2017/2018
CONTINUING
EDUCATION
CALENDAR

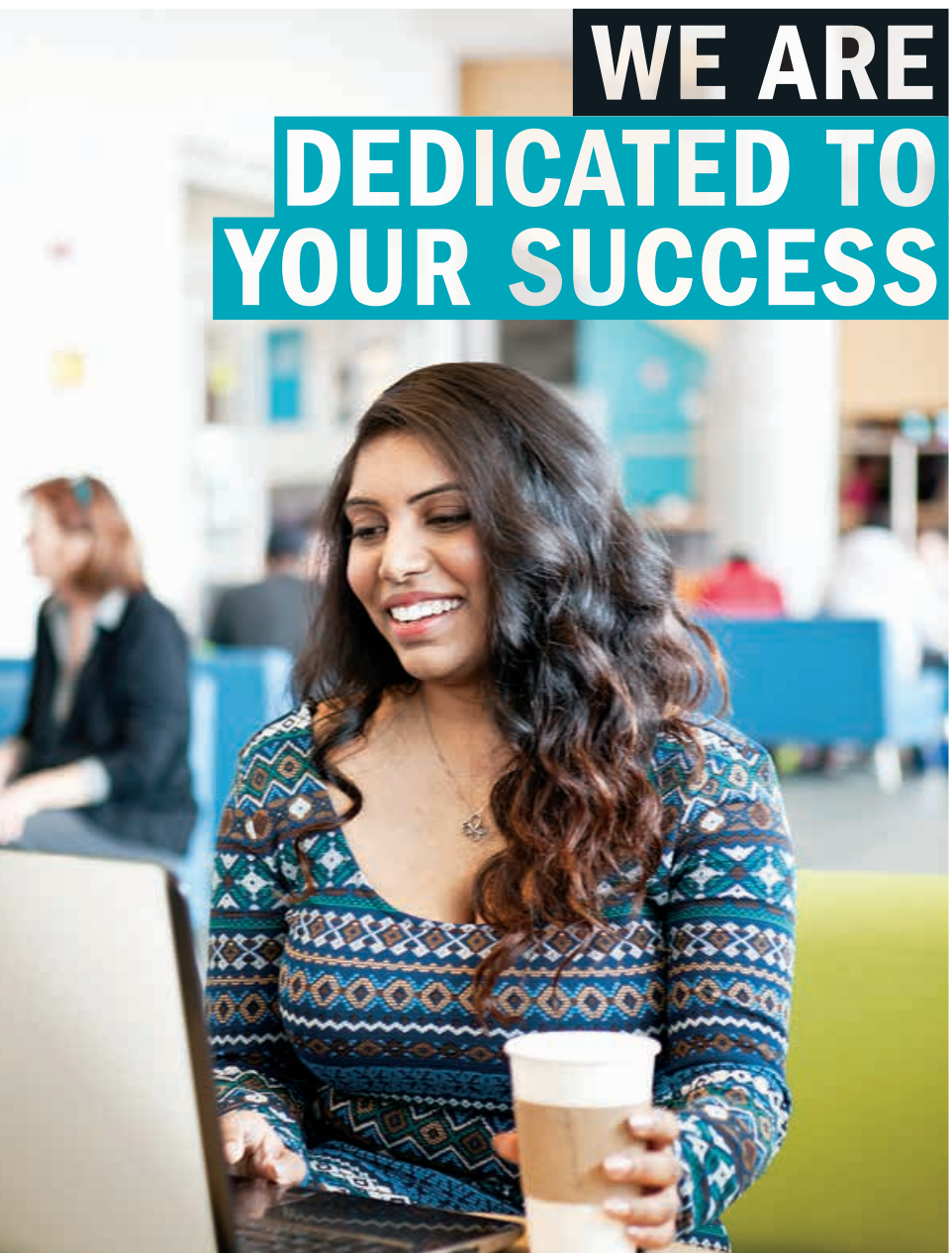
YOU HAVE GOALS. START HERE.

HUMBER

humber.ca/continuingeducation

WE ARE HUMBER

WE ARE DEDICATED TO YOUR SUCCESS



BALANCE YOUR EDUCATION WITH THE REST OF YOUR LIFE — ADVANCE YOUR CAREER, EXPLORE A NEW FIELD OR PURSUE YOUR PASSION WITH FLEXIBLE, RELEVANT PROGRAMS AND COURSES.

START TODAY!

MEET YOUR GOALS WITH A WIDE RANGE OF PROGRAMS AND COURSES — ONLINE OR IN CLASS.

COURSE OPTIONS

Humber offers more than 1,400 courses and 200 part-time certificates at our North, Lakeshore and Orangeville campuses. Develop new and valuable skills through professional or personal development courses.

FLEXIBILITY – IN CLASS OR ONLINE

Study during the day, in the evening or on weekends—in class or online—whatever fits best with your busy schedule. We offer more than 400 online courses and more than 60 fully online programs. Our libraries and research services are also available online or in person.

EMPLOYABILITY

Continuing education can help you keep up with the latest technologies and knowledge you need to enhance your skills within your industry, find a new job or make a switch to a new field.

CAREER AND ACADEMIC SUPPORT

Continuing education students have access to one-on-one career counselling, peer tutoring, math, writing and accounting help centre, and services for internationally trained professionals, as well as our new Centre for Entrepreneurship.

"CONTINUING EDUCATION BROADENS YOUR HORIZON FOR PERSONAL AND PROFESSIONAL GROWTH.

I chose Humber to continue my education because it is an institution that combines knowledge, skills and attitude. I aspire to become a certified trainer in the corporate sector and the atmosphere of this course is very encouraging and friendly.

It has also been an eye-opener in various aspects of adult training, where I have learned to identify and work with adults who have a learning disability.

I have learned to work with different materials and engage in various assignments with guidance from facilitators who are knowledgeable and approachable.

Continuing education also allows you to keep a balance between various aspects of your life."

ADULT LEARNING
SUHASHINI

"THE CLASSES AT HUMBER WERE CHALLENGING AND MY TEACHERS NEVER LOST MY ATTENTION OR EXTINGUISHED MY EXCITEMENT TO LEARN.

It took me couple of years to complete the program due to various life responsibilities. The true benefit of continuing education was that I knew the courses would still be there when I was able to return.

The online access to pick courses and check my progress was great. If I ever had to reach out to Humber for any reason via email, the response times were always good.

I am much more confident submitting my resumes now that I can show that I am a proud Humber alumnus."

MUNICIPAL BYLAW
MICHAEL

WELCOME TO HUMBER

Deciding to pursue continuing education is a big decision, whether you want to advance in your current position, change careers or simply explore your interests outside of work.

Whatever your motivation, you've come to the right place. Choosing a program that interests and inspires you – and aligns with your personal and career aims – is easy to do at Humber. With more than 200 continuing education programs, we offer lots of choices to help you meet your academic and life goals.

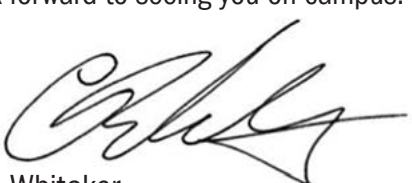
Along with our many programs, we also have exceptional professors. They're award winners with extensive industry connections. They're responsive and focused on your success.

Our dynamic learning environment extends far beyond the classroom. Our distinctive campuses include athletic and fitness facilities, open-access computer labs, beautiful outdoor spaces, libraries, art galleries and lots of places to study or relax.

We also offer extensive student services, including writing and math centres, career advising, and a health centre.

For 50 years, Humber has been working with learners in Ontario and beyond to help them realize their dreams. We hope that you'll decide to be part of this very special community.

I look forward to seeing you on campus.



Chris Whitaker

President,
Humber College Institute of Technology & Advanced Learning

HOW TO USE THIS CALENDAR

All programs and stand-alone courses are arranged in alphabetical order within specific fields of study. If you already know the program or course you are interested in, you can refer to the table of contents or to the index at the back of this publication.

If you require information regarding this academic calendar, academic regulations, registration information, fees and student services, please refer to the back of this publication in the General Information section or online at humber.ca/continuingeducation.

New programs and courses and adjustments to existing courses are made throughout the year to the web version of this academic calendar. Check the website for the most accurate information on cost and scheduling.

REGISTRATION INFORMATION

For most courses, a student needs to be 19 or older or have a Grade 12 diploma, though for many general interest courses, this qualification does not apply. Some courses have additional requirements, co-requisites and prerequisites which must be met and are listed with the course description. As all Humber courses are delivered in English, students should also have the ability to read, speak and comprehend English in order to ensure success. Some courses are offered specifically for youth and children.

ONLINE REGISTRATION

You can register online at humber.ca/continuingeducation.

If you are experiencing problems with your online registration, contact the Registrar's Office at 416.675.3111 or 1.877.675.5660. Our "How to register" video can be found at humber.ca/continuingeducation/online-registration.

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DECLARATION OF WAIVER

HUMBER

The information in this calendar is accurate as of June 01, 2017. Humber does its best to update calendar information regularly so that students are not inconvenienced. However, on occasion, changes do occur. Therefore, after June 01, 2017, Humber reserves the right to modify or cancel any program, profile, course, program objective, fee, timetable or campus location without notice or prejudice.

It is also Humber's right to schedule classes any time, Monday through Saturday.

Our most up-to-date information can be found in our 2017/2018 online calendar at **humber.ca/continuingeducation**.

NO MATTER WHAT FIELD YOU'RE IN, A SOLID GROUNDING IN BUSINESS EDUCATION IS A DEFINITE ADVANTAGE.

PROGRAMS

ACCOUNTING

PROGRAM CODE: ACCOUNT_CA

Do you want to broaden your accounting knowledge? Are you currently in a job where you want to learn why a debit equals a credit? Or do you just want to learn about all aspects of accounting? Our Accounting certificate is designed for students who have asked themselves those questions. From the basic to the complex, this certificate gives you a thorough understanding of accounting and its intricate formulas.

REQUIRED COURSES

ACCT 100	Information Systems Concepts
ACCT 111	Introduction to Accounting 1
ACCT 150	Computer Applications: Accounting
ACCT 151	Introduction to Accounting 2
ACCT 152	Computerized Accounting: Simply
ACCT 153	Cost Accounting 1
ACCT 252	Cost Accounting 2
WRIT 100	College Reading and Writing Skills

ELECTIVES (TWO OF THE FOLLOWING)

ACCT 117	Payroll Administration
ACCT 203	Introduction to Income Tax
ACCT 204	Computerized Accounting: Accpac Plus
BLAW 150	Business Law
MKTG 111	Marketing Fundamentals

ADOBE PHOTOSHOP SERIES

PROGRAM CODE: ADOBE_PS_CP

Effectively use Photoshop to create custom marketing material such as business cards, flyers, brochures, postcards and much more. Create unique images, backgrounds and text for your Website, Instagram or Facebook page. Retouch photos, removing scratches, imperfections and backgrounds. Experiment with Photoshop selection tools to isolate, enhance and customize images. Use Photoshop layers to combine images and create unique designs. Learn the importance of colour in design, and basic and advanced design principles. Photoshop will turn the ordinary into extraordinary and give you the ability to create and present creative, custom documents for business and/or personal use.

REQUIRED COURSES

WKSH 100	Adobe Photoshop
WKSH 101	Adobe Photoshop Part 2

ADVANCED ACCOUNTING

PROGRAM CODE: AD_ACCT_CA

The Advanced Accounting certificate is an extension of the Accounting certificate program. It is designed for those students who wish to continue their accounting studies into more advanced areas of financial accounting and finance.

ADMISSION REQUIREMENTS

Accounting Certificate (ACCOUNT_CA).

REQUIRED COURSES

ACCT 110	Accounting 1: Intermediate
ACCT 116	Accounting 2: Intermediate
ACCT 308	Financial Controllership 1
ACCT 352	Financial Controllership 2
BECN 150	Microeconomics (Business)
BSTA 200	Business Statistics
WRIT 200	Workplace Writing Skills

ELECTIVES (TWO OF THE FOLLOWING)

ACCT 309	Auditing
ACCT 312	Income Tax 2
ACCT 353	Auditing 2
BECN 200	Macroeconomics (Business)
BISM 201	Business Systems
BMGT 205	Human Resources Administration
BSTA 325	Quantitative Methods for Accounting

ADVANCED BOOKKEEPING

PROGRAM CODE: AD_BOOKEP_CA

Humber, in co-operation with the Canadian Institute of Bookkeeping (CIB), now offers the Advanced Bookkeeping program - leading to a career as a professional bookkeeper. The program consists of courses that include both theory and computer application. CIB is a national, non-profit organization dedicated to preparing individuals for greater financial and job security as a certified bookkeeper.

REQUIRED COURSES

ACCT 111	Introduction to Accounting 1
ACCT 117	Payroll Administration
ACCT 151	Introduction to Accounting 2
ACCT 152	Computerized Accounting: Simply
ACCT 153	Cost Accounting 1
ACCT 203	Introduction to Income Tax
ACCT 204	Computerized Accounting: Accpac Plus
BISM 100	PC Business Essentials
BISM 200	Business Computer Applications

ASSET MANAGEMENT PROFESSIONAL

PROGRAM CODE: ASSET_MGT_CC

Offered exclusively at Humber in partnership with the Plant Engineering and Maintenance Association of Canada (PEMAC), the Asset Management Professional Certificate (AMPC) program has been designed to build organizational capacity for excellence in asset management. This program is relevant for mid-career professionals and senior managers from varied disciplines including engineering, IT, business and finance.

The program has been developed with reference to both ISO 5500x and the Asset Management Landscape produced by the Global Forum for Maintenance and Asset Management. Successful completion of this program can be used to apply to PEMAC for the Certified Asset Management Professional (CAMP) professional designation.

This program is offered entirely online.

REQUIRED COURSES

AMPC 201	Principles and Strategic Development
AMPC 202	Asset Management Capabilities Development
AMPC 203	Risk Management and Performance Improvement
AMPC 204	Developing and Implementing Asset Lifecycle Delivery Activities
AMPC 205	Asset Knowledge Management
AMPC 206	Capstone

BUSINESS - MARKETING

PROGRAM CODE: MARKETING_CA

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

REQUIRED COURSES

BISM 100	PC Business Essentials
MKTG 111	Marketing Fundamentals
MKTG 150	Consumer Services
MKTG 203	Marketing Research & Analytics
MKTG 207	CRM & Targeted Marketing
MKTG 255	Strategic Marketing

ELECTIVES (TWO OF THE FOLLOWING)

MKTG 102	Sales Management
MKTG 202	Marketing & Media Communications
MKTG 204	Professional Selling
MKTG 205	Retailing Management
MKTG 250	International Marketing

BUSINESS COMMUNICATIONS

PROGRAM CODE: BUS_COMM_CA

The Business Communications certificate is designed for experienced professionals, those already in the field who wish to improve their communication skills and for individuals interested in entering the business environment. In today's business world, effective communication is vital to success: yours and your organization's. Successful managers communicate clearly, accurately and effectively. Poor communication skills, on the other hand, often restrict otherwise talented people from getting ahead in the business world. This program is designed to provide you with the skills needed to become effective communicators. You will develop and enhance your written, verbal, interpersonal communication skills and presentation techniques, to ensure success in any business environment.

The certificate can be completed in-class, online or a combination of both.

REQUIRED COURSES

COM 101	Effective Business Writing
COM 102	Introduction to Intercultural Communication

ELECTIVES (ONE OF THE FOLLOWING)

COM 122	Effective Presentations
COM 127	Organizational Business Communication

(ONE OF THE FOLLOWING)

COM 123	Report and Proposal Writing
COM 128	Research Proposals: Planning and Design

(ONE OF THE FOLLOWING)

COM 124	Grammar and Editing
COM 129	Grammar for Writing Professionals

(ONE OF THE FOLLOWING)

COM 125	Interpersonal Communications
COM 131	Interpersonal Communications (Online)

BUSINESS STUDIES

PROGRAM CODE: BUS_STUDI_CA

Humber's Business Studies certificate is a program designed to enhance a person's skills, concepts and practical applications to be used in any business operation. The certificate comprises general business courses which familiarize the student with many areas of a company's organization including accounting, marketing, law, management and economics.

REQUIRED COURSES

BACC 052	Financial Accounting 1
BECN 050	Microeconomics
BISM 100	PC Business Essentials
BLAW 150	Business Law
BMGT 100	Introduction to Business
MKTG 111	Marketing Fundamentals

CANADIAN INSTITUTE OF MANAGEMENT

PROGRAM CODE: CAN_MGMT_CA

The Canadian Institute of Management (CIM) is Canada's senior management association. Many individuals from business, government and a wide variety of industries have enhanced their careers by meeting the academic requirements to attain the CIM designation. The Canadian Institute of Management program offers the CIM designation through a program of equivalency courses. Students completing the CIM certificate are eligible for the designation.

REQUIRED COURSES

BACC 152	Financial Accounting 1
BACC 200	Financial Accounting 2
BACC 250	Financial Analysis and Accounting
BFIN 350	Corporate Finance
BLAW 150	Business Law
BMGT 152	Principles of Management
BMGT 205	Human Resources Administration
BMGT 304	Strategic Management
BMGT 355	Business Policy
WRIT 200	Workplace Writing Skills

ELECTIVES (TWO OF THE FOLLOWING)

BECN 150	Microeconomics (Business)
BECN 200	Macroeconomics (Business)
BMGT 203	Operations Management
BMGT 252	Organizational Behaviour
BMGT 262	Project Management
MKTG 111	Marketing Fundamentals
MKTG 150	Consumer Services

COMPUTER ESSENTIALS FOR SMALL BUSINESS

PROGRAM CODE: COMP_SBW_CP

Computers are an essential part of all professions and have also become essential in daily life. The Computer Essentials for Small Business program will allow you to master basic and advanced skills in Microsoft Word and Excel. Upon completion of each course, work samples will be produced that illustrate effective and creative knowledge of each program. Challenge yourself to learn the Microsoft Office Suite of programs - computer knowledge holds the key to success and unlocks the door to limitless possibilities.

REQUIRED COURSES

WKSH 102	Microsoft Word - Introduction
WKSH 119	Microsoft Excel - Introduction
WKSH 121	Microsoft Excel - Advanced
WKSH 122	Microsoft Word - Advanced

CONDOMINIUM MANAGEMENT AND ADMINISTRATION

PROGRAM CODE: CONDO_MGT_CC

The Condominium Management and Administration certificate program is offered in partnership with the Association of Condominium Managers of Ontario (ACMO). This program has been developed to train you in the physical building management, financial management, human relations and legal aspects of residential condominium management. Theory and examples of day-to-day problems and practices are blended so that you can apply what you have learned.

REQUIRED COURSES

ACMO 201	Condominium Law
ACMO 202	Condominium Administration and Human Relations
ACMO 203	Financial Management
ACMO 204	Physical Building Management

ELECTIVES (ONE OF THE FOLLOWING)

LDSC 201	Communications
LDSC 207	Managing Change
LDSC 209	Leading Responsibly
NIHM 205	Tenancy Law in Ontario

ENTREPRENEURIAL STUDIES

PROGRAM CODE: ENTREPREN_CA

Whether starting a small business, growing an existing business or working in a corporate setting, entrepreneurial skills are a valuable asset. An entrepreneur is innovative, responsive to change, sees new opportunities and has the ability to make things happen. The Entrepreneural Studies certificate will provide you with a strong business education, as well as develop management and entrepreneurial skills. With the correct working environment, entrepreneurial thinking promotes innovation and higher financial returns.

REQUIRED COURSES

BACC 152	Financial Accounting 1
BISM 100	PC Business Essentials
BLAW 150	Business Law
BMGT 100	Introduction to Business
BMGT 205	Human Resources Administration
MKTG 111	Marketing Fundamentals
MKTG 150	Consumer Services
MKTG 261	Starting a New Business
MKTG 262	Developing a Business Plan
WRIT 200	Workplace Writing Skills

ELECTIVES (TWO OF THE FOLLOWING)

BISM 202	e-Commerce
MKTG 204	Professional Selling
MKTG 250	International Marketing

EVENT MANAGEMENT

PROGRAM CODE: EVENT_MGT_CA

Humber's certificate in Event Management program will teach you how to plan and implement the numerous logistics involved in running a successful event. We provide you with essential skills such as venue selection, timing, approvals, professional etiquette, staging, selection of food and beverage, budgeting, staffing and evaluation. You will learn how to plan corporate events, product launches and charity benefits. All of our event management courses are led by industry professionals who offer their first-hand experience.

REQUIRED COURSES

PRDS 105	Public Relations - Introduction
PRDS 120	Event Planning - Sports and Entertainment
PRDS 121	Event Planning - Sponsorships and Promotion
PRDS 158	Microsoft Office for Public Relations
PRDS 160	Event Planning - Conferences to Galas
PRDS 165	Event Planning - Theory and Practice

FINANCIAL PLANNING

PROGRAM CODE: FIN_PLAN_CA

The Financial Planning certificate program is designed to prepare you for investment and/or financial planning careers in the financial services industry. The program provides you with critical investment management skills that are demanded by financial employers and clients. Courses include those developed by the Canadian Securities Institute (CSI®).

REQUIRED COURSES

BMFS 153	Canadian Securities 1
BMFS 204	Financial Planning 1
BMFS 206	Canadian Securities 2
BMFS 253	Financial Planning 2

ELECTIVES (ONE OF THE FOLLOWING)

BFIN 250	Business Finance
BMGT 259	Pension and Benefit Plans

FRAUD EXAMINER

PROGRAM CODE: FRAUD_EXM_CA

In the Fraud Examiner program, you will gain knowledge of the theoretical, investigative and analytical skills required to work in the growing industries of financial fraud examination, anti-money laundering and private investigation. You will be taught the skills to create internal controls to assist organizations in their preventative strategies and compliance regulations.

This certificate is suited to those hoping to break into the emerging field of fraud examination or for those already in industries such as law enforcement, banking, accounting, legal services, government and regulatory bodies, and who are looking to add to their experience with related certification.

REQUIRED COURSES

FREX 100	Fraud Examination
FREX 101	Investigation in Canada
FREX 102	Occupational and Other Frauds
FREX 103	Money Laundering and Financial Frauds
FREX 104	Forensic Accounting and Financial Data Analytics

HUMAN RESOURCES MANAGEMENT

PROGRAM CODE: HUM_RESOU_CA

The Human Resources Management certificate program is designed to assist those in human resources administration to expand or update their skills or to meet the needs of those seeking an opportunity to enter this field. Courses are designed to provide the educational foundation for a career in human resources management. This program has an online version.

REQUIRED COURSES

BACC 103	HRM Finance
BMGT 205	Human Resources Administration
BMGT 252	Organizational Behaviour
BMGT 256	Recruitment and Selection
BMGT 257	Salary Compensation
BMGT 258	Human Resources Planning
BMGT 260	Occupational Health and Safety
BMGT 261	Labour Relations
BMGT 320	Training and Development

IMMIGRATION CONSULTANT

PROGRAM CODE: IMMIG_CON_CA

The Immigration Consultant certificate is an accredited program governed by the Immigration Consultants of Canada Regulatory Council (ICCRC), an independent, self-regulating body for immigration consultants in Canada. Anyone wishing to legally act as an immigration consultant must become a licensed member of ICCRC. The program concentrates on ethics, immigration, refugee law and procedures required for licensing with ICCRC.

ADMISSION REQUIREMENTS

Refer to our website at humber.ca/continuingeducation/program/immigration-consultant.

REQUIRED COURSES

BICC 109	Accounting for Immigration Consultants
BICC 110	Professional Conduct: Authorized Practice and Ethics
BICC 111	Immigration and Refugee Law 1
BICC 150	Legal Research for Immigration Consultants
BICC 151	Business Planning and Management for Immigration Consultants
BICC 152	Immigration and Refugee Law 2
BICC 202	Immigration Law: Economic Classes
BICC 203	Immigration and Refugee Board
BICC 204	Citizenship Law, Procedure and Practice
COM 101	Effective Business Writing

INCLUSIVE DESIGN IN DIGITAL MEDIA

PROGRAM CODE: INC_DSG_M_CP

This certificate will introduce students to inclusive design in digital media that complies with the Accessibility for Ontarians with Disabilities Act (AODA). The curriculum focuses on how to write, design and format captions for video, write audio descriptions and alternative text for e-readers, and remediate and format accessible Word and PDF documents. Students will also become familiar with current AODA legislation and industry standards around inclusive, accessible and universal design in Ontario, Canada and around the world.

REQUIRED COURSES

INDM 001	Inclusive Design in Digital Media - Introduction
INDM 002	Writing for Inclusive Design in Digital Media
INDM 003	Captioning and Described Video
INDM 004	Creating Accessible Documents

LAW CLERKS CERTIFICATE

PROGRAM CODE: LAWC_PROF

The Law Clerks Certificate - Associate Level program is offered in partnership with the Institute of Law Clerks of Ontario (ILCO). This program is designed to enhance the education and skills of law clerks already in the profession, expand the knowledge of experienced legal secretaries and provide the basic academic foundation needed for people with legal experience planning a career as a law clerk. The program prepares you to write The Institute of Law Clerks of Ontario's Provincial Examinations.

ADMISSION REQUIREMENTS

Two years of related work experience (currently employed as a law clerk or legal secretary).

A good command of written English.

REQUIRED COURSES

LAWC 201	Corporate: Law Clerks
LAWC 202	Estates: Law Clerks
LAWC 203	Litigation: Law Clerks
LAWC 204	Real Estate: Law Clerks

LEADERSHIP DEVELOPMENT SERIES

PROGRAM CODE: LDRSHP_DV_CA

The Leadership Development Series certificate will provide a solid foundation for those looking to enter leadership positions and for those currently in front-line or mid-level management positions. A wide range of topics are included focusing on the essential skills required by managers in their everyday decision-making and problem solving. Topics include communication, ethics, performance management, change management, team building, planning and project management. These courses provide practical assignments to deal with real-life business issues.

REQUIRED COURSES

LDSC 201	Communications
LDSC 202	Employment Law
LDSC 203	Human Relations
LDSC 204	Project Management
LDSC 205	Performance Management
LDSC 206	Leading Teams
LDSC 207	Managing Change
LDSC 208	Finance
LDSC 209	Leading Responsibly
LDSC 210	Creative and Critical Thinking

LEGAL ASSISTANT

PROGRAM CODE: LGAL_ASST_CA

The Legal Assistant certificate program is designed to provide you with an understanding of society's legal institutions, the law-making process and legal solutions to social conflict. A selection of commonly encountered societal systems (e.g., operating a business) and societal problems (e.g., family break ups) are explored. The program will serve as an introduction for those considering a career requiring a basic understanding of law or for those who wish to expand or update their knowledge of the topic.

REQUIRED COURSES

BLAW 150	Business Law
LAWS 107	Legal Document Applications
LAWS 151	Litigation 1
LAWS 156	Legal Research

ELECTIVES (THREE OF THE FOLLOWING)

LAWS 109	Criminal Law
LAWS 152	Real Estate Law
LAWS 213	Corporate Law
LAWS 214	Litigation 2
LAWS 253	Family Law
LAWS 255	Estates

MAINTENANCE MANAGEMENT PROFESSIONAL

PROGRAM CODE: MAINT_MGT_CC

Humber College, in partnership with the Plant Engineering and Maintenance Association of Canada (PEMAC), presents this certificate program designed for individuals seeking full maintenance designation (MMP). The Maintenance Management Professional (MMP) program provides training and certification to those aspiring to, or already in, maintenance management or supervisory positions enabling them to align their work with the asset management strategies and plans of the organization. You will gain the knowledge and skills to drive improvements in uptime, production capacity, equipment reliability, safety, environmental compliance, economic life of assets, return on investment and effective communication between departments. For organizations that have not adopted a formal asset management policy or strategy, MMPs are well positioned to champion that development with their senior management and have the tactical knowledge to deliver results.

REQUIRED COURSES

PEMA 201	An Integrated Strategy for Maintenance Management
PEMA 202	Production and Operations Management for the Maintenance Manager
PEMA 203	Human Resources Management for the Maintenance Manager
PEMA 204	Financial Management for the Maintenance Manager
PEMA 205	Developing Maintenance Tactics
PEMA 206	Maintenance Work Management
PEMA 207	Computerized Maintenance Management
PEMA 208	Capstone Course

MANAGEMENT AND LEADERSHIP

PROGRAM CODE: MGMT_LDRS_CA

The Management and Leadership certificate program, along with the Business Studies certificate prerequisite, will help you develop the knowledge, skills and confidence to lead, supervise and manage others. Students will start by looking at core concepts across a broad spectrum of areas to become familiar with how businesses work. With that foundation in place, you will continue cultivating key skills by turning your attention to more advanced topics relating to people management and leadership.

PREREQUISITES

Business Studies: BUS_STUDI_CA

REQUIRED COURSES

BMGT 110	Change Management
BMGT 117	Human Resources Administration
BMGT 152	Principles of Management
BMGT 252	Organizational Behaviour
BMGT 253	Leadership
MKTG 150	Consumer Services

MARKETING DESIGN APPLICATIONS

PROGRAM CODE: MKTG_DSGN_CA

Design professionals rely on Adobe's Creative Suite to deliver innovative ideas in print, web and mobile design. The Marketing Design Applications program is designed to help you build your skills with the latest version of this software. With your marketing knowledge as the foundation, you will explore the various retouching and type manipulation tools that create the dynamic, eye-catching marketing communication tools such as logos, advertisements, newsletters and brochures. You will become proficient in InDesign, Illustrator and Photoshop.

REQUIRED COURSES

BISM 100	PC Business Essentials
BISM 104	Adobe Creative Suite Applications
BISM 110	Advanced Adobe Creative Suite Applications
BISM 111	Web Design Fundamentals
MKTG 111	Marketing Fundamentals
MKTG 150	Consumer Services
MKTG 202	Marketing & Media Communications

MEDICAL OFFICE MANAGER

PROGRAM CODE: MEDICL_MG_CA

The Medical Office Manager certificate program is designed to help prepare you to move into front-line management roles in doctors' offices and/or clinics. Courses will equip you with a core set of practical business skills in areas that include professional communications, basics of accounting and finance, the administration of human resources, effective business operations, managing organizational behaviour, leadership and ethics in the workplace. In addition, students will gain insights into service delivery issues and government legislation related to the Canadian health-care system.

REQUIRED COURSES

BACC 152	Financial Accounting 1
BMGT 203	Operations Management
BMGT 205	Human Resources Administration
BMGT 252	Organizational Behaviour
BMGT 253	Leadership
CHCS 300	Canadian Health System
COM 101	Effective Business Writing
PHIL 227	Business Ethics

ORGANIZATIONAL BEHAVIOUR

PROGRAM CODE: ORG_BEHVR_CA

Whether we work in, or own, a small, medium or large enterprise, one thing will remain constant: we work with people. How do we make decisions that provide vision and motivation to managers and employees alike? How do we manage success as our businesses grow, become larger and more complicated? How do we deal with change in processes, products or personnel? In the Organizational Behaviour certificate, you will learn how effective organizations operate. Our program is designed to help you understand yourself and others, to help you identify and nurture your own leadership potential, and to build the skills to work with groups and lead others. This certificate is ideal for those in or those who wish to enter managerial positions.

REQUIRED COURSES

PSYC 110	Groups, Teams and Their Dynamics
PSYC 245	Personality and its Assessment: Who am I? (And how do I know?)
SOCI 247	Leadership

ELECTIVES (TWO OF THE FOLLOWING)

CULT 101	Conflict Resolution and Critical Thinking
ECON 150	Real Life Economics
ECON 204	People, Money and Markets
PHIL 227	Business Ethics
PSYC 224	Psychology: Social

(ONE OF THE FOLLOWING)

BMGT 252	Organizational Behaviour
SOCI 107	Introduction to Organizational Behaviour

PAYROLL COMPLIANCE PRACTITIONER CERTIFICATE (PCP CERTIFICATION)

PROGRAM CODE: PAYROLL_COMP

The Payroll Compliance Practitioner (PCP) certificate program is offered in partnership with the Canadian Payroll Association (CPA). This program prepares payroll practitioners to manage the compliance requirements of an organization's annual payroll cycle, deliver clear and reliable payroll information, and contribute a payroll perspective to organizational policy and strategy discussions.

REQUIRED COURSES

PMCP 210	Payroll Fundamentals 1
PMCP 211	Payroll Compliance Legislation
PMCP 212	Payroll Fundamentals 2

ELECTIVES (ONE OF THE FOLLOWING)

ACCT 111	Introduction to Accounting 1
BACC 152	Financial Accounting 1

PROFESSIONAL ETHICS

PROGRAM CODE: PRO_ETHIC_CA

The 21st century brings with it new ethical challenges both in our personal and professional lives. The global community faces unprecedented challenges with the rise of intercontinental migration, technological advancements, environmental degradation, changing economic times and complex bureaucracies. As a result, the demand for individuals with qualifications and experience in professional ethics continues to increase.

Professional ethics is a timely and exciting area of multidisciplinary study and research. The program provides you with a foundation in ethical reasoning, and you will be exposed to a diversity of cultural values, traditions and points of view through the study of various ethical problems and theories. You will gain a broader perspective of ethical problems and the ability to apply appropriate methodologies to finding practical solutions in a number of private and public sectors such as education, business, media, government, law, politics and social life.

REQUIRED COURSES

PHIL 217	Ethical Issues
PHIL 227	Business Ethics
PHIL 230	Environmental Ethics
POLS 224	Justice, Equality and Rights

ELECTIVES (TWO OF THE FOLLOWING)

HIST 240	Law and Society
HUMA 235	World Religions: Western and Eastern Traditions
POLS 150	Introduction to Politics
POLS 219	Globalization
POLS 225	Environmental Policy and Economics

PROFESSIONAL SALES

PROGRAM CODE: PROF_SALE_CA

The Professional Sales certificate program is designed to provide you with all the fundamental skills, knowledge and attitudes needed for success in an entry-level sales position. Upon completion of the program, you will be eligible to write the designation exam for the Canadian Professional Sales Association (CPSA).

REQUIRED COURSES

BMGT 100	Introduction to Business
MKTG 102	Sales Management
MKTG 103	Customer Service
MKTG 111	Marketing Fundamentals
MKTG 204	Professional Selling
WRIT 200	Workplace Writing Skills

PROJECT MANAGEMENT

PROGRAM CODE: PROJ_MGT_CA

The Project Management certificate program is designed to provide you with the fundamental knowledge, skills and key competencies essential to starting or pursuing a career in project management. The program is based on Project Management Institute's (PMI)® latest Guide to Project Management Body of Knowledge (PMBOK)®. You will become familiar with the foundations necessary for the Project Management Professional Certification offered by the Project Management Institute. For more information about the Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) designation, please consult the PMI Credentials Handbook.

Humber College is a recognized Global Registered Education Provider with the Project Management Institute (REP # 1672).

REQUIRED COURSES

CNST 133	Project Management Skills Development
CNST 250	Project Management Principles
PMPG 302	Project Resources: Planning and Scheduling
PMPG 303	Project Cost Management

PROPERTY MANAGEMENT

PROGRAM CODE: PROP_MGT_CC

Humber College, in co-operation with The Institute of Housing Management (IHM), presents a certificate program for those engaged in the management and operations of publicly and privately owned residential and institutional buildings.

Today's market is very competitive, and there is a greater need for accredited property managers. The Property Management program provides a forum for the acquisition and dissemination of information that will help those involved in managing operations; developing and designing buildings; providing equipment, products or services to the industry; ensuring that training programs, compatible with identified needs, are available to the industry; and accrediting property management professionals.

Receipt of the certificate qualifies you to become a candidate of IHM and is the first step toward achieving the designation AIHM (Accredited Member of the Institute of Housing Management).

REQUIRED COURSES

NIHM 201	Property and Building Administration
NIHM 202	Strategic and Financial Planning for Property Managers
NIHM 203	Human Relations for Property Managers
NIHM 204	Building Maintenance for Property Managers
NIHM 205	Tenancy Law in Ontario

ELECTIVES (ONE OF THE FOLLOWING)

BACC 152	Financial Accounting 1
LDSC 204	Project Management
LDSC 207	Managing Change
LDSC 209	Leading Responsibly
LDSC 210	Creative and Critical Thinking

PUBLIC RELATIONS MANAGEMENT

PROGRAM CODE: PR_MGMT_CA

For the person with some previous work experience in PR or corporate communications, the Public Relations certificate program will add qualifications, renew skills and open doors to managerial positions. Our program offers a breadth of learning that prepares you to advise clients, executives and other stakeholders in corporate, agency, non-profit or government arenas. Add to your competencies and immerse yourself in senior-level decision-making involving leadership, strategic counsel and media relations. Additional courses in social media and marketing PR prepare you for planning and spearheading strategy and evaluating outcomes in the ever-evolving world of corporate communications.

REQUIRED COURSES

PRDS 145	Reputation Management
PRDS 147	Social Media for Public Relations
PRDS 148	Media Relations
PRDS 167	Public Relations Leadership Practicum

ELECTIVES (TWO OF THE FOLLOWING)

BDAT 100	Google Master Class
BDAT 110	Data Essentials of MS-Excel 13
PRDS 146	Presentation Skills
PRDS 149	Writing for Business and the Media
PRDS 162	Marketing Public Relations
PRDS 168	Public Relations Entrepreneurship

QUALITY ASSURANCE TECHNICIAN (MANUFACTURING)

PROGRAM CODE: QA_MANF_CA

The Quality Assurance Technician (Manufacturing) certificate program prepares you for the role of a quality technician in the manufacturing industry. It will, along with suitable work experience and mentoring, develop your skills and knowledge necessary to function as a key member of a quality assurance team. The program lays the foundation for further studies of advanced applications in quality assurance and management to help you progress to a quality manager role.

REQUIRED COURSES

QENG 100	Quality Concepts
QENG 101	Statistical Techniques for Quality Assurance
QENG 102	Management and Leadership for Quality Assurance
QENG 103	Communication Techniques for Quality Assurance

ELECTIVES (THREE OF THE FOLLOWING)

MECH 120	Blueprint Reading: Freehand Sketching
QENG 156	QMS Process Auditing
QENG 157	Computer Applications in Quality Assurance
QENG 158	Basic Concepts of Reliability
QENG 159	Total Quality Management
QENG 160	Geometric Dimensioning and Tolerancing
QENG 203	Metrology and Calibration
QENG 204	Inspection and Gauging
QENG 205	Materials and Testing
QENG 208	Six-Sigma Management Principles
QENG 210	Quality Assurance Standards and ISO Implementation

RECORDS AND INFORMATION MANAGEMENT

PROGRAM CODE: RECRD_MGT_CA

With today's growing demand for complex information and use of automated technologies, businesses are continually striving to manage this information effectively. The Records and Information Management certificate program helps students effectively manage this complex information by providing systematic control of information resources, from creation through use. Learn how to operate a records management program for any business or organizational setting. This program is completed online in partnership with OntarioLearn.

ADMISSION REQUIREMENTS

Keyboarding (OAGN 125).

or

Typing speed of 30 - 35 words per minute relative to errors.

REQUIRED COURSES

BISM 100	PC Business Essentials
BISM 200	Business Computer Applications
RIMC 100	Records and Information Management Fundamentals
RIMC 101	Active Records Management
RIMC 102	Document Management Technology
RIMC 103	Archives
RIMC 104	Researching and Reporting

SOCIAL ENTREPRENEURSHIP

PROGRAM CODE: SOCIAL_EN_CA

What is social entrepreneurship and how does it differ from traditional entrepreneurship? Is there a difference between social entrepreneurship and charity? What role does the social entrepreneur play, and how does one quantify the impact of social innovation? Can you make a profit and make an impact?

Social entrepreneurs are motivated by social change – they see the world as it can be rather than as it is. The field of social entrepreneurship is growing in popularity and is attracting increasing amounts of money and talent. In the Social Entrepreneurship certificate program, you will learn how social entrepreneurs have developed innovative and profitable solutions to social problems. The aim of the program is to expose students to the concepts of social entrepreneurship and social enterprise and how these are transforming communities and society at large. In this context, you will learn how to quantify the social impact of investors and beneficiaries to help ensure resources are effectively utilized. In doing so, you learn about the various models of social entrepreneurship and associated organizations that currently exist. You will learn how to build a venture plan for a social enterprise and how to apply basic business knowledge and practice to advance social good.

REQUIRED COURSES

COM 101	Effective Business Writing
PHIL 227	Business Ethics
SELS 100	Venture Planning for Social Enterprise
SOCI 207	Social Entrepreneurship: Profit, People and the Planet

ELECTIVES (TWO OF THE FOLLOWING)

ECON 150	Real Life Economics
SCIE 221	The Environment
SOCI 233	Sociology of Cultural Difference
SOCI 247	Leadership

SOCIAL MEDIA

PROGRAM CODE: SOC_MEDIA_CP

The world in which we live is heavily influenced by our social and business interactions in the digital space. Whether sharing opinions on Twitter or wooing new customers with Facebook, organizations, brands and individuals must adapt to this new form of instant two-way communication and commerce. The Social Media certificate program will immerse you in our shared digital reality and will build awareness and competencies with popular social media tools that are found within. Designed for the working professional,

continued on next page

self employed or person in the midst of a career transition, the program is geared towards questions of professional and personal brand marketing, entrepreneurial and business success, analytics, and trends. Upon completion of this program, you will understand and apply social media, take a seat at the decision-making table and impart wisdom to stakeholders, colleagues and naysayers.

ELECTIVES (THREE OF THE FOLLOWING)

SMED 001	Search Engine Optimization
SMED 002	Introduction to Social Media Tools
SMED 004	Monitoring and Measuring Social Media
SMED 005	Fundamentals of Social Media Strategy

STRATEGIC SUPPLY CHAIN MANAGEMENT LEADERSHIP

PROGRAM CODE: SUPLY_CHA_CC

Humber Institute of Technology & Advanced Learning, in partnership with the Supply Chain Management of Ontario (SCMAO), offers the most comprehensive supply chain program in Canada. The Strategic Supply Chain Management Leadership certificate program is a graduate level, competency-based curriculum leading to the Certified Supply Chain Management Professional (SCMP) designation. Taken concurrently with full-time employment, this program delivers advanced supply chain management knowledge and high level business skills.

ADMISSION REQUIREMENTS

Visit scmao.ca.

REQUIRED COURSES

SSCM 301	Supply Chain Management
SSCM 302	Procurement and Supply Management
SSCM 303	Logistics and Transportation
SSCM 304	Operations and Process Management
SSCM 305	Knowledge Management
SSCM 306	Global Sourcing
SSCM 307	Supply Chain Management for the Public Sector
SSCM 308	Supply Chain Management for Services, Capital Goods and Major Projects

SUPPLY MANAGEMENT

PROGRAM CODE: SUPLY_MGT_CC

In partnership with the Supply Chain Management of Ontario (SCMAO), the Supply Management certificate program will provide you with the essential skills and knowledge needed to launch or accelerate a successful career in supply chain management.

REQUIRED COURSES

BMGT 100	Introduction to Business
LDSC 208	Finance
MKTG 111	Marketing Fundamentals
SMC 204	SMT - Transportation
SMC 206	SMT - Procurement
SMC 207	SMT - Operations Management
SMC 208	SMT - Logistics

TAX ACCOUNTING

PROGRAM CODE: TAX_ACCNT_CA

The Tax Accounting certificate program is designed to provide an introductory understanding of accounting with an emphasis on computer skills and tax accounting. The program includes an overview of corporate and personal taxation, as well as an opportunity to explore and develop a business plan.

REQUIRED COURSES

ACCT 100	Information Systems Concepts
ACCT 111	Introduction to Accounting 1
ACCT 150	Computer Applications: Accounting
ACCT 151	Introduction to Accounting 2
ACCT 203	Introduction to Income Tax
ACCT 312	Income Tax 2
MKTG 262	Developing a Business Plan

TECHNICAL WRITING CERTIFICATE

PROGRAM CODE: TECH_WRTG_CC

Ever wonder who writes all those technical articles, sets of instructions, training manuals and websites? Technical writers are the people who are responsible for these and many other types of documents produced by organizations. If you are looking for a new career, want to develop your writing skills, or if you are just interested in producing technical documents, the Technical Writing certificate program is for you.

REQUIRED COURSES

TWRT 201	Technical Writing: Introduction
TWRT 202	Print and Online Design
TWRT 203	Quality and Production
TWRT 204	Principles of Project Management for Technical Writers

ELECTIVES (TWO OF THE FOLLOWING)

TWRT 205	Promoting Your Technical Writing Services
TWRT 206	Technical Editing
TWRT 207	HTML: Introduction
TWRT 208	Adobe FrameMaker: Basics
TWRT 209	Creating Video Demonstrations

VOLUNTEER MANAGEMENT LEADERSHIP

PROGRAM CODE: VOL_MGMT_CC

The Volunteer Management Leadership certificate program, updated and redeveloped from Humber's Management of Volunteers certificate program, is the longest running program in volunteer management in Canada's non-profit sector. Redesigned with input from industry experts, this program is a comprehensive guide to developing and managing a strong volunteer team. It teaches the foundations of volunteer management based on best practices and addresses the building blocks which lead to a strong and engaged volunteer team. You will learn strategies for planning, developing, evaluating and leading relationships to engage all stakeholders.

REQUIRED COURSES

VMLC 201	Foundations of Volunteer Management
VMLC 202	Building Leadership Capacity
VMLC 203	Leadership and Planning Strategies

"I learned so many new things about myself and volunteerism in Canada.

Along with many other useful tools and skills, this course taught me the importance of using effective leadership and inclusive planning in order to transform a passionate idea (for helping people) into a feasible, well-structured project.

It was also the missing piece of my learning that I did not receive with my university degree in recreation and leisure 17 years ago."

KATHLEEN

VOLUNTEER MANAGEMENT LEADERSHIP

COURSES

ADOBE PHOTOSHOP PART 1

COURSE CODE: WKSH100

In this course, you will unleash the power of Photoshop. You will learn how to effectively use Photoshop's image editing tools for business or personal use. You will also master the basics of masking and the use of layers to create professional business documents, promotional flyers, brochures, business cards and designs. You will learn how to professionally retouch photos and apply exciting effects to images.

ADOBE PHOTOSHOP PART 2

COURSE CODE: WKSH101

In this course, you will experiment and effectively utilize Photoshop's advanced filters and image editing tools. You will learn the basics of colour and how to effectively utilize colour in designs. You will also learn when to use various file types and how to utilize file compression. You will create exciting images that can be used for print or web design; and create buttons, banners and splash pages that can be used for the web. Moreover, you will learn how to prepare images for professional print and experiment with Photoshop's drawing tools to create unique logos, fonts and artwork to enhance designs.

FASHION WINDOW DISPLAY 101

COURSE CODE: WKSH030

Immerse yourself in a highly creative Visual Merchandising weekend dedicated to installing a fashion window display at Humber's high profile Fashion Institute. Work with experienced staff and other newcomers to the field of visual merchandising to explore the behind the scenes aspects of rigging mannequins, suspending props, installing vinyl cling and working as part of a creative team. No experience is necessary.

MICROSOFT EXCEL - ADVANCED

COURSE CODE: WKSH121

Analyze, summarize and explore spreadsheet data through the use of Pivot Tables. You will use Lookup formulas to quickly locate data in large spreadsheets and will write, edit and combine advanced formulas and functions to evaluate data and quickly answer questions. Topics include comparing and contrasting spreadsheet data through the use of advanced charts. You will learn to combine text strings, change lines of text to columns and effectively manage text using Excel's Text functions along with using Macros to automate and streamline repetitive tasks.

MICROSOFT EXCEL - INTRODUCTION

COURSE CODE: WKSH119

Understand the importance of Excel as a powerful business and financial tool. You will learn to create, edit and format Excel spreadsheets and will experiment with basic formulas and financial functions. Topics include sorting, filtering and organizing information in large and small spreadsheets, as well as illustrating spreadsheet data with the use of Charts. Create custom spreadsheets to suit your business and personal needs.

MICROSOFT WORD – ADVANCED

COURSE CODE: WKSH122

Utilize Microsoft Word to its full capacity. You will create dynamic and interactive documents with the addition of graphics, hyperlinks and Smart Art. Link Word files with external sources and other Microsoft programs. Experiment with Word's report tools such as table of contents, custom headers and footers, indexing, footnotes and endnotes, citations, bibliographies, and cover pages. Secure and restrict documents using Word's password protection tools, digital signatures, formatting and editing restriction tools. Automate repetitive tasks with the creation of macros. Create multiple documents quickly using Word's Mail Merge feature.

MICROSOFT WORD – INTRODUCTION

COURSE CODE: WKSH102

Explore and understand the Microsoft Office Workspace. Work with the Ribbon, understand menus and customize toolbars. Create and format professional business documents with confidence. Learn how to effectively create, edit and format text professionally. Understand how to effectively use Word's introductory formatting and page layout tools. Experiment with various types of line spacing, indentation, tabs, tables, headers, footers and business templates.

SCREENING FOR DOMESTIC VIOLENCE

COURSE CODE: WKSH040

Domestic Violence (Intimate Partner Violence) is a global issue and is now a central issue for training of professionals who work with families. With the influx of various alternative dispute resolution processes, it is important that members of a family be in a position to negotiate safely, voluntarily and competently in order to reach a fair agreement. This workshop forms part of Ontario Association Family Mediation (OAFM) and Alternative Dispute Resolution Institution Ontario (ADRIO) family mediation accreditation requirements.

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humber.ca/transferoptions

HEALTH, SOCIAL AND COMMUNITY SERVICES

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PROGRAMS

ADVANCED CLIENT-DIRECTED CASE MANAGEMENT

PROGRAM CODE: AD_CS_MGT_CA

The Advanced Client-Directed Case Management certificate program focuses on client-directed approaches. Case managers act as a link between clients and services that best meet individual needs. Advocacy is a key area of this practice, and it is essential that case managers develop effective skills in accessing programs and services for marginalized persons. The program is geared to those who are not currently case managers but perform case management functions. The program is also intended to assist front-line staff in human service agencies in the mental health, long-term care and developmental disabilities services systems to form collaborative relationships with clients. This program is also of interest to clients of human service agencies and families who wish to learn how to become their own case managers.

ADMISSION REQUIREMENTS

Degree or diploma in any health, human or social services discipline.

and/or

Work or applicable volunteer experience in a health, social services, corrections or human service capacity.

REQUIRED COURSES

ACDC 101	Philosophy and Values of Case Management
ACDC 102	Client-Directed Case Management Practice: Introduction
ACDC 103	Legal and Ethical Issues in Case Management Practice
ACDC 106	Client-Directed Case Management Practice: Advanced

ELECTIVES (ONE OF THE FOLLOWING)

ACDC 105	Systemic Issues in Case Management Practice
ACDC 107	Client-Directed Case Management in Community Mental Health

ADVANCED CRISIS INTERVENTION AND COUNSELLING

PROGRAM CODE: AD_CRISIS_CA

In crisis situations, individuals, families and communities may experience profound reactions that can seriously affect their ability to function optimally. If a crisis is dealt with effectively, stress, and the possibility of chronic and/or future symptoms, may be significantly reduced.

The certificate in Advanced Crisis Intervention and Counselling program focuses on the immediate support and intervention individuals often require in crisis situations. The program provides participants with skills to assist those who are affected by a variety of crises including loss, violence, abuse, crime, challenges with one's mental health and traumatic events, with a focus on applicable theories, approaches and strategies. The program is best suited to persons working or volunteering in a setting where they are helping people in crisis. As well, this program will be of benefit to social services workers, nurses, counsellors, crisis workers, paramedics, police officers, firefighters, chaplains, funeral directors, front-line workers and others working in related areas.

ADMISSION REQUIREMENTS

Degree or diploma in any health, human or social services discipline.

and/or

Work or applicable volunteer experience in a health, social services, corrections or human service agency.

REQUIRED COURSES

ACIC 111	Foundations of Crisis Intervention
ACIC 112	Legal and Ethical Issues in Crisis Intervention Practice
ACIC 113	Suicide Prevention
ACIC 114	Grief and Bereavement Counselling and Crisis Intervention
ACIC 115	Crisis Intervention with Families
ACIC 116	Managing Aggressive Behaviour

BEHAVIOURAL SCIENCE

PROGRAM CODE: BEH_SCIE_GC

The Behavioural Science Ontario college graduate certificate program will prepare you for roles as behaviour technicians, consultants and therapists depending upon previous academic background. You will acquire enhanced skills to support individuals with challenging behaviours including people who have developmental disabilities, dual diagnosis, autism and other complex needs. You will learn skills in behaviour program development and evaluation such as observing behaviours, recording data, reporting, implementing behavioural techniques and strategies, and participating as a team member.

ADMISSION REQUIREMENTS

A bachelor's degree in psychology, social work, education or a related area.

or

Diploma in a human service related field such as developmental services worker, social service worker child and youth care, nursing or gerontology.

Previous experience either working with or as a family member of a person with a developmental disability is also required.

REQUIRED COURSES

BSCI 5001	Introduction to Behaviour Technology
BSCI 5002	Behaviour Technology 1
BSCI 5003	Behaviour Technology 2
BSCI 5004	Functional Behaviour Assessment and Program Evaluation
BSCI 5005	Field Practice
BSCI 5006	Professional Practice

BORDER AND IMMIGRATION SERVICES

PROGRAM CODE: BORD_IMIG_CA

The Border and Immigration Services certificate program is designed to meet the needs of those wishing to pursue a career in customs and/or immigration and focuses on the enforcement aspects of customs and immigration. Career paths include those offered by the Canada Border Services Agency (CBSA) such as client services, compliance verification, detector dog services, intelligence, international operations investigations, management and program services.

Note: Canada Border Services Agency (CBSA) normally requires the completion of a postsecondary diploma or degree for most positions.

REQUIRED COURSES

CBIS 100	Introduction to Canadian Border Services
CBIS 101	Introduction to Immigration
CBIS 102	Border Services Investigations
CBIS 103	Immigration Enforcement
CBIS 104	Border and Immigration Services: An Issues Approach

BREASTFEEDING SUPPORT

PROGRAM CODE: BREAST_FD_CA

This certificate introduces you to assessment and management of common breastfeeding concerns. Students critically examine the breastfeeding knowledge base, attitudes and biases, and discussions are based on current research findings. Emphasis is placed on the baby friendly environment in the hospital and community.

ADMISSION REQUIREMENTS

Registered Nurse (RN), Registered Practical Nurse (RPN) or Internationally Educated Nurse (IEN).

REQUIRED COURSES

OBST 508	Breastfeeding Basics
OBST 509	Advanced Breastfeeding Strategies
OBST 511	Breastfeeding Field Work

CHILD WELFARE AND FORENSIC PRACTICE

PROGRAM CODE: CHLDW_FP_CC

Forensic practice consists of health and human service workers who occupy and come into contact with professions found in corrections and parole, child welfare and protection, and mental health and well-being. It encompasses criminal and civil matters, interventions with violent offenders, issues of child maltreatment, assessing parenting capacity, and substance abuse. Forensic practice is multidisciplinary in nature, a combination of areas such as social work, criminology, psychology, psychiatry, nursing, child development and other related academic disciplines.

We offer three specialized certificates in forensic practice: Child Welfare and Forensic Practice program, Corrections and Forensic Practice program, and Mental Health and Forensic Practice program. This programming will be of interest to seasoned professionals working in a range of health and human services agencies who wish to refine their skills in forensic practice.

REQUIRED COURSES

FSW 5001	Introduction to Forensic Practice
FSW 5002	Court Preparation and Testimony

ELECTIVES (THREE OF THE FOLLOWING)

FSW 5005	Mental Health Issues in Child Protection
FSW 5007	Assessing Parenting Capacity
FSW 5021	Forensic Interviewing with Children
FSW 5022	Issues in Child Maltreatment and Neglect

CHILDREN'S MENTAL HEALTH

PROGRAM CODE: CHILD_MH_CC

Gain the relevant knowledge and skills to effectively work with infants, children or adolescents with complicated psychiatric disorders. Our interactive online courses focus on the developmental process, psychiatric disorders and associated behaviours, risk factors and triggers, the identification of behaviours and symptoms, family relationships, and intervention and prevention strategies.

Professionals who may benefit from this certificate include early childhood educators, educational assistants, fitness and health promotion professionals, occupational therapy assistants, physiotherapist assistants, personal support workers, registered practical nurses and registered nurses.

REQUIRED COURSES

CMH 100	Psychiatric Disorders Common to the Infant, Child and Adolescent Population
CMH 101	Cognitive Development, Trauma and Loss - Children's Health Focus
CMH 102	Prevention and Intervention Strategies - Children's Mental Health
CMH 103	Risk Factors of Common Psychiatric Disorders in the Infant, Child and Adolescent Population
CMH 104	Family Relationships and their Impact on Psychiatric Disorders

CORONARY CARE NURSING - RN

PROGRAM CODE: CORN_CARE_CA

The Coronary Care Nursing - RN certificate program is designed for registered nurses (RNs) employed in and/or seeking to advance their practice in cardiovascular nursing. You will learn cardiovascular nursing assessment and evidence-based nursing interventions, as well as how to develop collaborative and consultative partnerships with cardiovascular clients, their support systems and other health-care practitioners. You will also develop high-level critical thinking, care planning, leadership and professional practice skills.

This certificate is based on the Canadian Nurses Association (CNA) competencies for cardiovascular nurses and completion of the certificate academically prepares students for the Cardiovascular Certification Exam.

ADMISSION REQUIREMENTS

Registered Nurse (RN).

REQUIRED COURSES

CORN 501	Coronary Care Nursing 1
CORN 502	Coronary Care Nursing 2
CORN 503	Coronary Care Nursing 3
CORN 504	Coronary Care Nursing: Clinical
POST 500	Patient Assessment - Post Graduate

CORRECTIONS AND FORENSIC PRACTICE

PROGRAM CODE: CORR_FP_CC

Forensic practice consists of health and human service workers who occupy and come into contact with professions found in corrections and parole, child welfare and protection, and mental health and well-being. It encompasses criminal and civil matters, interventions with violent offenders, issues of child maltreatment, assessing parenting capacity, and substance abuse. Forensic practice is multidisciplinary in nature, a combination of areas such as social work, criminology, psychology, psychiatry, nursing, child development and other related academic disciplines.

We offer three areas of specialization in the Certificate of Forensic Practice: Child Welfare and Forensic Practice program, Corrections and Forensic Practice program, and Mental Health and Forensic Practice program. This programming will be of interest to seasoned professionals working in a range of health and human services agencies who wish to refine their skills in the area of forensic practice.

REQUIRED COURSES

FSW 5001	Introduction to Forensic Practice
FSW 5002	Court Preparation and Testimony

ELECTIVES (THREE OF THE FOLLOWING)

FSW 5006	Working with Sex Offenders
FSW 5009	Conducting Community Visits
FSW 5024	Understanding, Assessing and Managing Violent Offenders
FSW 5025	Working with Offenders with Special Needs
FSW 5026	Case Management in Community Corrections

CRIMINAL INTELLIGENCE ANALYSIS

PROGRAM CODE: CRIM_INT CC

The Criminal Intelligence Analysis certificate program explores the intelligence process and the importance of analysis, how it has evolved and become a critical part of strategic planning and direction for an organization. Intelligence is not limited to the law enforcement environment. It is also expanding into areas including the financial industry, insurance and government ministries.

Intelligence analysis helps you to understand the bigger picture and provide insight to decision-makers by providing tactical and strategic intelligence reports. You will learn about techniques, tools and the legal aspects of criminal intelligence analysis.

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The program will be of interest to seasoned professionals working in a range of analytical roles who wish to build upon or refine their skills in the area of criminal intelligence. It will also appeal to those wishing to pursue a career in analysis, investigations or law enforcement.

REQUIRED COURSES

CIA 100	Introduction to Intelligence and the Analytical Role
CIA 101	Intelligence Cycle and Information
CIA 102	Intelligence Applications and Analytical Techniques
CIA 103	Intelligence Tools and Resources
CIA 104	Intelligence Reports
CIA 105	Intelligence Standards and Security

CRITICAL CARE NURSING - RN

PROGRAM CODE: RN_CRIT_C_CA

The Critical Care - RN certificate program is designed for registered nurses (RNs) employed in intensive care, coronary care, neuro-intensive care or post-anesthetic units and/or seeking to advance their practice in critical care nursing. You will learn nursing assessment; evidence-informed nursing interventions; and how to develop collaborative and consultative partnerships with critical care clients, their support systems and other health-care practitioners. You will also develop high-level critical thinking, care planning, leadership and professional practice skills.

This certificate is based on the Canadian Nurses Association (CNA) competencies for critical care nurses and completion of the certificate academically prepares the learner for the Critical Care Certification Exam.

ADMISSION REQUIREMENTS

Registered Nurse (RN).

REQUIRED COURSES

CORN 501	Coronary Care Nursing 1
CORN 502	Coronary Care Nursing 2
NEUR 500	Neuroscience Nursing
POST 500	Patient Assessment - Post Graduate
RESP 500	Respiratory Nursing 1
RNCC 501	Introduction to Critical Care Nursing
RNCC 502	Hemodynamic Monitoring of the Critically Ill Patient
RNCC 503	Critical Care Nursing: Clinical
NEPH 510	Nephrology Nursing - Renal Disorders and Kidney Disease Management

CYBER CRIME SPECIALIST

PROGRAM CODE: CYBER_CRM_CC

The Cyber Crime Specialist certificate program introduces you to cybercrime criminal activity involving groups such as hackers, criminals, organized crime and malicious insiders using new technologies to perpetrate criminal activity.

This program will introduce you to the cyber landscape, so you can understand how it can be used to facilitate criminal activity, and how the cyber landscape itself can be targeted for attack. You will explore what cyber security is, the concepts required to ensure information is protected, the types of attacks and techniques used by criminals to compromise information systems, and the tools and techniques used to prevent various attacks.

This program will be of interest to seasoned professionals working in a wide variety of fields and students entering the workforce for the first time.

REQUIRED COURSES

CYBE 001	Understanding Cyber Landscape
CYBE 002	The Fundamentals of Cyber Security
CYBE 003	Cyber Attacks
CYBE 004	Cyber Defense

DEVELOPMENTAL SERVICES WORKER APPRENTICESHIP

PROGRAM CODE: DSW_APP_CA

The developmental services worker is a highly sought-after professional who can obtain meaningful employment supporting people with developmental disabilities, learning disabilities, autism, physical challenges or other special needs, along with their families. Career options for the DSW graduate include residential counsellor, educational assistant, preschool resource staff, day program counsellor with adults or seniors, and recreation integration worker. The Developmental Services Worker Apprenticeship program is offered through the Ministry of Advanced Education and Skills Development which provides the opportunity for an individual to work while receiving training.

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REQUIRED COURSES

DSWA 101	Understanding Human Behaviour
DSWA 104	Community Orientation
DSWA 117	Community Living
DSWA 120	Introduction to Developmental Disabilities 1
DSWA 121	Human Growth and Development 1
DSWA 122	Developing Interpersonal Skills
DSWA 123	Intervention Techniques 1
DSWA 124	Human Growth and Development 2
DSWA 125	Counselling Skills
DSWA 152	Person-Centred Planning
DSWA 153	Educational Strategies
DSWA 154	Responding to Abuse
DSWA 157	Health and Wellness 1
DSWA 158	Introduction to Developmental Disabilities 2
DSWA 159	Abnormal Psychology/Dual Diagnosis
DSWA 163	Professionalism in Developmental Services
DSWA 206	Human Sexuality
DSWA 213	Intervention Techniques 2
DSWA220	Sign Language and Augmentative Communication
DSWA 225	Basic Pharmacology 1
DSWA 251	Health and Wellness 2
DSWA 253	Basic Pharmacology 2

EMERGENCY NURSING - RN

PROGRAM CODE: EMRGCY_N_CA

The Emergency Nursing - RN certificate is designed for RNs employed in and/or seeking to advance their practice in emergency nursing. Participants will learn nursing assessment; evidence-informed nursing interventions; and how to develop collaborative and consultative partnerships with clients, their support systems and other health-care practitioners. Participants will learn high-level critical thinking, care planning, leadership and professional practice skills.

This certificate is based on the Canadian Nurses Association (CNA) competencies for emergency nurses and completion of the certificate academically prepares students for the Emergency Nursing Certification Exam.

ADMISSION REQUIREMENTS

Registered Nurse (RN).

REQUIRED COURSES

CORN 501	Coronary Care Nursing 1
EMGY 510	Emergency Nursing - Introduction
EMGY 511	Emergency Nursing - Adult and Older Adult
EMGY 512	Emergency Nursing - Pediatrics and Women
EMGY 513	Emergency Nursing - Special Populations
EMGY 514	Emergency Nursing - Trauma
EMGY 515	Emergency Nursing - Clinical
POST 500	Patient Assessment - Post Graduate

EMERGENCY NURSING - RPN

PROGRAM CODE: EMGYN_RPN_CA

The Emergency Nursing - RPN certificate is designed for RPNs interested in obtaining professional development within the specialty area of emergency nursing. Students will learn advanced nursing assessment, planning and evidence-informed nursing interventions, as well as how to work with interprofessional team members.

This certificate is based on national nursing standards for emergency nursing practice and socio-political and economic factors present in the health-care environment.

ADMISSION REQUIREMENT

Registered Practical Nurse (RPN).

REQUIRED COURSES

CORN 501 Coronary Care Nursing 1
EMGY 510 Emergency Nursing - Introduction
EMGY 511 Emergency Nursing - Adult and Older Adult
EMGY 512 Emergency Nursing - Pediatrics and Women
EMGY 513 Emergency Nursing - Special Populations
EMGY 516 Clinical Practicum for the RPN
POST 500 Patient Assessment - Post Graduate

FIRE SERVICES EXECUTIVE MANAGEMENT

PROGRAM CODE: FIRE_MGMT_CC

The Fire Services Executive Management certificate program provides a solid foundation for those looking to enter into a leadership position in the Fire Service, or further the career of current fire service professionals in mid-level or management positions.

The program builds on existing skills and experience and teaches you how to apply those skills to everyday decision-making, problem solving and strategic planning. The program will enable you to enhance leadership skills; improve business knowledge; think, plan and lead strategically; function professionally and efficiently; establish effective and progressive human resources and labour relations skills; adapt to a changing environment; and maintain a safe and healthy workplace.

This program has the endorsement of the office of the Ontario Fire Marshal and Emergency Management (OFMEM), and the Ontario Association of Fire Chiefs (OAFC).

REQUIRED COURSES

FSMC 001 Public Safety Leadership
FSMC 002 Municipal Budgeting and Finance
FSMC 003 Public Administration
FSMC 004 Legislation
FSMC 005 Effective Communication and Report Writing
FSMC 006 Human Resources Management
FSMC 007 Labour Relations
FSMC 008 Strategic Management in Fire Service
FSMC 009 Employee Wellness
FSMC 010 Health and Safety
FSMC 011 Career Management
FSMC 012 Recruitment, Selection and Talent Management

ELECTIVES (SIX OF THE FOLLOWING)

FSMC 021 Fire Prevention and Public Education for Fire Service Officers
FSMC 022 Basic Emergency Management
FSMC 023 Managing Multiple Emergency Responses
FSMC 024 Project Management and Procurement
FSMC 025 Personal Management Skills
FSMC 026 Change Management
FSMC 027 Dispute Resolution Skills
FSMC 028 Negotiations Skills
FSMC 029 Performance Management
FSMC 030 Communications Skills
FSMC 031 Fire Service Technology
FSMC 032 Introduction to Research Methods

FORENSIC PRACTICE

PROGRAM CODE: FORENSIC_GC

Forensic Practice consists of health and human service workers who occupy and come into contact with professions found in corrections and parole, child welfare and protection, and mental health and well-being. It encompasses criminal and civil matters, interventions with violent offenders, issues of child maltreatment, assessing parenting capacity and substance abuse. Forensic practice is multidisciplinary in nature, a combination of areas such as social work, criminology, psychology, psychiatry, nursing, child development and other related academic disciplines.

The Forensic Practice graduate certificate program will be of interest to seasoned professionals working in a range of health and human services agencies who wish to refine their skills in the area of forensic practice. Recent graduates of university and college programs seeking to receive specialized knowledge in forensic practice may also find this program to be beneficial for professional development.

ADMISSION REQUIREMENTS

Degree.

or

Diploma in community or justice services, or a related area.

REQUIRED COURSES

FSW 5001 Introduction to Forensic Practice
FSW 5002 Court Preparation and Testimony
FSW 5003 Self Care and Burnout Prevention

ELECTIVES (SEVEN OF THE FOLLOWING)

FSW 5005 Mental Health Issues in Child Protection
FSW 5006 Working with Sex Offenders
FSW 5007 Assessing Parenting Capacity
FSW 5009 Conducting Community Visits
FSW 5010 Risk Assessment/Management in Forensic Practice
FSW 5011 Independent Research Project
FSW 5012 Substance Abuse and Impulse Control
FSW 5021 Forensic Interviewing with Children
FSW 5022 Issues in Child Maltreatment and Neglect
FSW 5023 Ethical and Legal Issues in Forensic Social Work
FSW 5024 Understanding, Assessing and Managing Violent Offenders
FSW 5025 Working with Offenders with Special Needs
FSW 5026 Case Management in Community Corrections
FSW 5027 Trauma and Grief Interventions
FSW 5028 Mental Health Issues in Forensic Practice

GERONTOLOGY MULTIDISCIPLINE

PROGRAM CODE: GERN_MD_GC

The population of persons 65 years of age and older is increasing at a significant rate. The aging of Canada's baby boom generation is resulting in a growing demand for highly trained staff possessing a holistic understanding of the aging process and the skills required to work effectively with older adults. The Gerontology Multidiscipline Ontario college graduate certificate program is ideal for persons who are working with older adults in either community or institutional settings. Interprofessional collaboration among students with diverse backgrounds in social, recreation and health fields will be encouraged. There is a strong focus on both theoretical and practical aspects of practice. Working from a bio-psycho-social-spiritual approach to the study of aging, the certificate encompasses a wide range of topic areas relevant to persons working with or on behalf of older persons.

ADMISSION REQUIREMENTS

Degree.

or

Diploma in a related field.

or

Equivalent experience working with older adults in the health and community services fields.

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REQUIRED COURSES

GERN 5001 Gerontology and Diversity in Aging
GERN 5002 Psychological and Social Aspects of Aging
GERN 5003 Physical Aging, Wellness and Promotion of Abilities
GERN 5004 Mental Health and Working with Older Adults at Risk
GERN 5005 Interpersonal Skills and Counselling with Older Adults
GERN 5006 Social Policy and the Long-Term Care System

MANAGING IN THE VAW SECTOR (VIOLENCE AGAINST WOMEN)

PROGRAM CODE: MNG_VAW_CC

The Violence Against Women (VAW) sector is a growing and diverse area that is specific to the needs and services of women and children who are fleeing violence in their lives. It includes agencies that offer services in housing, immigration, legal and healthcare, as well as VAW shelters, helplines, crisis and support centres.

The Managing in the VAW Sector (Violence Against Women) certificate program is designed to prepare those working in non-profit agencies that serve women who experience violence with the tools to develop, expand and upgrade their management skills and knowledge. This program is a partnership between Humber and the VAW Shelter Network (VAWN).

Through a lens that intersects the multiple realities of woman abuse, this program assists you to enter management positions and equip you with the analysis required to maintain best practices and build resources.

ADMISSION REQUIREMENTS

Some postsecondary education recommended.

REQUIRED COURSES

VAW 100 Leadership and Management
VAW 101 Financial Management Skills
VAW 102 Program Development
VAW 103 Human Resources Management Skills

MEDICATION ADMINISTRATION

PROGRAM CODE: MED_ADMIN_CC

The Medication Administration certificate program is designed for nurses in all practice settings. You will review the applicable CNO practice standards and guidelines, as well as explore national patient safety organizations and strategies for safe medication administration.

ADMISSION REQUIREMENTS

Registered Nurse (RN)

or

Registered Practical Nurse (RPN)

or

Internationally Educated Nurse (IEN).

REQUIRED COURSES

POST 128 IV Therapy/Phlebotomy
MEDA 051 Medication Administration Lab
MEDA 050 Medication Administration Theory

MENTAL HEALTH AND FORENSIC PRACTICE

PROGRAM CODE: MNTLH_FP_CC

Forensic practice consists of health and human service workers who occupy and come into contact with professions found in corrections and parole, child welfare and protection, and mental health and well-being. It encompasses criminal and civil matters, interventions with violent offenders, issues of child maltreatment, assessing parenting capacity, and substance abuse. Forensic practice is multidisciplinary in nature, a combination of areas such as social work, criminology, psychology, psychiatry, nursing, child development and other related academic disciplines.

We offer three specialized certificates in forensic practice: Child Welfare and Forensic Practice program, Corrections and Forensic Practice program, and Mental Health and Forensic Practice program.

This programming will also be of interest to seasoned professionals working in a range of health and human services agencies who wish to refine their skills in the area of forensic practice.

REQUIRED COURSES

FSW 5001 Introduction to Forensic Practice
FSW 5002 Court Preparation and Testimony

ELECTIVES (THREE OF THE FOLLOWING)

FSW 5003 Self Care and Burnout Prevention
FSW 5012 Substance Abuse and Impulse Control
FSW 5027 Trauma and Grief Interventions
FSW 5028 Mental Health Issues in Forensic Practice

MILITARY ARTS AND SCIENCE

PROGRAM CODE: MILITARY_D

The aim of the Military Arts and Science diploma program is to provide non-commissioned members (NCMs) of the Canadian Forces, as well as civilians interested in military affairs, a comprehensive knowledge of leadership, critical thinking, security studies, resource management and communications skills deemed essential to the functioning of a modern military or large corporation. This diploma will serve as a recognized component of the NCMs' training.

Students will examine the historical roots of the Canadian Forces and its role in modern society. They will debate national and international security issues confronting governments today and the role of specific military actions. They will also gain an understanding of the laws associated with the use of armed force, in both domestic and international operations. Students will develop strong communication, problem solving and critical-thinking skills, as well as effective project management and team building techniques. Students learn to plan complex operations making efficient use of resources. Ethical reasoning and leadership will be emphasized, along with strategies for stress management and ongoing personal and professional development. Humber, through the OntarioLearn consortium, offers this program in partnership with the Canadian Armed Forces and the Royal Military College.

REQUIRED COURSES

DMAS 100 Canadian Military History
DMAS 101 Fundamentals of Human Psychology
DMAS 102 The Law of Armed Conflict
DMAS 111 Communications 1
DMAS 112 Writing Grammatically
DMAS 113 Leadership in a Team Environment
DMAS 117 Interpersonal Communications: DMAS
DMAS 201 Canadian Forces and Modern Society
DMAS 202 Introduction to Defense Resource Management
DMAS 203 Technology, Society and Warfare
DMAS 215 Operations Planning Process
DMAS 226 Contemporary Canadian Issues
GEOG 212 Political Geography
GNED 101 An Introduction to Arts and Sciences

ELECTIVES (SIX OF THE FOLLOWING)

DMAS 120 Developing Leadership Capacity
DMAS 122 Management and Leadership Skills
DMAS 211 Communications 2
DMAS 230 Management Principles
DMAS 231 Introduction to Project Management
DMAS 232 Dispute Resolution
DMAS 240 Principles of Ethical Reasoning
DMAS 241 Technical Mathematics
DMAS 242 Racism and Discrimination
POLS 223 War and Terrorism
PSYC 224 Psychology: Social
PSYC 230 Psychology: Abnormal

MINDFULNESS STUDIES

PROGRAM CODE: MIND_CC

The Mindfulness Studies certificate program introduces you to the core principles, theories and practices associated with mindfulness and mindfulness-based practices. Throughout the program, you will discover the histories of mindfulness from ancient traditions to current neuroscientific research. Current applications of mindfulness are examined in psychotherapy, medical, educational and corporate settings. The program also explores various ethics and attitudes associated with living an awake and mindful life.

The program provides you with an opportunity to learn and practise various mindfulness-based interventions (MBIs) which may be utilized both personally and professionally. Classes offer periods for core mindful practices including breath awareness meditations, body scans, walking meditations, mindful eating and mindful movement.

Students are encouraged to practise outside the classroom setting and will generate a practice journal, reflective essay and group presentations.

REQUIRED COURSES

MIND 001	Foundations of Mindfulness
MIND 002	Mindfulness in the West
MIND 003	Science of Mindfulness
MIND 004	Ethics of Mindfulness

MUNICIPAL BYLAW

PROGRAM CODE: MUN_BYLAW_CA

The Municipal Bylaw certificate program is designed to meet and supplement the training needs of the municipal bylaw enforcement officer. The program is for those already in the bylaw enforcement field who wish to continue their education and training, as well as those seeking employment in municipal bylaw enforcement agencies. The program will provide you with instruction in all areas of bylaw enforcement including common bylaws, property standards, the Planning Act, and trials and committee presentations.

REQUIRED COURSES

LASP 101	Municipal Bylaws
LASP 102	Bylaw Enforcement
LASP 103	Trials and Committee Presentation
LASP 104	Property Standards and Zoning

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NEPHROLOGY NURSING - RN

PROGRAM CODE: NEPH_NURS_CA

The Nephrology Nursing - RN certificate program encompasses in-depth knowledge and critical inquiry skills needed for the preparation to take the Canadian Nursing Association Nursing certificate exam and/or to begin practising a career in this specialty. The program will address the abilities, competencies and standards of nephrology nursing. You will learn to manage client deteriorations with the ability to implement multiple interventions through gained leadership skills. The advanced knowledge, skills and judgements acquired through this certificate will allow you to provide holistic care to clients with renal disease. Practice specialties include care of the clients with advanced kidney disease, renal transplantation, peritoneal dialysis, hemodialysis, end-of-life planning, pharmacology and advanced care planning.

ADMISSION REQUIREMENTS

Registered Nurse (RN).

REQUIRED COURSES

NEPH 510	Nephrology Nursing - Renal Disorders and Kidney Disease Management
NEPH 511	Nephrology Nursing - Peritoneal Dialysis, Advance Care Planning and Complimentary Therapies
NEPH 512	Nephrology Nursing - Hemodialysis and Nursing Care of the Renal Transplant Patient
NEPH 513	Nephrology Nursing - Critical and Urgent Care Practices for the Registered Nurse
NEPH 514	Nephrology Nursing - Clinical Practicum for the RN
POST 500	Patient Assessment - Post Graduate

NEPHROLOGY NURSING - RPN

PROGRAM CODE: NEPH_RPN_CA

The Nephrology Nursing - RPN certificate program will give you the knowledge and critical inquiry skills needed to begin practising in the nephrology nursing specialty. The program will address the abilities, competencies, and standards of nephrology nursing. You will identify learning objectives and construct a context for understanding new ideas. Practice specialties include the care of patients with kidney disease, peritoneal dialysis, hemodialysis, renal transplantation, pharmacology and advanced care planning.

ADMISSION REQUIREMENTS

Registered Practical Nurse (RPN).

REQUIRED COURSES

NEPH 510	Nephrology Nursing - Renal Disorders and Kidney Disease Management
NEPH 511	Nephrology Nursing - Peritoneal Dialysis, Advance Care Planning and Complimentary Therapies
NEPH 512	Nephrology Nursing - Hemodialysis and Nursing Care of the Renal Transplant Patient
NEPH 515	Nephrology Nursing - Clinical Practicum for the RPN
POST 500	Patient Assessment - Post Graduate

OBSTETRIC NURSING - RN

PROGRAM CODE: RN_OBST_N_CA

The Obstetric Nursing - RN certificate is designed for RNs employed in and/or seeking to advance their practice in obstetric nursing following a holistic, comprehensive model of maternity-care delivery. Content includes assessments, evidence-informed nursing interventions, and development of collaborative partnerships with obstetrical clients, their support person, and other interprofessional team members.

You will have the opportunity to develop high level critical thinking, care planning, leadership, and professional practice skills. Special attention is paid to current trends in the delivery of maternity care in both hospital and community settings in Canada. This certificate is based on the Canadian Nurses Association (CNA) competencies for perinatal nurses, and completion of the certificate academically prepares students for the Perinatal Nursing Certification Exam.

ADMISSION REQUIREMENTS

Registered Nurse (RN)

REQUIRED COURSES

OBST 501	Essentials of Prenatal and Postnatal Care
OBST 502	Pain, Labour and Birth Management
OBST 503	Fetal Health Surveillance
OBST 504	The Newborn: Assessment and Initial Management
OBST 505	Obstetric Nursing for the High Risk Client
OBST 508	Breastfeeding Basics
OBST 510	Obstetric Nursing: Clinical

PRIVATE INVESTIGATION

PROGRAM CODE: PRI_INVST_CA

The Private Investigation certificate program is designed for those who wish to pursue a career in private investigation and is based on the training standards from the Private Security and Investigative Services Act of Ontario.

Instructors offer decades of experience in police services. The program will be of benefit to those already in the field, as well as those seeking employment in this field.

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REQUIRED COURSES

SECN 112 Investigator's Powers
SECN 113 Investigative Techniques
SECN 114 Strategic Communications
SECN 115 Provincial and Related Acts
SECN 116 Forensic Investigation
SECN 117 Interviewing and Deception

PSYCHO-SOCIAL REHABILITATION IN MENTAL HEALTH

PROGRAM CODE: PSYC_SOCI_CA

The Psycho-Social Rehabilitation in Mental Health certificate program provides you with the knowledge and understanding of mental health, recovery and psychosocial rehabilitation (PSR) principles and practices. You will learn how the PSR approach and Recovery practices are implemented in a range of mental health services based on best practices in Ontario.

The program will be of particular benefit to practitioners currently working or interested in working with individuals experiencing a serious mental illness.

ADMISSION REQUIREMENTS

Experience in the mental health field or related education.

REQUIRED COURSES

PSRC 100 Principles and Practices of Psychosocial Rehabilitation 1
PSRC 102 Functional Assessment and Skill Development
PSRC 103 Case Management 1
PSRC 104 Topical Seminar in Psychosocial Rehabilitation
PSRC 105 Field Experience in Psychosocial Rehabilitation
PSRC 112 Principles and Practices of Psychosocial Rehabilitation 2

REFRESHER - RPN

PROGRAM CODE: PN_REFRES_CA

The Refresher - RPN certificate program is for nurses who have been out of practice for three or more years. The program is customized to meet the needs outlined by the College of Nurses of Ontario (CNO), including clinical hours, in order for registered practical nurses (RPNs) to meet current CNO registration requirements.

The refresher is a comprehensive, accelerated program with theoretical/clinical laboratory courses offered in a blended classroom and correspondence format.

The program also has an additional field practice component which satisfies the 200 or 400 clinical practice hours required by the CNO. Clinical placements are arranged with Humber's partner institutions across the Greater Toronto Area.

ADMISSION REQUIREMENTS

Registered Practical Nurse (RPN).

REQUIRED COURSES

RPNR 010 Preparation for Field Clinical Nursing Practice
RPNR 011 Fostering Client Health and Wellness
RPNR 012 Orientation to Nursing Practice in Ontario
RPNR 013 Acute Physical and Mental Health Challenges Across the Lifespan
RPNR 014 Chronic Physical and Mental Health Challenges Across the Lifespan

ELECTIVES (ONE OF THE FOLLOWING)

RPNR 020 Field Clinical Nursing Practice of 200 Hours
RPNR 040 Field Clinical Nursing Practice of 400 Hours

"I loved the flexibility that this program offered, as I was able to continue to work full-time while I completed it. The professors were all very knowledgeable, and their passion for the field was obvious. I loved the hands-on experience of the program and learned a lot of skills that I use every day at my current job as a teaching assistant, supporting students with special needs. I am also currently completing my Masters in Elementary Education."

ROBYN
BEHAVIOURAL SCIENCE

COURSES

ASIST- APPLIED SUICIDE INTERVENTION SKILLS TRAINING

COURSE CODE: HLTH030

This is a two-day, hands-on, practice-oriented workshop on suicide first aid. This workshop helps individuals become ready, willing and able to assist a person at risk of suicide.

CPR LEVEL C RECERTIFICATION: CANADIAN RED CROSS

COURSE CODE: HLT030

This course is for individuals currently certified in CPR Level C by the Canadian Red Cross. It includes components of AED as well as adult, child and infant CPR and choking. Please note: Humber College offers several CPR & First Aid courses. Students must ensure they are enrolled in the correct course as outlined by their program.

ADMISSION REQUIREMENTS:

HLT 100. Valid, current certification.

CPR LEVEL HCP RECERTIFICATION: CANADIAN RED CROSS

COURSE CODE: HLT031

This course is for individuals currently certified in CPR Level HCP by the Canadian Red Cross. The course includes components of AED as well as adult, child and infant CPR and choking.

ADMISSION REQUIREMENTS:

HLT 027. Health-care provider or health-care provider in training. Valid, current certification.

END-OF-LIFE CARE - COMMUNICATION SKILLS FOR PSW/CARE GIVER

COURSE CODE: PALL012

This workshop is designed to provide PSWs and caregivers with effective communication skills during end-of-life care. You will learn about the communication needs of the patient and family. The content focuses on effective communication tools, communicating with the health-care team and a variety of communication skills (verbal and nonverbal). Learning will be facilitated through a variety of active learning strategies including discussions, case studies and group activities.

END-OF-LIFE CARE - DYING, GRIEVING, AND FAMILY SUPPORT

COURSE CODE: PALL015

This workshop is designed to explore the concepts of grief and coping for patients and their families at the end of life. You will learn how to support the patient and family through the grieving process. Learning will be facilitated through a variety of active learning strategies including discussions, case studies and group activities.

END-OF-LIFE CARE - INTRODUCTION TO PALLIATIVE CARE AND PSYCHOSOCIAL SUPPORT

COURSE CODE: PALL011

This workshop is designed to provide you with the introductory knowledge necessary when providing end-of-life care. The content focuses on the history of palliative and hospice care, the PSW competencies, and physical, psychosocial and spiritual support. Learning will be facilitated through a variety of active learning strategies including discussions, case studies and group activities.

END-OF-LIFE CARE - PAIN, SUFFERING, AND SYMPTOM MANAGEMENT

COURSE CODE: PALL013

This workshop is designed to provide you with a greater understanding of pain theories and care practices including symptom management based on current standards and evidence. Principles of medication use and opioids to manage symptoms will be discussed. Also non-pharmacological strategies will be addressed so that participants can support the client who is experiencing varying levels of pain. Learning will be facilitated through a variety of active learning strategies including discussions, case studies and group activities.

END-OF-LIFE CARE - PERSONAL CARE AND NUTRITIONAL SUPPORT

COURSE CODE: PALL014

This workshop is designed to provide students with general guidelines for providing personal care, skin care, body substance precaution and infection prevention and control practices. Nutritional needs through the stages of palliation will be addressed, so students can offer support in nutritional management. Learning will be facilitated through a variety of active learning strategies including discussions, case studies and group activities.

END-OF-LIFE CARE - THE ROLE OF THE SUPPORT WORKER, STRESS MANAGEMENT, AND SELF CARE

COURSE CODE: PALL016

This workshop is designed to provide you with a greater understanding of the role of the personal support worker in the integrated palliative care approach and how to build and maintain therapeutic relationships. Students will learn self-care strategies in order to manage their own stress while caring for dying persons. Learning will be facilitated through a variety of active learning strategies including discussions, case studies and group activities.

MANERS PSYCHOSOCIAL FIRST AID

COURSE CODE: HLTH050

Through lectures, engaging videos and the use of practical scenarios, students learn the fundamental principles of the MANERS Model of Psychological First Aid and how to apply them in the aftermath of a traumatic event. The aim of Psychological First Aid is to provide early and supportive interventions which will assist people with the emotional distress that may result from their involvement in an accident, injury or sudden shocking event. It is intended that the interventions will support and enhance people's normal coping strategies and recovery processes.

MEDICATION ADMINISTRATION FOR PSWS/CAREGIVERS

COURSE CODE: MEDA055

This workshop will consolidate the theoretical knowledge of assisting with medication administration through practical application. Students will explore the relevant College of Nurses' regulatory documents for unregulated care providers, as well as legislative guidelines and ethical codes of conduct. Students will have the opportunity to describe and demonstrate administration of medications via several methods and will also be able to identify safe medication administration that prevents medication errors or omissions.

PHLEBOTOMY CLINICAL RESEARCH

COURSE CODE: POST501

This course combines theory with lab experience, designed to assist the non-health-care professional in clinical research to develop skills needed to draw blood samples for laboratory testing. You will handle appropriate equipment for phlebotomy and be introduced to blood chemistry and haematology. The course will focus on evaluating the client's response to the procedures, and recording and reporting all pertinent information.

PRIVATE INVESTIGATOR'S LICENSING: PREPARATORY

COURSE CODE: SECN120

This course addresses the required knowledge and skills for private investigator's licensing as detailed in the published Training Curriculum for Private Investigators from the Ministry of Community Safety and Correctional Services. Successful completion of this course will allow you to apply for, and undertake, the mandated provincial licensing examination.

SAFETALK: SUICIDE ALERTNESS

COURSE CODE: HLTH040

safeTALK: Suicide Alertness is a half-day training in suicide alertness. It helps students recognize a person with thoughts of suicide and connect them with resources which can help them in choosing to live. No formal preparation is necessary to attend the training - anyone age 16 or older who wants to make a difference can learn the safeTALK steps.

SECURITY GUARD LICENSING: PREPARATORY

COURSE CODE: SECN106

This course covers the required knowledge and skills for security guard licensing as detailed in the published Training Curriculum for Security Guards from the Ministry of Community Safety and Correctional Services. Successful completion of this course will allow you to apply for, and undertake, the mandated provincial licensing examination.

STANDARD FIRST AID AND CPR LEVEL C: CANADIAN RED CROSS

COURSE CODE: HLT100

This two-day Canadian Red Cross course offers first aid and cardiopulmonary resuscitation (CPR) skills. Successful completion of this course leads to a certificate in Standard First Aid & CPR Level C.

STANDARD FIRST AID AND CPR LEVEL HCP: CANADIAN RED CROSS

COURSE CODE: HLT027

This two-day course offers first aid and cardiopulmonary resuscitation (CPR) skills for health-care providers (HCP). Successful completion of this course leads to a certificate in Standard First Aid & CPR Level HCP from the Canadian Red Cross.

ADMISSION REQUIREMENTS:

Health-care provider or health-care provider in training.

WE ARE HUMBER

Humber's programs are planned with industry input, so they're relevant to today's job market.

HOSPITALITY AND LEISURE

HEALTHY LIVING, ENERGIZING FITNESS, IMAGINATIVE FOOD AND EXHILARATING TRAVEL — DISCOVER A TRULY INSPIRING CAREER.

PROGRAMS

AIRLINE PRODUCTS AND DISTRIBUTION

PROGRAM CODE: AIR_PROD_CA

The Airline Products and Distribution online certificate program is designed for individuals who are interested in a career as a travel agent, airline ticket or reservations agent, and call centre agent for consolidators and tour companies dealing with airline products. Students work with simulated Sabre Global Distribution System (GDS) while learning airline fare structure and distribution.

REQUIRED COURSES

TRAV 133	Automated Air Reservation
TRAV 134	Air Reservations
TRAV 135	Automated Airfare and Tickets
TRAV 152	Fares and Tickets: International

BEEKEEPING: SUSTAINABLE URBAN

PROGRAM CODE: BKPNG_SU_CP

Interested in sustainable urban beekeeping? Then this program is for you! The Humber Arboretum is now offering a series of courses and hands-on workshops that take a look at the opportunities and challenges associated with running a small-scale urban apiary, with a focus on native bees and sustainable hive management practices that build resilience in the colony.

REQUIRED COURSES

BEES 010	Sustainable Urban Beekeeping: The Basics
BEES 020	Native and Honey Bees: Habitat & Forage
BEES 030	Beekeeping Challenges
BEES 040	The Bee Yard in Spring (Experiential Workshop)
BEES 050	The Bee Yard in Summer (Experiental Workshop)
BEES 060	The Bee Yard in Autumn (Experiential Workshop)
BEES 070	Beekeeping: Products of the Hive
BEES 080	Beekeeping: Honey Harvesting, Hands-On

ELECTIVES (TWO OF THE FOLLOWING)

BEES 090	Beekeeping: Build a Hive
BEES 092	Beekeeping: Expanding your Urban Beehive
BEES 094	Beekeeping: Honey Harvest Byproducts
BEES 096	Beekeeping: Making Mead

CERTIFIED CHEF DE CUISINE

PROGRAM CODE: CHEF_CUISIN

The Certified Chef de Cuisine program encompasses three examinations both in theory and practical. The theory examination is based on learning outcomes as outlined on the CCI website and the CCI currently administers a spring and fall examination.

Note: The Canadian Culinary Institute (CCI) is a registered trademark of the Canadian Federation of Chefs and Cooks.

ADMISSION REQUIREMENTS

Red Seal Certified. Five years in a supervisory/managerial position. National Sanitation Certification.

CCFCC Member (if not a member, must become a member upon registration).

REQUIRED COURSES

CULN 125	Cost Controls
CULN 156	Human Resource Management
CULN 157	Menu Planning
CULN 158	Nutrition

CERTIFIED MASTER CHEF

PROGRAM CODE: MAST_CHEF_CA

The Canadian Culinary Institute (CCI) under the auspices of the Canadian Culinary Federation (CCF) administers the Certified Master Chef (CMC) program. This program has been developed by industry master chefs and faculty from the Canadian Centre of Culinary Arts and Science at Humber College. The program is recognized by the Canadian Tourism and Human Resource Council with its network of partnering agencies and associations throughout Canada. The CMC professional designation is the newest certification under the CCI and also the highest attainable in Canada. This program requires a minimum two year commitment with a maximum allowance of four years to complete all components.

Note: All CMC courses are only for Certified Chef de Cuisine (CCC) chefs that have been approved by the Canadian Culinary Institute (CCI).

REQUIRED COURSES

CMC 101	Garde Manger and Charcuterie
CMC 102	Facility Design and Management
CMC 103	Baking and Pastry Arts
CMC 104	Product Knowledge and Purchasing Procedures
CMC 105	Practical Garde Manger and Charcuterie
CMC 106	Practical Baking and Pastry
CMC 107	Nutritional Cuisine, Vegetarian Cuisine and Food Allergies
CMC 108	Entrepreneurial and Hospitality Marketing
CMC 109	Exploring the World of Wines and Spirits
CMC 111	Practical Food Styling and Presentation
CMC 112	Practical: Nutritional Cuisine, Vegetarian Cuisine and Food Allergies

WE ARE HUMBER

Humber's award-winning faculty are leaders in their fields.

FITNESS LEADERSHIP

PROGRAM CODE: FITN_LDRS_CA

Do you have a passion for fitness? Do you enjoy taking a leadership role in developing and organizing your own fitness classes? If turning your passion for fitness into a career appeals to you then Humber's Fitness Leadership Certificate is the program for you. This program allows you to become a personal trainer or fitness instructor with evening and weekend courses that fit your schedule.

Topics covered in the program include anatomy and physiology, nutrition and healthy lifestyle, fitness appraisals, leadership and motivation, exercise prescription, safe and effective exercise techniques, and group exercise

The Fitness Leadership Certificate program prepares you to become a certified personal trainer, fitness instructor or healthy eating & weight loss coach through our affiliations with canfitpro, Ontario Fitness Council, Canadian Fitness Education Services (CFES) and CPTN.

REQUIRED COURSES

FITN 100	Fitness Theory
FITN 101	Nutrition and Lifestyle Behaviour
FITN 102	Fitness Leader: Practical
FITN 103	Personal Trainer: Fitness Appraisal
FITN 104	Fitness Leadership and Motivational Skills
FITN 105	Personal Trainer: Exercise Prescription
FITN 106	Personal Trainer: Technique

TOUR SPECIALIST

PROGRAM CODE: TOUR_SPLS_CA

The Tour Specialist online certificate program was designed for individuals who are interested in pursuing a career with a tour operator or wholesale company or for those who would like to design their own tours. The fundamental courses cover all the topics to familiarize you with planning or selling an outbound or inbound tour.

REQUIRED COURSES

TRAV 139	Taking Off in Travel
TRAV 143	Ground Transportation
TRAV 144	Hospitality
TRAV 146	Selling Vacations and Tours
TRAV 147	Destination Geography
TRAV 148	Developing Specialty Vacations
TRAV 149	Small Group Tour Leadership

TRAVEL AGENCY OPERATIONS

PROGRAM CODE: TRAV_AGEN_CA

The Travel Agency Operations online certificate program is designed for individuals who wish to enter into a retail aspect of the travel industry. The program will prepare you for employment in travel agencies, consolidators and airlines. Emphasis will be on those specific skills required to become a competent travel professional. The online delivery offers an opportunity to complete this program on your own schedule.

REQUIRED COURSES

TRAV 133	Automated Air Reservation
TRAV 134	Air Reservations
TRAV 135	Automated Airfare and Tickets
TRAV 139	Taking Off in Travel
TRAV 142	Travel Sales and Trends
TRAV 143	Ground Transportation
TRAV 144	Hospitality
TRAV 145	The Cruise Market
TRAV 146	Selling Vacations and Tours
TRAV 147	Destination Geography
TRAV 152	Fares and Tickets: International

TRAVEL BASICS

PROGRAM CODE: TRAV_BASC_CA

The Travel Basics online certificate program is designed for individuals who are interested in general travel, as well as those who are considering entering the travel industry on a full or part-time basis. The program introduces you to the basics of travel and will help you to understand the principals behind travel sales. Topics such as geography of popular travel destinations, land transportation and accommodation, pricing package and individual tours to sun destinations, as well as ever popular cruising and cruise sales will introduce you to this exciting and fast growing industry. The online delivery makes learning flexible and accessible.

REQUIRED COURSES

TRAV 139	Taking Off in Travel
TRAV 142	Travel Sales and Trends
TRAV 143	Ground Transportation
TRAV 144	Hospitality
TRAV 145	The Cruise Market
TRAV 146	Selling Vacations and Tours
TRAV 147	Destination Geography

WE ARE HERE TO HELP

Humber Community Employment Services

Free Employment Services for all job-seekers in the community to achieve their career goals. These include:

- Connections to hiring employers
- One-to-One career planning
- Job-Search workshops
- Educational advising
- Mentoring for newcomers to Canada
- Employment and training supports

Our services are delivered at five locations across the Greater Toronto Area for your convenience.

Brampton: 1 Bartley Bull Parkway, 2nd Floor, Suite 12; Brampton, L6W 3T7 - (Steeles and Hwy 10)

Central Etobicoke: 555 Burnhamthorpe Road, Suite 500; Etobicoke, M9C 2Y3 (at The West Mall)

Jane & Wilson: 1700 Wilson Ave., N2; North York Sheridan Mall; Toronto, M3L 1B2 (at Jane)

North Etobicoke: 1620 Albion Rd, 2nd floor; Etobicoke, M9V 4B4 (at Martin Grove)

St. Clair Ave. West: 1345 St. Clair Ave. W., 2nd floor; Toronto, M6E 1C3 (at Lansdowne)

Learn more at: **jobs.humber.ca**

New To Canada - Immigrant Programs and Services

Internationally-trained professionals will benefit from Humber's newcomer-specific services such as:

- Free Newcomer Advising Services
- Free Occupation-Specific Language Training in Project Management & Technology
- Bridging Programs that offer short-term, technical training
    - Engineering Software Skills Enhancement Bridging Program
    - IT Infrastructure Bridging Program
    - .NET Developer Bridging Program

Learn more at: **newtocanada.humber.ca**

HUMBER

Pre-Apprenticeship and Training Opportunities

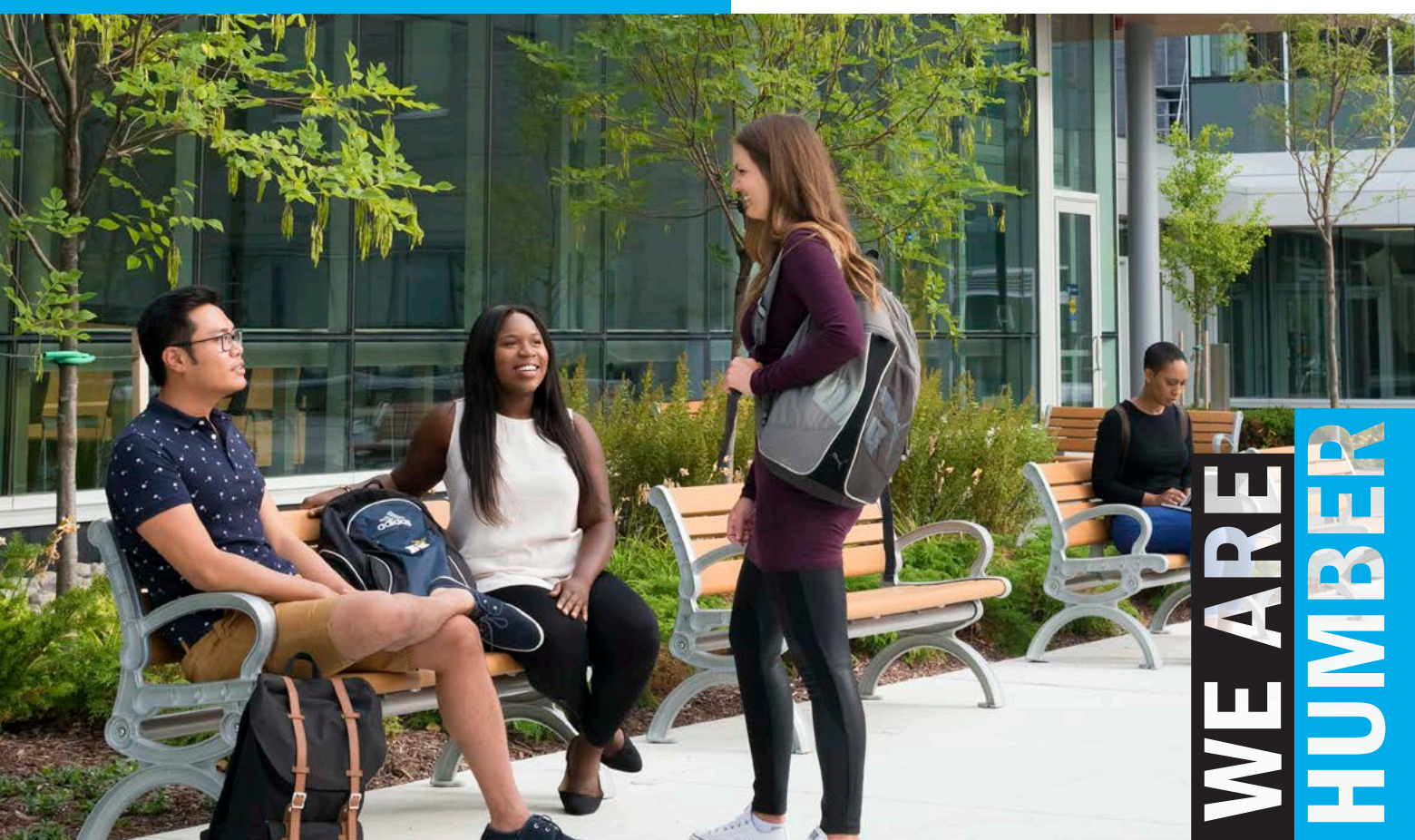
Pre-Apprenticeship Training Programs are designed to help individuals interested in apprenticeship options to develop their job skills and trade readiness leading to apprenticeship opportunities. There is no cost to participate in pre-apprenticeship programs and costs for text books, safety equipment and tools are included.

Learn more at: **humber.ca/community/programs/youth.html**

Children and Youth Enrichment Camps

Youth Enrichment at Humber (YEAH!) provides stimulating academic experiences that venture beyond the scope of the traditional classroom. Students are free to create, design, and explore with others in a safe and encouraging environment. Participants will be introduced to topics in class that incorporate various curricular areas such as business, applied technology and health science. Start your future with YEAH!

Learn more at: **humber.ca/4youth**



COURSES

BACKPACKING 1

COURSE CODE: ATHL_163

Part of the Outdoor Education programming at Humber College, Backpacking 1 deals with lightweight camping and backpacking skills and includes a trip to Algonquin Park. The trip, led by Humber instructors with years of field experience, will teach participants the skills necessary to enjoy trips on foot in remote areas. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

BASIC CONTEMPORARY CULINARY SKILLS AND TECHNIQUES

COURSE CODE: CULN 135

The craft of the culinary industry is the building blocks of professional cooking including proper techniques, methods and flavour building. You will acquire and display the necessary skills, techniques, organization, methods of cooking applications and flavour building to attain a solid base and begin your professional journey. Topic areas include stocks, soups, sauces, vegetables, potatoes, grains, handmade pasta and meat products. Students gain experience in food preparation knowledge which will be demonstrated through a final practical cooking exam.

SUSTAINABLE URBAN BEEKEEPING: THE BASICS

COURSE CODE: BEES010

While bees are struggling in rural environments, they've been thriving in urban ones. If you've been thinking of taking up urban beekeeping, this introduction to the challenges and opportunities of keeping bees in the city is for you. Topics covered include laws and registration; site selection; available resources; necessary equipment; honeybee anatomy and behavior; and the beekeeping year.

NATIVE AND HONEY BEES: HABITAT & FORAGE

COURSE CODE: BEES020

Unlike wild pollinators in rural areas whose numbers are being decimated by industrial agricultural practices and loss of habitat due to peri-urban sprawl, their counterparts in urban environments are faring comparatively better. This workshop will look at native pollinator populations that have higher densities in urban compared to rural areas. What factors contribute to this success, and what can urbanites do to make the city even more hospitable to wild pollinators? What are the benefits of encouraging wild pollinators in the city? Supportive strategies for increasing urban diversity of native bees will be discussed including nest-building (native bees) and planting a bee-friendly garden. Students will benefit from hands-on experience.

CANOE CAMPING (LIGHTWEIGHT)

COURSE CODE: ATHL_160

Part of the Outdoor Education programming at Humber College, Lightweight Canoe Camping is composed of four evening seminars and a canoe trip on the long weekend. The trip, led by Humber instructors with years of field experience, will introduce participants to all aspects of lightweight canoe trip camping and will take place in the Haliburton area. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

WE ARE HUMBER

We believe in lifelong learning.

GINGERBREAD HOUSE DECORATION

COURSE CODE: CULN013

Get into the holiday spirit and enrol this season to build and decorate your very own gingerbread house. Our chefs will teach you the techniques of preparing an amazing gingerbread house and complement it with homemade gingerbread cookies.

GLOBAL POSITIONING SYSTEM: GPS NAVIGATION

COURSE CODE: ATHL_165

Part of the Outdoor Education programming at Humber College, Global Positioning System (GPS) Navigation teaches participants how to navigate in the wilderness. Topics covered include map and compass basics, bearings, co-ordinate systems, setting way-points or legs or routes, interfacing with topo and nautical software (GIS) and marking points and go-tos. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead. The Global Positioning System (GPS) course concludes with a practical field outing to practice the skills learned. This course is of interest to outdoor leaders, teachers, professionals who require GPS or anyone wishing to utilize automobile GPS.

FOOD & WINE PAIRING BASICS WORKSHOP

COURSE CODE: HRT075

The right food and wine combinations can help to elevate the dining experience from average to sublime. Although the concept of food and wine matching can seem complicated or intimidating, this hands-on seminar will guide you through the basics of how to match food and wine. We will explore the key principles relating to food and wine interactions through direct experiment and interactive activities. This session will deconstruct some classic food and wine matches but, more importantly, will give you the tools to confidently construct your own stellar pairings.

HEARTY SOUPS WORKSHOP

COURSE CODE: HRT076

Our talented chef will guide you through the steps to cook a trio of three hearty soups. You will prepare Cream of Broccoli, Vietnamese Beef and Rice Noodle soup, and Minestrone. Students take home their home-cooked soups to share with friends and family.

HEAT THINGS UP IN THE KITCHEN WORKSHOP

COURSE CODE: HRT077

Indulge in some quality time with your favourite person! Experience cooking a three course meal with our culinary expert, and enjoy a dine-in experience worth savouring!

ADMISSION REQUIREMENTS

Must register as a team (two persons).

HOSTING FOR THE HOLIDAYS

COURSE CODE: WKSHH01

Planning to host for the holidays? We have you covered! Our chef will teach you to cook and present some absolutely delicious starters. You will prepare an amazing array of Mediterranean appetizers such as baba ghanouj, hummus, spanakopita and bruschetta. You will also learn to prepare Armenian flat bread to accompany the dips.

IDENTIFYING WILD EDIBLES

COURSE CODE: ATHL_117

This course is a one-day, hands-on introduction to native wild edible plants, trees, shrubs and lichens. The goal will be to identify 30-50 different species and learn their uses (i.e., edible, medicinal and camping uses). Students will sample wild teas, salads, jams and bannock. Whether for general interest, or for fun, students will find this workshop both enjoyable and full of practical information.

LOW FAT BAKING WORKSHOP

COURSE CODE: HRT078

Students will learn to bake using low fat, low sugar and low sodium ingredients to prepare delicious products. You will prepare banana-bran muffins, meringue kisses and pear almond tarts. Yours to take home to family and friends!

ORIENTEERING

COURSE CODE: ATHL_161

Part of the Outdoor Education programming at Humber College, Orienteering deals with map reading fundamentals with an emphasis on topographical maps, using the orienteering compass, and wilderness navigation by land and water. Two sessions will be practical sessions in score and point-to-point orienteering. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

RED SEAL REFRESHER

COURSE CODE: CULN 027

This course is for culinary professionals who plan to write the Certificate of Qualification exam or Red Seal Certification. Your Red Seal Certification opens doors to new opportunities within the hospitality industry.

ADMISSION REQUIREMENTS

6000 hours in the industry under a Red Seal Certificate Cook.

SPANISH WINES AND TAPAS WORKSHOP

COURSE CODE: HRT079

Get the inside scoop on Spanish wines and see first-hand why tapas rules! Learn how to put on your own Spanish wines & tapas party at home.

THE ART OF CHOCOLATE TRUFFLES

COURSE CODE: CULN011

Students will learn proper application of couverture chocolate to prepare chocolate bonbons. You will prepare milk and dark chocolate truffles with complementary ganaches and take home your creation to share with family and friends.

THE JOY OF CHOCOLATE TRUFFLES WORKSHOP

COURSE CODE: HRT074

We offer this brilliant hands-on workshop for any chocolate lover! Regardless of your current chocolate knowledge or experience, you will be entertained by our talented faculty and their chocolate expertise. You will create a decadent chocolate box and fill it with truffles that you prepare in class. Take home your unique creation and share as gifts or simply enjoy!

WEATHER FORECASTING

COURSE CODE: ATHL_166

Part of the Outdoor Education programming at Humber College, Weather Forecasting supplies the outdoor enthusiast with the skills to make local weather predictions using clues provided by nature. The emphasis is on avoiding hazardous situations that may be caused by bad weather since radio, television and online mobile reports aren't always available in natural areas. The course's focus is the weather of Ontario, but reference is made to special conditions throughout North America. The mechanisms that create the weather across the continent are also examined. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

WILDERNESS FIRST AID

COURSE CODE: ATHL_167

Part of the Outdoor Education programming at Humber College, the Wilderness First Aid course teaches the basic first aid skills needed for handling issues such as bumps and bruises to life-threatening emergencies. This course is similar in scope to a standard first aid course, teaching general first aid principles and then applying them to a wilderness setting. Cardiopulmonary resuscitation (CPR) and administering epinephrine injections are also included. A Wilderness Medical Associates certificate is provided to successful candidates upon completion and is valid for three years. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

WILDERNESS SURVIVAL SKILLS

COURSE CODE: ATHL_164

Part of the Outdoor Education programming at Humber College, Wilderness Survival Skills is a hands-on survival program that addresses the "what if?" concerns for backcountry travellers. A Wilderness Training Institute (WTI) certificate is issued for successful completion of the course. The weekend survival simulation, led by Humber instructors with years of field experience, is held near Georgian Bay. Topics covered include preventative survival, trip plans, survival kits, backcountry gear and clothing essentials. Priority skills covered include shelter, fire, water, signaling and food procurement techniques. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

WINE AND CHOCOLATE – A MATCH MADE IN HEAVEN! WORKSHOP

COURSE CODE: HRT080

It's hard to imagine two more delicious topics to explore. We'll look at different chocolate styles and what wines work best with them. Be prepared for some hands on wine and chocolate experimentation. Hard work, but someone's got to do it!

WINE AND SPIRIT EDUCATION TRUST - LEVEL 1

COURSE CODE: WSET001

A beginner level introduction to wine suitable for those starting a wine career or pursuing an interest in wine. For individuals new to wine study, this qualification provides a hands-on introduction to the world of wine. You'll explore the main types and styles of wine through sight, smell and taste while gaining the basic skills to describe wines accurately, and make food and wine pairings. Upon successful completion you will receive a WSET certificate.

ADMISSION REQUIREMENTS
19 years of age and older.

WINE AND SPIRIT EDUCATION TRUST - LEVEL 2

COURSE CODE: WSET002

A beginner to intermediate level qualification exploring wines and spirits for those working in the industry or are wine and spirit enthusiasts. For individuals seeking a core understanding of wines, this qualification explores the major grape varieties and important wine regions in which they are grown. You'll learn about the styles of wines produced from these grapes as well as key classifications and labelling terminology. A basic overview of the key categories of spirits and liqueurs will also be provided. Upon successful completion you will receive a WSET certificate.

ADMISSION REQUIREMENTS
19 years of age and older.

WINTER CAMPING

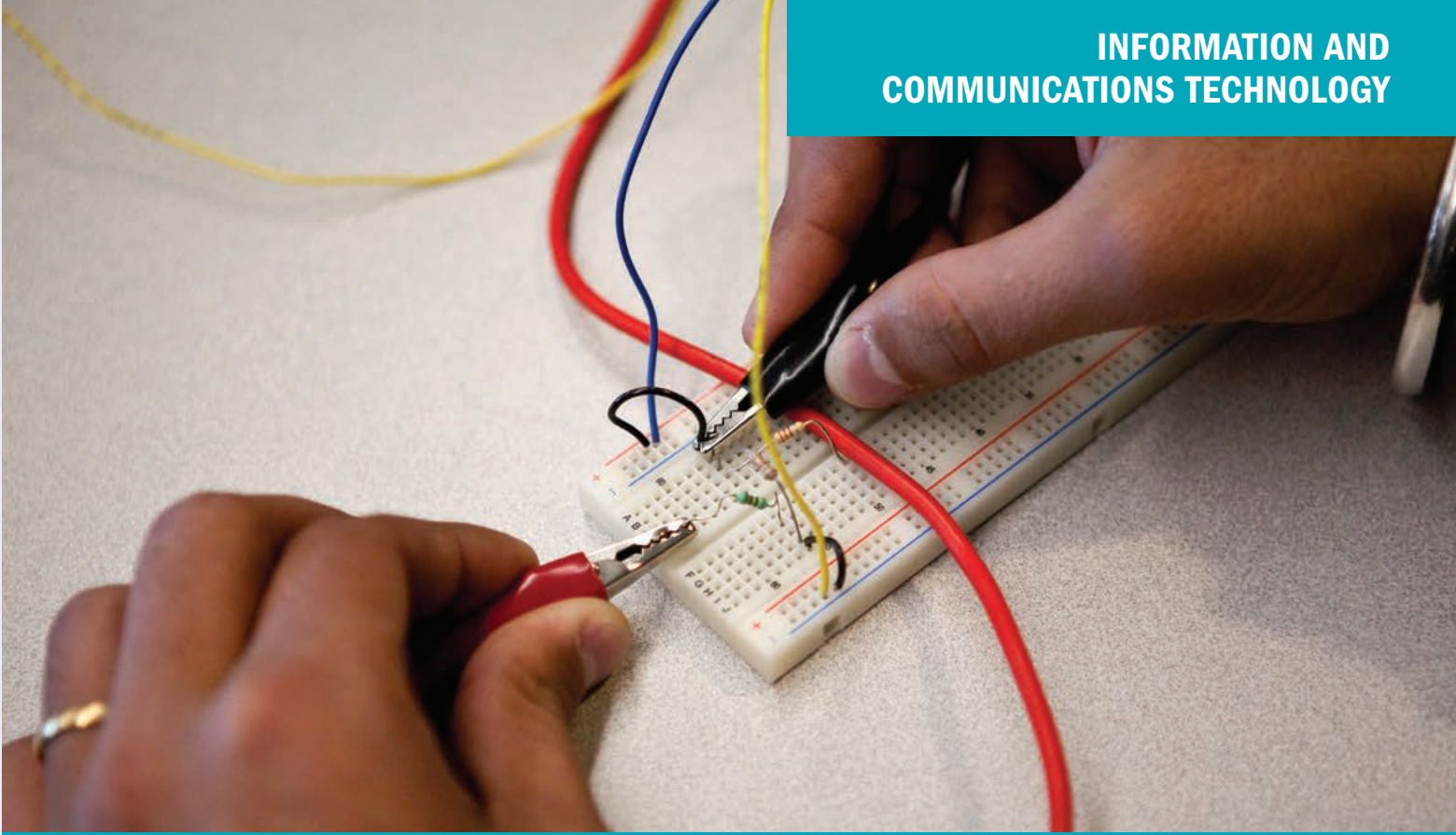
COURSE CODE: ATHL_162

Part of the Outdoor Education programming at Humber College, Winter Camping is composed of four evening seminars and a weekend backpacking and snowshoe trip. The trip, led by Humber instructors with years of field experience, will introduce participants to all aspects of winter camping, addressing the special concerns of cold weather camping. An evening to review and discuss the winter camping excursion will take place at Humber after the trip. Students in Humber's Outdoor Education Certificate will upgrade outdoor skills and education so they are better prepared to teach and lead.

WE ARE HUMBER

Free advising services are available to all Humber continuing education students. Visit humber.ca/careeradvancement.

INFORMATION AND COMMUNICATIONS TECHNOLOGY



INFORMATION TECHNOLOGY IS THE BACKBONE OF BUSINESS TODAY — THE CAREER POSSIBILITIES ARE ENDLESS.

PROGRAMS

COMPUTER PROGRAMMING

PROGRAM CODE: AD_CPROGR_CA

To say the 21st century is being built with computer programming is to state the obvious. It is the skill of programmers who will maintain, build and shape our future whether it be at home using the Internet, at work collaborating or at play posting pictures to Instagram.

This certificate introduces you to the various foundational concepts, languages and applications needed to excel in this field. From Windows applications development using C# to database design with SQL to building graphical user interfaces for android mobile, this is where your programming expertise begins. No prior knowledge of programming is required. Learn how to think logically, critically and analytically, and resolve computing issues in the modern business environment.

REQUIRED COURSES

CPAN 110	Critical Thinking and IT Concepts
CPAN 131	Object-Oriented Programming using Java
CPAN 133	Operating Systems
CPAN 134	Web Programming and Design
CPAN 151	Framework Programming
CPAN 152	Relational DB Design and SQL
CPAN 155	Java Application Development
CPAN 200	Mobile Programming
CPAN 202	XML
CPAN 252	Distributed Computing using Java
CPAN 253	ASP.NET

MANAGEMENT AND LEADERSHIP SKILLS FOR IT PROFESSIONALS

PROGRAM CODE: MGMT_LEDR_CA

The Management and Leadership Skills for IT Professionals certificate program focuses on the management skills specifically required for IT (information technology) specialists. The compulsory courses focus on areas of operations management, strategic management and project management. The electives focus on the relevant areas of business report writing, cost management, organizational behaviour and supervisory skills, all of which help you develop valuable skills to enhance management skills for IT professionals.

REQUIRED COURSES

CNST 250	Project Management Principles
TECH 166	Leadership Skills for IT Professionals
TECH 167	Strategic and Operations Management IT
TECH 195	Human Resources Management

ELECTIVES (TWO OF THE FOLLOWING)

ITCE 313	Certified Information Security Professional
ITCE 314	ITIL Foundations
PMPG 302	Project Resources: Planning and Scheduling
PMPG 303	Project Cost Management
TECH 168	Accounting Basics
TECH 193	Business Report Writing
TECH 194	Supervisory Skills for Business and Industry

MICROSOFT SQL SERVER

PROGRAM CODE: MS_SQL_SE_CC

Microsoft SQL Server is an exceptionally successful and solid technology. It is one of the most popular and widely used database engines and serves as an industry standard. Microsoft SQL Server helps organizations unlock breakthrough insights and quickly build solutions to extend data with mission-critical confidence.

This program will prepare you to keep SQL Server running at optimal performance and to develop SQL Server Transact-SQL program structures. You will learn how SQL Server can help you manage this data and how to make this data work for your organization.

Learn the fundamentals of designing and developing an SQL database, its administration and maintenance, and how to apply business intelligence solutions.

REQUIRED COURSES

MSDB 100	Implementing and Maintaining an SQL Server Database
MSDB 101	Administrating a SQL Server Database
MSDB 102	Business Intelligence SQL Server

WE ARE HUMBER

Our wide range of online programs and courses make it easier than ever to pursue continuing education.

COURSES

COMPUTER BASICS - WORD PROCESSING AND WINDOWS

COURSE CODE: OLC001

This course is designed for people who have never used a computer or are new to computers. Throughout this hands-on course, you will learn to perform basic Windows tasks and file management. In addition, you will be introduced to Microsoft Word and will learn how to create, edit, format and print documents. You will also learn the basics of searching the Internet for online content.

COMPUTER BASICS 2

COURSE CODE: OLC003

This course is a continuation of OLC 001 Computer Basics. In this course, you will expand on the basics of formatting and editing techniques in Microsoft Word while practising Internet skills learned in Computer Basics. You will learn how to use tables, wizards and templates in Microsoft Word to prepare business documents such as memos, letters and resumés.

COMPUTER KEYBOARDING SKILLS 1

COURSE CODE: OLC002

In this course, you will learn keyboarding techniques using various methods. Keyboarding speed and accuracy will be emphasized. Proofreading and editing documents is covered as is research about repetitive stress injury and proper ergonomics. This course is offered through OntarioLearn.

DRAWING REALISTIC SUBJECTS IN COLOURED PENCIL

COURSE CODE: OLC405

Beginners and more experienced artists will learn step-by-step to create realistic coloured pencil drawings. With still life, landscape, animals and portraiture as subject matter, you will take part in detailed tutorial instruction. You will learn professional techniques for layering, stroking, burnishing and stumbling in creating smooth backgrounds, fur and skin tones. An online discussion forum will provide you with a classroom environment to learn drawing techniques while critiques will offer support, suggestions and improvements. This course is offered through OntarioLearn.

DRAWING REALISTIC SUBJECTS IN PENCIL

COURSE CODE: OLC404

Beginners and those with some drawing experience will learn how to draw with step-by-step instructions. You will learn professional pencil shading, blending and erasing techniques. There are twelve tutorials, including still life, landscape, animals and portraiture. A discussion forum will provide students with a classroom environment to learn drawing techniques and artistic tips while critiques will offer support, suggestions and improvements. On completion of this course, students will have a portfolio of realistic detailed pencil drawings. This course is offered through OntarioLearn.

ESSENTIALS OF SPREADSHEETS

COURSE CODE: OLC004

In this course, you will learn to create and modify worksheets and workbooks by utilizing several Excel tools. You will first be introduced to some of the more common tools used within Word 2010 and Excel 2010, as well as learn how to create basic worksheets and enter and organize data using different formatting techniques. The focus of the course will then shift towards performing basic calculations, writing basic arithmetic formulas, working with wizards and templates, creating charts, setting up page layouts and printing worksheets in different styles.

PRESENTATIONS/DESKTOP PUBLISHING

COURSE CODE: OLC406

The ability to create electronic presentations as well as various types of print materials such as business cards, letterhead, brochures, flyers and newsletters is necessary in business today. You will learn how to use both methods of communication to help market a small business. You will learn to use design techniques to create valuable communication vehicles such as an effective electronic presentation. This course is offered through OntarioLearn.

THE INTERNET OF THINGS

COURSE CODE: IOT001

This course is for non-specialists who would like to get an overview of some of the current technologies and standards used in Internet of Things (IOT). Emphasis will be on its terminology, selected real-world applications and future developments.

“AS AN EXPERIENCED INFORMATION TECHNOLOGY PROFESSIONAL, I HAD BEEN MANAGING PEOPLE, PROCESSES, SYSTEMS AND PROJECTS IN BITS AND PIECES WITHOUT REALIZING THOSE ARE CHARACTERISTICS OF A PROJECT MANAGER.

I wanted to improve my leadership and management skills, and Humber’s online courses helped me balance my work-life-study schedule. I found the teaching staff was resourceful, with lots of industry experience. I now have my Project Management Professional credential, and I have been given the opportunity to take the lead on a key project at work.”

ADVANCED PROJECT MANAGEMENT CERTIFICATE

THANGARAJ

“CE COURSES ARE GREAT, BECAUSE THEY’RE FLEXIBLE – YOU CAN TAKE THEM IN CLASS, YOU CAN TAKE THEM ONLINE, AND THEY FIT INTO YOUR SCHEDULE.

I completed Humber’s TESL program, which fit nicely with my schedule as an adult learner, since I was working close by. I really enjoyed being in class and interacting with the faculty and the other students. The students were all similar to me: mature adults, looking at getting into a different career or trying something new. Hearing their experiences was really inspiring.

Now I’m working at Humber as a program assistant for the TESL program and teaching English as a Second Language (ESL) course. I’m able to put my own experiences to good use, because I know what challenges our students might be facing.”

TEACHING ENGLISH AS A SECOND LANGUAGE (TESL)

VENESSA

LANGUAGE, COMMUNICATION AND SOCIAL SCIENCES

IF YOU'VE GOT A FLAIR FOR COMMUNICATING IDEAS — OR YOU'D LIKE TO LEARN HOW TO GET YOUR THOUGHTS ACROSS IN A DIFFERENT LANGUAGE — WE HAVE OPTIONS TO HELP YOU TELL YOUR STORY, NO MATTER WHAT LANGUAGE YOU USE.

PROGRAMS

EVERYDAY ENGLISH AS A SECOND LANGUAGE

PROGRAM CODE: EVRY_ESL_CC

The online Everyday English as a Second Language (ESL) certificate* incorporates exceptionally rich multimedia lessons and provides you with an interactive learning experience that simulates a wide variety of everyday communication situations. Our courses place a strong focus on comprehension, written and spoken expression, English vocabulary, and accurate English grammar, while incorporating interesting aspects from English culture.

We have enhanced our online language courses to go beyond traditional online learning environments. Our virtual classroom allows students to drop in and speak face-to-face with their instructor or classmates, providing them with individualized attention and support. Our online courses further build a strong community of learners through online discussion forums in English.

*Offered in conjunction with Rosetta Stone®/ Tell Me More

INTENSIVE PROGRAM

Students can now choose to complete Everyday English 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Everyday English Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

ENG 191	Everyday English as a Second Language 1
ENG 192	Everyday English as a Second Language 2
ENG 193	Everyday English as a Second Language 3
ENG 194	Everyday English as a Second Language 4
ENG 195	Everyday English as a Second Language 5
ENG 196	Everyday English as a Second Language 6

EVERYDAY FRENCH LANGUAGE

PROGRAM CODE: EVRY_FRE_CC

The online Everyday French Language certificate* incorporates exceptionally rich multimedia lessons and provides you with an interactive learning experience that simulates a wide variety of everyday communication situations. Our courses place a strong focus on comprehension, written and spoken expression, French vocabulary and accurate French grammar, while incorporating interesting aspects from French culture.

We have enhanced our online language courses to go beyond traditional online learning environments. Our virtual classroom allows you to drop in and speak face-to-face with your instructor or classmates, providing you with individualized attention and support. Our online courses further build a strong community of learners through online discussion forums in French.

*Offered in conjunction with Rosetta Stone®/ Tell Me More

INTENSIVE PROGRAM

Students can now choose to complete Everyday French 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Everyday French Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

FREN 191	Everyday French 1
FREN 192	Everyday French 2
FREN 193	Everyday French 3
FREN 194	Everyday French 4
FREN 195	Everyday French 5
FREN 196	Everyday French 6

EVERYDAY SPANISH LANGUAGE

PROGRAM CODE: EVRY_SPN_CC

The online Everyday Spanish Language certificate* incorporates exceptionally rich multimedia lessons and provides you with an interactive learning experience that simulates a wide variety of everyday communication situations. Our courses place a strong focus on comprehension, written and spoken expression, Spanish vocabulary and grammar, while incorporating interesting aspects of Spanish culture.

We have enhanced our online language courses to go beyond traditional online learning environments. Our virtual classroom allows you to drop in and speak face-to-face with your instructor or classmates, providing you with individualized attention and support. Our online courses further build a strong community of learners through online discussion forums in Spanish.

*Offered in conjunction with Rosetta Stone®/ Tell Me More

INTENSIVE PROGRAM

Students can now choose to complete Everyday Spanish 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Everyday Spanish Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

SPAN 191	Everyday Spanish 1
SPAN 192	Everyday Spanish 2
SPAN 193	Everyday Spanish 3
SPAN 194	Everyday Spanish 4
SPAN 195	Everyday Spanish 5
SPAN 196	Everyday Spanish 6

FRENCH LANGUAGE

PROGRAM CODE: FRENCH_CC

French is becoming more in demand both in Canada and around the world. In order to meet this growing need and give students an opportunity to work towards proficiency in French, Humber offers three six-course certificate programs: French Language Certificate (in-class), Everyday French Language Certificate (online), and Professional French Language Certificate (online).

Students registered in Humber's French Language certificate program have the option of moving between the in-class and online classes to complete their French studies at Humber. The Everyday French Language certificate program offers six levels completely online.

Students looking to earn the French Language Certificate begin their studies at their appropriate level rather than having to start at the beginner level. However, students must complete at least levels 5 and 6 to receive any of the French Language certificates.

INTENSIVE PROGRAM

Students can now choose to complete French 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the French Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

FREN 111	French 1: Beginner
FREN 112	French 2: Novice High
FREN 113	French 3: Intermediate Low
FREN 114	French 4: Intermediate High
FREN 115	French 5: Advanced
FREN 116	French 6: Advanced High

FRENCH TRANSLATION IN THE WORKPLACE

PROGRAM CODE: FRENCH_T_CA

The French Translation in the Workplace certificate is for people seeking to gain knowledge of English to French translation. You will explore areas of study that are essential to work as a translator. This certificate will also help students increase their competence and confidence in working with both languages.

It is recommended that if you are working towards this certificate, you have an advanced level of French knowledge, especially in written French.

REQUIRED COURSES

FREN 301	French Workplace Translation 1
FREN 302	French Workplace Translation 2
FREN 303	French Workplace Translation 3
FREN 304	French Workplace Translation 4
FREN 305	French Workplace Translation 5

INDIGENOUS KNOWLEDGE

PROGRAM CODE: INDIGENOU_CA

The Indigenous Knowledge certificate program is a unique program that provides you with an opportunity to develop a foundational knowledge base for awareness and understanding of Aboriginal people and culture as it is known and understood from an Indigenous perspective. Offered in conjunction with Humber's Aboriginal Student Services, the program provides you with the cultural competency necessary to establish and maintain meaningful relationships when working with Aboriginal people or in Aboriginal communities.

For Aboriginal students, Indigenous cultural competency will prepare you to work in Indigenous communities, organizations and programs. Cultural competency for Aboriginal students means the development of a significant cultural knowledge base complemented by the enhancement of the ability to translate Indigenous knowledge into meaningful and effective applications in the contemporary Indigenous environment.

Cultural competency for professionals working with, or preparing to work with, Aboriginal people, communities, organizations and programs in the contemporary Aboriginal environments means the development of a significant cultural/historical knowledge base for the building of cultural awareness and sensitivity for effectively working with Indigenous people in the contemporary environment.

REQUIRED COURSES

IKN 100	Original People: Culture, Knowledge and Worldview
IKN 101	Indigenous Cultural Values: Behaviour and Identity
IKN 200	Indigenous Family and Community
IKN 201	Encounter, Change, Resistance and Renewal

ELECTIVES (TWO OF THE FOLLOWING)

POLS 150	Introduction to Politics
PSYC 150	Psychology: Introduction
SOCI 150	Sociology: Introduction

INTERCULTURAL RELATIONS

PROGRAM CODE: INTCL_REL_CA

Humber's Intercultural Relations certificate program enhances your ability to work effectively both with co-workers and clients, enabling you to become more productive in the workplace. Students will gain a greater understanding of the complex issues arising from the interaction of different cultural and ethnic groups within contemporary Canada. In doing so, you will acquire greater confidence when confronting the practical aspects of these issues in the marketplace, in the community and in the political arena. You will also deepen your self-understanding as you come to recognize how every individual is a composite of different cultural influences. Your ability to make informed decisions about how to get along with others is thereby enhanced.

You will develop awareness, understanding, and analysis of diversity and tolerance in contemporary Canadian society. You will investigate the reality of diversity in Canada today - what it means, who it includes and where it is to be found.

REQUIRED COURSES

CULT 206	Canadian Society and Culture
CULT 229	Understanding Diversity: The World in Canada
HUMA 235	World Religions: Western and Eastern Traditions
SOCI 233	Sociology of Cultural Difference

ELECTIVES (TWO OF THE FOLLOWING)

CULT 243	Crossing Borders: Migration and Culture
POLS 219	Globalization
PSYC 224	Psychology: Social
SOCI 150	Sociology: Introduction
SOCI 232	Gender, Power and Society

LANGUAGE INTERPRETER TRAINING

PROGRAM CODE: LANG_INTP_CA

The Language Interpreter Training certificate program is intended to provide bilingual learners who wish to work as community language interpreters in the legal, health-care and social service areas with the skills and knowledge necessary to deliver effective interpreter services.

The program was developed in collaboration with the Ministry of Citizenship and Immigration, Ministry of the Attorney General, and health and social service agencies.

This program will provide you with training in standards of practice and ethical principles. These focus on the skills necessary to provide interpretation in various forms, primarily focusing upon consecutive and simultaneous interpreting, sight translation, note taking, telephone protocol and their application in various settings.

ADMISSION REQUIREMENTS

Fully bilingual in English and another language.

REQUIRED COURSES

LITC 101	Introduction to Spoken Language Interpreting
LITC 102	Consecutive Interpreting
LITC 103	Sight Translation
LITC 104	Simultaneous Interpreting
LITC 105	Setting Specific Interpreting
LITC 106	Capstone Course Skills Integration

PROFESSIONAL ENGLISH AS A SECOND LANGUAGE

PROGRAM CODE: PROF_ESL_CC

The online Professional English as a Second Language certificate* incorporates exceptionally rich and interactive multimedia lessons that simulate a wide variety of business-related communication situations. Our courses place a strong focus on comprehension, written and spoken expression, professional English vocabulary and grammar, while incorporating interesting aspects from English culture. We have enhanced our online language courses in a number of ways which go beyond traditional online learning environments.

Our virtual classroom allows you to drop in and speak face-to-face with your instructor or classmates, providing you with individualized attention and support. Our online courses further build a strong community of learners through online discussion forums in English.

*Offered in conjunction with Rosetta Stone®/ Tell Me More

INTENSIVE PROGRAM

Students can now choose to complete Professional English 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Professional English Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

ENG 191	Everyday English as a Second Language 1
ENG 192	Everyday English as a Second Language 2
ENG 193	Everyday English as a Second Language 3
ENG 184	Professional English as a Second Language 4
ENG 185	Professional English as a Second Language 5
ENG 186	Professional English as a Second Language 6

PROFESSIONAL FRENCH LANGUAGE

PROGRAM CODE: PROF_FRE_CC

French is a sought after language in the world of business today. Whether you are an employee or self employed, learning to speak French is just the advantage you will need to set yourself apart from the competition when applying for new jobs, seeking new opportunities in your current company, or moving to a French-speaking province or country.

The online Professional French Language certificate* incorporates exceptionally rich multimedia lessons and provides you with an interactive learning experience that simulates a wide variety of business-related communication situations. Our courses place a strong focus on comprehension, written and spoken expression, French vocabulary, and French grammar, while incorporating interesting aspects from French culture. Our virtual classroom allows you to drop in and speak face-to-face with your instructor or classmates, providing you with individualized attention and support. Our online courses further build a strong community of learners through online discussion forums in French.

*Offered in conjunction with Rosetta Stone®/ Tell Me More

INTENSIVE PROGRAM

Students can now choose to complete Professional French 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Professional French Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

FREN 184	Professional French 4
FREN 185	Professional French 5
FREN 186	Professional French 6
FREN 191	Everyday French 1
FREN 192	Everyday French 2
FREN 193	Everyday French 3

PROFESSIONAL SPANISH LANGUAGE

PROGRAM CODE: PROF_SPA_CC

Spanish is a sought after language in the world of business today. Whether you are an employee or self employed, learning to speak Spanish is just the advantage you will need to set yourself apart from the competition when applying for new jobs, seeking new opportunities in your current company or moving to a Spanish-speaking country. The online Professional Spanish Language certificate* incorporates exceptionally rich multimedia content and provides you with a learning experience that combines interactive lessons and documents in order to simulate a wide variety of everyday and business communication situations. This incredible combination of the latest content, combined with fun exercises, helps you continually enhance your learning experience with focus on comprehension, written and spoken expression, Spanish vocabulary, and correct Spanish grammar while incorporating interesting aspects from Spanish everyday and business culture.

Our virtual classroom allows you to drop in and speak face-to-face with your instructor or classmates, providing you with individualized attention and support. Our online courses further build a strong community of learners through online discussion forums in Spanish.

*Offered in conjunction with Rosetta Stone®/ Tell Me More

INTENSIVE PROGRAM

Students can now choose to complete Professional Spanish 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Professional Spanish Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

SPAN 184	Professional Spanish 4
SPAN 185	Professional Spanish 5
SPAN 186	Professional Spanish 6
SPAN 191	Everyday Spanish 1
SPAN 192	Everyday Spanish 2
SPAN 193	Everyday Spanish 3

SPANISH LANGUAGE

PROGRAM CODE: SPAN_LANG_CC

Spanish is becoming more and more the second language of choice for people around the world. In order to better meet the growing demand and give students an opportunity to work towards proficiency in Spanish, Humber offers three six-course certificate programs: Spanish Language certificate (in-class), Everyday Spanish Language certificate (online), and Professional Spanish Language certificate (online).

Students registered in Humber's Spanish Language certificate program have the option of moving between the in-class and online classes to complete their Spanish studies at Humber. The Everyday Spanish Language certificate program offers six levels completely online.

INTENSIVE PROGRAM

Students can now choose to complete Spanish 1 & 2, 3 & 4 or 5 & 6 in the same semester. This stream will allow students to complete the Spanish Language certificate in one year rather than two if starting from Level 1.

REQUIRED COURSES

SPAN 101	Spanish 1: Beginner
SPAN 102	Spanish 2: Novice High
SPAN 103	Spanish 3: Intermediate Low
SPAN 104	Spanish 4: Intermediate High
SPAN 105	Spanish 5: Advanced
SPAN 106	Spanish 6: Advanced High

STUDY IN HUMAN BEHAVIOUR

PROGRAM CODE: HUMA_BEHA_CA

Our society is changing rapidly, becoming more multicultural, more densely populated and more anxious about individual and Canadian identity. New challenges face us in our roles as employees and employers, as family members and citizens. There is a rising demand for individuals, from the shop floor to the office of the chief executive officer, that have people skills requiring more than simple assumptions about human nature.

The Study of Human Behaviour certificate program helps meet these complex needs. Upon completion of the program, you will have developed a systematic understanding of human behaviour as studied through the perspectives of sociology, psychology and related social science disciplines.

REQUIRED COURSES

PSYC 150	Psychology: Introduction
PSYC 210	Psychology: Developmental
PSYC 224	Psychology: Social
PSYC 230	Psychology: Abnormal
SOCI 150	Sociology: Introduction

ELECTIVES (TWO OF THE FOLLOWING)

CULT 245	The Body: Beauty, Sex and Consumerism
GEOG 212	Political Geography
GNED 101	An Introduction to Arts and Sciences
PHIL 225	Philosophy of Love and Sex
POLS 150	Introduction to Politics
SOCI 233	Sociology of Cultural Difference
SOCI 236	Issues in Crime
SOCI 240	Sociology of the Family
SOCI 277	Sexual Diversity: Contemporary Social Issues

HUMBER

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COURSES

ACE - CORE MATH – ONLINE

COURSE CODE: ACEM019

This course is designed to give students a grounding in varied aspects of mathematics including numeric and algebraic operations; measurement and geometry; collecting, displaying and analyzing data; mathematical relationships; statistics and probability; simple and compound interest; and everyday financing.

ACE MATH BUSINESS

COURSE CODE: ACECM20

This course is designed to provide students with the mathematical skills that they will need in their studies in business and career including a review of basic arithmetic operations, algebra, graphing of linear equations, formulas, mathematics of business and management, finance and investment. Students will learn the mathematical skills needed to be successful in business and appreciate how mathematics is an essential part of the world of business. This course is equivalent to Foundations for College Mathematics, Grade 12, College Preparation MAP4C.

ACE SCIENCE BIOLOGY

COURSE CODE: ACECS20

The ACE Biology course is a study of the organization and energy of life. The course begins with a study of the common features of all life including the human body plant biology. Study also includes environmental biology, the study of the interaction of living organisms with each other and with the abiotic, or non-living, parts of our universe. The ACE Biology course focuses on the changing environment on planet Earth and is a good preparation for postsecondary studies.

ACE SCIENCE CHEMISTRY

COURSE CODE: ACECS10

This course provides learners with a strong knowledge of chemistry as it applies to industry and environmental issues. Emphasis is given to analyzing problems, performing laboratory exercises and communicating scientific information effectively. The content of the course reflects the needs of many adult learners entering a postsecondary college program in health and environmental sciences.

ACE UNIVERSITY STREAM BIOLOGY

COURSE CODE: ACES021

This course provides you with the opportunity for in-depth study of the concepts and processes that occur in biological systems. You will study the theory and conduct investigations in the areas of biochemistry, metabolic processes, molecular genetics, homeostasis and population dynamics. Emphasis will be placed on the achievement of detailed knowledge and refinement of communication skills needed for further study in various branches of the life sciences and related fields.

PREREQUISTES

ACEM 019 ACE Core Math
ACEC S10 Chemistry

or

Grade 11 University Preparation

ACE UNIVERSITY STREAM CHEMISTRY

COURSE CODE: ACES011

This course enables you to deepen your understanding of chemistry through the study of organic chemistry, the structure and properties of matter, energy changes and rates of reaction, equilibrium in chemical systems and electrochemistry. You will further develop your problem solving as you investigate chemical processes and you will refine your ability to communicate scientific information. Emphasis will be placed on the importance of chemistry in everyday life and on evaluating the impact of chemical technology on the environment.

COMMUNICATION WITH THE DEAF IN EMERGENCY SITUATIONS

COURSE CODE: ASL010

The development and delivery of this 10 hour workshop is in partnership with the Bob Rumball Centre for the Deaf. It will introduce you to strategies and techniques for dealing with individuals in the deaf community in first contact emergency situations. You will learn the American Sign Language (ASL) alphabet, simple sign language and communication strategies to be able to calm, reassure, assess and obtain contact and other necessary information. You will also learn about deaf culture in order to have a better understanding of how to communicate with individuals in the deaf community.

DEALING WITH DIFFICULT PEOPLE

COURSE CODE: COM132

Understanding people and being able to work with them is one of the keys to management and life success. In this course, you will learn to identify and cope with some of the most difficult behaviours you may encounter. Topics include personality styles, establishing rapport, body language, matching and mirroring techniques and the skills necessary to feel totally connected with individuals.

ESL: BUSINESS COMMUNICATION SKILLS

COURSE CODE: ESOL068

This course introduces you to effective communication for the workplace. You will learn business communications strategies for routine business messages such as emails, memos, letters and short reports. The study of business communications will also focus on audience, language, tone and levels of formality required in Canadian business environments. In addition, you will practise the oral skills required in business such as developing telephone skills, interviewing skills and etiquette (manners), giving short presentations and conducting meetings.

ESL: CONVERSATION AND PRONUNCIATION 1

COURSE CODE: ESOL049

This course is intended for beginner/high-beginner speakers who want to develop and improve their ability to communicate in English. The course is appropriate for students who require conversation practice and for those who would like to improve their pronunciation of English words and sounds. The course will focus on building vocabulary including idioms, phrasal verbs and common expressions, learning strategies for oral interaction and improving pronunciation.

ESL: CONVERSATION AND PRONUNCIATION 2

COURSE CODE: ESOL056

This course is intended for intermediate and high-intermediate speakers who want to improve both their fluency and accuracy at a higher level of oral communication. Building on skills taught in the Part I course, this course strives to improve the confidence of students when speaking

English in their everyday lives at work or school. The course will focus on building vocabulary including idioms, phrasal verbs and common expressions, learning strategies for oral interaction and improving pronunciation. Emphasis is placed on the improvement of students' overall pronunciation skills.

ESL: FUNDAMENTALS OF ACADEMIC ENGLISH

COURSE CODE: ESOL048

This course is for beginner ESL students. It introduces students to the basics of English reading, writing and grammar. Students will study various techniques to learn new vocabulary and to identify main ideas and supporting details in reading texts. Students will also learn basic dictionary skills, compose complete sentences using simple tenses and write a descriptive paragraph using appropriate expressions. This course is also an introduction to the basics of English grammar for improved accuracy and fluency in writing.

ESL: LISTENING AND SPEAKING 1

COURSE CODE: ESOL066

This course focuses on speaking and listening skills and is based on topics from short, simple audio clips followed by discussions. You will study language and style to understand the meaning of various ideas. You will improve listening skills, practise how to take notes from dictation and discuss ideas to help with the understanding of materials. In addition, you will work on summarizing exercises, pronunciation and vocabulary building. Important pronunciation items and vocabulary are introduced. You will practise and plan for short prepared talks both independently and in groups.

ESL: LISTENING AND SPEAKING 2

COURSE CODE: ESOL067

This language-skills course further develops speaking and listening skills. You will focus on listening for main ideas and for supporting details and will learn to identify connections between lecture parts and ideas, as well as a variety of language markers that are used by instructors to organize lectures. In addition, you will improve note-taking abilities. Further, you will participate in mock interviews and an oral class presentation. You will be exposed to different types of common expressions and learn how to use support in your opinions and ideas.

ESL: READING AND WRITING SKILLS 1

COURSE CODE: ESOL051

This course is designed for ESL students to develop basic reading and writing skills. Students will practise vocabulary building to understand written text and will develop basic sentence structure skills to improve their written work. Students will also improve their reading comprehension. This course also develops the basics of English grammar for improved accuracy and fluency in students' writing.

ESL: READING AND WRITING SKILLS 2

COURSE CODE: ESOL052

This course is designed to expand reading and writing skills for academic purposes. You will read a variety of selected texts as a basis for writing paragraphs. Emphasis will be placed on recognizing and correcting sentence structure errors for improved written work. Reading comprehension and vocabulary building exercises from the required text will help improve reading and writing skills.

FRENCH FOR PROFESSIONAL COMMUNICATIONS 1

COURSE CODE: FREN211

This course furthers students' understanding of language and culture in the French-speaking world with emphasis placed on communication for professional purposes. The course focuses on the continued development of speaking, listening, reading and writing skills in professional contexts such as making and responding to phone calls, arranging business trips, selling products and negotiating payments. Moreover, this course will provide students with opportunities to develop professional communication skills in various workplace interactions with co-workers and clients, in person, over the phone and online.

PREREQUISTES

Level 6 of Humber's French Language program

or

Equivalent knowledge and skills at the intermediate-high level.

FRENCH FOR PROFESSIONAL COMMUNICATIONS 2

COURSE CODE: FREN212

This course moves students towards greater fluency and competency in a range of French workplaces. Themes to be explored include banking, the travel industry and customer service. A continued focus on speaking, listening, reading and writing allows students to communicate effectively when answering common workplace inquiries, responding to complaints in a courteous manner and providing concise and professional information.

PREREQUISTES

FREN 211 or Level 6 of Humber's French Language program

or

Equivalent knowledge and skills at the intermediate-high level.

GRAMMAR CRASH COURSE FOR WORKPLACE WRITING

COURSE CODE: GRAM010

Solid grammar skills are a sign of professional competence and a desirable asset for employment and promotion. The Grammar Crash Course for Workplace Writing is an intense, fast-paced workshop for professionals who wish to enhance their skillset by improving the clarity and accuracy of their writing. We will cover the top grammar and punctuation errors that compromise professional communication and provide hands on practice using a variety of current workplace documents.

GRAMMAR FOR WRITING PROFESSIONALS

COURSE CODE: COM129

This course aims to provide students with a thorough knowledge of the editing and proofreading process. Potential editors, writers and proofreaders will find this course particularly helpful. They will gain experience recognizing and correcting errors in accordance with accepted Canadian standards. The course also emphasizes the importance of working as part of an editing team to help produce acceptable full-length manuscripts.

IELTS - SKILLS WORKSHOP: LISTENING AND SPEAKING

COURSE CODE: IELT020

This 5 hour workshop focuses on skill development in the areas of listening and speaking. The workshop is designed for participants taking either the Academic or General IELTS test. The workshop is suitable for any English level. Participants will review specific tips, strategies and expectations for the listening and speaking modules of the test. The workshop incorporates hands-on activities, sample questions and realistic practice for the test.

IELTS - SKILLS WORKSHOP: ACADEMIC TEST - READING AND WRITING

COURSE CODE: IELT030

This 5 hour workshop focuses on reading and writing skill development in preparation for the Academic IELTS Test. Participants will review specific tips, strategies and expectations for the reading and writing modules of the test. It is suitable for all English levels. The workshop incorporates hands-on activities, sample questions and realistic practice for the test.

IELTS - SKILLS WORKSHOP: GENERAL TEST READING AND WRITING

COURSE CODE: IELT040

This 5 hour workshop focuses on reading and writing skill development in preparation for the General IELTS Test. Participants will review specific tips, strategies and expectations for the reading and writing modules of the test. It is suitable for all English levels. The workshop incorporates hands-on activities, sample questions and realistic practice for the test.

IELTS PRACTICE TEST WORKSHOP

COURSE CODE: IELT050

In this 3 hour workshop, participants will take a real IELTS practice test. The workshop is suitable for all English levels. In the workshop, participants will engage in an authentic-type practice test and receive feedback on their individual skill gaps. Speaking feedback will be given either during or after the workshop is completed.

IELTS PREPARATION WORKSHOP - INTENSIVE ACADEMIC

COURSE CODE: IELTA01

The 18 hour Academic IELTS Intensive Preparation Workshop is designed for students who want to enter into postsecondary institutions but need to improve their IELTS scores in order to meet the English language entrance requirements. The workshop emphasizes IELTS test skills, strategies and practice activities that focus on providing prospective IELTS test takers with the opportunity to further develop their understanding and confidence in each section of the IELTS Test - listening, speaking, reading and writing.

IELTS PREPARATION - INTENSIVE GENERAL

COURSE CODE: IELTG01

The 18 hour General IELTS Intensive Preparation Workshop is designed for students who want to improve their IELTS scores in order to meet the Canadian Immigration language proficiency or other requirements. The workshop emphasizes IELTS test taking skills, strategies and practice activities that focus on providing prospective IELTS test takers with the opportunity to further their understanding and confidence in each section of the IELTS Test - listening, speaking, reading and writing.

SIGN LANGUAGE 1

COURSE CODE: ASL101

This introductory course is intended for students with no previous knowledge of American Sign Language (ASL). ASL is the language used by most deaf people in social situations. Students learn the language skills for basic daily communications: exchanging information, identifying others and giving simple directions. Topics are focused on personal information and the immediate environment. Grammar is introduced in context with an emphasis on developing questioning and answering skills. The course also provides a brief introduction to deaf culture.

SIGN LANGUAGE 2

COURSE CODE: ASL102

This course is a continuation of Sign Language 1. It assumes that students have a basic ability to use American Sign Language (ASL) to ask and answer simple questions, introduce oneself, exchange personal information and discuss living situations. The course covers topics such as talking about family, storytelling and other interactive communicative activities.

WRITING FOR THE WEB

COURSE CODE: COM130

Using a practical, hands on approach, Writing for the Web takes students inside the fast moving world of writing for the internet, looking at a range of the work assignments and working environments they can expect to encounter. The lectures and assignments examine specific issues and skills like writing for emphasis and visual impact, the basics of SEO (Search Engine Optimized) writing, sourcing images and video and simple techniques for incorporating them with text. Students will examine the various styles and requirements involved in writing for blogs, online magazines, commercial websites and other text-based models, including social media. The curriculum has a realworld focus at all times, and students will both participate in and create their own blogs, putting what they've learned to practice.

WE ARE HUMBER

Free advising services are available for you. Visit humber.ca/careeradvancement.

MEDIA, CREATIVE ARTS AND DESIGN

WHETHER YOU'RE A PHOTOGRAPHER, A STORYTELLER OR HAVE THE NEXT BIG DESIGN IN MIND, THERE'S INSPIRATION HERE TO HELP YOU TAKE YOUR CREATIVE SKILLS TO THE NEXT LEVEL.

PROGRAMS

3D MODELLING AND VISUAL EFFECTS PRODUCTION

PROGRAM CODE: 3D_MODEL_CA

Humber's 3D Modelling and Visual Effects Production certificate program is designed by artists for experienced traditional artists and animators who want to either develop or transition their skill sets for employment in the 3D and visual effects industries. You will learn relevant industry workflow, so you can make a seamless transition into a real production environment.

Courses focus on both the conceptual and the technical, as you learn to master visual techniques to bring ideas to life. You'll develop skills in modelling, texturing and lighting, as well as in visual effects, compositing and digital cinematography. At the same time, you'll learn the technical skills required in today's competitive 3D and visual effects industries.

REQUIRED COURSES

3DFX 001	Digital Painting
3DFX 002	3D Lighting and Rendering
3DFX 003	Inorganic Modelling
3DFX 004	CG Foundations and Technology
3DFX 005	3D Sculpting
3DFX 006	Technical Animation and Particles
3DFX 007	Modelling for Production
3DFX 008	VFX Shot Development
3DFX 009	3D Post-Production
3DFX 0010	Demo Production

3DS MAX MODELLING AND DESIGN

PROGRAM CODE: 3DS_MAX_CC

The 3ds Max Modelling and Design program is a professional 3D animation rendering and modelling software package. You will learn how to navigate the 3ds Max interface, use the tools, functions, concepts and design environments to create rich, complex design virtualizations leading to compelling digital productions. As well as extensive instruction in the 3ds Max software, you will also work on a demo reel to ensure you have a professional quality portfolio when you complete the program. The following fields use 3ds Max: gaming environments, character animation, product visualization, medical visualization, architectural rendering, accident reconstruction, titling, storyboard pre-visualization and special effects (film and television).

REQUIRED COURSES

IMAG 021	3D Modelling with 3ds Max
IMAG 022	3D Animation with 3ds Max
IMAG 023	3D for Texturing and Lighting
IMAG 127	3D Rendering and Output

AUTOCAD DESIGNER

PROGRAM CODE: AUTOCAD_CC

The AutoCAD Designer certificate program is designed for people who are interested in computer-aided drafting and design (CAD). It will be of interest to architects, industrial and interior designers. This program includes lectures and hands-on time with personal instruction on your own terminal. The latest AutoCAD software is used.

This program provides students with the knowledge to write the Architecture AutoCAD Certified Professional Exam. Certification exams are conducted by Autodesk Inc.

ADMISSION REQUIREMENTS

A familiarity with architectural drawings or construction technology and basic personal computer operations.

REQUIRED COURSES

ARC 114	Fundamentals of AutoCAD X
ARC 214	Intermediate Operations of AutoCAD
ARC 321	Advanced CAD for Architecture

BIG DATA

PROGRAM CODE: BIG_DATA_CC

Big Data is a big deal, and Big Data analytics are being used to transform the way business is being done and will be done.

The Big Data certificate is designed to teach marketing and media professionals how to dive into Big Data. What is it? Where do I find it? How do I extract it? How do I analyze it? How do I use it? Using class instructions, videos, exercises, case studies and lots of hands-on experience, you will learn about Big Data in the best way possible: by doing it.

Using standard industry tools like Google Apps, search and Microsoft Excel, and a selection of online data extraction and cleaning tools, you will learn to extract data from government, industry sites, and social media and how to model data for the best results and decisions.

REQUIRED COURSES

BDAT 100	Google Master Class
BDAT 110	Data Essentials of MS-Excel 13
BDAT 120	Big Data Essentials

CORPORATE COMMUNICATIONS

PROGRAM CODE: CORP_COMM_CA

Every major company has a team of corporate communications professionals who specialize in managing its reputation. However, the communications industry isn't what it used to be a decade ago. Digital and social media revolutions have created a need for communications professionals with a very different set of skills than those of their predecessors.

Our comprehensive Corporate Communications certificate program teaches you how to integrate new technology to engage in conversations with your audience. From writing press releases to social media updates and holding press conferences, we teach you how to strategically reach the public in a timely and effective manner.

REQUIRED COURSES

PRDS 105	Public Relations - Introduction
PRDS 162	Marketing Public Relations
PRDS 163	Strategic Communications Planning
PRDS 164	Organizational Communication and Behaviour

ELECTIVES (FIVE OF THE FOLLOWING)

BDAT 100	Google Master Class
BDAT 110	Data Essentials of MS-Excel 13
PRDS 103	Communicating Financial Information
PRDS 146	Presentation Skills
PRDS 147	Social Media for Public Relations
PRDS 148	Media Relations
PRDS 149	Writing for Business and the Media
PRDS 168	Public Relations Entrepreneurship

GRAPHIC DESIGN

PROGRAM CODE: DIG_GRAP_CC

With a focus on key graphic design applications - Adobe Photoshop, Illustrator and InDesign - the Graphic Design Certificate program grounds you in the fundamentals of designing for print and media. Learn to create and manage digital assets, build your portfolio, and launch your work online or in print. You will explore design fundamentals, typography and preparation of files for print or web publishing. This program features industry-active instructors with up-to-date know-how who are passionate about design and teaching.

REQUIRED COURSES

IMAG 132	Adobe Photoshop 1
IMAG 133	Adobe Illustrator 1
IMAG 137	Desktop Prepress and Print-Product Development
IMAG 138	Typography
IMAG 139	Adobe InDesign Level 1
IMAG 140	Advanced Design Portfolio Development

GRAPHIC DESIGN FOR PRINT AND WEB

PROGRAM CODE: GRAF_PT_W_CA

With Humber's Graphic Design for Print and Web certificate program, you will develop a diverse and complete skill set that will help you gain a competitive edge in this dynamic field. With training in industry-standard graphic applications for both print and web design, our project-based learning environment features expert facilitation using the latest Adobe Creative Cloud applications such as Adobe Photoshop, Adobe Illustrator, Adobe InDesign and Adobe Dreamweaver.

Our courses, theory and principles of design are complemented by multiple hands-on demonstrations and real-world projects such as designing editorial and outdoor advertising campaigns & magazine publications, responsive web design for mobile devices, prototyping sustainable box packaging concepts and, ultimately, creating an online portfolio website using industry standards and best practices in HTML / HTML5, CSS / CSS3 animations, jQuery, user interface design and usability testing. Your online portfolio website will showcase your print and web design skills, in addition to your coding and development abilities. Students will also learn the fundamentals of typography for print and web, interactive prototyping, and project management.

REQUIRED COURSES

GDPW 001	Illustrator for Digital Design
GDPW 002	InDesign for Page Layout
GDPW 003	Photoshop for Digital Design
GDPW 004	Web Design and Development
GDPW 005	Typography
GDPW 006	Interactive Prototyping
GDPW 007	Advanced InDesign for Page Layout
GDPW 008	Advanced Illustrator for Digital Design
GDPW 009	Advanced Web Design and Development
GDPW 010	Digital Publishing Suite
GDPW 011	Wordpress
GDPW 012	Portfolio Development

MEDIA VIDEO PRODUCTION

PROGRAM CODE: DIG_VIDEO_CC

The demand for video has soared in the last few years as online viewing options and audiences have expanded at exponential rates. Whether for business, personal expression or good old fashioned storytelling, our Media Video Production certificate program will propel you on your way to making top quality film and video productions for the online world. Using our professional studios, cameras, lights and sound gear, you will learn industry standard techniques in shooting and editing. In addition, theories and aesthetics of documentary, dramatic narrative and corporate genres will be discussed. Video editing courses are taught using Adobe Premiere Pro, an industry standard software application, in our state-of-the-art computer labs. All instructors are professionals who have many years of experience shooting, producing and editing.

REQUIRED COURSES

BRTV 180	Video Camera Techniques - Introduction
BRTV 181	Video Editing - Introduction
BRTV 182	Video Camera Techniques - Advanced
BRTV 183	Video Editing - Advanced

PHOTOGRAPHIC TECHNIQUES

PROGRAM CODE: PHOTO_TEC_CA

The Photographic Techniques program introduces you to basic photographic theory, practice and techniques, all in our professional studios. With guidance from our professional photographer instructors, you will think and work visually, using photography as a tool in self-expression, visual communication and creativity. You will also master the use of manual camera controls, exposure, available light and fill flash lighting techniques. In addition, our photography classes focus on image capture techniques; creative and conceptual proficiency; practical skills such as lighting, colour and black-and-white output; and image post-production editing. You will also study commercial studio techniques and portraiture.

REQUIRED COURSES

FOTO 160	Digital Photography 1
FOTO 161	Digital Photography 2

ELECTIVES (FOUR OF THE FOLLOWING)

FOTO 117	Macro Photography
FOTO 118	Black and White Photography
FOTO 126	DSLR Filmmaking for Photographers
FOTO 127	Adobe Lightroom
FOTO 171	Portrait Photography 2
FOTO 174	Nature Photo
FOTO 175	Portrait Photography 1
FOTO 180	Photographic Lighting 1
FOTO 182	Photographic Lighting 2
FOTO 185	Documentary Style Wedding Photography
FOTO 191	Advanced Photoshop Photography

REVIT ARCHITECTURE PROFESSIONAL

PROGRAM CODE: REVIT_ARC_CC

Revit, a building information modelling (BIM) software, allows you to design with both parametric 3D modelling and 2D drafting elements. The Revit Architecture Professional certificate program will help architects and designers capture and analyze early concepts and better maintain designs through documentation and construction. This program will provide you with the knowledge to write the Revit Architecture Certified Professional Exam.

REQUIRED COURSES

ARC 111	REVIT: Introduction
ARC 112	REVIT: Intermediate
ARC 113	REVIT: Advanced

SOLIDWORKS DESIGNER

PROGRAM CODE: SLDWRK_DE_CC

The SolidWorks Designer certificate program focuses on developing the skills and knowledge required to work as a SolidWorks designer. SolidWorks is a leader in the mainstream mechanical computer-aided design (CAD) market and is used in several industries such as automotives, plastics, industrial design, machinery and product design. SolidWorks designers have the ability to create a variety of design solutions such as sheet metal parts, weldments, moulds, conveyors and piping systems.

ADMISSION REQUIREMENTS

Knowledge of mechanical drawings is highly recommended.

REQUIRED COURSES

INDU 106	SolidWorks Introduction
INDU 107	SolidWorks Intermediate
INDU 108	SolidWorks Advanced

VIDEO EDITING

PROGRAM CODE: VDEO_EDT_CC

For content creators, whether for film, TV or the web, the editing process is where stories are shaped and messages honed. Beyond choosing the best shots for your story, the process includes title design, music placement, effects, colour adjustment, and final output and uploading. Equal parts technical and creative, the Video Editing certificate program introduces you to post-production opportunities as a video/film editor, or assistant or special effects designer. The software used for the intro and advanced courses is Adobe Premiere, the most widely used editing software

continued on next page

across the various segments of the media production industry. Also included in the certificate is another Adobe product, After Effects which is used for animated titles, simple effects, and colour correction. These three course will give you a solid foundation from which to edit and produce final projects for streaming on YouTube and other various web broadcast platforms.

REQUIRED COURSES

BRTV 181 Video Editing - Introduction
BRTV 183 Video Editing - Advanced
PSTP 002 Adobe After Effects

VISUAL ARTS

PROGRAM CODE: VISUAL_AR_CP

The Visual Arts program introduces you to fundamental visual art practices and techniques, all in our professional studios. With guidance from practising artists/instructors, you will explore a variety of current methods and styles of two-dimensional art making—in both traditional and digital media—and form building blocks for creative expression and growth that extends beyond the classroom.

COURSES (THREE OF THE FOLLOWING)

ARTL 001 Visual and Digital Art - Fundamentals
ARTL 002 Painting - Fundamentals
ARTL 003 Drawing - Fundamentals
ARTL 004 Video and Photography - Fundamentals

WEB DESIGN AND DEVELOPMENT

PROGRAM CODE: WEBD_MANT_CA

Humber's accelerated and unique project-based approach leads students in the Web Design and Development certificate program through the entire process of creating websites and web applications. You will build static and dynamic websites utilizing the most current versions of industry-standard applications, tools, languages and technologies that drive the web.

In addition to exploring standardized and tested techniques, you will also be exposed to other more experimental techniques in preparation for the future of the web. Technologies such as WebGL 3D animation, HTML5 canvas drawing, connecting to various web-based Application Programming Interfaces (APIs), as well as social media integration are among those explored.

You will plan your career and learn some of the project management techniques common within the industry. These planning and documentation skills will be applied in collaborative projects with other students and in individual projects alike. The end result will be several viable portfolio pieces curated in a portfolio website designed with your own personal brand.

REQUIRED COURSES

WDDM 001 Web Prototyping
WDDM 002 Vector and Motion Graphics
WDDM 003 Photoshop for the Web
WDDM 004 Web Programming Fundamentals
WDDM 005 Front End Development
WDDM 006 Advanced Front End Development
WDDM 007 Web Applications
WDDM 008 Intermediate Web Applications
WDDM 009 Advanced Web Applications
WDDM 010 Web Media
WDDM 011 Project Management
WDDM 012 Employment Skills
WDDM 013 Portfolio Development

WEB DESIGN AND PRODUCTION

PROGRAM CODE: WEBDE_PRO_CC

The Web Design and Production certificate program will help you discover and develop the foundational skills to build dynamic websites for small businesses, blogs and social activities. Our program begins with you learning to code, using the essential languages HTML and CSS in addition to Adobe Dreamweaver. Rounding out your skills, you will learn Adobe Photoshop and Adobe Illustrator to build graphic elements and place enhanced photographs in your sites. You will gain a comprehensive understanding of the creative workflow from concept to site upload and develop a sophisticated professional web portfolio that can be taken live to the web. This certificate is for anyone who wants to build and manage their own website or showcase their coding and design skills for potential employers or clients.

REQUIRED COURSES

IMAG 017 Introduction to CSS-Based Web Design
IMAG 117 HTML for Web Design and Production
IMAG 118 Dreamweaver: Designing for Web
IMAG 132 Adobe Photoshop 1
IMAG 133 Adobe Illustrator 1

"As a working professional, Humber College's Corporate Communications program has helped me in advancing my career. If someone is looking to grow a career in public relations and communications, this continuing education program is ideal. From learning about public relations marketing objectives to how to correctly craft a news release to exploring how to create strategic social media campaigns, I highly recommend this program."

STEPHEN

COMMUNICATIONS / MULTIMEDIA PROFESSIONAL

PUBLIC RELATIONS – INTRODUCTION

COURSES

AUDITION PREPARATION WORKSHOP

COURSE CODE: FEST142

This two-day audition preparation course combines an overview of the requirements for the postsecondary music audition with a comprehensive preview and review of the skills expected in each major instrument area. These include sessions in rudiments and jazz theory, ear training, major instrument areas, and an individual assessment of your current performance level. You will have the opportunity to work directly with members of the Music department faculty. Classes designed specifically for vocal majors will also be offered.

CHILDREN AND YOUTH: PRIVATE INSTRUMENTAL LESSONS FOR 30 MINUTES PER WEEK

COURSE CODE: KIDS160

Weekly half-hour private instruction is provided on the student's instrument of choice: brass, woodwind, piano, guitar, vocal, bass or drums. The course is comprised of 14 30-minute private lessons and does not include an ensemble component. Students may focus their studies in the areas of pop, jazz or classical music.

CHILDREN AND YOUTH: SECOND INSTRUMENT PRIVATE LESSONS 15 MINUTES PER WEEK

COURSE CODE: KIDS162

This course is for students who wish to take one 30-minute private lesson every other week on a second instrument. The course includes seven 30-minute private lessons but does not include an ensemble component.

CO-REQUISITE

KIDS113 Children's Music: Orff Ensemble and Private Lessons for 6 to 12 year olds

KIDS165 Youth Jazz: Jazz Ensemble and Private Lessons for 12 to 18 year olds

CHILDREN AND YOUTH: SECOND INSTRUMENT PRIVATE LESSONS 30 MINUTES PER WEEK

COURSE CODE: KIDS161

This course is for students who wish to take one 30-minute private lesson once a week on a second instrument. The course includes 14 30-minute private lessons but does not include an ensemble component. It is open only to those who are also registering in courses KIDS 112, Children's Music: Orff Ensemble and Private Lessons for 6 to 12 year old, or Youth Jazz: Jazz Ensemble and Private Lessons for 12 to 18 year olds.

CHILDREN AND YOUTH: SECOND INSTRUMENT PRIVATE LESSONS 45 MINUTES PER WEEK

COURSE CODE: KIDS163

This course is for students who wish to take extended lessons and provides a 45-minute private lesson every week. The course includes 14 45-minute private lessons but does not include an ensemble component.

CO-REQUISITE

KIDS113 Children's Music: Orff Ensemble and Private Lessons for 6 to 12 year olds

KIDS 115 Early Childhood Music: Young Musicianship 1: 4 to 6 year olds

CHILDREN AND YOUTH: SECOND INSTRUMENT PRIVATE LESSONS 60 MINUTES PER WEEK

COURSE CODE: KIDS168

This course is for students who wish to take a weekly 60-minute private lesson on a second instrument. The course includes 10 one-hour private lessons but does not include an ensemble component.

CO-REQUISITE

KIDS113 Children's Music: Orff Ensemble and Private Lessons for 6 to 12 year olds

KIDS165 Youth Jazz: Jazz Ensemble and Private Lessons for 12 to 18 year olds

KIDS185 Youth Jazz: Senior Enriched Workshop and Private Lessons 3.5 hours per week

CHILDREN'S MUSIC: ORFF ENSEMBLE AND PRIVATE LESSONS FOR 6 TO 12 YEAR OLDS

COURSE CODE: KIDS113

Students receive private lessons on the instrument of their choice - piano, guitar, bass, brass, woodwind or drums - and may focus their studies in the areas of pop, jazz or classical music. Ensemble classes develop skills in ear training, theory and ensemble performance. The lesson format is one 30-minute private lesson weekly and a one-hour ensemble class weekly. This course is built by age group.

CHILDREN'S MUSIC: ORFF ENSEMBLE FOR 6 TO 12 YEAR OLDS

COURSE CODE: KIDS130

Ensemble classes provide students with the opportunity to learn and perform music as part of a band or ensemble. Depending on age and level, these classes may take the form of Orff classes or pop or jazz combo classes. The Orff classes are designed to develop the students' awareness of pitch and rhythm and include basic theoretical concepts such as note reading, time signatures, intervals and scales. The combo classes focus on small group performance and provide the opportunity for students to develop their skills in the area of improvisation. This course is built by age group.

ADMISSION REQUIREMENTS

To participate in a combo, students must play one of the following instruments: trumpet, trombone, guitar, bass, piano or drums.

CREATIVE WRITING WORKSHOP

COURSE CODE: CRWR101

Since 1992, School for Writers has offered an immersive, focused workshop to jump start your creative writing. Mornings are spent in classes with one of Humber's esteemed writing advisors, and afternoons are devoted to craft and industry talks by faculty, publishing experts and special guests. Whether you're a beginner or a more experienced writer, there's something for you in this workshop!

ADMISSION REQUIREMENTS

Application and Short Writing Sample.

EARLY CHILDHOOD MUSIC: MUSIC AND MOVEMENT FOR 3 YEAR OLDS

COURSE CODE: KIDS123

The Early Childhood Music courses introduce young children to the world of music and begin or further the development of musical skills and awareness. Through the course material, students will learn a varied repertoire of age-appropriate songs, games and nursery rhymes. The material is then used as the foundation from which students begin to explore the basic elements of music - pitch, rhythm, melody and beat. The philosophy of the program and this course is that children learn best when they are having fun. This course is built by age group.

EARLY CHILDHOOD MUSIC: YOUNG MUSICIANSHIP 1: 4 TO 6 YEAR OLDS

COURSE CODE: KIDS115

The Early Childhood Music courses introduce young children to the world of music and begin or further the development of musical skills and awareness. This course takes three to five terms to complete. Each semester, students learn 15 to 20 age-appropriate songs, games and dances. The material is then used as the foundation from which students begin to explore the basic elements of music - pitch, rhythm, melody and beat. After two to three semesters, students begin learning to read and write basic solfege notation in pitch and rhythm. The philosophy of the program and this course, that children learn best when they are having fun, continues to be fundamental in the curriculum development and delivery. This course is built by age group.

EARLY CHILDHOOD MUSIC: YOUNG MUSICIANSHIP 2: 5 TO 6 YEAR OLDS

COURSE CODE: KIDS116

This early childhood music course is a continuation of Young Musicianship 1. Students continue to learn 10 to 15 new songs, games or dances per semester, although more time is spent on developing basic reading and writing skills than in the previous level. In addition, students begin to develop ensemble performance skills through the use of the Orff instrumentarium. This course also continues the philosophy that children learn best when they are having fun. This course is built by age group.

EDITING INDIGENOUS MANUSCRIPTS

COURSE CODE: CBPP 001

The Editing Indigenous Manuscripts course provides an intensive learning experience for publishing professionals seeking specialized knowledge, access to resources and culturally informed dialogue. Faculty will engage participants in workshops, discussions and manuscript exercises to explore issues such as editing indigenous trauma; Indigenous cultural protocols respecting Indigenous perspectives on historical events; preserving the Indigenous narrative voice; and employing Indigenous editors and cultural advisors.

FUNDAMENTALS OF SOCIAL MEDIA STRATEGY

COURSE CODE: SMED005

The primary function of this course is to give social media a practical application by enabling you to use the tools and knowledge to build a social media strategy for a business/workplace. You will be guided through a step-by-step process beginning with a determination of social media goals and objectives and ending with a post-mortem critical analysis. A solid understanding of social media tools and uses is required for this course.

HOME STAGING

COURSE CODE: DECO026

This introductory workshop will be delivered by a home-staging professional currently working in the industry. The course includes an introduction to the what and how of home staging and why it works. It has been designed for residential decorators or designers looking to learn home-staging techniques and to understand the relationship between the roles of realtors, sellers and buyers. It will also be of interest to home owners with a flair for design.

HOW TO GET PUBLISHED

COURSE CODE: CBPP027

This two-day workshop delivers everything you need to know to get results including writing query letters and book proposals. You will learn how editors and agents make decisions, how to market your book and yourself effectively, and what to expect regarding contracts, advances, and editing if you are accepted by a publisher.

INDIGENOUS EDITORS CIRCLE

COURSE CODE: CBPP 002

The Indigenous Editors Circle course provides Indigenous editors and publishers with peer mentorship, informed dialogue and knowledge about issues distinct to editing manuscripts by Indigenous authors.

ADMISSION REQUIREMENTS
Application.

PET PORTRAIT PAINTING WORKSHOP

COURSE CODE: ARTL006

This workshop teaches you how to paint one-of-a-kind portraits of cats or dogs on stretched canvas. A professional artist will lead you through the basics of animal anatomy, composition, acrylic paint application and image transfer techniques.

PORTRAITURE PHOTOGRAPHY WORKSHOP

COURSE CODE: ARTL007

This workshop teaches you how to shoot portraits like a pro while getting the most out of your camera. Topics include camera functions and techniques, lighting, model poses/expressions, and complementary backgrounds, while exercises are conducted with live models. Students are required to bring their own SLR camera and tripod.

RAISER'S EDGE FUNDRAISING SOFTWARE

COURSE CODE: FUND018

Specialized fundraising database software, such as The Raiser's Edge, is used in nonprofit organizations to support their fundraising activities by tracking donors, donations, interests, contacts and relationships. Through this course, you will be able to enter donor information and produce donor reports at the entry level. Whether managing supporter records or running annual campaigns and stewarding major donors, learning this software will give you the edge in the next step of your fundraising career. This course is intended for people with previous fundraising experience.

UAV PILOT GROUND SCHOOL

COURSE CODE: UAVT 002

This course is compliant with Transport Canada's requirements for Pilots of Small UAV Systems and covers five main areas of foundational knowledge: air law, navigation, meteorology, aeronautics and radiotelephony. In addition, the course employs a practical approach of UAV operations by introducing students to real flight scenarios from industrial applications, such as filmmaking, search and rescue as well as inspections. Critical UAV pilot skills covered include: flight planning, standard operating procedures, risk and crisis management, equipment maintenance and repairs and post flight image/video processing.

Credential: UAV Pilot Ground School certificate meeting Transport Canada Compliant requirements. Students must have a passing grade of 60% or more on the final exam upon completion of the course.

YOUTH JAZZ: ADVANCED PRIVATE LESSONS 60 MINUTES PER WEEK

COURSE CODE: KIDS170

This course is for students who wish to take private lessons with a designated instructor. The course provides 10 one-hour private lessons with the selected instructor.

ADMISSION REQUIREMENTS

Permission from instructor and program co-ordinator.

CO-REQUISITE

KIDS113	Children's Music: Orff Ensemble and Private Lessons for 6 to 12 year olds
KIDS165	Youth Jazz: Jazz Ensemble and Private Lessons for 12 to 18 year olds

YOUTH JAZZ: EXTENDED PRIVATE LESSONS: 60 MINUTES

COURSE CODE: KIDS169

This course is for students who wish to take weekly hour private instruction on a second instrument. The course includes 10 half-hour private lessons but does not include an ensemble component.

CO-REQUISITE

KIDS113	Children's Music: ORFF Ensemble and Private Lessons for 6 to 12 year olds
KIDS165	Youth Jazz: Jazz Ensemble and Private Lessons for 12 to 18 Year Olds
KIDS185	Youth Jazz: Senior Enriched Workshop and Private Lessons 3.5 hours Per Week

YOUTH JAZZ: JAZZ ENSEMBLE AND PRIVATE LESSONS FOR 12 TO 18 YEAR OLDS

COURSE CODE: KIDS165

This course will explore and develop small group jazz performance skills with an emphasis on improvisation. In addition, this course combines small group jazz performance with weekly private instruction on the student's major instrument. Each student receives 90 minutes of combo class (rhythm section and horns) and a 30-minute private lesson weekly. The combo class will explore and develop small group jazz performance skills. The private lesson will support the skill development required within the combo class while furthering students' general proficiency on their instrument.

YOUTH JAZZ: JAZZ ENSEMBLE FOR 12 TO 18 YEAR OLDS

COURSE CODE: KIDS164

This course explores and develops small group jazz performance skills with an emphasis on improvisation. Students participate in weekly 90-minute combos comprised of a rhythm section and one to three horns. The course material will cover the elements of jazz theory and ear training in a practical application.

While previous experience is not required, students must audition and will be placed according to age and expertise.

YOUTH JAZZ: SENIOR ENRICHED WORKSHOP 3 HOURS PER WEEK

COURSE CODE: KIDS184

This course is for high school-aged students who have technical proficiency on their instruments and experience playing in a small group jazz setting. The course will explore advanced improvisation concepts in the context of both the traditional body of repertoire in the jazz idiom and more challenging contemporary compositions. During each of the fall and winter semesters, students will have four three-hour workshops on improvisation concepts and 10 90-minute rehearsal classes.

YOUTH JAZZ: SENIOR ENRICHED WORKSHOP AND PRIVATE LESSONS 3.5 HOURS PER WEEK

COURSE CODE: KIDS185

This course is for high school-aged students who have technical proficiency on their instrument and experience playing in a small group jazz setting. The course will explore advanced improvisation concepts in the context of both the traditional body of repertoire in the jazz idiom and more challenging contemporary compositions. During each of the fall and winter semesters, students will have four three-hour workshops on improvisation concepts and 10 90-minute rehearsal classes. This course includes a 30-minute weekly private lesson.

"Our company is located just below the Arctic Circle in Northern Canada. As a small company with a video department comprised of two staff, we were happy to be able to study and train for our drone licenses online with Altex UAV/Humber College.

The course was superbly designed and managed, and professionally taught to the highest standard possible, with support materials that were among the best I have ever experienced in online training."

JAMIE AND CORINNE
ATIIGO MEDIA INC.
IQALUIT, NUNAVUT, CANADA
UAV PILOT GROUND SCHOOL

“THIS PROGRAM WAS A STEPPING STONE FOR ME TO CONTINUE MY EDUCATION AND EXPLORE THIS FIELD.

After I graduated from the program I went on to become an accredited public relations professional, and I’m now working on my master’s degree in communications and journalism. One of my goals is to give back to students the way the Humber faculty did for me.”

PUBLIC RELATIONS CERTIFICATE

ERICA

“THE TEACHERS WERE GREAT – VERY FLEXIBLE AND CO-OPERATIVE. PLUS, THEY’RE ALL WORKING IN THE FIELD, SO THEY HAVE LOTS OF EXPERIENCE AND REAL-LIFE EXAMPLES TO SHARE.

I came to Canada in 2010 and completed the Business Accounting diploma at Humber.

I’ve taken a number of CE courses, working towards my designation as a CPA. Because I was working full time, being able to take classes in the evening was very convenient. Personally, I learn better in a classroom, so having that option was important to me.”

ACCOUNTING

GAUTAM

TEACHING OTHERS ISN'T JUST A JOB — IT'S A CALLING. LEARN HOW YOU CAN MAKE A REAL DIFFERENCE IN THE LIVES OF CHILDREN, YOUTH OR ADULTS BY DEVELOPING NEW SKILLS OR UPGRADING EXISTING ONES.

PROGRAMS

CULTURALLY INCLUSIVE EDUCATOR

PROGRAM CODE: INT_EDUC_CC

The Culturally Inclusive Educator certificate (CIEC) program is designed for people teaching, training, facilitating or advising in the public and private sector. The certificate helps strengthen and enhance students' intercultural knowledge, communication, curriculum development and differentiated teaching skills when teaching and supporting international higher education students. Upon completion of the certificate, students will have developed a framework of actions they can integrate into their own practice.

REQUIRED COURSES

IIE 001 Intercultural Context
IIE 002 Intercultural Communication
IIE 003 Intercultural Curriculum
IIE 004 Understanding Students in Transition
IIE 005 Supporting Language Acquisition

POST-TEACHING ENGLISH AS A SECOND LANGUAGE TRAINING FOR EMPLOYMENT

PROGRAM CODE: TESL_EMP_CC

The Language Training for Employment (LTE) programs, such as Occupation-Specific Language Training, has created an increasing need for qualified instructors with the knowledge and experience to teach the specific language and communication needs of immigrants preparing to enter the Canadian work force.

This program is designed around four components identified as key to LTE teaching: language, building on teaching skills and ESL instructors' expertise; context, situated in the areas of job preparation and specialized job search; content, grounded in the workplace focus of LTE and the backgrounds of the learners; and culture, including both general Canadian workplace and sector-specific cultural norms and practices.

This program is intended for experienced English as a Second Language (ESL) instructors. It builds on their professional classroom skills and knowledge with training specific to the instructional context of employment-related programs.

ADMISSION REQUIREMENTS

TESL Canada or TESL Ontario Certification.

Previous ESL teaching experience.

TEACHER/TRAINER OF ADULTS

PROGRAM CODE: TEACH_TRN_CA

Teacher/Trainer of Adults Configure Humber, in partnership with OntarioLearn, is pleased to offer the Teacher/Trainer of Adults certificate program in an online format. The training gained through this program will enable you to conceive of, write, organize and deliver any form of instruction or facilitation of any subject matter whether it be knowledge-based, skills-based, or just the love and appreciation of learning.

Note: Humber is a registering college and Durham is host college for this certificate program.

REQUIRED COURSES

OLC 100 Adult Learning
OLC 101 Adults with Learning Disabilities
OLC 102 Assessment and Evaluation
OLC 103 Curriculum Development
OLC 104 Instructional Techniques

TEACHING EFFECTIVENESS

PROGRAM CODE: TEACH_EFF_CC

The Teaching Effectiveness certificate (TEC) program is designed for those interested in the field of teaching or private sector training. This program provides you with an opportunity to explore best practices in teaching and learning, and apply the skills learned in a safe environment with other classmates. The program is designed to develop essential teaching competencies.

REQUIRED COURSES

DEV 101 Creating a Positive Learning Environment
DEV 102 Learning Technology
DEV 103 Preparing for Instruction
DEV 104 Evaluation Techniques
DEV 105 Delivering Instruction

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

PROGRAM CODE: TESOL_CA

The Teaching English to Speakers of Other Languages (TESOL/TESL) certificate is a postgraduate 140-hour TESL Canada approved program. It consists of 120 hours of course work plus 10 hours of English as a second language (ESL) classroom observation and a 10-hour teaching practicum. All observations and practicum teaching are completed in ESL classes at Humber College. The TESL program is designed to be completed in one semester part time - however, students have the flexibility to complete the certificate at their own pace over two or three semesters.

The certificate is a hybrid program consisting of both in-class and online classes allowing students to take both at the same time. Upon successful completion of the TESOL certificate, students can apply to TESL Canada for certification. The TESL Canada certificate qualifies graduates to teach English as a foreign language (EFL) overseas and ESL in programs across Canada that do not require TESL Ontario or equivalent accreditation.

ADMISSION REQUIREMENTS

A Canadian university degree (or a degree with official Canadian equivalency).

Non-native speakers must demonstrate proficiency in the English language. Refer to tesl.ca.

Interview.

REQUIRED COURSES

TSOL 111 Teaching English to Speakers of Other Languages Methodology
TSOL 112 Introduction to Language
TSOL 113 Pedagogical Grammar
TSOL 114 The ESOL (English to Speakers of Other Languages) Classroom
TSOL 115 Practicum

COURSES

MANAGING A DIVERSE LEARNING ENVIRONMENT

COURSE CODE: EDUC101

Students explore two key aspects of managing a diverse adult learning environment. Firstly, they discover the intercultural differences in adult learning styles, preferences and educational expectations and compare these to learning in a Canadian learning environment. In the second section of the course, students develop the capacity and competencies to recognize how diversity impacts the learning experience and develop the tools and confidence to manage and plan for the complexities that surface in such a learning environment.

POST TESL CERTIFICATE LANGUAGE TRAINING

COURSE CODE: TSOL611

The Language Training for Employment (LTE) programs have created an increasing need for qualified instructors with the knowledge and experience to teach the specific language and communication needs of immigrants preparing to enter the Canadian work force.

This certificate is designed around four components identified as key to LTE teaching: language, building on teaching skills gained in initial TESL training, as well as ESL instructors' expertise and experience; context, situated in the areas of job preparation and specialized job search, reflecting the primary motivation and goals of learners in an LTE course; content, grounded in the workplace focus of LTE and the backgrounds of the learners; and culture, including both general Canadian workplace and sector-specific cultural norms, behaviours and practices.

Intended for experienced ESL instructors, the course builds on professional classroom skills and knowledge with training specific to the instructional context of employment-related programs.

YOU HAVE GOALS. WE HAVE THE PROGRAM AND COURSE OPTIONS TO SUPPORT YOU. PURSUING CONTINUING EDUCATION HAS NEVER BEEN EASIER.

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THE DEMAND FOR QUALIFIED EMPLOYEES IN SKILLED TRADES AND TRANSPORTATION CONTINUES TO GROW. TAKE ADVANTAGE OF THE JOB MARKET BY GETTING THE UP-TO-DATE SKILLS EMPLOYERS NEED.

PROGRAMS

COMMERCIAL DRIVER ACCREDITATION FOR AZ TRACTOR TRAILER

PROGRAM CODE: COMDRV_AZ_CC

This program has been designed to provide accreditation to holders of a provincial "AZ" license that do not possess the required skills and knowledge to be employed in today's trucking industry. Graduates of this program will understand how to comply with the regulatory issues related to the industry and will have acquired the necessary driving skills to operate a tractor trailer in today's heavy traffic environment.

This program consists of a Z air brake endorsement course, in-class training and driving sessions.

ADMISSION REQUIREMENTS

A valid Class "A" licence (not a class "A" restricted license).

Pass a written test to assess driving knowledge.

Demonstrate a minimum of an Ontario Grade 10 literacy level.

REQUIRED COURSES

TRUK 102	A In-Vehicle Training
TRUK 121	Z Air Brake Endorsement
TRUK 150	A Tractor-Trailer Operator Theory

COMMERCIAL DRIVER TRAINING CLASS G TO AZ TRACTOR TRAILER

PROGRAM CODE: COMDRV_G_CC

Based on a trucking industry validated job skills analysis, this program was designed by trucking industry professionals to train new tractor-trailer drivers. Graduates of this program will understand how to comply with the regulatory issues related to the industry and will have acquired the necessary driving skills to operate a tractor trailer in today's heavy traffic environment.

This program consists of a Z air brake endorsement course, in-class training and driving sessions.

Please note that as of July 1, 2017, Ontario's new mandatory entry level training (MELT) standard comes into effect. Programs with completion dates after July 1st may be subject to change. Humber's programs exceed all current MELT standards.

ADMISSION REQUIREMENTS

A valid Class G licence and a minimum of 12 months of verifiable Canadian driving experience with a Class G2/G licence.

Pass a written test to assess driving knowledge.

Demonstrate a minimum of an Ontario Grade 10 literacy level.

Pass a Ministry of Transportation driver's medical and visual examination.

Obtain a classified licence learner's permit from the Ministry of Transportation.

REQUIRED COURSES

TRUK 101	Tractor Trailer In-Vehicle Training
TRUK 121	Z Air Brake Endorsement
TRUK 150	A Tractor-Trailer Operator Theory

CONSTRUCTION PROJECT MANAGEMENT

PROGRAM CODE: CNST_PM_CA

The Construction Project Management certificate program is a Project Management Institute (PMI)® registered program with all courses qualifying for 45 Professional Development Units (PDU's)/contact hours with PMI®.

Project management has its traditions in the construction industry. With the growth of professional project management techniques, it is necessary for construction project managers to update their skills and effectively contribute to the continuing growth of the construction industry in North America. Our program goals are to provide you with the necessary skills, knowledge and competencies to manage all types of construction projects of varying sizes as the project manager working for the developer, contractor, site manager, supervisor of construction works or estimator and/or to perform the role of resident consultant representative.

REQUIRED COURSES

CNST 300	Fundamentals of Construction Project Management
CNST 301	Construction Risk Project Management
CNST 311	Construction Project Planning
CNST 312	Construction Cost Value Management
CNST 313	Construction Project Procurement Management
CNST 314	Development Economics for Construction Projects

DRIVING INSTRUCTOR TRAINING: IN-CLASSROOM TEACHING

PROGRAM CODE: DRV_INS_C_CP

Successful completion of the Driving Instructor Training: In-Classroom Teaching certificate program certifies driving instructors to deliver the Ministry of Transportation accredited 25 and 10 beginner driver education program. You will learn the latest defensive driving techniques from industry professionals. Instruction techniques, teaching aids, curriculum development, as well as tips on marketing your business and operating your own driving school are covered in this program.

ADMISSION REQUIREMENTS

Valid driving instructor licence.

REQUIRED COURSES

CARS 120	Driving Instructor In-Class

ELECTRICAL CONSTRUCTION ESTIMATING

PROGRAM CODE: ELEC_ESTM_CC

The Electrical Construction Estimating certificate program will help you acquire the skills and knowledge for the preparation of estimates and schedules for the electrical industry. This program is designed for those who are currently working in the electrical industry. The emphasis will be on manual takeoffs and will finish with a computer-based entry system.

REQUIRED COURSES

TECH 120	Canadian Electrical Code
TECH 121	Electrical Construction Estimating 1
TECH 122	Electrical Construction Estimating 2

ELECTRICAL ENGINEERING: FUNDAMENTALS

PROGRAM CODE ELEC_FUND_CA

The Electrical Engineering Fundamentals certificate program will prepare you with the basic concepts of electrical engineering principles. You will be introduced to basic concepts of voltage, current flow and resistance leads and will analyze series, parallels and series-parallel circuit. You will be provided with a structured approach to learning the principles and practical applications of digital electronics used in computers, communication equipment and control systems.

REQUIRED COURSES

RBTC 100	Introduction to Programming
TECH 181	Fundamentals of Electric Circuits
TECH 182	Digital Fundamentals
TECH 188	AC Circuits and Applications

ELECTIVES (THREE OF THE FOLLOWING)

ATMN 263	PLC Programming 1
ATMN 363	PLC Programming 2
ELEC 252	Fundamentals of Power Distribution and Circuit Analysis
TECH 150	Electronic Devices and Circuits
TECH 155	Electrical CADD
TMTH 235	Math 2
REVT 025	Revit MEP

ELECTROMECHANICAL PLC PROGRAMMING

PROGRAM CODE: PLC_PROG_CA

The Electromechanical PLC Programming certificate program is designed for those presently working in a manufacturing automation environment or for those who are planning to enter the field. The program provides you with hands-on experience of using electrical control circuits, programmable logic controllers (PLC), pneumatics and human machine interface (HMI) designs to control automation devices.

REQUIRED COURSES

ATMN 161	Electromechanical Circuits
ATMN 261	Pneumatics
ATMN 263	PLC Programming 1
ATMN 363	PLC Programming 2
ATMN 364	HMI Programming

ELECTROMECHANICAL ROBOTICS

PROGRAM CODE: ELEC_MC_R_CA

The Electromechanical Robotics certificate program introduces you to the technologies involved in the design, operation and maintenance of industrial robots. The three areas that are investigated in the program are mechanical, fluid power and electrical/electronics. Principles around control methods and programming will be discussed, as well as how they are applied to the physical components of industrial robots.

REQUIRED COURSES

ATMN 161	Electromechanical Circuits
ATMN 162	Introduction to Robotics
ATMN 261	Pneumatics
ATMN 262	Robotics Programming
ATMN 263	PLC Programming 1

FUNDAMENTALS OF COMMERCIAL CONSTRUCTION MANAGEMENT

PROGRAM CODE: FUND_CONS_CC

The Fundamentals of Commercial Construction Management certificate program features an overview of the commercial construction industry. You will learn how to understand and interpret commercial project documents such as working drawings, specifications, soils reports, contracts, scheduling and estimating. You will also gain a sound foundation in the commercial construction management field to prepare you to assist or manage the construction process from initial planning to project completion.

ELECTIVES (FOUR OF THE FOLLOWING)

CNST 170	Introduction to Cost Estimating
CNST 171	Commercial Construction Principles
CNST 172	Material Estimating and Methods
CNST 173	Construction Contracts and Documents
CNST 174	The Construction Industry
CNST 175	Construction Contract Bid Management

FUNDAMENTALS OF QUALITY ASSURANCE

PROGRAM CODE: FUND_QA_CC

The Fundamentals of Quality Assurance certificate program are for those seeking employment in the quality assurance field or for those who are looking for a career change within their organization. The content of this program is applicable to any field such as manufacturing, health care and food processing. The program builds a foundation for continuing studies in other Humber quality assurance certificate programs.

REQUIRED COURSES

QENG 100	Quality Concepts
QENG 101	Statistical Techniques for Quality Assurance
QENG 102	Management and Leadership for Quality Assurance
QENG 103	Communication Techniques for Quality Assurance

FUNDAMENTALS OF SUSTAINABILITY

PROGRAM CODE: FUND_SUS_CC

In our flexible and convenient online Fundamentals of Sustainability certificate program, you will learn a broad range of fundamental concepts in sustainability. You may select the courses that fit your specific needs and which match the role you want to play in a range of fields such as business, the non-profit sector, local government agencies, education, healthcare and other organizations.

ELECTIVES (FOUR OF THE FOLLOWING)

SNRG 115	Introduction to Sustainable Development
SNRG 116	Sustainability
SNRG 117	Global Warming Concepts
SNRG 118	Energy Resources
SNRG 119	Environmental Geology
SNRG 120	Environmental Laws and Regulations

FUNDAMENTALS OF THE GLOBAL INFORMATION SYSTEM

PROGRAM CODE: GIS_CA

The Fundamentals of the Global Information Systems (GIS) certificate program provides you with the ability to automate map production and to integrate earth imagery with other data to solve geographic problems. Results can be displayed in a variety of ways including new maps, tables, charts or all of these in combination. GIS is becoming a widely available and affordable technology which can be used by nearly every corporation, governmental agency or nonprofit organization. This program is designed for practitioners who are the managers, technical professionals and support staff responsible for managing and using GIS. It is also designed to appeal to people from varying disciplines such as urban planning, civil and transportation engineering, resources and business.

REQUIRED COURSES

GIS 101	Introduction to Geographic Information Systems

ELECTIVES (SEVEN OF THE FOLLOWING)

GIS 102	GIS Software: Arcview
GIS 103	Remote Sensing
GIS 104	Global Positioning System: GPS
GIS 105	Internet Mapping
GIS 107	MS Access: Core
GIS 207	MS Access: Expert
GIS 209	Business Practice for GIS Professionals
GIS 301	Designing, Managing and Implementing a GIS

GAS TECHNICIAN 2

PROGRAM CODE: GAS_TN_2_CA

The Gas Technician 2 (G.2) certification program is mandatory for individuals wishing to qualify as a Gas Technician 2. The program, consisting of 480 hours, has been divided into several courses in order to modularize the delivery of the program. Each course consists of the required theoretical or practical components as outlined by the Technical Standards and Safety Authority (TSSA). Upon completion of the program, a Certificate of Qualification Exam for Gas Technician 2 will be administered.

continued on next page

ADMISSION REQUIREMENTS
Completion of the TSSA G.3 (CofQ) exam.

REQUIRED COURSES

HRAC 210	G2 Advanced Piping/Tubing Systems, Meters and Regulators
HRAC 211	G2 Electricity and Controls for Gas Technicians
HRAC 212	G2 Electricity and Controls Practical Component
HRAC 213	G2 Venting Practices
HRAC 310	G2 Forced Warm Air Heating Systems
HRAC 311	Hydronic Heating Systems
HRAC 312	G2 Air Handling Equipment, Domestic and Decorative Appliances
HRAC 313	G2 Gas-Fired Appliances Practical

GAS TECHNICIAN 3

PROGRAM CODE: GAS_TN_3_CA

The Gas Technician 3 (G.3) certification program is mandatory for individuals wishing to qualify as a Gas Technician 3. The program, consisting of 180 hours, has been divided into three courses in order to modularize delivery. Each course consists of the required theoretical or practical components as outlined by the Technical Standards and Safety Authority (TSSA). Upon completion of the program, a Certificate of Qualification Exam for Gas Technician 3 will be administered.

REQUIRED COURSES

HRAC 110	G3 Codes of Practice
HRAC 111	G3 Electricity and Fuel Gas Piping Systems for Gas Technicians
HRAC 112	G3 Practical Component

HOME INSPECTION

PROGRAM CODE: HOME_INSP_CA

The Home Inspection certificate program prepares you for a rapidly growing profession and an exciting and challenging career with the opportunity to operate your own business.

Home inspection involves the assessment of the condition of residential and light commercial buildings. It is a unique discipline, distinct from construction, engineering, architectural or municipal building inspection, requiring its own set of professional guidelines and qualifications.

Upon successful completion of this program, students will be able to utilize their skills and knowledge to inspect and report on the physical condition of the various systems of the home including the roof, exterior, foundation, plumbing, electrical, heating, cooling, interiors and insulation.

REQUIRED COURSES

HMIN 100	Introduction to Home Inspection
HMIN 109	OBC Part 9 - Building Envelope
HMIN 110	Plumbing for Home Inspection
HMIN 111	Electrical for Home Inspection
HMIN 112	Structures for Home Inspection
HMIN 113	HVAC for Home Inspection 1
HMIN 114	HVAC for Home Inspection 2
HMIN 200	OBC Part 9 - Health and Safety
HMIN 201	Ethics for Home Inspection

IN-CAR DRIVING INSTRUCTOR TRAINING

PROGRAM CODE: DRV_INCAR_CP

Individuals wishing to become driving instructors in Ontario must successfully complete a Ministry of Transportation of Ontario approved driving instructor program. Humber in partnership with Canadian Pro Drivers is pleased to offer this 140-hour program which includes a defensive driving course, study of The Highway Traffic Act Regulations and collision scene management. This program is comprised of an in-car component plus an in-class knowledge-based component.

REQUIRED COURSES

CARS 101	Driving Instructor Training: Part 1
CARS 102	Driving Instructor Training: Part 2

INDUSTRIAL DISTRIBUTION LEADERSHIP

PROGRAM CODE: INDS_LEAD_CC

The Industrial Distrubution certificate program is for individuals working within the industrial distribution and manufacturing sectors who have responsibilities for key customer accounts and client relations.

This program addresses major skill sets such as business principles, operational awareness, client service principles and leadership training/coaching. The program is designed to help prepare tomorrow's industrial distribution and manufacturing leaders.

REQUIRED COURSES

IDL 101	Business Fundamentals in Industrial Distribution
IDL 102	Negotiations in Industrial Distribution
IDL 103	Operational Fundamentals of Industrial Distribution
IDL 104	Leadership and Effective Communication in Industrial Distribution
IDL 105	Customer Service and Sales in Industrial Distribution
IDL 200	Industrial Distribution Integrated Case Study

OBC COMPLIANCE

PROGRAM CODE: OBC_COMPL_CA

The Ontario Building Code (OBC) Compliance certificate program is designed for professionals in the construction industry, designers, building officials, plan examiners or registered code agencies (RCA) who provide professional services related to the Ontario Building Code and require qualification.

REQUIRED COURSES

HMIN 109	OBC Part 9 - Building Envelope
HMIN 204	OBC Part 9 - Fire Protection
HMIN 205	OBC Legal
HMIN 206	OBC Part 9 - Structure
HMIN 200	OBC Part 9 - Health and Safety

OCCUPATIONAL HEALTH AND SAFETY

PROGRAM CODE: OCC_SFTY_CA

The Occupational Health and Safety certificate program focuses on protecting the safety, health and welfare of people engaged in work while fostering a safe work environment for the benefit of employees and the employer. You will incorporate theory and practical awareness, and gain knowledge by applying the Occupational Health and Safety Act (OHSA) to the workplace. The curriculum in this program is designed to provide you with a clear interpretation and discussion of the OHSA, and a review of related legislation.

Upon completion of this certificate, graduates may be eligible to write the Board of Canadian Registered Safety Professionals (BCRSP) exam.

REQUIRED COURSES

OHSC 100	Occupational Health, Safety and Environment Law and Ethics

ELECTIVES (SEVEN OF THE FOLLOWING)

OHSC 101	Occupational Health, Safety and Environmental Systems and Auditing
OHSC 102	Occupational Hygiene
OHSC 103	Ergonomics
OHSC 104	Accident Theory
OHSC 105	Fire Prevention and Protection and Safety Techniques and Technology
OHSC 106	Health Promotion and the Workplace Safety and Insurance Board
OHSC 107	Management Labour Concerns in Occupational Health and Safety
OHSC 108	Environment Management Introduction
OHSC 109	Emergency Management

SKID STEER LOADER / COMPACT (MINI) EXCAVATOR TRAINING

PROGRAM CODE: SKID_XCV8_CP

This practical, hands-on program provides the in-class theory and outdoor, practical on-site training for the operation of a skid steer loader and compact (mini) excavator (through two separate training activities). These machines are commonly used in the parks, landscape and construction sectors. Upon completion of this course, students will be familiar with the basic operation, daily maintenance, hazards and safe operations of this equipment.

This training is performed in accordance with federal, provincial and municipal legal requirements and safety procedures.

NOTE: This program is not intended to license or certify any person, nor does it imply that the person is a skilled operator upon completion.

REQUIRED COURSES

SKID 001 Skid Steer Loader Operator
XCV8 001 Compact (Mini) Excavator Operator

STRAIGHT TRUCK TRAINING CLASS G TO DZ

PROGRAM CODE: TRUK_G_DZ_CC

Based on a trucking industry validated job skills analysis, this program was designed by trucking industry professionals to train new straight truck drivers. Graduates of this program will understand how to comply with the regulatory issues related to the industry and will have acquired the necessary driving skills to operate a straight truck in today's heavy traffic environment.

The program consists of a Z air brake endorsement course, in-class training and driving sessions.

ADMISSION REQUIREMENTS

A valid Class G licence.

Pass a written test to assess driving knowledge.

Demonstrate a minimum of an Ontario Grade 10 literacy level.

Pass a Ministry of Transportation driver's medical and visual examination.

Obtain a classified licence learner's permit from the Ministry of Transportation.

REQUIRED COURSES

TRUK 121 Z Air Brake Endorsement
TRUK 131 D In-Vehicle Training
TRUK 134 D Straight Truck Theory

WOODWORKING

PROGRAM CODE: WOODWORK_CC

The Woodworking certificate program allows you to learn woodworking/cabinetmaking skills at your own pace and with no previous experience. The program will provide you with the knowledge and skills required to operate woodworking machinery safely, and construct basic furniture and small cabinets using recognized trade practices.

The program is comprised of short lectures, demonstrations and hands-on learning. It involves hand-tool exercises, small projects with portable power tools and the use of stationary woodworking machines. Students will complete a series of projects involving various types of woodworking joints, techniques and processes. Upon completion of this program, you will be able to produce simple shop drawings, make material calculations, machine parts, and assemble and finish a cabinet or piece of furniture.

REQUIRED COURSES

WOOD 100 Woodworking (Cabinetmaking)

WE ARE HUMBER

Humber's programs are planned with industry input, so they're relevant to today's job market.

COURSES

A IN-VEHICLE TRAINING

COURSE CODE: TRUK 102

This course was developed to upgrade the experienced Class A driver with the practical skills required to operate a tractor trailer in today's heavy traffic environment. In this course, you will receive in-vehicle one-on-one instruction. You are trained in modern International ProStar tandem axle tractors equipped with the latest technology. Courses include pre-trip inspections, coupling and uncoupling of trailers, double clutching and progressive shifting, fuel efficient driving, application of defensive driving techniques, backing procedures and proper docking techniques, traffic and road management, post-trip inspections, and vehicle shutdown.

PREREQUISITES

TRUK 150 A Tractor-Trailer Operator Theory
TRUK 121 Z Air Brake Endorsement

A TRACTOR-TRAILER OPERATOR THEORY

COURSE CODE: TRUK 150

The objective of this course is to provide individuals wanting to become professional commercial tractor-trailer operators with the necessary knowledge to meet the current hiring standards of the Canadian transportation industry. The course is designed to introduce each participant to their legal responsibilities in North America, outline the expectations employers will have of them and develop a positive attitude toward the public with whom they share the road. During these classroom sessions, students will be taught their roles and responsibilities with respect to pre-trip inspections, defensive driving, the National Safety Code, route planning, preparation of logbooks, customer service, accident procedures, cargo/load security, transportation of dangerous goods, border crossing and job search techniques.

Please note that as of July 1, 2017 Ontario's new mandatory entry level training (MELT) standard comes into effect. Programs with completion dates after July 1st may be subject to change. Humber's programs exceed all current MELT standards.

D IN-VEHICLE TRAINING

COURSE CODE: TRUK 131

In this course, the student will receive in-vehicle one-on-one instruction in a six-speed International DuraStar conventional style straight truck. Some of the skills students are taught include pre-trip inspections, shifting techniques, fuel efficient driving, application of defensive driving techniques, backing procedures and proper docking techniques, traffic and road management, post-trip inspections, and vehicle shutdown.

PREREQUISITES

TRUK 134 D Straight Truck Theory
TRUK 121 Z Air Brake Endorsement

D STRAIGHT TRUCK THEORY

COURSE CODE: TRUK 134

The objective of this course is to provide individuals wanting to become professional commercial straight truck operators with the necessary knowledge to meet the current hiring standards of the Canadian transportation industry. The course is designed to introduce students to their legal responsibilities in North America, outline the expectations employers will have of them, and develop a positive attitude toward the public with whom they share the road. During these classroom sessions, students will be taught their roles and responsibilities with respect to pre-trip inspections, defensive driving, the National Safety Code, route planning, preparation of logbooks, customer service, accident procedures, cargo or load security, transportation of dangerous goods, border crossing and job search techniques.

DANGEROUS GOODS: COMMERCIAL DRIVER

COURSE CODE: TRUK 143

This course examines the laws and regulations that apply to the carriage of dangerous goods. In this course, you will be taught the different classes of dangerous goods, how they affect the commercial truck driver and the responsibilities of the driver when dangerous goods are on board. This course is designed for persons with a current background in transportation.

DRIVING INSTRUCTOR IN-CLASS

COURSE CODE: CARS120

This course has three major components:

1) Attendance at the Humber Transportation Training Centre for Contact Days. These provide students with an opportunity to present, observe and share lesson presentations with fellow students.

2) Field placement, mentorship and practice teaching at a regional partner driving school.

3) Independent study and completion of training modules at home.

ADMISSION REQUIREMENTS

Valid driving instructor license.

DRIVING INSTRUCTOR TRAINING

COURSE CODE: CARS025

To obtain a driving instructor's licence in Ontario, a person must successfully complete a Ministry of Transportation – Ontario (MTO) approved training course. The Driving Instructor Training course includes collision scene management for the driving instructor, first-aid, defensive driving instruction, coverage of the Highway Traffic Act, prevention and intervention - a life-saving course for the new driving instructor, and use of our vehicles.

ADMISSION REQUIREMENTS

Good driving record with no demerit points.

Ability to meet Ministry of Transportation requirements.

Four or more years of valid driving experience and are not classed as novice in Ontario.

Compliance with requirements of Driving Instructor Kit.

DRIVING INSTRUCTOR TRAINING: PART 1

COURSE CODE: CARS101

To obtain a driving instructor's licence in Ontario, a person must successfully complete a Ministry of Transportation – Ontario (MTO) approved training course. The Driving Instructor Training 1 course includes collision scene management for the driving instructor, first-aid, defensive driving instruction, coverage of the Highway Traffic Act, prevention and intervention - a life-saving course for the new driving instructor, and use of our vehicles.

ADMISSION REQUIREMENTS

Good driving record with no demerit points.

Ability to meet Ministry of Transportation requirements.

Four or more years of valid driving experience.

Compliance with requirements of Driving Instructor Kit.

DRIVING INSTRUCTOR TRAINING: PART 2

COURSE CODE: CARS102

To obtain a driving instructor's licence in Ontario, a person must successfully complete a Ministry of Transportation – Ontario (MTO) approved training course. The Driving Instructor Training 2 course includes collision scene management for the driving instructor, first-aid designed specifically for the driving instructor, defensive driving instruction, coverage of the Highway Traffic Act, prevention and intervention - a life-saving course for the new driving instructor, and use of our vehicles.

PREREQUISITE

CARS 101 Driving Instructor Training - Part 1

FUEL EFFICIENT DRIVING

COURSE CODE: TRUK 141

Today's drivers of modern commercial vehicles require specialized skills and knowledge to be able to maximize the fuel efficiency of electronically controlled engines. The Fuel Efficient Driving course includes material on proper starting techniques, progressive shifting, fuel-efficient driving and route selection. Fuel-efficient driving has become a top priority in the trucking industry both for company drivers and fleet owners.

LOGBOOKS

COURSE CODE: TRUK 145

In the Logbooks course, you will study the basic logbook skills required by every commercial truck driver. Students are taken step-by-step through the process of filling out a logbook and taught about the different hours of work regulations that apply in Canada and the U.S.

MOTORCYCLE 3 HOURS BACK TO BASICS

COURSE CODE: CYCL012

Students with prior riding experience who have not ridden a motorcycle for a period of time will benefit from this refresher class. Riding skills require ongoing practice to be effective. This course will allow you to revisit those essential skills under the watchful eye of an experienced Instructor. Slow speed manoeuvres require balance and co-ordination. Proper maneuvering of curves, collision avoidance and emergency braking are necessary to being safe on the road. This class will help you brush up on these techniques.

Harley-Davidson motorcycles are provided for the course. Students are required to have proper Riding Gear.

ADMISSION REQUIREMENTS

Good driving record with no demerit points.

Ability to meet Ministry of Transportation requirements.

Four or more years of valid driving experience and are not classed as novice in Ontario.

Compliance with requirements of Driving Instructor Kit.

MOTORCYCLE BASIC RIDER TRAINING

COURSE CODE: CYCL010

The Basic Rider Training course was designed for the novice rider. Students with little or no motorcycle experience will learn how to ride a motorcycle safely, properly and from professionally trained instructors. Lessons are taught in a sequential format with instructor demonstrations, student practice time and supported with ongoing coaching.

Motorcycles are provided, as well as the opportunity to take the Ministry (MTO) M2 test for the licence upgrade.

ADMISSION REQUIREMENTS

Valid M1 permit.

MOTORCYCLE BASIC RIDER TRAINING WEST

COURSE CODE: CYCL016

The Motorcycle Basic Rider Training course was designed for the novice rider. Students with little or no motorcycle experience will learn how to ride a motorcycle safely, properly and from professionally trained instructors. Lessons are taught in a sequential format with instructor demonstrations, student practice time and supported with ongoing coaching.

Motorcycles are provided, as well as the opportunity for a licence upgrade through the Ministry (MTO) M2 test.

ADMISSION REQUIREMENTS

A valid M1 written permit.

MOTORCYCLE HARLEY-DAVIDSON BASIC RIDER TRAINING

COURSE CODE: CYCL013

This Premium Harley-Davidson experience, Basic Rider Training Course was designed for the novice rider. Students with little or no motorcycle experience will learn how to ride their Harley-Davidson motorcycle safely, properly and from professionally trained instructors. Lessons are taught in a sequential format with instructor demonstrations, student practice time and supported with ongoing coaching.

Harley-Davidson Street SG 500 cc Motorcycles equipped with safety features are provided. Students will be provided with the opportunity to attempt the Ministry (MTO) M2 test for the licence upgrade.

ADMISSION REQUIREMENTS

Valid M1 permit.

MOTORCYCLE HARLEY-DAVIDSON BASIC RIDER TRAINING - WEST

COURSE CODE: CYCL017

This Premium Harley-Davidson experience, Basic Rider Training course was designed for the novice rider. Students with little or no motorcycle experience will learn how to ride their Harley-Davidson motorcycle safely, properly and from professionally trained instructors. Lessons are taught in a sequential format with instructor demonstrations, student practice time and supported with ongoing coaching.

Harley-Davidson Street SG 500 cc motorcycles equipped with safety features are provided. Students will be provided the opportunity to attempt the Ministry (MTO) M2 test for the licence upgrade.

ADMISSION REQUIREMENTS

A valid M1 written permit.

MOTORCYCLE M2 EXIT COURSE

COURSE CODE: CYCL081

The Motorcycle M2 Exit Course is for the rider who has had sufficient experience to fine tune their street skills and complete the M2 Exit MTO approved licence test. An in-class lecture session will discuss proper road and tire-track positioning, observation skills and the sequential execution of various street maneuvers including intersections, lane changes and highway riding. These techniques will be further discussed for business and residential areas. The riding day portion of the program will take classroom discussion to the streets and provide the student with the practical application with coaching and feedback from the experienced Instructor. The riding day concludes with the scheduled licence test.

ADMISSION REQUIREMENTS

M2 permit eligible for upgrade (18 months if earned it through a rider training program or 22 months if earned through Drive Test).

Valid licence plate sticker and vehicle ownership.

MOTORCYCLE M2 EXIT COURSE: WEST

COURSE CODE: CYCL083

The Motorcycle M2 Exit Course: West is for the rider who has had sufficient experience to fine tune their street skills and complete the M2 Exit MTO approved licence test. An in-class lecture session will discuss proper road and tire-track positioning, observation skills and the sequential execution of various street maneuvers including intersections, lane changes and highway riding. These techniques will be further discussed for business and residential areas. The riding day portion of the program will take classroom discussion to the streets and provide the student with the practical application with coaching and feedback from the experienced instructor. The riding day concludes with the scheduled licence test.

ADMISSION REQUIREMENTS

M2 permit eligible for upgrade (18 months) if earned through a rider training program, or 22 months if earned through Drive Test.

Valid licence plate sticker.

Vehicle ownership.

MOTORCYCLE PRO RIDER

COURSE CODE: CYCL080

This course is for the seasoned rider who wants to take their existing skill set to a new level. The course will teach the student "tactical" type skills similar to what Police Motor Officers demonstrate in their riding competitions. Emphasis will be on balance, bike positioning and co-ordination of throttle, brakes, clutch and eye lead to make tight manoeuvres in seemingly small spaces. The course will be taught by police officers, as well as professionally trained Humber instructors.

A student-supplied motorcycle is required for this course.

PRODUCT DEVELOPMENT, PROTOTYPING AND ENTREPRENEURSHIP

COURSE CODE: INDU007

Do you have a product idea or a hobby you would like to further develop, but don't have the tools, workshop space and know-how to do it? The Product Development, Prototyping and Entrepreneurship course is an opportunity for you to explore your product idea whether it is for commercial purposes or to further develop a hobby. You will have access to the industrial design workshop to build prototypes using various plastic, wood and metal working tools. You will also learn what it takes to start and run a business while developing one of your own product designs. Topics such as business taxes, offshore sourcing and rapid prototyping will be covered.

PROFESSIONAL DRIVER IMPROVEMENT

COURSE CODE: TRUK 142

Learn the skills needed to be a safe and defensive truck driver. The Professional Driving Improvement course covers defensive driving techniques, passing, collision prevention, driving conditions, turns, backing, driver awareness and vehicle inspections.

Through the use of visual aids and qualified instructors, we will show you how to avoid potentially dangerous situations. Classroom participation involves case studies and active discussion of real-life situations, as well as identifying traffic hazards. The course is designed for individuals currently in the truck transportation sector.

PREREQUISITES

Valid Ontario Class G or greater driver's licence.

TRACTOR TRAILER IN-VEHICLE TRAINING

COURSE CODE: TRUK 101

The Tractor Trailer In-Vehicle Training course covers the practical skills required to operate a tractor trailer in today's heavy traffic environment. For the duration of in-vehicle instruction, students are under the supervision of professional instructors who supervise their driving and provide ongoing instruction and feedback. Students are trained in 2015 International ProStar® tandem axle tractors equipped with the latest technology. Some of the areas of study include pre-trip inspections, coupling and uncoupling of trailers, double clutching and progressive shifting, fuel-efficient driving, application of defensive driving techniques, backing procedures and proper docking techniques, traffic and road management, post-trip inspections, and vehicle shutdown.

Please note that as of July 1, 2017, Ontario's new mandatory entry level training (MELT) standard comes into effect. Programs with completion dates after July 1st may be subject to change. Humber's programs exceed all current MELT standards.

PREREQUISITES

TRUK 150 A Tractor-Trailer Operator Theory
TRUK 121 Z Air Brake Endorsement

Z AIR BRAKE ENDORSEMENT

COURSE CODE: TRUK 121

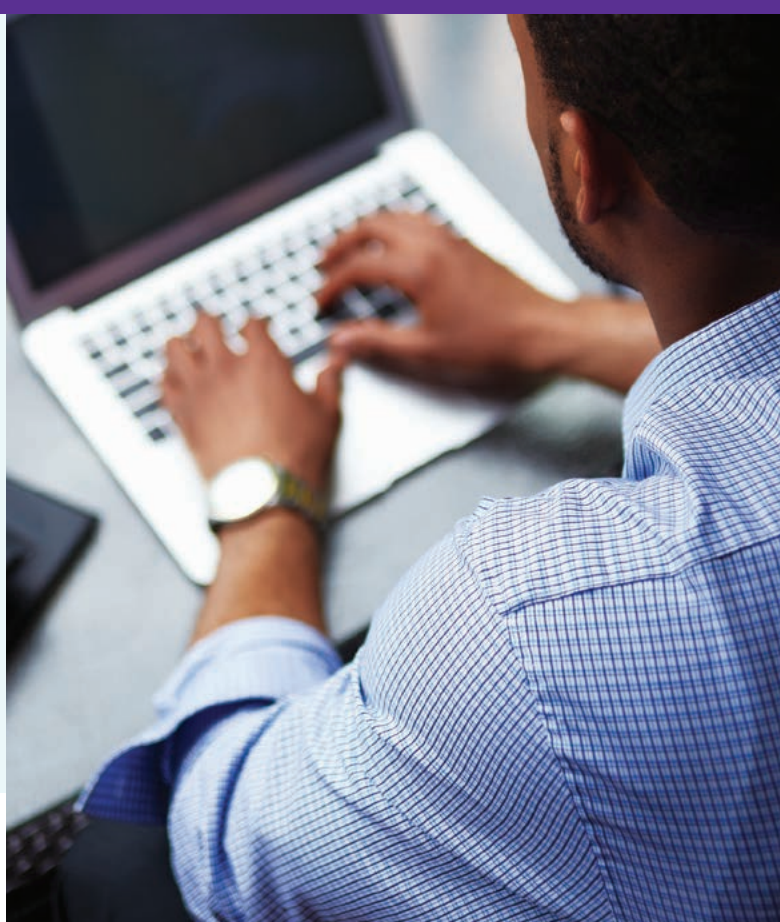
This Ministry of Transportation approved course is essential for anyone wanting to operate a commercial vehicle equipped with air brakes. Students are taught skills in order to comply with Ontario's air brake legislation and to further understand what conditions would cause an air brake equipped vehicle to be placed out of service. Students will be taught how a modern air brake system works as well as the importance of having a well-balanced and maintained system to optimize braking performance. The course will also focus on understanding how to properly inspect and test a modern air brake system, ensuring that students can identify, report and initiate the steps necessary for repairs to be made.

WE ARE HUMBER

Humber provides valuable academic and applied education.

ONLINE

EARN A CREDENTIAL ONLINE WHILE BALANCING OTHER LIFE PRIORITIES. WHETHER YOU WANT TO UPGRADE YOUR SKILLS OR BUILD NEW ONES, ONLINE LEARNING GIVES YOU OPTIONS.



WE ARE WIRED TO LEARN

NOW LIVE: YOUR ONE-STOP ONLINE LEARNING RESOURCE

humberonline.ca

ONLINE PROGRAMS

CERTIFICATES OF ACHIEVEMENT

A
Accounting
Advanced Bookkeeping
Airline Products and Distribution

B
Border & Immigration Services
Breastfeeding Support
Business Communications
Business Marketing
Business Studies

C
Canadian Institute of Management
Computer Programming

D
Developmental Services Worker Apprenticeship

E
Entrepreneurial Studies
Event Management

F
Fraud Examiner
French Translation in the Workplace
Fundamentals of the Global Information System

H
HR Management

I
Immigration Consultant
Intercultural Relations

L
Leadership
Leadership Development Series

M
Management and Leadership
Medical Office Manager

O
Obstetric Nursing - RN
Occupational Health and Safety

P
Professional Ethics
Professional Sales
Project Management

Q
Quality Assurance Technician (Manufacturing)

R
Records and Information Management

S
Social Entrepreneurship
Study in Human Behaviour

T
Tax Accounting
Teacher/Trainer of Adults
Tour Specialist
Travel Agency Operations
Travel Basics

CERTIFICATES OF COMPLETION

A
Asset Management Professional
C
Child Welfare & Forensic Practice
Children's Mental Health
Condominium Management and Administration
Corrections and Forensic Practice
Criminal Intelligence Analysis
Cyber Crime Specialist
E
Everyday English as a Second Language
Everyday French Language
Everyday Spanish Language
F
Fundamentals of Commercial Construction Management
Fundamentals of Quality Assurance
Fundamentals of Sustainability
G
Global Citizenship
I
Industrial Distribution Leadership
M
Mental Health and Forensic Practice
P
Professional English as a Second Language
Professional French Language
Professional Spanish Language
T
Teaching Effectiveness
Technical Writing
V
Volunteer Management Leadership

ONTARIO COLLEGE GRADUATE CERTIFICATE

F
Forensic Practice

ONTARIO COLLEGE CERTIFICATE

F
Funeral Pre-Planner

PROFESSIONAL CERTIFICATE

L
Law Clerks

ONTARIO COLLEGE DIPLOMA

B
Business Administration
Business Management
Business Marketing
M
Military Arts and Science
P
Police Foundations

HUMBER

WE ARE ENRICHING YOUTH

At Humber's Children and Youth Enrichment Camps, have some summer fun, learn about business, applied technology, health science and more!

Venture beyond the scope of a regular camp or classroom experience. Create, design and explore with others in an encouraging environment through our Youth Enrichment at Humber (YEAH!).

humber.ca/4youth

WE ARE HUMBER

WHETHER YOU'RE ON CAMPUS OR ONLINE, WE WANT YOU TO HAVE THE RESOURCES TO SUCCEED. IN THIS SECTION YOU WILL FIND INFORMATION ABOUT REGISTRATION, POLICIES AND PROCEDURES, AND STUDENT SERVICES AVAILABLE TO YOU.

Be sure to visit
humber.ca/continuingeducation
for the most up-to-date information.

GENERAL INFORMATION

All you need to know about registering, policies and student services is right at your fingertips!

REGISTRATION INFORMATION

Visit our website to find up to date information on fees, additional course costs, payment methods, refund policy, how to obtain your income tax receipts and much more.

humber.ca/continuingeducation/registration/fees

ONLINE REGISTRATION

Humber offers an easy-to-use online registration process to make enrolling in a course easy.

Under "Browse Programs & Courses", choose your course from the A-Z list or from Fields of Study.

After choosing your course, select the blue "Register" button at the bottom of the page.

This will take you to the "Flexible Registration Schedule Builder" page where you can add the course to your calendar, create a MyHumber account and complete your registration and payment.

You will receive an email from Humber College with your "Verification of Registration" as a confirmation of registration.

humber.ca/continuingeducation/online-registration

POLICIES AND PROCEDURES

For complete details of Humber's institutional policies and procedures that support Humber's vision, mission, values and strategic goals, visit humber.ca/policies

For notification of disclosure of personal information, visit humber.ca/notification-disclosure-personal-information

WE ARE HUMBER

For up-to-date program and course information, visit humber.ca/continuingeducation.

CONTACT US

Phone: 416.675.3111

Email: continuingeducation@humber.ca

Humber North Campus
205 Humber College Blvd.
Toronto, Ontario, Canada M9W 5L7

Humber Lakeshore Campus
3199 Lake Shore Blvd. West
Toronto, Ontario, Canada M8V 1K8

Humber Orangeville Campus
Alder Street Recreation Complex
275 Alder Street, 2nd Floor
Orangeville, Ontario, Canada L9W 5H6

For hours of operation, refer to our website for details:

humber.ca/hours-operation

ACADEMIC INTEGRITY

Humber is one of Canada's leading postsecondary institutions and polytechnic education providers. The college is committed to student success through excellence in teaching and learning and to ensuring a quality integrity-based academic learning environment.

In achieving our mission of developing broadly educated, highly skilled and adaptable citizens to be successful in their careers and difference-makers in their communities, we focus on six core values, including: excellence, inclusion, innovation, respect, sustainability and being student-centered.

In addition to our values, as an institution dedicated to the pursuit of knowledge and scholarship, we aim to provide a learning environment in which students, faculty and staff contribute to student success and positive academic outcomes. We do so through a culture that values academic integrity.

As a Humber student you will be part of a learning community that is committed to the value of academic integrity which include honesty, trust, fairness, respect, responsibility and courage.

humber.ca/academic-integrity

MYHUMBER

MyHumber is Humber's student record system where you will be able to access your records. You'll be able to is print your timetable, access your tax information, review your academic progress, apply to graduate or to confirm your program of study.

humber.ca/myhumber/

STUDENT SERVICES

Humber offers many services to enhance student life. The following is a listing of the major services at Humber.

ABORIGINAL STUDENTS
humber.ca/aboriginal

ACCOUNTING CENTRE
humber.ca/learningresources/accounting-centre

ALUMNI RELATIONS
humber.ca/alumni

ATHLETICS & FITNESS CENTRE
humber.ca/student-life/swac/fitness

CAREER ADVANCEMENT
humber.ca/careeradvancement

CAREER SERVICES
careers.humber.ca

DINE ON CAMPUS
dineoncampus.ca/humber

FINANCIAL ASSISTANCE
humber.ca/admissions/financial-aid

GOURMET EXPRESS
hrt.humber.ca/experiential-learning/gourmetexpress

COPY & PRINT CENTRE
humber.ca/about-humber/campuses-facilities/print-centre

HUMBER BOOKSTORE & COMPUTER SHOP
bkstr.com/humberitstore

HUMBER EMERGENCY AUTO RESPONSE TEAM (H.E.A.R.T)
humber.ca/publicsafety

HUMBER LIBRARIES
library.humber.ca

INFORMATION TECHNOLOGY SERVICES (I.T. SUPPORT)
its.humber.ca

LOST & FOUND
humber.ca/publicsafety/security-services/lost-and-found

MATH CENTRE
humber.ca/liberalarts/math-centre

MULTI-FAITH CENTRE
humber.ca/student-life/multi-faith

OPEN LEARNING CENTRE (OLC)
humber.ca/onlinelearning

PARKING
humber.ca/publicsafety/parking/continuing-education-parking

PEER ASSISTED LEARNING SUPPORT (PALS)
humber.ca/learningresources

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)
humber.ca/programs/transfer-options/prior-learning-assessment-and-recognition-plar

TEST CENTRE
humber.ca/student-life/testing-services

STUDENT WELLNESS & ACCESSIBILITY CENTRE
humber.ca/student-life/swac

WRITING CENTRE
humber.ca/liberalarts/writing-centre

The Humber Continuing Education Calender is published by Marketing and Communications at Humber College Institute of Technology & Advanced Learning, 205 Humber College Blvd., Toronto, Ontario. M9W 5L7, 416.675.3111.

This calendar is available at all Humber campuses and online at humber.ca.

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For information on Continuing Education programs or courses, email **continuingeducation@humber.ca**

DECLARATION OF WAIVER

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It is also Humber's right to schedule classes any time, Monday through Saturday.

Our most up-to-date information can be found at **humber.ca/continuingeducation**.

On request, this document is available in alternate formats. Email **marketing@humber.ca**.

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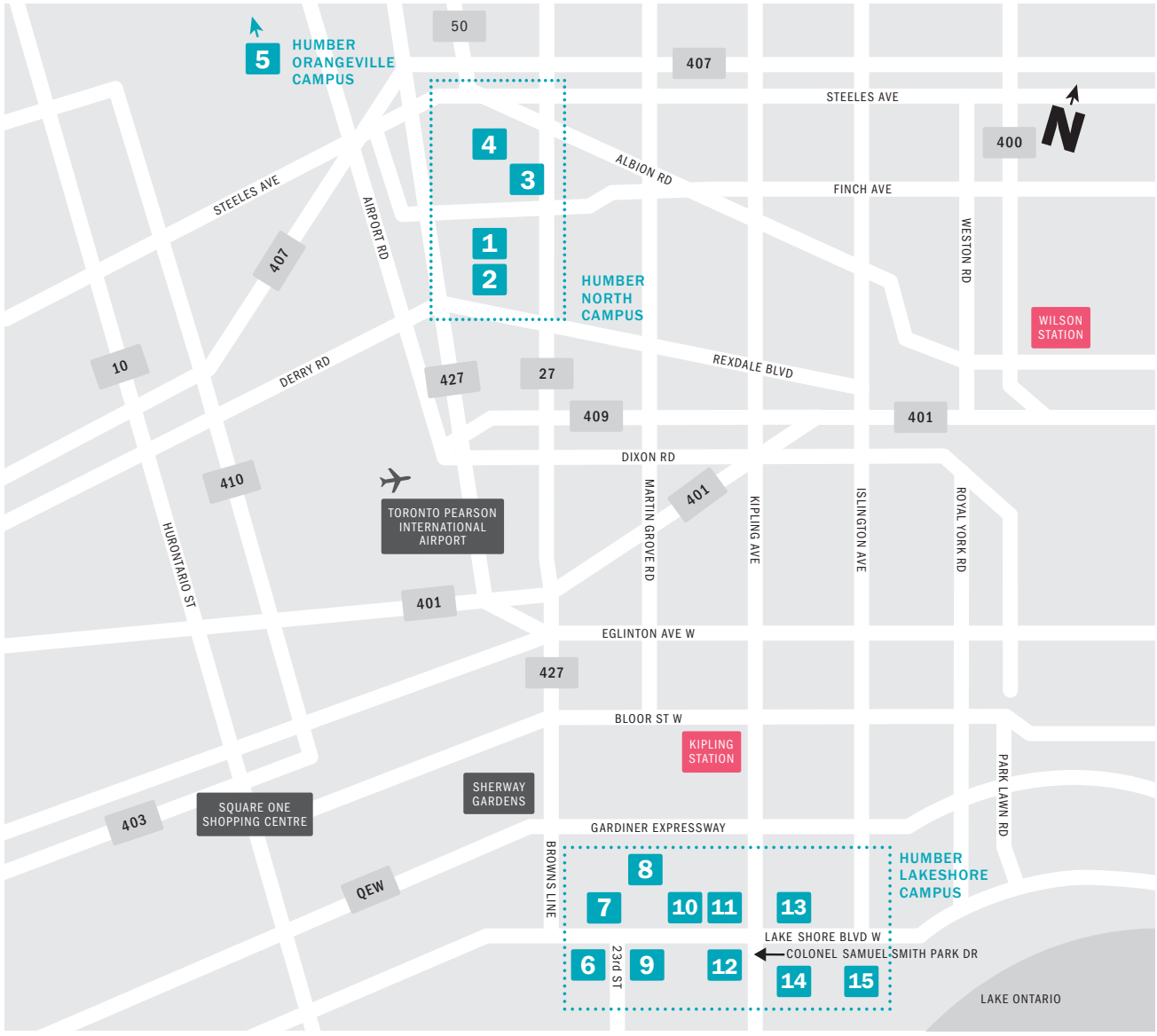

1 HUMBER NORTH CAMPUS (NO)
205 Humber College Blvd.
Toronto, ON M9W 5L7
Tel: 416.675.5000
enquiry@humber.ca

2 Humber Arboretum
North Campus
Tel: 416.675.5009
arboretum@humber.ca

3 Humber Transportation Training Centre (GA)
55 Woodbine Downs Blvd.
Toronto, ON M9W 6N5
Tel: 416.798.0300
truck.info@humber.ca

4 Humber Centre for Trades and Technology (CAR)
110 Carrier Drive
Toronto, ON M9W 5R1
Tel: 416.675.5000
enquiry@humber.ca

5 HUMBER ORANGEVILLE CAMPUS (OR)
Alder St. Recreation Complex
275 Alder Street
Orangeville, ON L9W 5H6
Tel: 416.675.5000 or 1.877.675.3111
Fax: 519.941.8068
enquiry@humber.ca

6 Humber Art Commons (ART)
3253 Lake Shore Blvd. West
Toronto, ON M8V 2E6
Tel: 416.675.5000
enquiry@humber.ca

7 Humber Fitness Centre
3244 Lake Shore Blvd. West
Toronto, ON M8V 1M1
Tel: 416.675.5000
enquiry@humber.ca

8 Humber Arts and Media Studios (BIR)
300 Birmingham Street
Toronto, ON M8V 2E6
Tel: 416.675.5000
enquiry@humber.ca

9 HUMBER LAKESHORE CAMPUS – WEST (LA)
3199 Lake Shore Blvd. West
Toronto, ON M8V 1K8
Tel: 416.675.5000
enquiry@humber.ca

10 Humber Medical Centre (MED)
3170 Lake Shore Blvd. West
2nd Floor
Toronto, ON M8V 3X8
Tel: 416.675.5000
enquiry@humber.ca

11 Humber Fashion Institute (FAS)
3166 Lake Shore Blvd. West
Toronto, ON M8V 1L6
Tel: 416.675.5000
enquiry@humber.ca

12 STUDENT WELCOME AND RESOURCE CENTRE (WEL) (Home of the Lakeshore Grounds Interpretive Centre)
2 Colonel Samuel Smith Park Drive
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca

13 Humber Centre for Justice Leadership (AN)
3120 Lake Shore Blvd. West
Toronto, ON M8V 1L3
Tel: 416.675.5000
enquiry@humber.ca

14 HUMBER LAKESHORE CAMPUS – EAST (LA)
21 Colonel Samuel Smith Park Drive
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca

15 Centre for Entrepreneurship (G)
17 Colonel Samuel Smith Park Drive
Toronto, ON M8V 4B6
Tel: 416.675.5000
enquiry@humber.ca

TRANSIT TO HUMBER

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gotransit.com

MiWay (Mississauga Transit)
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mississauga.ca/portal/miway

Toronto Transit Commission (TTC)
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ttc.ca

York Region Transit (YRT) /Viva
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yorkregiontransit.com

Parking and campus maps are available at **humber.ca/maps**.

Map is not to scale.

HUMBER

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CONTINUING EDUCATION INFORMATION EVENING

Thursday, August 24, 2017
4 p.m. to 7 p.m.
North Campus

OPEN HOUSE

Fall 2017
Saturday, November 18, 2017
10 a.m. to 2 p.m.

Spring 2018
Saturday, April 14, 2018
10 a.m. to 2 p.m.

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