

## COURSE DESCRIPTIONS



**ENC451** - Thematic study of drama, poetry and the novel. Emphasis on man in conflict with himself and society. Formal essays, class discussion, and seminars.

**ENC551** - The study of various literary genres: novels, modern drama, essays & Shakespeare—selected on a thematic basis. Correct forms of expression and techniques of writing are studied and employed in various written essays.

**MAP441** - For those not planning to take Math after Grade 12. Topics include: logarithms, trigonometry, finances, equations, and simple machines. Emphasis on the application of concepts.

**MAP451** - A study of relations and functions with emphasis on quadratic trigonometric, exponential, and logarithmic functions. Solution of factorable equations, synthetic geometry of the circle, sequences and series.

**TYP141** - This course is designed to teach the keyboard via the touch method and by stressing proper typing techniques. Topics include setting up of reports, manuscripts, bibliographies, personal letters, business letters.

**TYP241** - Course includes: manuscripts, advanced set-ups, all letter lengths, envelopes, timed writings, tabulations, financial statements, composition at the typewriter, carbons, dittos, memos, care of typewriters, applications, proofreader's marks.



**BEGINNING DRESSMAKING:** A course designed for the home sewer who wants to improve her basic sewing skills. A wardrobe of skirt, top and dress can meet the fashion needs of any student.

**INTERMEDIATE DRESSMAKING:** The student builds on the basic skills of Beginning Dressmaking to create a wardrobe of a blouse, vest, pant suit, or daytime dress. More details in construction skills, and pattern choice is encouraged at this level.

**SEWING WITH KNITS-BEGINNING:** This course requires a basic background of dressmaking skills. The new techniques for sewing with knit and stretch fabrics are taught at this level.

## GENERAL INTEREST COURSES

The following general interest or hobby type courses are offered to provide students with a recreational skill. Most courses are 10 weeks in length and commence the week of October 3, 1977. A second registration is held in January. Flyers containing information about the second term will be sent home with all the elementary school children in the first week of January, 1978. If you will be missed by this distribution, call the Adult Education Office and have your name put on the mailing list. These flyers are also available in public buildings such as the Post Office, Library, Manpower, etc. If there are no openings in the fall classes because of an overflow registration, your name will be placed on an advanced mailing list for January classes on request.

**NOTE:** Some shop course such as welding, cost considerably more than the regular fees. Extra fees are charged because of the heavy costs involved in supplying materials. Some other courses, such as furniture refinishing have an additional supply fee as well. This extra fee is charged to compensate the home school for incidental materials that can be provided by the teachers. Students are expected to provide their own materials where applicable, e.g. paint remover, paint, some tools, etc. Students leaving any materials at the school during the weeks between classes do so at their own risk.

**ASTROLOGY I:** This course includes the following topics: the natural chart, the solar chart, sun and moon signs, triplicities, houses and their meaning, transits, natal charts, etc.

**AUTO SERVICING (Men and Women):** This course covers the working knowledge of how the automobile works, of a less technical nature. The student is able to work on his own vehicle, performing repairs of a minor nature. Studies are made of the running gear, steering principles, tires, and braking units, types of engines, cooling system, and electrical system.

**BOOKKEEPING FOR A SMALL BUSINESS:** Students will learn the elementary bookkeeping procedures, accounting, and other information and techniques required for the small business. Course includes the study of the balance sheet, journalizing, posting to ledger accounts, profit and loss statements, and special journals.

**CONTEMPORARY FIBRE ARTS:** A survey course introducing different types of fibre manipulations used by today's fibre artists. Included are: spinning and dyeing, weaving, macramé, basketry and sculpture, netting, sponge, Maori twining, finger crochet, braids and bands, etc.

**CROCHETING:** The emphasis in these lessons will be to teach students how to follow printed patterns and adjust these patterns when need be. At the end of the lessons, the student should be able to design, either for interior decorating, or fashion, her own patterns. Bring a No. 5 crochet hook and some wool to the first class.

**DRAMA & IMPROVISATION:** A beginners' course in theatre games and improvisation leading to a simple playmaking enabling participants to explore and develop their creativity and imagination. The emphasis of this course is on self-expression and spontaneity rather than developing acting talent.

**ENGLISH AS A SECOND LANGUAGE:** Applications are invited from students who are either new to Canada and the English language or those who wish to improve their basic understanding of the spoken English. Relatives, friends, employers, etc. are encouraged to introduce prospective students to these programs. Students may register at any time during the school year, either by mail, or at the High School on the evening when classes meet. The classes are made up of small groups, ranging from beginners (those who speak no English) to advanced levels, for those wishing to improve their reading and writing skills.

**FITNESS & RECREATION (Men & Women):** Improve your health and well-being. Learn the practical aspects of physical fitness, improve your muscle tone and general health and enjoy recreational activities. Students will be able to make use of the swimming pool facilities in this course.



**FRENCH (CONVERSATIONAL):** Lessons to learn the numbers from one to infinity, days of the week, months of the year, season, weather, polite forms are given. A large vocabulary is included along with verbs. Instruction is primarily oral; but grammar must be learned to enable the student to better express himself as he improves his vocabulary.

**FURNITURE REFINISHING:** Major processes involved in refinishing furniture—stripping, sanding, staining, filling, repairs, bleaching and finishing. Included will be a study in types of wood, styles and finishes, the repair of furniture and the antiquing of new furniture.

**GUITAR: BEGINNING:** Are you interested in learning to play the guitar for your own enjoyment? This beginner's course is designed to teach you the basic chord patterns plus some very simple melody playing. Previous musical experience is not necessary. This course is not designed to turn you into a professional guitar player, but simply to let you learn to strum and sing along.

**GUITAR-CONTINUING:** This course will feature finger picking techniques, bar chords, and some elementary sight reading. If you have not taken the beginner's course but know the basic chord patterns then this course would be for you as well.

**HANDWRITING ANALYSIS:** Learn what your handwriting says about you. A qualified instructor will teach you how to analyze your most individual quality - your handwriting.

**INTERIOR DESIGN:** You can make all the spaces you exist in more liveable. An introduction to decorating techniques for interior space including studies of surface texture and materials for drapes, carpets, upholstery, etc., combined with choices of furniture which provide more fulfilling environmental placement.

**MACRAME:** Learn to make hanging pot holders for your plants, belts for your friends, wall hangings, purses, and anything you are interested in doing. With the two basic knots and the simplest materials you can create something beautiful.



**OFFICE PROCEDURES:** This course is designed to provide the student with sufficient skills to re-enter the business office by renewing typing skills and bringing the student up to date with business machines, filing techniques, duplicating equipment, and other procedures.

**ORNAMENTAL IRONWORK:** A course constructing various types of ironwork; railings, lamps, furniture, etc. Projects to be selected by the students, who will be expected to pay a supply fee based on their individual needs.

**PATCHWORK AND QUILTING:** Making a quilt need not be a long and tedious affair. Emphasis will be on techniques that allow the quilter to carry her work around as easily as knitting or crochet. Each class will consist of learning a technique and spending class time practising it.

**RUG HOOKING (Beginning):** This course is offered to introduce you to the basic skills in hooking and shading various types of leaves and flowers. As a skill craft, the hooker can relax and enjoy herself. You do not have to be a creative artist or possess unusual ability to fashion a pretty rug or wall hanging.

**RUG HOOKING (Continuing):** Prerequisite: Beginners' course in shading. Subjects taught in this class will be determined by the students.

**WEAVING: Off Loom:** On simple hand-made frame looms, the student will learn most of the traditional tapestry weaves as well as more contemporary techniques and learn how to apply them to wall hangings and functional items.

**WELDING:** A hobby course for the student who wishes to complete a personal project. Basic theory of set-up and practice of oxygen acetylene cutting and brazing.

**WOODWORKING:** In a well equipped shop with the assistance of a qualified instructor, participants may undertake their own projects. Use of machine and hand tools will be demonstrated.

**YOGA-BEGINNERS:** This course is primarily concerned with the yoga of the physical body known as Hatha Yoga. The exercises of Hatha Yoga are based on the formula of stretching, relaxing, deep breathing, and increasing the circulation of the blood and the powers of concentration. Come prepared to do floor exercises, i.e. bring a small carpet or mat and comfortable clothing.

**YOGA I:** A continuing yoga course for those who wish to extend their knowledge of yoga and increase their powers of concentration and relaxation.

**Do it NOW!**

### REGISTRATION FORM



NAME: Mr. Mrs. Miss  
(Circle One)      LAST NAME      FIRST NAME

ADDRESS: .....

TOWN .....

POSTAL CODE .....

HOME PHONE: .....

BUSINESS PHONE: .....

COURSE OR SUBJECT .....

(First Choice)      (Second Choice)

SCHOOL: .....

TIME .....

DATE OF FIRST CLASS .....

TIME .....

NIGHT .....

Enclosed is a cheque or money order, made payable to "The Halton Board of Education" for \$ .....

Signature .....

MAIL TO: ADULT EDUCATION CLASSES, 2050 Guelph Line, Burlington, L7R 3Z2

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