PRC.101 PRD.301

This course is designed to introduce the students to advertising and demonstrate the function of advertising in PR planning and execution. A full campaign including research, conception, budgeting, scheduling, copy and layout, and evaluation procedures will be worked out by students in detail.

INTRO. TO BASIC ACCOUNTING ARNA507

This course presents the fundamentals of finance and accounting for basic arena operations. The student will examine various financial statements, learn posting methods and become familiar with budgeting, cost control systems and payroll as employed in the recreation field.

INTRO. TO CHEMISTRY OF FOODS CHEM901

The student will be introduced to the fundamentals of general chemistry and to some manipulative skills commonly required in the food industry.

INTRO. TO COMPUTER GRAPHICS GRAF304

This introductory course includes an overview of computer technology and applications plus a basic working knowledge of micro and mini computer-based graphics software.

INTRO. TO COSTUMES THTT204

An introduction to theatrical costuming in terms of design and execution, with an emphasis on practical maintenance skills and costume painting and accessorizing.

INTRO. TO DEVELOPMENTAL DISABILITIES 1 DSW.102

This is a two-semester course which thoroughly examines Developmental Delay - formerly referred to as Mental Retardation. Historical and current trends in identification, causes, and management of the condition will be a primary focus in the course, as well as the philosophy behind current practices and critical issues facing practitioners in the field.

INTRO. TO FLUID MECHANICS CIVL305

The student will learn the principles of hydraulics and with the help of design aids and tables will be able to solve problems concerning floating objects, forces exerted by liquids, energy transfer in a flowing fluid, and calculations for pressure flow in pipes.

INTRO. TO HOSPITALITY HOTEL110

The hospitality industry is a dynamic industry, destined to be the nation's largest employer, as well as the largest generator of sales by the turn of the century. The industry is international in scope, and allows career opportunities in all countries of the world. This course is designed to introduce the student to the scope of the industry, presenting the many different facets of this field to the students.

One of the underlying aims of this course is to provide enough information to each participant so that they are able to start formulating decisions regarding their careers in this industry.

INTRO. TO MUNICIPAL SERVICES CIVL402

The student will learn to apply the principles and techniques of hydraulics, municipal regulations, and hydrology to solve problems in channel flow, strength of buried pipes, run-off and culvert design.

INTRO. TO PHOTO FINISHING TECHNOLOGY FOTN100

This course is designed to provide students with an understanding of the photographic laboratory industry and the functions of an 'in-house' mini lab.

INTRO. TO PR & CASE STUDIES
PRC.104

This course will deal with its subjects on an elementary level and lay the foundation for the courses to follow. It will examine the history and trends, principles and practice of the art and craft of Public Relations; definitions concepts - relation to publicity, advertising; tools of PR. It will illustrate these subjects with case histories.

INTRO. TO PR & CASE STUDIES
PRD.100

This course will deal with its subjects on an elementary level and lay the foundation for the courses to follow. It will examine the history and trends, principles and practice of the art and craft of Public Relations; definitions concepts - relation to publicity, advertising; tools of PR., plus organizing a special event. It will illustrate these subjects with case histories.

INTRO. TO RADIO PRC.209

This course is to familiarize PR students with radio and how they can use it in their profession. They will study its history, tools and techniques, style of writing and understanding of production requirements.

INTRO. TO RADIO RBD.100

The objective is to give the student a complete understanding of the history, the role, the organization, the legal aspects, music content and news and sports policies of radio stations in Canada. The course will also present the differences between private and public broadcasting in the nation.

INTRO. TO RECREATION AND LEISURE SERVICES RECL103

This course will define recreation and trace its historical development with particular emphasis on Ontario. Students will study in detail the committee and staff structures governing municipal recreation.

Program activities by season, age group, and sex will be scrutinized through an examination of the activities and staffing, and organizational procedures for a year-round activity program. A detailed survey of the minor sport program organization at the community, provincial and national levels will be conducted through an examination of philosophy and operation.

INTRO. TO SURVEYING SURV406

The student will be able to perform distance measurements, angular measurements, and leveling operations for the determination of elevations, conduct field surveys for the location of permanent objects, perform basic calculations in the rectangular co-ordinate system and plot a plan of survey.

INTRO. TO T.V. PRODUCTION
FMTV105

Information about the basic operating and production techniques for television and the multiple camera facility of the basic television studio is introduced during this course. At the same time students learn how to research, develop, crew and direct simple television productions.

INTRO. TO TOURISM TRAV100

This introductory course will provide an understanding of the scope of the Travel and Tourism industry. The background of tourism as an industry will be examined, as well as the needs of the tourist. The role of the various segments of the travel industry will be identified.

INTRO. TO TOURISM TRAV700

This course provides an understanding of the scope of the inbound tourism industry. Students will explore the background of tourism, its economic importance, primary and potential client markets, current trends and issues affecting the industry. Students will gain insight into the broad range of career opportunities in the field and will examine the concepts of tourist motivation and service.

INTRODUCTION TO ACCOUNTING 1
ACCT111

This course assumes no accounting background on the part of the student. It covers the complete accounting cycle with emphasis on the conceptual as well as the procedural elements of the cycle. The course concludes with a chapter on payroll.

INTRODUCTION TO ACCOUNTING 2
ACCT211

This course provides a detailed study of the accounting for the various items appearing on the balance sheet, their control and effects upon related items of income and expense, including accounting dif-

ferences for each type of business enterprise.

INTRODUCTION TO AIRLINE DOCUMENTATION TRAV102

Provides the basic, intermediate and advanced skill necessary for the calculation of simple and complex airline fares on domestic and international routes. The complete course also covers Bank Settlement Plan reporting and the issuance of every type of airline ticket.

INTRODUCTION TO AUTOMATIC CONTROLS ELEC308

The course will provide the participant with working knowledge of basic control concepts, open and closed loops, transmitters, final control devices, three mode controllers and basic principles of controller tuning.

INTRODUCTION TO BUSINESS AND CAREERS OAGN100

This course provides an introduction to the business environment, careers in the field of office administration and success strategies needed to achieve educational and career goals.

INTRODUCTION TO BUSINESS ARCH507

The student will gain skills related to the setting up and operation of a small business with particular emphasis on the operation of a small contracting firm.

INTRODUCTION TO BUSINESS ISSUES OALG103

This course will provide a flexible environment for shared activities and discussion on a series of issues affecting the business and legal communities from an individual and global perspective.

INTRODUCTION TO C PROGRAMMING CENG303

This course is an intensive introduction to the C programming language and its application to the industrial environment. The student will write programs using the following language features: data types, conditional and control statements, functions, and standard library functions for terminal and file I/O. Special attention will be paid to the development of machine independent code. Programs will be written under Berkeley UNIX 4.3 on a VAX and under Turbo C on a PC.

INTRODUCTION TO DESKTOP PUBLISHING COM.503

This course introduces students to word processing as a means of writing extended definitions, descriptions, proposals, informal technical reports and technical and non-technical instructions. Using the most recently available word processing software, students use computer technology to compose, revise, edit and rearrange written work. Although most of this course is devoted to learning keyboard skills and performing word processing exercises, students also use the technology to input most of their written work. Where necessary, students spend additional time using computers to become more proficient on the technology and to complete their written work.

INTRODUCTION TO INCOME TAX ACCT461

This course provides a study of current income tax legislation by reference to the effective Income Tax Act. Federal and Provincial Income Tax laws, as they affect individuals, is covered.

INTRODUCTION TO INFORMATION SYSTEMS ISYS100

The purpose of the course is to introduce the student to computer systems in general, with emphasis on the mainframe. The student should gain a thorough understanding of electronic data processing and get a basic understanding of the relationships between hardware and software. The student will be introduced to one or more micro-computer packages in a 'hands-on' situation.

INTRODUCTION TO INTERIOR DESIGN ARCH512

This course introduces the student to the design of interior spaces. The student will investigate the planning, finishing and decoration of medium scale public and retail projects.

INTRODUCTION TO LAW LASA101

This course will familiarize the student with our legal system as a whole. The course will focus on the definition of law, its elements and role in a democratic society, the form of our government, the history of English Law, The Constitution Act, the elaboration of Federal and Provincial Legislation, the concept of civil liberties, and the fundamentals of natural justice.

**INTRODUCTION TO LITERATURE
ENGL001**

The primary aim of this course is to give you a wide variety of written material to read for enjoyment and understanding. Introduction To Literature will also provide an opportunity for you to practise the skills and strategies developed in the Reading and Language Skills courses. Selections for study will include newspaper and magazine articles, short stories, poetry, drama and the fable.

**INTRODUCTION TO OFFICE
SYSTEMS OAGN101**

The student will be introduced to the concepts of automated office systems and will develop proficiency in the use of word/information processing software to input, format, store, retrieve, edit and print simple business documents.

**INTRODUCTION TO
PASCAL CENG101**

This course is an introduction to the Pascal programming language. The student will learn to write programs using the following Pascal language features - simple data types, one-dimensional arrays, conditional and control statements, and procedures and functions. The student will also learn the necessary VAX/VMS commands to create, edit, store, compile, link and run these programs on a DEC VAX computer.

**INTRODUCTION TO PERSONAL
COMPUTING ISYS102**

This course introduces the student to PC software. Included in the course are concepts and 'hands-on' experience with DOS, word processing, spreadsheets and a data base management system.

**INTRODUCTION TO PROFESSIONAL
SKILLS CYW.104**

This course is an introduction to basic professional and personal skills that the Child Care Work student will build on in the future in both field and classroom.

**INTRODUCTION TO
PROGRAMMABLE CONTROLLERS
ELEC409**

This course is designed to introduce the student to Programmable Controllers. The student will be able to recognize and understand the functions the controllers perform. Prepare Logic Flow Diagrams and

Ladder Networks. Design and implement simple programs in various controllers in discrete and analog configurations.

**INTRODUCTION TO
PSYCHOLOGY 1 & 2 CYW.101/201**

This course is an introduction to the major areas of psychology, with emphasis on application of concepts particularly to oneself, and an examination of how ideas discussed relate to the field of Child and Youth Work.

**INTRODUCTION TO
SOCIAL SCIENCE SOC100**

This course is designed to introduce the disciplines of the social sciences and to familiarize students with important fundamental concepts. The students will learn to analyze how social scientists obtain their information, explore the dynamics of social investigations, and examine a variety of critical issues.

**INTRODUCTION TO SYSTEMS
ANALYSIS 1 ISYS210**

You will study the nature of the systems concept and how it is used in the business environment. Other topics include manual procedures, forms design and control, and the design feasibility of installing or expanding a computer system.

**INTRODUCTION TO SYSTEMS
ANALYSIS 2 ISYS211**

The course is an extension of Systems Analysis 1. It allows the students to put into practice many of the principles learned, by becoming involved in a systems analysis, design, and verbal presentation of their own proposal. On completion of the course, students are able to analyze situations and document/communicate their solutions

**INTRODUCTORY CALCULUS
CALC103**

This course consists of the following sections: graphical methods of differentiation, algebraic methods of differentiation; power, chain, product, and quotient rules, maximum and minimum problems, the integral, the substitution method of integration, and applications of Calculus to electronics.

**INTRODUCTORY HUMAN
PHYSIOLOGY BIOS103**

This course is designed to provide the student with an understanding of the functions of each of the body systems and how each system contributes to the maintenance of homeostasis.

**INTRODUCTORY MICROBIOLOGY
CHEM206**

The student will learn the basic concepts and techniques: how to use the light microscope, prepare and stain smears, make growth media, apply the techniques of pure culture and enumerate micro-organisms.

**INTRODUCTORY SOCIOLOGY
SOC1002**

Sociology is a science concerned with the structure of human organization and the sub-systems of human relationships. It looks for sources of human behaviour in an individual's social "history." It is this interaction with other people and the systems and institutions created and operated by people within a particular cultural environment that plays a major part in shaping behaviour. This is a General Education course.

**INVENTORY MANAGEMENT
PRINCIPLES RMGT202**

The major purpose of inventory management is to ensure that the right merchandise is stocked at the right time, in the right quantities. This course examines the mechanics and decisions involved in this process. The importance of inventory management is stressed through studies of the costs of over- and under-stocking. Sales forecasting, assortment planning, re-order levels and frequencies, and contingencies to deal with fast and slow moving stock are examined to determine the processes involved in getting in and out of a season profitably.

**INVESTIGATIVE TECHNIQUES
LASA300**

The course will cover types of investigation: techniques and methods essential to effective investigations. The resources and styles of gathering information will be examined. The use of reports and notes and styles of statement taking will be covered. Interviewing techniques, equipment and court procedures will be practised.

INVESTMENT ANALYSIS FINA400

This course covers various topics related to business financial statements including the basic concepts of accounting, the format and content of financial statements and techniques of financial statement analysis.

IRRIGATION SYSTEMS LAND319

Irrigation Systems introduces the student to the design, installation and maintenance of irrigation systems for horticultural applications.

**ISSUES IN NORMALIZATION AND
INTEGRATION ECAS101**

The principle of normalization and its application for the community and all of its members, disabilities notwithstanding, will be the central theme of this course. Historical, traditional and emerging perspectives, issues and approaches to special needs will be explored. Students will examine in detail the teacher's role in early identification of special needs, in making referrals to appropriate agencies, in analyzing assessment reports, in planning individual program plans, in acting as a liaison between home, school and various agencies. The levels of integration and their advantages and disadvantages will be studied within a practical context. Legislation pertinent to the field of special education will be examined in detail.

ISSUES IN POLICING LASA309

In this course, law enforcement will be reviewed and analyzed as a sociological phenomena. Basic sociological concepts e.g. alienation, status, role norms, values, etc.) will be used as tools to gain an understanding of a variety of topics (e.g. attitudinal structures at the societal level, problems related to selective enforcement). We will also discuss the emotional/psychological hazards of police work, such as stress and its manifestations (i.e. alcohol abuse, suicide, marital problems).

**JOURNALISM AND THE LAW
JRNL500**

Designed for graduating students, this course is an intensive practical study of criminal and civil law as it pertains directly to journalism.