



## WE ARE

## CONTINUING

TODAY'S TECHNOLOGY AND RANGE OF PROGRAM AND COURSE CHOICES MAKE IT EASIER THAN EVER TO TAKE CONTINUING EDUCATION.

## **WE OFFER**

#### **OPTIONS**

Humber offers more than 1,400 courses and 200 part-time certificates. Develop new skills through professional or personal development courses.

#### **FLEXIBILITY**

Study during the day, evening or weekend — in class or online. We offer more than 400 online courses and more than 40 fully online programs, as well as libraries and research services with online search capabilities.

Our programs have fall, winter and spring start times.

#### **EMPLOYABILITY**

Continuing education can help you keep up with the latest technologies, knowledge and skills you need to advance in your current position, get a new job or change fields.

#### **SUPPORT**

Continuing education students have access to one-on-one career counselling, peer tutoring and services for internationally trained professionals, as well as accounting, math and writing centres.



### They say a journey of a thousand miles begins with a single step.

Looking at this book might be your first step towards enhancing your skills, pursuing a rewarding career or finding a new direction.

Canada's job market can be a challenging place. Employers are looking for people with skills and talents already in place who are able to make a contribution from their very first day.

You can be that person by making continuing education an essential part of your career.

Whether you're looking to enhance your skills within your industry, make a switch into a new field or simply explore your interests outside of work, you need classes, professors and resources that make it easy to integrate continuing education into your already busy life.

That's where Humber can help.

From online courses and evening classes to accelerated programs, pursuing continuing education at Humber means you can tailor your learning experience to fit your needs.

Working full time? Explore classes that combine industryrelevant education and networking opportunities that can be easily accessed and scheduled around your work commitments. Balancing a family with work and school? Check out our more than 400 online courses and 40 fully online programs to study when it's most convenient for you and your family.

Looking for a new job? Take advantage of Humber's one-on-one career counselling service and career-focused programs.

Whatever your ambitions, whatever your reason for pursuing continuing education, Humber has something for you. You have virtually endless choices – and we'd love to talk about which ones are best for you.

Start your journey by reading this book. For more detailed information, go to **humber.ca/continuingeducation** and explore what we have to offer.

We look forward to seeing you on campus or online.

Sincerely

Eileen DeCourcy

Associate Vice-President, Teaching and Learning
Humber College Institute of Technology & Advanced Learning



#### ACCOUNTING STUDIES

- Accounting
- Bookkeeping

#### ARTS AND PERFORMANCE

- · Arts at the Lake
- Comedy
- · Creative Writing
- Fine Arts
- Music
- Theatre Arts

#### ASSOCIATIONS/PROFESSIONAL CERTIFICATE PROGRAMS

- · Condominium Management
- Law Clerks
- · Leadership Development Series
- Maintenance Management (MMP)
- Manufacturing Leadership
- Medical Device Sales
- · Payroll Management
- Property Management
- Supply Chain Management
- · Technical Writing
- · Volunteer Management

#### **BUSINESS AND MANAGEMENT**

- Banking/Investment
- · Business Administration
- · Business Management
- · Human Resources Management
- · Law
- Marketing
- · Office Administration
- · Project Management

#### CAREER/PERSONAL DEVELOPMENT

#### COLLEGE PREPARATION/ACADEMIC UPGRADING

- · Academic Upgrading (AU) (Evening)
- · College Preparatory (Part-Time)

#### COMMUNITY EMPLOYMENT SERVICES

#### COMPUTER/INTERNET STUDIES

- Certification Training
- Computer Engineering/Networking/ Wireless
- · Computer Programming
- Computer Technology

#### Microcomputers

- Open Learning Centre (OLC) Computer Courses
- Oracle and Microsoft Database Profile Certificates
- · Web Design/Development

#### COOKING/CULINARY

#### COSMETICS AND SPA MANAGEMENT

#### DESIGN

- · Industrial Design
- · Interior Decorating
- Web Design

#### DIGITAL ARTS, ANIMATION AND DESIGN

- · 3D Animation
- · Digital Graphic Design

#### ENGLISH

- Communication Courses (Credit and non-credit)
- · English Placement Test (EPT)
- English as a Second Language (ESL)
- English for Academic Purposes (EAP)
   (College Preparation) Daytime
- International English Language Testing System (IELTS)
- Professional English as A Second Language (ESL)

#### FITNESS AND RECREATION

- · Fitness and Wellness
- Outdoor Education
- · Sailing and Powerboating
- Sports

#### **FUNDRAISING**

#### **HEALTH SCIENCES**

- · Bioscience
- · Clinical Research
- · Early Childhood Education
- · First Aid/CPR/ASIST
- · Postgraduate Nursing Specialties
- · Practical Nursing

#### HORTICULTURE

- · Floral Design
- Gardening
- Landscaping

#### HOSPITALITY AND TOURISM

- Hotel and Restaurant
- Tourism and Travel

#### LANGUAGE AND CULTURAL STUDIES

- American Sign Language (ASL)
- · Chinese-Mandarin
- French
- German
- · Indigenous Knowledge
- · Institute of Language and Culture
- Interpreting
- Italian
- Portuguese
- Spanish

#### LIBERAL ARTS AND SCIENCES

· General Education Courses

#### MATHEMATICS

- · Business Mathematics
- Mathematics Computerized Placement Test (MCPT) for Business Mathematics and Technical Mathematics
- Technical Mathematics

#### MEDIA ARTS AND COMMUNICATION

- Broadcasting-Radio
- Journalism
- Photography
- Screenwriting
- · Video Production

#### PUBLIC RELATIONS

· Corporate Communications

MILITARY ARTS AND SCIENCE

- Event Management
- Public Relations
- Wedding Planning

#### SOCIAL AND COMMUNITY SERVICES

- · Behavioural Science
- · Border and Immigration Services
- · Criminal Justice
- Developmental Services Worker
- · Fire and Emergency Services
- Specialized Rescue
- · Forensic Practice
- Gerontology
- Human Services
- · Police Foundations
- · Private Investigations
- Psychosocial Rehabilitation and Mental Health
- Municipal Bylaw
- · Settlement Services
- · Social Service Worker

#### TEACHING AND TRAINING

- · Early Childhood Education
- Teacher/Trainer of Adults
- Teaching Effectiveness
   Teaching English to Speakers of Other Languages (TESOL)

#### TECHNOLOGY

- · Apprenticeship Programs
- · Architecture and Construction
- Automation/Robotics
- · Electrical/Electrician
- · Electrical Engineering Control Systems
- Heating, Ventilation, Air Conditioning Gas Technician
- Leadership in Energy and Environmental Design (LEED)
- Management
- · .Net Software Developer
- · Occupational Health and Safety
- · Project Management
- · Quality Assurance
- Sustainable Energy and Building Technology
- · Woodworking/Cabinetmaking
- Workshops (Technology)

#### TRANSPORTATION TRAINING

- Driving Instructor Training
- Motorcycle TrainingTruck Driver Training

#### WEB DESIGN AND DEVELOPMENT

- · Blogging Platforms and Content
- Management Systems (CMS)
- · iOS App Developer
- Server-Side Scripting PHPWeb Design and Production

#### WRITING

- · Creative Writing
- · Technical Writing

To learn more about courses offered visit humber.ca/continuingeducation

## WE ARE

## INDUSTRY-RELEVANT. RESPECTED. LEADING-EDGE.

#### **INDUSTRY ASSOCIATIONS**

We work with these industry partners and many more. You can, too.



































































#### **LEARNING OPTIONS**

## Learning options that fit your schedule and learning style

- In Class: We offer in-class courses at our Humber North and Humber Lakeshore Campuses.
- Distance Courses: We offer online, paper-based or a blended distance education.
- Variety of Course Lengths: Your time is at a premium, so we've designed courses with a variety of lengths, including one day, three days, week-long intensives or courses offered over a number of weeks.
- Individual Courses or Multi-Course Certificate Programs:
   We offer a number of professional certificate programs
   that are applicable to a wide range of professions and
   interests. In addition to complete certificate programs,
   each course is available on an individual basis.

#### Expand your credentials

- · Relevant, industry-modelled curriculum
- Options for credit transfer to full-time diploma and degree programs
- Partnerships with industry associations to prepare you for accreditation

#### Benefit from a polytechnic education

- A wide range of credentials, including bachelor's degrees, diplomas, certificates and graduate certificates
- · Multiple academic pathways between credentials
- · Industry-relevant applied research

#### **Accelerated Learning**

 We offer intensive programs, designed to teach you what you need as efficiently as possible. You can also gain credit for prior learning or work experience.



## ONLINE LEARNING AT HUMBER

#### What is online learning?

A course taken fully online without physically meeting a teacher in a classroom on campus. These courses may be semester-based, with specific start and end dates or may have a timeline based on the date of your enrolment.

#### Is online learning for me?

Although online learning is a convenient way to take courses, it's not suited to all students' learning styles or needs. Online learning students should be self-disciplined and have excellent reading, writing and analytical skills.

### Computer requirements for online courses.

You will need regular access to a computer with a reliable Internet connection to actively participate in an online course. We recommend the system requirements listed on the following chart for all online courses. Lesser systems may not be compatible with the systems used to deliver online courses.

Some courses have specific software requirements; therefore, it is important to visit the Open Learning Centre's website prior to the course start date and visit the specific course page for complete details. If you are required to download additional software, see chart on the following page.

#### Recommended System Requirements

	•			
	Windows		Macintosh	
Operating System	Minimum: Windows Vista (32-bit)	Recommended: Windows 7 (64-bit)	Minimum: Mac OS X 10.6	Recommended: Mac OS X 10.8
Processor	Minimum: 1 GHz or faster 32-bit (x86) or 64-bit (x86-64)	Recommended: 2 GHz or faster 32-bit (x86) or 64-bit (x86-64)	Minimum: G3 Processor	Recommended: G4 Processor or higher
Memory (RAM)	Minimum: 2 GB (32-bit) or 3 GB (64-bit)	Recommended: 3 GB (32-bit) or 4 GB (64-bit)	Minimum: 2 GB (32-bit) or 3 GB (64-bit)	Recommended: 3 GB (32-bit) or 4 GB (64-bit)
Internet Browser	Minimum: Internet Explorer 8 or Chrome (stable channel)	Recommended: Internet Explorer 9 (IE10 will only work under Windows 8) or Chrome (stable channel)	Minimum: Safari 5.1 or Chrome (stable channel)	Recommended: Safari 6.0.1 or Chrome (stable channel)
Office Suite	Minimum: Microsoft Office 2010	Recommended: Microsoft Office 2013	Minimum: Microsoft Office 2008 for Mac	Recommended: Microsoft Office 2011 for Mac

Recommended Software Plug-ins: Java Software, Adobe Flash 10 or above, a PDF reader such as Adobe Reader or FoxIT Reader (Software downloads are available at **humber.ca/onlinelearning/sysreq**). Suggested Hardware Peripherals: Headset, Microphone







#### **REGISTRATION**

#### Online

Visit **humber.ca/continuingeducation** to register online.

A Humber username and Visa, MasterCard or online Interac number are required.

#### **NEW STUDENTS**

(or students who cannot locate their Humber username)

Contact the Customer Service and Registration Centre at 416.675.5005 or 1.877.675.5660 to receive your permanent Humber username.

#### RETURNING STUDENTS

Please ensure your address and telephone number(s) are current by updating your record at **srs.humber.ca**.

#### Telephone

416.675.5005 or 1.877.675.5660

Payment by Visa or MasterCard only.

#### In Person

Visit our Customer Service and Registration Centre at Humber North Campus or Humber Lakeshore Campus.

Payment must be made by Visa, MasterCard, debit card, certified cheque or money order.

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

#### Contact Us

HUMBER NORTH CAMPUS Customer Service and Registration Centre 205 Humber College Blvd. Toronto, ON, Canada M9W 5L7

416.675.5005 or 1.877.675.5660 Monday – Thursday 8:30 a.m. – 6:30 p.m.

Friday 8:30 a.m. – 4:30 p.m. Saturday 8 a.m. – 2 p.m.

Closed Saturdays, from May 18 to August 24, 2013, and May 17 to August 23, 2014

#### **HUMBER LAKESHORE CAMPUS**

Customer Service and Registration Centre 3199 Lake Shore Blvd. W. Toronto, ON, Canada M8V 1K8

416.675.5005 or 1.877.675.5660

Monday – Thursday 8:30 a.m. – 6:30 p.m. Friday 8:30 a.m. – 4:30 p.m.

#### **HUMBER ORANGEVILLE CAMPUS**

Alder Street Recreation Complex 275 Alder Street, 2nd Floor Orangeville, ON, Canada L9W 5H6

416.675.5005 or 1.877.675.3111

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

**Note**: Hours are subject to change due to seasonal and/or operational requirements. Refer to our website for details.

humber.ca/continuingeducation

#### 2013/2014 CONTINUING EDUCATION VIEWBOOK

#### **FEES**

Fees for all courses are shown in the course listings at **humber.ca/continuingeducation** and do not include the cost of textbooks and/or supplies unless the course listing specifically states that all books and materials are included in the fee.

#### Payment Methods

Humber accepts Visa, MasterCard, certified cheques, money orders, BMO, Royal, Scotia and TD debit cards and online Interac.

#### **Additional Costs**

Many courses require a textbook and/or materials. In most cases, these cost an additional fee. Please contact the Humber Bookstore at 416.675.5066 or visit **humber.bkstr.com** for more information.

#### Refunds

To request a refund, please contact the Customer Service and Registration Centre. Your request must be received by our office by the date indicated on your Admit-to-Class form. Full refunds will be granted only when Humber cancels a course.

For more information, visit humber.ca/continuingeducation.

General Refund Policy					
	Courses greater than 8 sessions	Courses 4 - 8 sessions	Courses less than 4 sessions		
Partial Refund	Full refund less \$25 if written request is received in the Registration Centre before the third regularly scheduled session (plus material fees, where applicable)	Full refund less \$25 if written request is received in the Registration Centre before the second regularly scheduled session (plus material fees, where applicable)	A written request must be received in the Registration Centre prior to the start of the course. Then, if the fee paid was less than \$30, half the fee is refunded; otherwise, full fee less \$25 is refundable (plus material fees, where applicable)		
No Refund	After the third regularly scheduled session	After the second regularly scheduled session	After the class begins		

**Note**: There are many exceptions to this general refund policy. It is the responsibility of the student to be aware of the policy for their specific course(s). Please refer to the refund date on your Admit-to-Class form.



#### **Dedicated to Student Success**

We know that school isn't just about taking classes - and at Humber, student success is at the heart of everything we do.

Whether you're on campus or online, we want you to have the tools you'll need to succeed. That means along with a great education, we offer comprehensive student services, including help centres for accounting, math and writing, peer tutoring, and extensive services for students with disabilities.

We also offer career, educational and personal counselling.

- · Aboriginal resources
- Accounting Centre
- Alumni services
- · Campus Walk program and 24/7 security available
- · Career advancement service
- · Convocation/graduation
- · Disability services
- · Educational counselling
- · Financial assistance
- · Humber Emergency Auto Response Team (HEART)
- Information technology services
- Libraries
- · Math Centre
- · Open Learning Centre
- Peer tutoring
- Peer mentoring
- · Prior Learning Assessment and Recognition (PLAR) Test Centre
- · Support for internationally trained professionals
- · Writing Centre

"The quality of the instruction was what kept me returning to the courses in my certificate program. My professor was a master at working with those of us who were balancing multiple and often competing priorities."

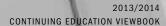
Kathryn, Canadian Medical Device Industry Online Certificate



#### **Facilities**

- · Home to more than 56,000 continuing education registrants
- · Bright, spacious learning commons areas and open access
- · Industry-simulated labs and classrooms for real-world interactive learning
- · Humber bookstore and computer shop
- Library services
- · Gyms and athletic facilities including a sauna and community pool
- · Accessible by public transportation
- · A variety of food choices including a student-run, fine-dining restaurant





# MENTOR, ADVISE, COACH. WE CARE

"I'M EMPLOYED SEASONALLY, SO I WAS LOOKING FOR SOMETHING TO WORK AT DURING THE OFF-SEASON. HUMBER GAVE ME AN EXCELLENT HANDS-ON EDUCATION."

Janet, Floral Design Certificate



Free advising services are available for you.

Let Humber guide you with your education and career planning. If you're a continuing education student, you're entitled to access Humber's Career Advancement Service, which offers:

- · One-on-one career coaching
- · Interest and skills assessment
- · Career goal identification and education planning

For more information visit humber.ca/careeradvancement.

#### Are you looking for work?

Visit Humber's Community Employment Services to access:

- · Job search assistance
- · Workshops and labour marketing information
- · Guided access to training
- Mentorship opportunities

For more information visit ces.humber.ca.

## INTERNATIONALLY TRAINED PROFESSIONALS

Are you new to Canada?

Starting your career in a new country can be a challenge. We have customized services specifically for internationally trained professionals and new Canadians that are designed to help you bridge the gap between there and here.

Our advisors can help you to explore:

- Courses and programs leading to industry-certified designations
- Bridging programs
- · Language and professional skills enhancement
- Employment services

For more information visit humber.ca/advisingnewcomers.



#### **FACULTY**

#### Learn from highly qualified faculty

- · Award-winning faculty with advanced academic credentials
- · Industry-relevant experience

#### Receive a cutting-edge education

- · Career and advancement-focused learning
- Best-practice teaching methodologies
- Networking opportunities
- · Credentials from a leading institution

## Recipients of the 2012 Continuing Education Teaching Excellence Award



Scott Savage School of Applied Technology



Heather Smith
The Business School

## WE ARE HERE TO HELP

## FREQUENTLY ASKED QUESTIONS

Who is eligible to register for a continuing education course?

For most courses, a student needs to be 19 or older or have a Grade 12 diploma. For many general interest courses, however, that qualification doesn't apply.

#### How do I register? How do I pay?

You can register online at humber.ca/continuingeducation. To register online, you will need a Humber username. If you are a new student, or can't find your username, please call Customer Service and Registration Centre at 416.675.5005 or 1.877.675.5660 to obtain one.

You can register over the telephone too. Payment over the phone is by Visa or MasterCard only. You can also visit us in person at the Humber North or Humber Lakeshore Campus. There, you can pay by Visa, MasterCard, debit card, certified cheque or money order.

#### What's a prerequisite? What's a corequisite?

A prerequisite is required for entry to a specific course. For example, you may need to have completed an entry-level course before taking an intermediate one. A corequisite needs to be taken at the same time as another course.

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

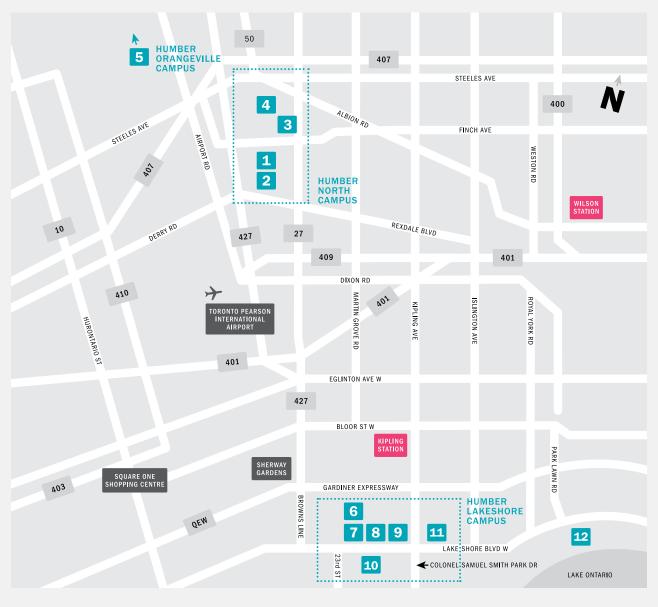
#### I have credits from another institution or previous work experience. Can I apply those to my program at Humber?

Students who have successfully completed postsecondary studies may apply for transfer credits from equivalent courses in their program. You will need to provide a transcript and a detailed course description. Transfer credit forms are available at humber.ca/transfercredits.

If you've had previous work, volunteer or life experience that is relevant to your program, this can also count as credit towards your course or program. You can submit an academic portfolio, or complete challenge processes like tests, demonstrations or interviews. There is a fee charged for each course challenged. For more information on Prior Learning Assessment and Recognition (PLAR), please go to humber.ca/plar.

#### Where can I find more information about my online classes?

Visit our website at **humber.ca/onlinelearning/faq** for questions specific to online courses.



1 HUMBER NORTH CAMPUS (NO)

205 Humber College Blvd. Toronto, ON M9W 5L7 Tel: 416.675.5000 enquiry@humber.ca

- 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 & 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 enquirv@humber.ca

6 Humber Arts & Media Studios (BIR)

> 300 Birmingham Street Toronto, ON M8V 2E6 Tel: 416.675.5000 enquiry@humber.ca

- 7 Humber Launch 3180 Lake Shore Blvd. West Toronto, ON M8V 1L7 Tel: 416.675.6622 ext.79250 humberlaunch@humber.ca
- B Community Medical Services
  Building (MED)
  3170 Lake Shore Blvd. West
  2nd Floor
  Toronto, ON M8V 3X8
  Tel: 416.675.5000

enquiry@humber.ca

9 Humber Fashion Institute (FAS)

3166 Lake Shore Blvd. West Toronto, ON M8V 1L6 Tel: 416.675.5000 enquirv@humber.ca

10 HUMBER LAKESHORE CAMPUS (LA)

3199 Lake Shore Blvd. Wes Toronto, ON M8V 1K8 Tel: 416.675.5000 enquiry@humber.ca

Humber Centre for Justice Leadership (AN)

3120 Lake Shore Blvd. West Toronto, ON M8V 1L3 Tel: 416.675.5000 enquiry@humber.ca

12 Humber Sailing & Powerboating Centre (SS)

100 Humber Bay Park Rd. West Toronto, ON M8V 3X7 Tel: 416.252.7291 sailing@humber.ca

#### TRANSIT TO HUMBER

Brampton Transit/Züm 905.874.2750 brampton.ca/en/residents/transit

Go Transit 416.869.3200 gotransit.com

MiWay (Mississauga Transit) 905.615.4636

mississauga.ca/portal/miway

Toronto Transit Commission (TTC)

416.393.4636 ttc.ca

York Region Transit (YRT)/Viva 905.762.2100 yorkregiontransit.com

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

Map is not to scale.



## WE ARE HUMBER

Join us at Humber North, Lakeshore and Orangeville Campuses to learn about our many programs and courses that will help your professional advancement and personal growth.

#### **OPEN HOUSE**

FALL 2013 SPRING 2014

Saturday, November 9, 2013 Saturday, April 12, 2014 10 a.m. to 2 p.m. 10 a.m. to 2 p.m.

Register now at humber.ca/continuingeducation.

Most courses start in September, January and April/May.



Humber is a member of Polytechnics Canada

