College of
New Caledonia
www.cnc.bc.ca

2018-19 program guide and course calendar

Business and management Community and continuing education Health sciences Human services Technologies Trades and industry University studies Upgrading and access

DIRECTORY

CNC Prince George

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College Store	250-561-5808
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CNC Quesnel

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Valemount Learning Centre – in partnership with CNC

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250-566-4601
1-888-690-4422
250-566-4602
frontdesk@valemountlearningcentre.org

For the most current information on fees, courses and programs visit

www.cnc.bc.ca

Notes

1. Go to www.cnc.bc.ca for up-to-date information on fees, courses, programs and policies.
2. CNC reserves the right to limit, cancel, or adjust programs without notice.
3. The online version of this document (*www.cnc.bc.ca/Exploring/Calendar.htm*) is the official version. In the event of a conflict between the printed version and the online version, the online version will prevail.
4. The 🖵 symbol indicates that at least one course section in the program may be available in an online format.

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SECURITY 250-561-5827

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BUSINESS AND MANAGEMENT

CNC's programs include areas such as Accounting and Finance, Business Management (with specializations), and Applied Business Technology. Our exceptional faculty have helped students gain skills that lead them into several possible employment sectors: government, industry, banking, and various offices. Courses in the programs also have transferability to a number of universities for those students wishing to pursue further credentials after the certificate and/or diploma levels.

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ABT (APPLIED BUSINESS TECHNOLOGY) ADMINISTRATIVE ASSISTANT CERTIFICATE

★ **Full-time**

Start dates vary — contact your local CNC campus

34 weeks

Burns Lake, Mackenzie, Prince George, Quesnel and Vanderhoof

You'll learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office clerical skills. Your professional image, communication, time management, and interpersonal skills will be developed through lectures and labs. Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

ADMISSION REQUIREMENTS

1. Successful Completion of Grade 12 (with a minimum of Communications 12 and any grade 11 math or equivalent). For mature student status, (see note 1 below).

2. Completion of a keyboarding proficiency assessment with a minimum speed of 20 net words per minute, or permission from the department (see note 2 below).

Note 1: To explore the mature student status option, consult a CNC Advisor or Regional Principal.

Note 2: The keyboarding assessment may take the form of an original signed transcript or a letter on institutional letterhead from a teacher of typing, or an assessment by a CNC Applied Business Technology instructor, or designate. To arrange an assessment, please contact your local campus.

Note 3: This is a demanding program, and applicants with only the minimum admission requirements may experience difficulties in completing the program.

Obtain your BC Adult Graduation Diploma (BC AGD)

Are you planning to enter the ABT Administrative Assistant program with mature student status?

If so, after completing the ABT program, you'll be eligible to receive an exit certificate. This is equivalent to a BC Adult Graduation Diploma (formerly known as an Adult Dogwood)

PROGRAM OUTLINE

The program varies slightly from campus to campus, but this is a representative sample from Prince George. Please contact your local CNC campus for details about their specific program.

Semester 1

ABTA 100	Financial Records
ABTA 105	Business Communications I
ABTA 110	Human Relations I
ABTA 115	Office Procedures
ABTA 120	Word Processing I, II, and III
ABTA 125	Microcomputer Applications I

Semester 2

ABTA 150	Computerized Bookkeeping
ABTA 155	Business Communications II
ABTA 160	Human Relations II
ABTA 165	Office Simulations
ABTA 170	Desktop Publishing
ABTA 175	Microcomputer Applications II
ABTA 180	Work Experience

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Business
- Associate Degree in Arts with Commerce specialization
- Bookkeeping Certificate
- Business Management
- Certificate and Diploma
- Legal Administrative Assistant Certificate
- Medical Office Assistant
- Office Assistant Certificate

IMPORTANT DATES

For Prince George campus only; contact other campuses for their dates.

Fall term

- August 27 – December 21, 2018

Spring term

- January 2 – May 3, 2019
- Spring break: March 18 – 22, 2019

Rev. 180625

ACCOUNTING AND FINANCE DIPLOMA

Full-time or

Part-time

Starts September or January

Two years

Prince George

This program gives you a solid grounding in accounting and finance. You'll be prepared for entry-level positions in public practice and private industry, and receive credits towards professional accounting programs.

Additional study and work experience can lead to careers such as controller, treasurer, public accountant, and auditor.

ADMISSION REQUIREMENTS

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples or Communications 12 or equivalent)
- Mature student status, with English and Math required by the program as demonstrated on the SRA

Note: Math 11 is a prerequisite for several business courses required to complete the diploma. Students without Foundations of Math 11 or MATH 045 or Applications of Math 12 or equivalent should consult a CNC counsellor/advisor for assessment and upgrading options.

PROGRAM OUTLINE

Semester 1

COM 204	Financial Accounting
ENG 103	Composition And Style
MATH 145	Math For Business (or UT Level MATH 100)
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

COM 212	Managerial Accounting
or ACC 255	Magerial Accounting I
CIS 165	Business Information Systems (or CSC 105)
ECON 201	Principles of Economics - Microeconomics
LAW 294	Business Law
MATH 157	Business Statistics (Or MATH 104)

Semester 3

ACC 251	Intermediate Accounting I
ACC 256	Managerial Accounting II
ECON 202	Principles of Economics - Macroeconomics
FIN 257	Finance I
	Two electives

Semester 4

ACC 252	Intermediate Accounting Ii
ACC 270	Computerized Accounting
FIN 258	Finance II
MGT 255	Small Business Development
	One elective

Choose one of the following electives:

The list of electives include all ABST, BUS, ECON, MKT, MGT, COM, LEAD, and WEGD courses as well as ENGL 229. Other UT courses may also be considered with written permission from the Coordinator and Associate Dean.

Note: Students must maintain an overall GPA of 2.00 in all courses counted towards a businesscredential.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Accounting and Finance Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see the Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Business
- Associate Degree in Arts with Commerce specialization
- Bookkeeping Certificate
- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Rev. 180625

APPLIED LEADERSHIP CERTIFICATE

Full-time or

Part-time

Starts September

Prince George

Improve your leadership skills in your personal and professional lives. Focusing on interpersonal skills and conflict resolution, group decision-making skills and self-management skills, students will demonstrate reflective practice by creating a leadership portfolio to document their growth in skills and capacity as leaders. Self-assessment is an integral part of this process.

ADMISSION REQUIREMENTS

Successful completion of one of the following:

- Grade 12, including English 12 or English 12: First Peoples (with a minimum "C" grade) or;
- ABE/Academic Upgrading Advanced Certificate plus English 050 (with a minimum "C" grade).

PROGRAM OUTLINE

The Applied Leadership certificate is broken down into several themes: interpersonal skills and conflict resolution, group decision-making skills, self-management skills and mentorship and internship.

COM 222	Management and Organizational Behaviour
LEAD 101	Developing the Leader Within
LEAD 201	Exploring the Five Practices for Exemplary Leaders
LEAD 250	Experiential Leadership Project
MGT 254	Applied Group and Leadership Skills

One of:

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ANTH 101	Introduction to Socio-Cultural Anthropology
GEOG 101	Sense of Place: An Introduction to Human Geography
MGT 270	Cross-Cultural Workplace Practices
MGT 263	Human Resource Development

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Business
- Accounting and Finance Diploma
- Administrative Assistant Certificate
- Associate Degree in Arts with Commerce specialization
- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Intersession

- May 6 - July 26, 2019
- Exams: July 22 – July 26, 2019

Rev. 180625

BOOKKEEPING CERTIFICATE

Part-time

September and January

Prince George
(Continuing Education)

This program is designed to train our future bookkeepers; the ground level professional that will be able to expertly analyze day to day transactions, and report them accurately within the accounting cycle. Bookkeepers manage business accounts, in order to provide timely information to owners/ managers so that they may make sound and informed financial decisions. Since all businesses need to manage and organize their financial transactions, bookkeepers perform an essential role in the financial decision making process in every sector of the economy.

ADMISSION REQUIREMENTS

Successful completion of the following with a minimum grade of C:

- Math 10; or Accounting 11; or equivalent
- Communications 11 or equivalent

Applicants without proof of the Math and English as listed above may write the SRA to meet the admission requirements.

Applicants are recommended to have a strong working knowledge of personal computer applications and a keyboarding proficiency of at least 20 net words per minute.

International students

In addition to the program admission requirements, international students must have a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC.

Prerequisites:

As per course outlines.

Previous Coursework Credit:

Students with previous work experience and/or have taken similar courses through CNC Continuing Education or other post-secondary institutions may be eligible to receive advance course credit up to a maximum of 4 courses. Students looking to investigate these options should consult the Continuing Education Business Program Coordinator or an Academic Advisor to initiate a review by the appropriate Education Administrator.

Advance Course Credit

As a value-add for students in CNC's ABT and Bookkeeping programs, the following advance course credits have been established.

Students with:

- ABTA-100 will be given credit for BOOK-101 and BOOK-103.
- ABTA-150 will be given credit for BOOK-113 and BOOK-114.
- ABTA-125 will be given credit for BOOK 108.
- BOOK-101 and BOOK-103 will be given credit for ABTA-100.
- BOOK-113 and BOOK-114 will be given credit for ABTA-150.

PROGRAM OUTLINE

There are eight courses in this program which are offered to students in a part-time, evening delivery format. The required courses are:

BOOK 101	Fundamentals of Bookkeeping
BOOK 103	Intermediate Bookkeeping
BOOK 105	Advanced Bookkeeping
BOOK 108	Excel for Bookkeepers
BOOK 113	Computerized Bookkeeping – Level 1
BOOK 114	Computerized Bookkeeping – Level 2
BOOK 115	Payroll
CESS 151	Management Skills for Supervisors – Part 1

Graduation Requirement:

Students are required to obtain a minimum grade of B (72%) in each Bookkeeping course and a satisfactory grade in CESS 151 to qualify for the certificate. Students have 36 months from the date of first entry to complete all program requirements. Exceptions to this time frame can be discussed with the Continuing Education Business Program Coordinator.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Business
- Accounting and Finance Diploma
- Administrative Assistant Certificate
- Associate Degree in Arts with Commerce specialization
- Business Management Certificate and Diploma

Rev. 170310

BUSINESS MANAGEMENT CERTIFICATE AND DIPLOMA

Full-time or

Part-time

September, January and May

One year (certificate); two years (diploma) for full-time studies

Prince George, part time offered through Burns Lake and Quesnel

With a CNC faculty with years of experience, Business Management can help you enhance your business skills and teach you what it takes to be successful. You can choose to obtain a general certificate or management diploma or choose to specialize in International Business, Leadership, Marketing, or Web and Graphic Design.

ADMISSION REQUIREMENTS

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples or Communications 12 or equivalent)
- Mature student status with English and Math required by the program as demonstrated on SRA

Note: Math 11 is a prerequisite for several business courses required to complete the diploma. Students without Foundations of Math 11 or MATH 045 or Applications of Math 12 or Foundations Math 12 or equivalent should consult a CNC advisor for assessment and upgrading options.

PROGRAM OUTLINES

Certificate (30 credits)

COM 204	Financial Accounting
CIS 165	Business Information Systems
or CSC 105	Introduction to Computers and Programming
ENGL 103	Composition and Style
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Plus 9.0 credits of ACC, ECON, FIN, MGT, MKT electives and 6.0 credits of UT electives.

Diploma (60 credits)

Business Management Certificate plus:

MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
or MGT 256	Entrepreneurial Development

Plus 15.0 credits of business electives and 9.0 credits of UT electives.

Diploma citations

In addition to the above courses, Business Management Diploma students may add one or more citations to their diploma by selecting one or more of the following electives:

BUS 250	International Work Experience
BUS 251	Work Experience
SERV 250	International Service Learning

Diploma specializations

In addition to the above courses, Business Management Diploma students may specialize in International Business, Leadership, Marketing, or Web and Graphic Design by selecting the following electives:

International Business specialization

FIN 258	Finance II
GEOG 101	Sense of Place: An Introduction to Human Geography
MGT 160	International Business
MGT 270	Cross-Cultural Workplace Practices

Plus any one of:

BUS 250	International Work Experience
BUS 251	Work Experience
SERV 250	International Service Learning

Leadership specialization

LEAD 101	Leadership Lab, Part 1
LEAD 201	Leadership Lab, Part 2
LEAD 250	Experiential Leadership Project

Plus any one of:

ABST courses	
ANTH courses	
PHIL courses	
GEOG 101	Sense of Place: An Introduction to Human Geography
MGT 263	Human Resource Development
MGT 270	Cross-Cultural Workplace Practices

Marketing specialization

MKT 251	Marketing Management Theory and Applications
MKT 266	Integrated Marketing Communication
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods

Web and Graphic Design specialization

WEGD 121	Introduction to Design Thinking
WEGD 131	Introduction to Visual Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design

Note 1: While you can earn as many specializations as you choose to complete, once you have applied for your diploma, you cannot add further specializations. If you choose to continue your studies at CNC, you may earn citations after receiving your diploma.

YOU MIGHT ALSO BE INTERESTED IN…

- Accounting and Finance Diploma
- Access Program: Pre-Business
- Applied Leadership Certificate
- Associate Degree in Arts with Commerce specialization
- Web and Graphic Design

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Rev. 180625

HUMAN RESOURCES MANAGEMENT POST-DIPLOMA

★ Full-time or

⯪ Part-time

September and January

12-course format over four semesters

Prince George (Continuing Education)

This program gives students the knowledge they require to become effective supervisors, managers or human resources professionals in Canada. Graduates of this program may be eligible to take the National Knowledge Exam, the first of two exams towards the CPHR Chartered Professionals in Human Resources designation. The program covers CPHR competency framework.

ADMISSION REQUIREMENTS

Students admitted into this program must have a minimum of a two-year diploma from a recognized post-secondary institution, or equivalent. International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

There will be two intakes a year. Courses are spread over four semesters, allowing students to engage in practicum/capstone projects while also offering working students a more manageable course load, meeting the academic needs of Canadian and international students.

Criminal Record Check

Practicum students must undergo a criminal record search, through the Ministry of Justice. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum placement, and may also impact job prospects in the field of Human Resource Management upon completion of the program.

Graduation requirements

In order to receive the diploma, students must pass each course and achieve an overall 2.67 GPA, or 68% ("B-" grade) or higher.

Credentials

The program curriculum is designed to ensure graduates have the knowledge necessary to obtain the designation. For more information, please see www.cphr.ca

Chartered Professionals in Human Resources

PROGRAM OUTLINE

Semester 1

HRPR 303	Training and Development
HRPR 305	Employment Law, Employment Standards and Human Rights
MGT 264	Industrial Relations

Semester 2

HRPR 304	Performance Management
HRPR 302	Occupational Health and Safety
MGT 266	Management Skills for Supervisors

Semester 3

HRPR 301	Compensation and Benefits
HRPR 307	Recruitment and Selection
HRPR 308	Professional Practice

Semester 4

HRPR 300	Strategic Human Resources Planning
HRPR 309	Advanced Topics in Professional Practice

Either:

HRPR 400	Human Resources Management Practicum

Or

HRPR 401	Human Resources Management Capstone Project

YOU MIGHT ALSO BE INTERESTED IN:

- Applied Leadership Certificate
- Associate Degree in Arts with Commerce Specialization
- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Intersession

- May 6 - July 26, 2019
- Exams: July 22 – July 26, 2019

Rev. 180625

LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE (ABT*)

(*Applied Business Technology)

Full-time or

Part-time

Start date varies

Duration varies

Online through CNC Mackenzie

The Legal Administrative Assistant Certificate will give you the skills and knowledge you need for entry-level employment in any legal, notary or government office team dealing in civil, corporate, family, or probate law or in conveyancing.

ADMISSION REQUIREMENTS

1. Applicants who have completed CNC's Administrative Assistant or Office Assistant Certificate meet the admission requirements for this program.

2. Applicants without a certificate will need to complete the following prerequisites:

- ABTC 050 Online Learner Success, or equivalent.
- ABTC 060 Computers and the Internet, or ABTW 073 Microcomputers I, or equivalent.
- ABTC 066 Keyboarding II or equivalent, or a keyboarding speed of 45 net words per minute.
- ABTC 070 Word Processing I, or equivalent and ABTC 071 Word Processing II, or ABTW 043 Word Processing/Document Production Levels I, II, III (covers Word Processing I and II), or equivalent.
- ABTC 085 Business English, or ABTE 074 Business Communications I, or equivalent.

3. Applicants with Applied Business Technology, Office or Administrative Assistant certificates from an institution other than CNC must submit transcripts with their application to enable potential admission exemptions.

4. Applicants with current, relevant office experience within the last two years may contact CNC Mackenzie to discuss potential admission exemptions.

5. Applicants without an online certificate will need to complete ABTC 050 prior to entrance or as part of the program.

Highly recommended:

To successfully complete the Legal Administrative Assistant Certificate, you'll need skills in filing, bookkeeping, human relations, and office procedures. If you don't have strong skills in these areas, we recommend that you take the following courses before entering the program:

- ABTC 075 Human Relations, or ABTH 070 Human Relations.
- ABTC 080 Business Math and Calculator Skills, or ABTB 073 Financial Records, or equivalent.
- ABTC 090 Administrative Procedures, or ABTP 078 Office Simulations in the Electronic Office, or equivalent
- ABTC 091 Records Management, or ABTP 072 Office Procedures, or equivalent.

Technology requirements:

Note that many work environments, particularly legal and medical offices, will use PC rather than Mac computers, so the use of a PC is strongly recommended.

For courses that are software related (i.e. Word Processing, Computerized Accounting, Spreadsheets) the required software will be specified. Students must have the correct version of the software (i.e. Word, Excel) for these courses. Please refer to the most recent course outlines for the specific software version.

For courses that are not software related, students are advised that they must have a word processing software package to complete assignments and course work.

The ABT Online Collaborative Program may require the use of the following which are not supported for Mac;

- Wavpedal Foot Pedal
- Wav player software (see below for ordering details for foot pedal and software)
- 1 available serial, or USB port for Wavpedal

PROGRAM OUTLINE

ABTL 010	Introduction to the Canadian Legal System
ABTL 020	Legal Office Procedures
ABTL 030	Litigation Procedures I
ABTL 040	Litigation Procedures II
ABTL 050	Family Litigation Procedures
ABTL 060	Corporate Procedures I
ABTL 065	Corporate Procedures II
ABTL 070	Conveyancing Procedures I
ABTL 080	Conveyancing Procedures II
ABTL 090	Wills and Estates

IMPORTANT DATES

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or www.cnc.bc.ca/mackenzie

Rev. 170310

MEDICAL OFFICE ASSISTANT ASSOCIATE CERTIFICATE

Part-time

Starts January 2019

Prince George (Continuing Education)

This program prepares you to work as a medical office assistant (MOA) in various medical offices, or upgrades the skills of those currently employed as medical office assistants.

In addition to the Medical Office Assistant Associate Certificate, CNC also offers an online Medical Office Assistant Certificate*. Students who are interested in further enhancing their Medical Office Assistant skill sets are encouraged to speak to an Academic Advisor about course equivalencies that can be granted between the programs.

*For a definition of Associate Certificate & Certificate go to:http://tools.cnc.bc.ca/CNCPolicies/PolicyFiles.ashx?attId=81 and for complete program profiles refer tothe College of New Caledonia Program Guide & Course Calendar.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent.
2. Typing speed of 35 WPM or higher.

Program Requirements

Prior to the practicum component of the program, you will be required to:

1. Maintain current immunizations as per the Practice Education Guidelines of B.C. Recommended immunizations can be found at http://www.hspcanada.net/docs/PEG/1_3_Immunization.pdf. Failure to comply with immunization guidelines may prevent you from entering the practicum component of the program and therefore make you not eligible to graduate from the program.
2. Complete a Criminal Record Check (CRC) from the Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering the practicum component of the program and therefore make you not eligible to graduate from the program.

Notes:

1. Typing test must be supervised. It is free of charge if taken at CNC's Testing and Tutoring Services after you have submitted your application. (You must book in advance: 250 561-5837 or tts@cnc.bc.ca or book in person.)
2. The costs of immunizations and a Criminal Record Check are the responsibility of the student.
3. While it is not an admission requirement, it is recommended applicants have a good working knowledge of Microsoft Word and Excel.
4. A minimum grade of "B" in MEDT 105, MOAS 101, MOAS 103, and MOAS 107, and successful completion (S) of MOAS 109 is required to graduate with a MOA Associate Certificate.

PROGRAM OUTLINE

MEDT 105	Introductory Medical Terminology
MOAS 101	Medical Office Assistant Procedures
MOAS 103	Medical Billing
MOAS 107	Mental Illness and Substance Use for Frontline Workers
MOAS 109	Medical Office Assistant Practicum

Course Completion

All courses in the Medical Office Assistant Associate Certificate must be completed no more than 5 years prior to the date of graduation.

Rev. 180625

MEDICAL OFFICE ASSISTANT CERTIFICATE (ABT*)

(*Applied Business Technology)

★ **Full-time or**

☆ **Part-time**

Start date varies

Duration varies

Online through CNC Mackenzie

In this program, you will acquire skills to manage the medical office, to use effective oral and written communication techniques, and to demonstrate general office procedures, and administrative and time management skills. You will learn how to assess and prioritize patient appointment requests and update patient records. You will learn basic medical terminology, understand and adhere to medical/legal aspects, perform medical billing (both manual and computerized) and learn how to complete a variety of clinical procedures in accordance with the guidelines and standards of the medical field.

ADMISSION REQUIREMENTS

1. Applicants who have completed CNC's Administrative Assistant or Office Assistant Certificate within the past five years meet the program admission requirements. Those applicants with older certificates should contact CNC Mackenzie to discuss potential admission exemptions.

2. Applicants without CNC certificates will need the following:
   - ABTC 060 Computers and the Internet or ABTW 073 Microcomputer Applications I or equivalent
   - ABTC 066 Keyboarding II or a keyboarding speed of 45 net words per minute
   - ABTC 070 Word Processing I and ABTC 071 Word Processing II or ABTW 043 Word Processing/Document Production Levels I, II, III
   - ABTC 080 Business Math and Calculator Skills, or equivalent
   - ABTC 085 Business English or ABTE 074 Business Communications 1, or equivalent

3. Applicants with Applied Business Technology, Office or Administrative Assistant certificates from an institution other than CNC must submit transcripts with their application to enable potential admission exemptions.

4. Applicants with current, relevant office experience within the last two years may contact CNC Mackenzie to discuss potential admission exemptions.

5. Applicants without an online certificate will need to complete ABTC 050 prior to entrance or as part of the program.

PROGRAM OUTLINE

ABTC 050	Online Learner Success
ABTM 010	Medical Administrative Procedures
ABTM 020	Medical Billing — Manual
ABTM 025	Medical Billing — Computerized
ABTM 030	Medical Terminology I
ABTM 035	Medical Terminology II — Related Anatomy and Physiology
ABTM 036	Medical Transcription
ABTM 037	Medical Terminology III — Pharmacology and Specialties
ABTM 040	Medical Clinical Procedures and Practices

Technology requirements:

To access ABT online collaborative program courses, the following computer system and Internet browser requirements are recommended. Note that many work environments, particularly legal and medical offices, will use PC rather than Mac computers, so the use of a PC is strongly recommended.

Mac

Internet Browser: Firefox 3.5 or higher

Operating System: Mac OS X

System Memory: 1GB or higher

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video :1024 x 768 or higher resolution

JavaScript: Enabled

Cookies: Enabled

Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

Windows

Internet Browser: Firefox 3.5 or higher

Operating System: Microsoft Windows7 or 8

System Memory: 1GB (Vista)

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video :1024 x 768 or higher resolution,

JavaScript: Enabled

Cookies: Enabled

Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

The ABT Online Collaborative Program may require the use of the following which are not supported for Mac

- Wavpedal Foot Pedal
- Wav player software (see below for ordering details for foot pedal and software)
- 1 available serial, or USB port for Wavpedal

IMPORTANT DATES

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or online at www.cnc.bc.ca/mackenzie

Rev. 170310

OFFICE ASSISTANT CERTIFICATE (ABT*)

(*Applied Business Technology, a BC-wide initiative in online post-secondary education)

★ **Full-time or**

⯪ **Part-time**

Start date varies

Duration varies

Online through CNC Mackenzie

Do you want to study on a schedule that works with your routine, your employment, and your lifestyle? Earn an Office Assistant Certificate by successfully completing the 20 online courses in the Applied Business Technology Program.

ADMISSION REQUIREMENTS

Students in the Applied Business Technology Office Assistant courses must have the following:

- Grade 12 or ABE/Academic Upgrading Advanced Certificate or GED Certificate or completion of SRA (Student Readiness Assessment).
- Course prerequisites or equivalent where required.

Technology requirements:

To access ABT online collaborative program courses, the following computer system and Internet browser requirements are recommended. Note that many work environments, particularly legal and medical offices, will use PC rather than Mac computers, so the use of a PC is strongly recommended.

Mac

Internet Browser: Firefox 3.5 or higher

Operating System: Mac OS X

System Memory: 1GB or higher

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video :1024 x 768 or higher resolution

JavaScript: Enabled

Cookies: Enabled

Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

Windows

Internet Browser: Firefox 3.5 or higher

Operating System: Microsoft Windows 7 or 8

System Memory: 1GB (Vista)

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video :1024 x 768 or higher resolution

JavaScript: Enabled

Cookies: Enabled

Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

The ABT Online Collaborative Program may require the use of the following which are not supported for Mac

- Wavpedal Foot Pedal
- Wav player software (see below for ordering details for foot pedal and software)
- 1 available serial, or USB port for Wavpedal

PROGRAM OUTLINE

ABTC 050	Online Learner Success
ABTC 060	Computers and the Internet
ABTC 065	Keyboarding I
ABTC 066	Keyboarding II
ABTC 067	Databases
ABTC 068	Spreadsheets I
ABTC 069	Presentation Software
ABTC 070	Word Processing I
ABTC 071	Word Processing II
ABTC 072	Spreadsheets II
ABTC 075	Human Relations
ABTC 080	Business Math and Calculator Skills
ABTC 081	Accounting I
ABTC 082	Accounting II
ABTC 083	Computerized Accounting
ABTC 085	Business English
ABTC 086	Business Communications
ABTC 090	Administrative Procedures
ABTC 091	Records Management
ABTC 095	Job Search Techniques

The Office Assistant Certificate program qualifies for Canada Student Loans. Applications are available online at www.canlearn.ca.

YOU MIGHT ALSO BE INTERESTED IN…

- ABT Administrative Assistant Certificate
- Access Program: Pre-Business
- Associate Degree in Arts with Commerce specialization
- Business Management Certificate and Diploma
- Legal Administrative Assistant Certificate
- Medical Office Assistant

IMPORTANT DATES

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or www.cnc.bc.ca/mackenzie

Rev. 170310

POST DIPLOMA IN TOURISM AND HOTEL MANAGEMENT

★ **Full-time**

Start September and January

Prince George

2 years

This program will provide you with the opportunity to gain an in-depth understanding of tourism and hotel management and prepare you with the knowledge, analytical, interpersonal and practical skills needed to pursue supervisory and management careers in the rapidly expanding domestic and international tourism markets. The program content has been created in collaboration with industry experts, ensuring its relevancy, and will maintain a connection with the local tourism industry throughout the program.

ADMISSION REQUIREMENTS

1. Minimum successful completion of a 2-year diploma from a recognized post-secondary institution or equivalent.
2. Students whose first language is not English must show proof of a minimum IELTS score of 6.0 or equivalent.

Graduation Requirements:

Students must complete all of the following 18 courses with a minimum 2.67 GPA (B-) and an "S" grade in THMG 340: Tourism and Hotel Management Practicum, to graduate with a Post Diploma in Tourism and Hotel Management.

PROGRAM OUTLINE

THMG 300	The Business of Global Tourism
THMG 302	Business Writing for the Tourism Industry
THMG 304	Communications and Technology in Tourism
MGT 263	Human Resource Development
THMG 308	Marketing the Tourism Industry
COM 204	Financial Accounting
THMG 310	Financial Management for Tourism and Hotel Management
THMG 312	Customer Service Management of Tourism Operations
THMG 314	Contemporary Issues in Tourism and Hotel Management
THMG 316	Strategic Tourism Management
THMG 318	The Business of Hotel Management
THMG 320	Event Coordination Essentials
THMG 322	Leadership Skills for Tourism
CUE 150	Skills Development: Time Management
CUE 152	Skills Development: Interpersonal Skills
CUE 154	Skills Development: Goal Setting
CUE 156	Skills Development: Team Building
THMG 340	Tourism and Hotel Management Practicum

YOU MIGHT ALSO BE INTERESTED IN…

- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Rev. 180625

COMMUNITY AND CONTINUING EDUCATION

CNC's Community and Continuing Education departments at all of our campuses offer a broad spectrum of professional development, career-oriented and general interest courses and programs. The College is committed to community and individual development and works closely with industry, community agencies and advisory committees to develop training and employment-oriented programs to meet the needs of identified groups throughout all CNC campuses.

IF YOU DON'T SEE IT, ASK FOR IT!

CNC's Continuing Education departments in all regions offer customized training to suit your organization's needs.

COMMUNITY AND CONTINUING EDUCATION

Part-time
Start date varies
Duration varies
All CNC campuses

SAMPLING OF CAREER COURSES

Increase your employability or improve your professional skills with short courses in business, computers, health care, hospitality, and trades, including several recognized certificate programs. Here are a few examples (subject to change):

CNC Lakes District – Burns Lake

Intro to First Nations Communities in the Lakes District
Computer Training
Emergency Childcare First Aid
FoodSafe
Occupational First Aid 1&3
Occupational First Aid
Transportation Endorsement
Workplace Safety:
- WHMIS
- Spill Response
- Transportation of Dangerous Goods
- S100 Fire Suppression
- H2S Alive
- Traffic Control

CNC Mackenzie

Airbrakes
Computer training: Microsoft Office
First Aid, including:
- WorkSafe BC First Aid (1, TE, and 3)
- Standard for Mines
- CPR
- AED

FoodSafe Level 1
Heavy Equipment Operator Program
Level "D" Crane Certification:
Rigging and Lifting
Life Skills
Workplace Safety:
- WHMIS
- Confined Space
- Fall Protection
- Spill Response
- Lockout
- S100 Fire Suppression
- H2S Alive
- Traffic Control

CNC Nechako – Fort St. James

Airbrakes
Computer Studies
Customer Service Training
H2S Alive
Live Burn Orientation
Live Fire Level 1 and 2
Occupational Health and Safety Training:
- Confined Space
- Fall Protection
- Spill Response

Red Cross First Aid
Professional Development
Train-the-Trainer
WorkSafeBC First Aid Levels 1 and 3

CNC Nechako – Vanderhoof

Bookkeeping for the Home- Based Business
Cashier Training
Customer Service
Occupational First Aid

CNC Prince George

Air Conditioning Basics
Bookkeeping Certificate
Dental Office Receptionist
Designated Inspection Facility
(DIF) Operator Training
EMR
Healthcare professional development
Human Resources Post-diploma
Management Skills for Supervisors
Medical Device Reprocessing Technician
Medical Office Assistant
Medical Terminology
Microsoft Office training
Primary Care Paramedic
Vehicle Inspection Endorsement

CNC Quesnel

All-terrain vehicle rider course
BC Faller Certification
Bear Aware
Chainsaw Safety
Electrical Code Refresher
Environmental Management Systems
Fire Suppression S100
First Aid
Forklift Training
Heat and Cold Stress
Helicopter Safety
Log Scaling and Grading
Management Skills for Supervisors
MS Office 2016: Word, Excel, PowerPoint
Pesticide Application and Dispenser
QuickBooks
Residue and Waste Measurement
Resource Road Driving
Spill Response
Snowmobile rider courses
Traffic Control
Transportation of Dangerous Goods
WHMIS (Workplace Hazardous Materials Information Systems)
WorkSafeBC training modules

SAMPLING OF GENERAL INTEREST COURSES

Relax, have fun, and meet new friends. Here are just a few of the dozens of general interest courses (subject to change):

CNC Lakes District – Burns Lake

Aikido
Firearms Safety

CNC Lakes District - Granisle

Computer Training
Seniors' Computer Training

CNC Lakes District – Southside

CORE Hunter Training
Firearms Safety

CNC Mackenzie

Cake Decorating
Babysitting

CNC Nechako – Fort St. James

ATV Training
Belly Dancing
Cooking

CNC Nechako

Beekeeping
Digital Photography

CNC Prince George

Kids Pro D Days
Photography
Summer Camps

CNC Quesnel

ATV Training

IF YOU DON'T SEE IT, ASK FOR IT

CNC's Continuing Education departments in all regions offer customized training to suit your organization's needs.

- CNC Lakes District
  – Burns Lake:
  250-692-1700
- CNC Mackenzie:
  250-997-7200
- CNC Nechako
  Fort St. James:
  250-996-7019
  Vanderhoof:
  250-567-3200
- CNC Prince George:
  250-561-5846
- CNC Quesnel:
  250-991-7500

HEALTH SCIENCES

If you thrive in a demanding, yet rewarding work environment which allows you to help others, then explore a career in health sciences. Our health sciences programs combine a strong theoretical base with extensive hands-on experience in health facilities across the province. Programs include Health Care Assistant, Medical Laboratory Technology Science and Nursing.

DENTAL ASSISTING CERTIFICATE 23
DENTAL HYGIENE DIPLOMA 25
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM 28
HEALTH CARE ASSISTANT CERTIFICATE 31
MEDICAL DEVICE REPROCESSING TECHNICIAN ASSOCIATE CERTIFICATE 34
MEDICAL LABORATORY TECHNOLOGY SCIENCE DIPLOMA 35
MEDICAL RADIOGRAPHY TECHNOLOGY DIPLOMA 37
NURSING, BACHELOR OF SCIENCE IN NURSING 40
NURSING UNIT ASSISTANT CERTIFICATE 45
PRACTICAL NURSE DIPLOMA 46

DENTAL ASSISTING CERTIFICATE

Full-time

Starts September

One year

Prince George

The program combines lectures and clinical practice in preparation for a career in private practice, group practice, dental clinics, public health, and other related areas. After completing this program, you'll be eligible to become a Certified Dental Assistant (CDA) through the College of Dental Surgeons of British Columbia.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   - Grade 12 with English 12, or English 12: First Peoples or Technical and Professional Communications 12 or equivalent
   - ABE/Academic Upgrading Advanced Certificate and English 050 or equivalent
   - GED Certificate and English 050 or English 12, or English 12: First Peoples or Technical and Professional Communications 12 or equivalent
2. Successful completion of either Biology 12 or Biology 050, with a grade of C or higher.

Note 1: Before the program starts, you'll need to complete college forms certifying current immunizations, a dental examination, and a health self-assessment. We'll send you the forms during the acceptance process. You must also be vaccinated for hepatitis B.

Note 2: You'll have to undergo a criminal record search.

Note 3: Some experience, volunteer or paid, in a dental office/clinic is strongly suggested. Please include a statement describing the length, type, and location of previous experience. If you have no previous experience, you may wish to consider the CNC course DENO 150 Introduction to Dentistry.

Note 4: Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and for maintaining certification while in the program.

Note 5: The costs of immunizations and criminal record checks are the responsibility of the student.

Note 6: Two seats in the Dental Assisting program intake will be reserved for qualified aboriginal applicants.

Note 7: One seat in Dental Assisting intake will be reserved for a qualified international student applicant.

Selection process

When there are more applicants than seats available, the following criteria will be used to select half the class:

	Max. points
Letter grade for English 12 or English 12: First Peoples or English 045 or Technical and Professional Communications 12	4.00
Letter grade for Biology 12 or Biology 050	4.00
Resident of BC or the Yukon	1.00
One of the following:	2.00
• Completion of DENO 150 (2 points)	
• Completion of a dental receptionist program (2 points)	
• Volunteer work or chair side experience of 30 or more verifiable hours in a dental office (2 points)	
• 15 to 29 hours of verifiable volunteer work or chair side experience (1 point)	
Persistent interest in the program, as shown by repeated qualified applications	1.00
Maximum possible points	**12.00**

PROGRAM OUTLINE

Semester 1

DENT 150	Dental Assisting Foundations
DENT 151	Prevention I
DENT 153	Dental Sciences
DENT 157	Dental Assisting Clinic I
MGT 154	Applied Human Relations

Semester 2

DENT 160	Restorative Dentistry
DENT 161	Prevention II
DENT 163	Dental Specialties I
DENT 166	Professional Issues
DENT 167	Dental Assisting Clinic II
DENT 169	Radiology
DENT 190	Practicum I

Intersession

DENT 173	Dental Specialties II
DENT 176	Office Practice Management
DENT 177	Dental Assisting Clinic III
DENT 191	Practicum II

General requirements and information

- Word processing and Internet experience are necessary for students registered in the program.
- In addition to expenses of tuition, textbooks, and uniforms, students are expected to purchase miscellaneous clinic supplies and to cover the cost of CPR training. Specific information regarding the purchase of equipment, clinical attire, textbooks, and other costs will be provided in an acceptance letter and during the first week of class.
- It may be necessary for a student to be placed in a practicum location outside the Prince George area. Students are expected to cover the costs of accommodation, travel, and living expenses.
- Dental assistants need good eyesight. Before you're accepted into the program, it's strongly recommended that you have an eye examination and obtain corrective eyewear if needed.

Advanced standing

The Dental Studies Department of the College of New Caledonia believes in providing credit for previous education that directly relates to either the Dental Hygiene or Dental Assisting program. Students will have the opportunity to demonstrate they have previously met the goals and objectives of a particular course.

The student must approach the Program Coordinator with the request to have his/her credentials evaluated as they relate to a course. The Program Coordinator, in consultation with the instructor responsible for the course, will evaluate the student's credentials. The student must provide copies of transcripts and course syllabi with course objectives as part of their credentials.

Challenges for all courses must be submitted within three weeks after the program starts. The student should attend all classes until it is determined if credit is granted. Students will be advised of the Exemption and Assessment Policy in their program acceptance letters.

Refer to "Admissions, fees and policy information" in this calendar for policy and fee information on exemptions, challenging exams, and prior learning assessments.

Criminal record search

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applicants for program areas that involve working with children or other vulnerable persons.

You will have to have a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may not enable you to graduate.

Application procedure

Application forms are available from the Office of the Registrar and may be submitted after September 15 for the following year. Applicants are advised to submit their applications as early as possible in the academic year.

Applications received after March 31 for fall entry into open enrolment programs are considered late and will be processed subject to course availability.

Applications must be completed before April 30 to be considered in the selection process. Acceptance into the program commences May 1 for the intake in September.

Re-admission

A student who is unsuccessful in a dental assisting course once will be allowed to apply for re-admission to the program. Multiple course failures or a subsequent failure in dental assisting courses will exclude the student from further study and re-admission to the program; that student may not apply again to the program under the new student category. The dental assisting program must be completed within a three-year period.

Re-admission to the program is considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or higher, will be accorded first priority.

2. A student who has failed a dental assisting course or who has withdrawn from the dental assisting course with less than a "C" grade standing in the course will be accorded second priority.

3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited dental assisting program; the student will then be subject to the criteria above and will be accorded third priority.

4. A student who withdraws twice from the same course, and applies for re-admission to that course, will be accorded the lowest priority on the course's waiting list.

Certification

To be eligible for registration and certification with the College of Dental Surgeons of British Columbia, graduates must pass the National Dental Assistant Board Examination.

You might also be interested in…

- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science in Nursing
- Nursing Unit Assistant Certificate
- Practical Nurse Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018 (includes exams)

Spring term

- January 2 – April 5, 2019 (includes exams)
- Reading break: February 19 – 22, 2019

Practicum

- April 8 – 18, 2018

Intersession

- April 22 – May 24, 2019

Practicum

- May 27 – June 7, 2019

Rev. 180625

DENTAL HYGIENE DIPLOMA

Full-time

Starts September

Two years

Prince George

CNC's program prepares you to work in private/group practices, dental clinics, public health, and more. Dental hygienists today are dental health educators, teaching patients about oral hygiene and promoting dental health in the community.

ADMISSION REQUIREMENTS

1. All of the following or their equivalents at a first-year college/university level, with an average GPA of 3.0 ("B") with no grade lower than a "C" in any of the prerequisite courses:
   - Biology 111 and 112 (Human Anatomy and Physiology, with labs) or equivalent
   - Chemistry 111 and 112, or Chemistry 113 and 114, or equivalent
   - Psychology 101 and 102 or equivalent
   - English 103 or equivalent, plus one additional first-year English course
   - Math 104 or Psychology 201 or equivalent
   - One university-level elective

The university transfer courses must be transferable to and from other BC institutions. Refer to the BC Transfer Guide website www.bctransferguide.ca to ensure course equivalences from and to other educational institutions. It is highly recommended applicants discuss their first-year college/university course choices with a CNC advisor. All listed university courses are also offered at the Quesnel campus.

Note 1: March 15 is the deadline to submit documents for early conditional acceptance. At that time, the GPA score will be based on a minimum of 5 Dental Hygiene Prerequisites completed. Reference letters and the Candidate's Questionnaire (CQ) must also be completed by March 15. The CQ can be accessed online and completed at the applicant's convenience (see the Dental Hygiene Application Package for more information). Students must still submit final transcripts for all prerequisites by May 18, verifying that all of the prerequisite courses meet the minimum admission requirements of an average GPA of 3.0 ("B") with no grade lower than a "C".

Note 2: Two seats in the Dental Hygiene intake will be reserved for qualified aboriginal applicants.

Note 3: Two seats in the Dental Hygiene intake will be reserved for qualified international student applicants.

Program requirements and general information

- Official college forms certifying current immunizations and dental and health examinations. You will receive these forms as part of CNC's acceptance process, and you must complete them before the program starts. You must also be vaccinated for Hepatitis B. The costs of immunizations are your responsibility.
- You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may not enable you to graduate.
- Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and must maintain certification while in the program.
- The Skills and Abilities Information form must be completed. The form requires the applicant to verify that he or she understands the personal and physical attributes required to be successful in the program and understands the duties and responsibilities of the dental hygiene profession.
- All program requirements must be completed within five years of initial enrolment.
- All Dental Hygiene courses must maintain a "B-" as a pass grade and any grade lower than 68.0% will result in an "F" grade.
- Word processing and Internet experience are necessary for students registered in the program.
- Dental Studies graduates are required to undergo criminal records searches as part of the process of licensure. Any costs are the responsibility of the student.
- In addition to expenses of tuition, textbooks, and uniforms, students are expected to purchase their own instruments and miscellaneous clinic supplies and to cover the cost of CPR training. Specific information regarding the purchase of equipment, clinical attire, textbooks, and other costs will be provided in an acceptance letter and during the first week of class.
- Dental hygienists need good eyesight. Before you're accepted into the program, it's strongly recommended that you have an eye examination and obtain corrective eyewear if needed.

Advanced standing

The Dental Studies Department of the College of New Caledonia believes in providing credit for previous education that directly relates to either the Dental Hygiene or Dental Assisting program. Students will have the opportunity to demonstrate they have previously met the goals and objectives of a particular course.

The student must approach the Program Coordinator with the request to have his/her credentials evaluated as they relate to a course. The Program Coordinator, in consultation with the instructor responsible for the course, will evaluate the student's credentials. The student must provide copies of transcripts and course syllabi with course objectives as part of their credentials, then meet with Academic Advisor to start process.

Challenges for all courses must be

submitted within three weeks after the program starts. The student should attend all classes until it is determined if credit is granted. Students will be advised of the Exemption and Assessment Policy in their program acceptance letters.

Refer to "Admissions, fees and policy information" in this calendar for policy and fee information on exemptions, challenge exams, and prior learning assessment.

Selection process

When there are more applicants than seats available, the following criteria will be used to select 100% of the class:

Max. points

GPA based on Dental Hygiene prerequisites (2.67–4.33 points)

4.33

Completion of the Dental Hygiene prerequisites in a consecutive 24-month period

1.00

Resident of BC or the Yukon

1.00

One of the following:

1.00

- Completion of DENO 150, Certified Dental Assisting program, Dental Receptionist program
- Employment in a dental office (3 months full time or equivalent)

Note: Volunteer experience does not count

Persistent interest in the program, as shown by repeated qualified applications

1.00

Subtotal 8.33

The reference letters and Candidate's Questionnaire for the top 50 candidates will be scored:

- Two reference letters

  (0–1 points) **1.00**
- Candidate's Questionnaire

  (1–2 points) **2.00**

Total: 11.33

PROGRAM OUTLINE

Students with home/family responsibilities are advised to begin planning early. The program is demanding, and adding full-time studies to other obligations may be challenging.

Semester 1

DHYG 200	Clinic I
DHYG 205	Dental Hygiene Care I
DHYG 210	Dental Anatomy
DHYG 215	Oral Microbiology
DHYG 220	Professional Practice I
DHYG 225	Oral Health Promotion
BIO 230	Head and Neck Anatomy

Semester 2

DHYG 260	Clinic II
DHYG 265	Dental Hygiene Care II
DHYG 275	Pain Management
DHYG 280	Dental Diseases I
BIO 270	Pathology and Oral Biology
DHYG 285	Dental Radiography
DHYG 290	Evidenced Based Practice I

Semester 3

DHYG 300	Clinic III
DHYG 305	Nutrition
DHYG 315	Dental Diseases II
DHYG 320	Pharmacology for Dental Hygiene Care
DHYG 325	Community Health

Semester 4 January – April

DHYG 350	Clinic IV
DHYG 355	Practice Management
DHYG 360	Oral Pathology
DHYG 365	Community Dental Health
DHYG 370	Professional Practice II
DHYG 380	Evidence Based Practice II

Note: All Dental Hygiene courses have a passing grade of "B-." Any grade lower than 68% results in an "F."

Re-admission

A student who is unsuccessful in a dental hygiene course once will be allowed to apply for re-admission to the program. Multiple course failures or a subsequent failure in dental hygiene courses will exclude the student from further study and re-admission to the program; that student may not apply again to the program under the new student category. The dental hygiene program must be completed within a five-year period.

Re-admission to the program is considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "B-" or higher, will be accorded first priority.

2. A student who has failed a dental hygiene course or who has withdrawn from the dental hygiene course with less than a "B-" grade standing in the course will be accorded second priority.

3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited dental hygiene program; the student will then be subject to the criteria above and will be accorded third priority.

4. A student who withdraws twice from the same course, and applies for re-admission to that course, will be accorded the lowest priority on the course's waiting list.

5. In the event that two students with similar priority status are applying for re-admission to the dental hygiene program and only one seat is available, priority will be given to the student with the highest grade point average.

Time lapse between clinical courses

Students who are out of clinical practice in the CNC dental hygiene program for more than 8 months will be assessed by faculty to determine what (if any) clinical practice remediation is needed in order to ensure the student is safe to work on patients. This assessment will be determined on a student by student basis. This assessment of skills may take place prior to the students

return to clinical courses or within the first 2 weeks of returning to clinic. The outcome of this remediation may result in the students extending their completion time within the program.

Application procedure

Application forms may be submitted after September 15 for admission in the following year. Applicants are advised to submit their application early in the academic year. Acceptance into the program starts in mid-June for the intake in September. Official transcripts with final grades must be submitted by May 18. Only completed applications will be considered in the selection process.

Applications received after March 15 for fall entry into open enrolment programs are considered late and will be processed subject to course availability.

Dental Hygiene degree opportunities

Graduates from the College of New Caledonia Dental Hygiene Diploma program have the option of completing a Bachelor of Dental Sciences at UBC and a Bachelor of Health Sciences from TRU. For further information, go to UBC Faculty of Dentistry website at www.dentistry.ubc.ca and www.tru.ca/science/distance.html

Licensing

To be eligible for registration and licensure with the College of Dental Hygienists of British Columbia, graduates must pass the National Dental Hygiene Certification Examination.

YOU MIGHT ALSO BE INTERESTED IN…

- Dental Assisting Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science in Nursing
- Nursing Unit Assistant Certificate
- Practical Nurse Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018 (includes exams)

Spring term

- January 7 – May 10, 2019 (includes exams)
- Study break: February 19 – 22, 2019

Rev. 180625

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

★ **Full-time**
Starts January 2019
2 years
Prince George

ADMISSIONS REQUIREMENTS

1. Successful completion of Grade 12 or equivalent
2. The following courses, with a grade of 'B' or better in each:

- English 12 or English 12: First Peoples or equivalent*
- Foundations Math 12 or Pre-Calculus Math 12 or equivalent
- Physics 12 or equivalent
- Biology 12 or equivalent

3. Completed Self-Report on Suitability form (see Application Package Appendix C)

Required entrance courses must be completed within the past 5 years.

Note: For candidates whose first language is not English – In addition to having English 12 (or equivalent) applicants must also provide proof of English language proficiency through one of the following:

1. English as a Foreign Language (TOEFL iBT) score of 88 with no section below 20, within the previous 2 years or:

- International English Language Testing System (IELTS) equivalency of 6.5 with no bands below 6.0.

2. Successful completion of six credits of post-secondary first-year English studies at a recognized college or university in an English speaking country.

Preference will be given to residents of Northern British Columbia. Northern British Columbia is defined as the Northern Health Authority's geographical boundaries.

SELECTION PROCESS

In the event of over subscription to the program, applicants who meet the admission requirements will be reviewed through the Selection Criteria listed below. The selection process will begin after September 14, 2018 for the January 2019 intake. All subsequent intakes will fall in line with regular CNC deadlines.

Successful completion of program requirements does not guarantee students a seat in the program.

1. The cumulative grade point average of the required English, Biology, Physics and Mathematics courses (minimum GPA 3.0 with a 'B' or better in each) contributes its actual points, i.e. a GPA of 3.7 contributes 3.7 points

4.33

2. 30 course credits or more at the post-secondary level in which the language of instruction was English and with an overall GPA of 2.50 contributes 2.00 points

2.00

3. Education in a health care field – proof of degree, diploma or certificate (minimum 6-month full time program) is required

1.00

4. 2 Original references

1.00

5. Residency in the two years prior to the date of application contributes a maximum of 2.00 points (proof may be required):

- BC/Yukon/NWT resident (1.00 point)
- Northern BC resident (2.00 points)

Maximum of 2.00

Total possible score 10.33

Students who meet the admission requirements but are not offered a seat will be waitlisted for the program year in which they apply only.

Note: Self-identified Canadian Aboriginal applicants who meet the admission requirement by the priority deadline will be given priority for 2 seats. If there are more than 2 qualified Aboriginal applicants at the priority deadline, these qualified applicants will be ranked accordingly.

Program requirements once accepted into the Diagnostic Medical Sonography program (to be submitted prior to program start date):

- Proof of current immunizations status – as recommended by the BC Center for Disease control and required by provincial health authorities. Students may be prevented from starting clinical placements with incomplete immunization schedules.
- CPR certification, Level C (minimum requirement). CPR online courses are not acceptable. Students are responsible for maintaining certification for the duration of the program
- Criminal Record Search with the BC Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering clinical orpracticum setting
- Successful completion of Medical Terminology for Sonography (SONO 101) or equivalent

All costs associated with the above are the responsibility of the student.

Clinical Requirements:

The Medical Diagnostic Sonography program includes extensive unpaid clinical practice hours that allow students to apply skills in the health care setting. Successful completion of all clinical hours is mandatory for successful program completion. Students participating in clinical placements and working in patient care areas (whether working directly with patients or not) are required to adhere to all agency policies including (but not limited to):

- Influenza Prevention Policy – Provincially mandated through the BC Centre for Disease Control, this policy states that anyone working in patient care areas must either be vaccinated yearly or wear a mask for the duration of the influenza season. Information will be provided to students as it becomes available.
- N95 Respiratory Protection Policy – Worksafe BC regulates the use of

Personal Protective Equipment for health care workers; this policy requires anyone working with patients on respiratory isolation precautions be FIT tested for a N95 respirator. This is an annual competency requirement that is incurred at the student's expense. Students will be provided with specific instructions on how to access fit testing by the program prior to the first clinical.

Clinical placements are throughout the Northern Health Authority and other provincial health authorities. Students will be required to travel to clinical sites and/or acquire accommodations near clinical sites. All travel and living expenses related to clinical placements is the responsibility of the student.

Depending on the clinical site and preceptor availability, clinical practice may be configured and offered outside of the existing timetable structure and sessional dates. Attendance in each clinical practicum is compulsory; students who do not complete their total required practicum hours will be at risk for failure. Any time a student is unable to attend practicum due to unforeseen circumstances, the student must contact his/her clinical instructor and clinical area with notice; time for notice will be determined by each clinical site. Making up missed clinical time cannot be guaranteed, and may only be granted in extenuating circumstances, pending the availability of a clinical site and preceptor. Clinical placements may require the student to be available for day/evening/night shifts and on weekends.

General requirements

Qualities essential to success for Medical Diagnostic Sonography students include:

- Strong sense of responsibility, caring nature, interest in the well-being of others, excellent interpersonal skills, strong problem-solving skills and ability to work in diverse teams
- Physical and mental stamina, Sonographers are required to move and transferpatients, work with and around heavy equipment, and to manage in busy and often stressful workplace environments
- Ability to meet all competencies listed in the Self-Report on Suitability form

Maintain professional sensitivity to disturbing scenarios such as traumapatients, surgical procedures and symptoms of hospitalized patients

- Exemplary demonstrated written and oral English; sonographers are required to accurately follow written requisitions and fast-paced verbal directions
- Computer literacy is required in both the workplace setting and in the classroom setting where course work will be delivered via electronic platforms (online learning)

Re-Admission Policy

A student who is unsuccessful in any one course required in the Diagnostic Medical Sonography Program will be permitted to repeat the course once under the re-admission policy. A student who withdraws from the program voluntarily must notify a faculty member and will be required to apply for re- admission to the program. Students who have any combination of two instances of withdrawal or failure in a Sonography course may only apply for re-admission with documented approval from the Dean (or delegate), who will detail any special considerations in a written contract with the student. Re-admission is considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the pre requisite courses and has withdrawn from the program will be awarded first priority.
2. A student who has failed a required course will be awarded second priority.
3. A student requesting transfer from another Diagnostic Medical Sonography program at another institution will be subjected to the above criteria and be awarded thirdpriority.

Selection for re-admission seating will be based on the priorities listed above. If there is more than one student applying the same priority, the higher GPA determined from the courses they previously took in the Diagnostic Medical Sonography program will be used to select the successful re-admission applicant.

All required Diagnostic Medical Sonography courses must be completed within a 5 year time frame. Students applying for re-admission may be required to demonstrate that they have maintained their knowledge and skills for re-entry into the program which includes assessment by Sonography faculty. Students will be required to re-enroll in any clinical practicum course (even if successful in the course prior to withdrawing from the program) if more than 18 months has lapsed since the student withdrew from the Diagnostic Medical Sonography program.

PROGRAM OUTLINE

Term 1	**(15 weeks)**
BIO 170	Anatomy and Physiology for Sonography
SONO 100	General Sonography I
SONO 105	Women's Sonography I
SONO 103	Cardiac Sonography I
SONO 107	Patient Care for Sonography
PHYS 170	Physics for Sonography I
SONO 109	Relational Practice I
Term 2	**(15 weeks)**
SONO 129	Relational Practice II
SONO 120	General Sonography II
SONO 125	Women's Sonography II
SONO 123	Cardiac Sonography II
SONO 131	Vascular Sonography I
PHYS 173	Physics for Sonography II
Term 3	**(12 weeks)**
SONO 133	Clinical Orientation
SONO 145	Pathophysiology for Sonography
SONO 135	Clinical I
Term 4	**(13 weeks)**
SONO 230	General Sonography III
SONO 237	Women's Sonography III
SONO 233	Cardiac Sonography III
SONO 231	Vascular Sonography II
PHYS 175	Physics for Sonography III
Term 5	**(15 weeks)**
SONO 235	Clinical II

SONO 236	Professional Development

Term 6 (20 weeks)

SONO 245	Clinical III
SONO 250	Clinical IV

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Medical Laboratory Technologist
- Access Program: Pre-Medical Radiography Technologist
- Access Program: Pre-Practical Nurse
- Community Support Worker Certificate
- Dental Assisting Certificate
- Health Care Assistant Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Northern Collaborative Baccalaureate Nursing program

HEALTH CARE ASSISTANT CERTIFICATE

Full-time

Start dates vary — please contact campuses directly

29-week program offered over 35 weeks (Prince George)

Prince George (offered in Burns Lake, Fort St. James, Quesnel and Vanderhoof on a rotating basis)

CNC's program gives you the skills to care for disabled individuals living in long-term-care facilities or private homes. To help clients meet their needs in all dimensions of health in their home or in a facility, the program prepares you to help with assessments, communication, and activities of daily living (such as nutrition and personal hygiene).

ADMISSION AND PROGRAM REQUIREMENTS

1. Completion of Grade 10 with English 10 or English 030; Math 10 or Math 030 or equivalent.
2. Student Readiness Assessment Math score of 16/36.
3. English language competency requirements:
   - Native English speakers must provide proof of one of the following:
   - Completion of ENGL 10 or ENGL 030 or equivalent with "C" or higher
   - Canadian Adult Achievement Test (CAAT) with the following minimum scores: Reading Comprehension 35/50; Spelling 23/32
   - Student Readiness Assessment (SRA) with the following minimum scores: Reading 23/40; Vocabulary 15/30; Spelling 22/30
   - Language Placement Index (LPI): the three individual scores (Sentence Structure, English Usage, and Reading Comprehension) must total a minimum of 20 out of a maximum possible score of 40. Essay level of 4, with a minimum essay score of 24/40
   - Accuplacer: Grade 10 level or higher.
   - Non-native English speakers must provide proof of one of the following:
   - Test of English as a Foreign Language (TOEFL) must have been written within last two years, IBT only. Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing.
   - International English Language Testing System (IELTS): Academic or General Test must have been written within last two years. Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing.
   - Canadian Language Benchmark Placement Test (CLB PT) must have been written within last 6 months. Minimum scores: Listening 7, Speaking 7, Reading 6 and Writing 6.
   - Canadian English Language Proficiency Index Program (CELPIP): Academic or General. Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing.
   - Canadian Academic English Language Assessment (CAEL): Overall score of 60, with no section less than 50.

Prior to the first clinical component of the program, you must have:

1. Proof of meeting current immunizations including Hepatitis B and screening for TB.
2. A Criminal Record check from the Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may not eligible to graduate from the program.
3. Proof of Standard First Aid which includes CPR Level "C" and Food Safe Level 1. Standard First Aid must be valid throughout enrolment in the Health Care Assistant Program.

Note: The costs of CPR Level C, Standard First Aid, Food Safe Level 1, immunizations and Criminal Record Check are the responsibility of the student.

Acceptance process

If there's room in the program, you'll be accepted once you've met all admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a wait list.

PROGRAM OUTLINE

The program is based on the Health Care Assistant curriculum set forth by the BC Ministry of Advanced Education.

This is a full time, outcomes based program.

HCAP 120	Health and Healing: Concepts for Practice
HCAP 125	Health 1: Interpersonal Communications
HCAP 130	Health 2: Lifestyle and Choices
HCAP 135	Health Care Assistant: Introduction to Practice
HCAP 140	Healing 1: Caring for Individuals Experiencing Common Health Challenges
HCAP 145	Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges
HCAP 150	Healing 3: Personal Care and Assistance
HCAP 195	Practice Experience in Home Support, Assisted Living, and/or Group Home
HCAP 199	Practice Experience in Multi-Level and/or Complex Care

IMPORTANT NOTES

- Campus labs and clinical experience include lifting and moving clients with disabilities. It is therefore very important for the student to be in good physical condition.
- Students are advised that a history of back problems may prevent completion

of the course or success in finding and maintaining employment. Students are encouraged to participate in a fitness program while enrolled in the course.

- Students are expected to provide their own transportation to various community agencies and long-term care facilities. Approximately 50% of this program is spent gaining practical experience at the above institutions. The schedule varies weekly and can include shifts from 0600 to 1400 and 1500 to 2200, plus numerous shorter appointments.
- In addition to disbursements for tuition and textbooks, students are expected to purchase their own uniform and supplies, to provide funds for travel to community agencies, to pay for parking, and to cover the cost of the CPR Level C, Standard First Aid and FoodSafe certificates. Specific information regarding the purchase of equipment, clinical attire, textbooks, and other items will be provided during the first week of class.
- Students are advised to complete the CPR Level C, Standard first aid and the FoodSafe certificates before the start date of the Health Care Assistant program. If students have not had the opportunity to complete these certificates before the program, they will be required to do so during free time (not class time) and to be responsible for the costs of said certificates. Students are required to have successfully completed these certificates before their clinical experience. The first aid certificate and CPR Level C must also be valid at the time of graduation from the program.
- A student who accumulates five days of absence with no communication with the instructors of the program may be terminated from the program, by the Dean, upon the instructor's recommendation. Application /intake /qualification /acceptance process Application forms are available from Office of the Registrar and may be submitted after September 15 for the following academic year. The program begins in late August each year.

The intent is to allow both accepted and non-accepted applicants know their admission status in a timely manner to support their decision-making process. As applicants apply and meet the admission requirements for the program, they will be accepted on an on-going basis until the program is full. If it becomes necessary to prioritize applicants for acceptance and wait listing, the original date of application is considered the "conditional qualification" date. This supports the "first qualified, first accepted" concept espoused by the College.

The College will keep the wait list through the first week of the program. Should an applicant on the wait list not gain acceptance by that time, he/she must re-apply for the next intake for the HCA program.

Upon acceptance to the program, the College will supply official forms to the applicant denoting a complete listing of immunizations, TB and Hepatitis B screening, as well as the health self-assessment, which must be submitted before starting the program. Also, the influenza vaccine will be highly recommended in a timely fashion, due to the nature of the clients cared for by the HCA students.

Criminal record check

You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make you not able to graduate.

Requirements for graduation

In order to graduate, the student must

- Obtain a minimum grade of "C" in all graded HCAP courses
- Complete all clinical practice Health Care Assistant courses with a satisfactory grade
- Complete all requirements for the Health Care Assistant Certificate within a four-year time frame.

Re-admission

A student who is unsuccessful in a course will be permitted to repeat the course once. Two failures or withdrawals in the program will exclude the student from further study in the program. A student who withdraws from the program voluntarily must notify a faculty member and will be required to apply for re-admission to the program. Re-admission is considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or higher, will be awarded first priority;
2. A student who has failed an HCA course or who has withdrawn from the HCA course with less than a "C" grade standing in the course will be awarded second priority.
3. Placed under new heading.

Transfers:

A student requesting transfer from HCA programs at other institutions will be subject to the above process and will be accorded third priority.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Practical Nurse
- Access Program: Pre-Social Worker
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Practical Nurse Diploma
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- August 20 – December 14, 2018
- Break: October 1 – 5, 2018

Spring term

- January 2 – April 26, 2019
- Reading break: February 18 – 22, 2019
- Preceptorship: April 27 – May 17, 2019

Rev. 180625

MEDICAL DEVICE REPROCESSING TECHNICIAN ASSOCIATE CERTIFICATE

★ **Full-time**

Prince George (Community and Continuing Education)

This program, composed of both a theory and clinical component, will prepare you to work as a Technician in a Medical Device Reprocessing (MDR) Department. Upon graduation, you will have acquired the knowledge and ability to safely and correctly operate a variety of equipment used in MDR and demonstrate responsibility and accountability of MDR duties by performing duties in an ethical and legal manner to ensure patient safety.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent;
2. Completion of English 12 or English 12: First Peoples with a minimum C+ grade or equivalent
3. Successful completion of MEDT 100 - Medical Terminology, or equivalent, taken within the past three years
4. Successful completion of CESS 151 Management Skills for Supervisors Part 1: Interpersonal Communication Skills & Conflict Resolution or equivalent

Program Requirements

Prior to the start ofthe practicum, accepted students will be required to:

1. Complete a Criminal Record Check (CRC)from the Ministry oflustice. A search which identifies relevant criminal convictions may prevent you from entering the clinical component of the program and therefore make you not eligible to graduate from the program.
2. Provide a status report on their immunization history. Immunizations in the following are strongly recommended:
   - Measles, Mumps, and Rubella
   - Tetanus/Diphtheria
   - Hepatitis B
   - Polio
   - Varicella
   - Meningococcal C
   - Influenza (on an annual basis)

A baseline TBskin test is also strongly recommended.

In the case of an outbreak, students that do not comply with the immunization guidelines may experience restrictions during clinical portion of their education by the placement facility, until proof of immunity is provided or until the outbreak is declared over. Being restricted from a required clinical site may directly affect your ability to successfully complete the program.

Notes:

1. The costs of immunizations and a Criminal Record Check are the responsibility of the student.
2. A minimum grade of "B" in MDRT 100 and successful completion (S) of MDRT 110 is required to graduate from the Medical Device Reprocessing Technician Associate Certificate program.
3. Students should be aware that following characteristics are strongly recommended to be successful in the MDRT program:

- Good command of the English language.
- Ability to attend to detail, to work accurately and neatly, and to manage time effectively.
- Ability to work under close direction as well as ability to act with initiative as member of a health care team.
- Ability to work in a busy atmosphere and to respond quickly to both verbal and written requests.
- Ability to work in a hospital setting. Previous hospital experience may be an advantage.
- Ability to behave respectfully in the workplace.
- Reliability and dependability with good work habits.
- Flexibility to adjust to shift work.
- Absence of health problems which may affect ability to lift, stand for long periods, or perform repetitive movements.
- Absence of allergies to substances on the skin and the ability to wear gloves for extended period of time.
- Ability to lift at least 25 lbs, stand for a long period of time, and work in a specially designed environment.

Program Outline

MDRT 100	Medical Device Reprocessing Theory
MDRT 110	Medical Device Reprocessing Clinical

Course Completion

Students must successfully complete the theory and clinical portions of the program simultaneously in order to graduate from the program.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Practical Nurse
- Access Program: Pre-Social Worker
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Practical Nurse Diploma
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma

Rev. 180625

MEDICAL LABORATORY TECHNOLOGY SCIENCE DIPLOMA

Full-time

Starts January

2.5 years (to be completed within 5 years) — 1.5 in the classroom, and 1 in practicum

Prince George

As a medical laboratory technologist, you'll perform a variety of specialized tests using high-tech instrumentation to help medical practitioners diagnose, treat, and prevent disease. Professional responsibilities include collecting and preparing specimens for analysis; testing blood, body fluids, tissue samples; and interpreting results. You'll work independently, but as an important part of the health-care team.

Educational opportunities include a Post-Diploma Bachelor of Science in Medical Lab Technology a Bachelor of Health Sciences. Post-diploma professional development is also offered locally, provincially, and nationally.

CNC's Medical Laboratory Technology Science Diploma program is fully accredited.

After graduating, you'll be eligible to write the CSMLS national examination to become professionally certified, which qualifies you to work as a medical laboratory technologist anywhere in Canada.

ADMISSION REQUIREMENTS

1. Grade 12 or equivalent.
2. The following courses, each with a grade of "C" or higher:
   - English 12 or English 12: First Peoples or equivalent
   - Biology 12 or equivalent
   - Chemistry 12 or equivalent
   - Foundations of Math 12 or Pre-Calculus 12 or equivalent
3. Completion of Self-Report on Suitability form.
4. Completion of the Medical Laboratory Technology Career Investigation Report form.

Note 1: Student selection for the program is competitive. "C" is the minimum, but higher grades will improve your chances of being accepted.

Note 2: When you are accepted into the program, you will have to supply us with documents certifying you have current immunizations, and health examinations. We will send you more information in your acceptance package.

Note 3: Self-identified Canadian Aboriginal applicants who meet the admission requirements by the priority deadline will be given priority for 20% of seats.

Note 4: There will be two seats available for students who have successfully completed the Pre Medical Laboratory Technology Access program and who meet the admission requirements by the priority deadline.

Note 5: You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make you not able to graduate.

Note 6: The costs of immunizations and criminal record checks are the responsibility of the student.

Selection process

Only selected qualified short-listed applicants will be invited to attend an interview. All students will be selected using the following criteria:

Max. points

1. The cumulative grade point average of the required English, biology, chemistry and mathematics courses contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points. **4.00**
2. 30 credits or more at the post-secondary level, or 1-year equivalency, contributes 2 points **3.00**
3. A completed "Medical Laboratory Technology Career Investigation Report" contributes up to 6 points. **6.00**
4. Residents of BC or the Yukon will be awarded 1 point. **1.00**
5. Certified as a Medical Laboratory Assistant **1.00**

Total possible points 14.00

Note: In the event of a tie the last seat will be awarded to the first qualified applicant.

PROGRAM OUTLINE

Semester 1	17 weeks
MLTS 101	Medical Terminology
MLTS 110	Clinical Microbiology and Infection Prevention
MLTS 112	Introduction to Laboratory Medicine
MLTS 114	Anatomy and Physiology
MLTS 116	Quality Systems
MLTS 122	Introduction to Laboratory Analysis
Semester 2	**17 weeks**
MLTS 131	Histotechnology I
MLTS 143	Clinical Microbiology II
MLTS 158	Introduction to Hematology
MLTS 164	Chemistry I
MLTS 176	Molecular Diagnostics
MLTS 181	Transfusion Medicine I
Semester 3	**17 weeks**
MLTS 136	Histotechnology II
MLTS 144	Clinical Microbiology III
MLTS 161	Hemopathology
MLTS 168	Chemistry II
MLTS 182	Transfusion Medicine II
MLTS 195	Practicum Preparation
Practicum	**39 weeks**
MLTS 238	Histotechnology

	Practicum
MLTS 248	Microbiology Practicum
MLTS 264	Hematology Practicum
MLTS 268	Chemistry Practicum
MLTS 270	Specimen Collection and Handling Practicum
MLTS 288	Transfusion Medicine Practicum

Note 7: Semesters 1 – 3 consist of 51 weeks of classroom instruction and related laboratory sessions at CNC. Before continuing to the next semester or practicum, you must complete all courses in semesters 1 through 3 with grades of 60% (C) or more.

Note 8: For all courses with a laboratory component, students must pass the lab component with a 60% (C) or more to progress to the next semester or practicum.

Note 9: Students must achieve a satisfactory report on professionalism which is based on the CSMLS Code of Conduct and the CSMLS Code of Ethics to proceed to the next semester or practicum

Note 10: To graduate from the program you must achieve a successful result for the theory and practice components of each practicum course.

Note 11: There may be additional costs associated with Practicum Preparation as practicum partner sites change requirements.

Note 12: The practicum is spent applying theory to practice at clinical training sites throughout BC. To ensure a comprehensive practicum, there may be rotations between sites. During the practicum, you can expect to work an average of 40 hours per week (may include early or late shifts and some weekends). Your progress will be evaluated using competency-based objectives and theory exams.

Certification

In Canada, medical lab technologists must become certified by passing national examinations administered by the Canadian Society of Medical Laboratory Science (CSMLS). Once certified, they can work anywhere in Canada. All provinces also require certified medical lab technologists to register with a provincial regulatory body before starting work.

Financial planning and awareness

Be aware that even though the program is eligible for student loans, the loans will not cover the entire cost of the program.

Students are required to make significant tuition payments during the program and plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial planning early.

Re-admission policy

The Medical Laboratory Technology Science program must be completed within a five-year period. In the event of significant changes to courses or program matrix, students may be required to demonstrate that they have maintained their knowledge and skills for re-entry into the program.

A student who is unsuccessful in an MLTS course once, may be required to withdraw and must then reapply for admission into the program. Multiple course failures or subsequent failure in the same MLTS course or requirement to withdraw for unsuccessful professionalism evaluation will exclude the student from further study and re-admission into the program; that student may not apply again to the program under the new student category.

Re-admission to the MLTS program is considered on a space available basis and will be administered according to the following principles:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, maintained an overall grade of “C” 60% or higher will be accorded first priority.

2. A student who has failed an MLTS course or who has withdrawn from the MLTS course with less than a “C” 60% grade standing in the course will be accorded second priority.

3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited MLTS program; the student will then be subject to the above and will be accorded third priority.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Medical Laboratory Technologist
- Access Program: Pre-Medical Radiography Technologist
- Access Program: Pre-Practical Nurse
- Associate Degree in Science
- Dental Assisting Certificate
- Dental Hygiene Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science in Nursing
- Practical Nurse Diploma
- University-level science courses
- University Transfer First-Year Science

IMPORTANT DATES

Fall - Semester II

- August 20 – December 21, 2018
- Break: October 8 – 12, 2019

Spring- Semester I & III

- January 7 – May 17, 2019
- Break: March 11 – 22, 2019
- Practicum: June 3 – April 30, 2020

Rev. 180625

MEDICAL RADIOGRAPHY TECHNOLOGY DIPLOMA

Full-time

Starts September

2 consecutive years – alternating terms of theory/labs with clinical placements in the field

Prince George

CNC has partnered with the British Columbia Institute of Technology (BCIT) to create a northern Medical Radiography program.

The program prepares you, under the direction of a medical specialist (radiologist), to work in the following areas:

- in the hospital medical imaging department;
- at the patient's bedside;
- in the operating room or Emergency department, and
- in private imaging clinics.

Earning your diploma in medical radiography technology is a base for other certifications, such as advanced radiography certifications and specialized BSc and health administration degrees. These additional qualifications are a key component of health care service.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. The following courses, with an average GPA of 3.0 ("B") with no grade lower than a "C+" in any of the prerequisite courses:
   - English 12 or equivalent
   - Either:
     Principles of Math 12 or Applications of Math 12 or equivalent (for students graduating secondary school prior to 2014)
     or
     Foundations of Math 12 or Pre-Calculus 12 (for students graduating secondary school 2014 and later)
   - Physics 12 or equivalent
   - Biology 12 or equivalent

3. Completed Self-Report on Suitability Form.

4. Participation in a program information session (these will be delivered face-to-face or available by electronic means for applicants).

It is highly recommended that required entrance courses be completed within the past six years. If more than six years has elapsed, upgrading the required subjects is suggested. This is due to the heavy emphasis on math and physics in the CNC MRAD curriculum.

March 31 is the deadline to submit applications and all qualifying documentation for the September intake of the Medical Radiography Technology Diploma program. The program does accept applications after March 31 if seats are available.

General requirements essential to success for MRT students

- Strong sense of responsibility, caring nature, interest in the well-being of others, excellent interpersonal skills, strong problem-solving skills and good teamwork.
- Awareness that MRAD profession is both physically and mentally demanding and requires individuals to cope well in a stressful environment.
- Maintain a controlled sensitivity to disturbing scenarios such as trauma patients, surgical procedures and symptoms of hospitalized patients.
- Excellent physical fitness and mental acuity; this includes good eyesight and hearing.
- Competency in written and oral English; must be able to accurately follow written requisitions and fast paced verbal directions.
- Computer literacy, such as interacting with various computer operating and software programs (Internet browser, e-mail, word processing). This program has a significant percentage of course work delivered via electronic learning platforms such as Moodle. Radiographic images are viewed and shared electronically.

Selection process

Only selected qualified short-listed applicants will be invited to attend an interview. All students will be selected using the following criteria:

Max. points

1. The cumulative grade point average of the required English, Biology, Physics and Mathematics courses (with a minimum GPA 3.0 "B", with no course lower than "C+") contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points.
   Up to 4.00

2. 30 course credits or more at the post-secondary level, or 1-year equivalency, contributes 2 points (Prorate points for less than 30 credits or for less than 1 year).
   Up to 2.00

3. Participation in a CNC MRAD program information session.
   1.00

4. A completed "Self-Report on Suitability".
   1.00

5. Resident of BC or the Yukon.
   1.00

6. Persistent interest in the program, as shown by repeated qualified applications.
   1.00

Total of points for criteria 1 – 6 determines short-list for interview.

7. The interview and a completed "Medical Radiography Technology Career Investigation" contributes up to 5 points.
   Up to 5.00

Total possible points 15.00

Information sessions will be offered throughout the year for interested applicants.

Note: Self-identified Canadian Aboriginal applicants who meet the admission requirement by the priority deadline will be given priority for two seats.

Program requirements once accepted into the MRT program:

- Immunizations – these will follow the requirements of BC Health Authorities.
- Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and for maintaining certification while in the program.
- You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make you not able to graduate.
- Successful completion of MRAD 100 Medical Radiography Terminology (approximately 10 hours of self-directed learning) which has a radiography language focus.

Costs of program requirements are the responsibility of the student.

Re-admission policy

Students may apply for readmission if they have no more than one failure in the medical radiography technology program. Multiple course failures or a subsequent failure in MRAD courses will exclude the student from further study and re-admission to the program; that student may not apply again to the program under the new student category. (The MRAD program must be completed within a five-year period.)

Re-admission to the program is considered on a space-available basis and will be administered according to the following priorities:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C+" or higher, will be accorded first priority.
- A student who has failed a MRAD course or who has withdrawn from the MRAD course with less than a "C+" grade standing in the course will be accorded second priority.
- A student requesting transfer from another accredited MRAD program will be subjected to the above criteria and be accorded third priority.

PROGRAM OUTLINE

Term 1	(15 weeks)
BIO 126	Relational Anatomy and Physiology MRAD 1
MRAD 101	Radiographic Sciences 1
MRAD 103	Human Behaviour
MRAD 105	Radiographic Anatomy and Physiology I
MRAD 107	Clinical Orientation
MRAD 109	Radiographic Procedures 1
MRAD 111	Patient Care
PHYS 115	Physics–Medical Radiography 1

Term 2	(16 weeks)
MRAD 120	Clinical Education 1
MRAD 122	Pathology 1
MRAD 124	Radiobiology and Radiation Protection

Term 3	(15 weeks)
MRAD 125	Relational Anatomy and Physiology 2
MRAD 127	Professional Ethics and Canadian Health Care System
MRAD 129	CT—Clinical Applications in Computed Tomography

Term 4	(16 weeks)
MRAD 230	Clinical Education 2
MRAD 235	Radiographic Procedures 2
MRAD 237	Inter-professional Health Practice

Term 5	(15 weeks)
BIO 226	Relational Anatomy and Physiology MRAD 3
MRAD 240	Radiographic Anatomy and Physiology 2
MRAD 241	Radiographic Procedures 3
MRAD 243	Radiographic Sciences 2
MRAD 247	Communication and Research Skills
MRAD 248	Pathology 2
MRAD 249	CT – Physical Principles
PHYS 225	Physics–Medical Radiography 2

Term 6	(16 weeks)
MRAD 250	Clinical Education 3
MRAD 255	Capstone

Grading system

A passing grade is a minimum of 64%. Any grade below 64% will not be considered a pass.

Clinical placement/Work experience

Students will undertake extensive unpaid work experience at radiography sites during their education. CNC will utilize northern sites in collaboration with Northern Health. Placements will need to ensure students can obtain CAMRT competencies.

Credentials

CNC's program shares curriculum and many resources with BCIT as part of a new provincial model of collaborative delivery. The CNC program grants its own credential and is accredited separately from BCIT.

CNC's MRAD diploma credential and competencies are set by the Canadian Association of Medical Radiation Technologists. CNC's Medical Radiography Technology program is accredited by the Canadian Medical Association (CMA).

Financial planning and awareness

Students are required to make significant tuition payments during the program and to plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial

planning early.

YOU MIGHT ALSO BE INTERESTED IN. .

- Access Program: Pre-Medical Laboratory Technologist
- Access Program: Pre-Medical Radiography Technologist
- Access Program: Pre-Practical Nurse
- Dental Assisting Certificate
- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Nursing, Bachelor of Science in Nursing
- Practical Nurse Diploma
- University-level science courses
- University Transfer first-year science

IMPORTANT DATES

Term 1

- September 4 – December 14, 2018

Term 2

- January 2 – April 18, 2019
- Reading break: February 19 – 22, 2019

Term 3

- April 29 – August 9, 2019

Term 4 (2nd year)

- August 27, 2018 – December 14, 2018

Term 5 (2nd year)

- January 2 – April 18, 2019
- Reading break: February 19 – 22, 2019

Term 6 (2nd year)

- April 29 – August 16, 2019

Rev. 180625

NURSING, BACHELOR OF SCIENCE IN NURSING

(Northern Collaborative Baccalaureate Nursing Program (NCBNP)

Full-time or

Part-time

Starts September

Four years total

Prince George and Quesnel

The Northern Collaborative Baccalaureate Nursing Program leads to a Bachelor of Science in Nursing (BScN), awarded by UNBC.

- Years 1 and 2: Provided through CNC (Prince George or Quesnel), NWCC (Terrace)
- Years 3 and 4: Provided by UNBC in Prince George, Quesnel, and Terrace

ADMISSION REQUIREMENTS

Applicants must:

- meet UNBC admission requirements;
- have completed the equivalent of the following BC secondary school courses with a minimum "C+" (67%) in each course:
  - one of Foundations of Mathematics 11 or Pre-Calculus 11 or Principles of Math 11 or equivalent
  - Chemistry 11 or equivalent
  - English 12 or equivalent;
- have completed Biology 12 or equivalent with a minimum "B" (73%) within five years prior to the semester of admission to the Northern Collaborative Baccalaureate Nursing Program.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. For the NCBNP, the following are required for admission:

1. Fulfillment of the BC Secondary School English 12 requirements (70%), or equivalent, and
2. Either an IELTS (International English Language Testing System) academic or a CELBAN (Canadian English Language Assessment for Nurses) with current, valid results and scores as set by College of Registered Nurses of British Columbia (CRNBC) for the year of admission.

Admission requirements:

Licensed Practical Nurse (LPN) access

Licensed practical nurses who are applying for admission to the NCBNP must

- Meet all Northern Collaborative Baccalaureate Nursing Program admission requirements
- Be a graduate of a practical nursing program recognized by the College of Licensed Practical Nurses of BC (CLPNBC) since 1994
- Have current practicing registration or be eligible for practicing registration with the CLPNBC
- Have practised as an LPN for a minimum of 1,700 hours in a patient care setting during the last four years, or graduated from a BC practical nursing program within the year of application. Proof of worked hours must be submitted with application and can be obtained from employers

LPN applicants will be assessed on an individual basis and may be eligible for up to a maximum of 27 transfer credit hours of nursing courses.

Applicants who have completed a BC Practical Nursing Certificate prior to 1994, or have completed a certificate or diploma from a program outside of BC, may not be exempt from any of the first- or second-year nursing courses.

All successful LPN applicants must meet individually with the Nursing advisor at the institution to which they are applying in order to be referred to the Associate Dean of Health Sciences for transfer credit and proficiency assessment.

How to apply

Step 1: To study in Prince George or Quesnel, apply at CNC.

Step 2: Once you have been accepted, register for specific courses at the institution you plan to attend. If a course is offered at more than one site, choose your preferred location.

Statement of Nursing

Nursing is a professional practice discipline which offers a valuable service to the public by working with individuals, families, groups, and communities to develop and implement strategies to meet health care needs. Caring is a central and dominant feature of nursing. Nursing: a) considers the physical, psychological, social, environmental, and spiritual domains of clients; b) requires cultural sensitivity; and c) collaborates with clients, other health care providers, and the community. Nursing is based on knowledge and skills developed in its own and related disciplines. Nursing knowledge is developed through research and other methods. Nursing advocates for a health care system that: a) emphasizes health promotion and illness prevention; b) is based on practical, affordable, manageable, and culturally acceptable care and technology; and c) is available for all clients in a universal,equitable manner.

Statement of nursing education

Nursing education responds to societal concerns by developing a curriculum that is relevant and considers future trends in health care. Nursing education strives to provide an environment that is challenging and supportive, where all students learn the practice of nursing through the application and evaluation of knowledge, the practice of skills, and the internalization of caring and professional attitudes. A dynamic and positive relationship occurs between health care services and education through the sharing of knowledge, skills, and research. Northern Collaborative Baccalaureate Nursing Program (NCBNP): This program is offered collaboratively between the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC) and provides entry into the nursing profession. The integrated program of studies leads

to a Bachelor of Science in Nursing (BSN), awarded by UNBC. Graduates are eligible to write the National Council Licensure Examination (NCLEX-RN) and to apply for registration with the College of Registered Nurses of British Columbia (CRNBC) after passing the exams.

Aims of the BSN program

The goal of the BSN program is to improve access to and successful completion of nursing education for residents of the North. The aim of the nursing program is to prepare professional nurses who will:

- Practise with cultural sensitivity
- Practise with awareness of particular health needs of northern populations
- Practise assessment and promotion of holistic health with individuals, families, groups, and communities
- Participate in activities that reflect the appraisal of population health needs and implement and evaluate the appropriate interventions to meet those needs
- Make nursing judgments that reflect the application of current nursing research and research from related disciplines
- Practise in a broad range of settings with an emphasis on northern communities
- Influence health services to bring about policy development that meets the health needs of northern populations
- Practise effectively within collaborative interdisciplinary and intersectorial health care teams
- Demonstrate critical thinking skills and effective clinical decision making
- Demonstrate skills of a self-directed learner
- Meet professional practice requirements as identified in Standards for Nursing Practice in British Columbia
- NCBNP students will meet professional practice requirements as identified in the CRNBC's "Nursing Competencies and Skills Required of the New Graduate.

SPECIFIC PROGRAM ADMISSION REQUIREMENTS

The admission criteria and general requirements set out in the Admissions content of this calendar are applicable in this section. Additional admission requirements to the nursing program follow.

Admission is based on academic qualifications and available space. Priority will be given to students who meet admission criteria and apply by the deadline of March 31. Applications received after the deadline may be reviewed based on available space in the program.

Individuals who apply by March 31 and who will complete secondary school graduation requirements by the end of June will not be disadvantaged by this deadline.

Self-identified Aboriginal applicants who meet or exceed the minimum requirements for admission to the program will be given priority for up to 20% of the first-year seats for the NCBNP.

Prerequisite equivalency options should be discussed with a CNC advisor.

Word-processing and Internet experience are necessary for all applicants.

General requirements

Students must demonstrate their health status, proof of present immunization status and current CPR certification - level C.

To attain competencies in the context of entry-level registered nursing practice in BC, students need certain basic skills and abilities. Therefore, all students who apply to the NCBNP program must demonstrate the capacity to meet the requisite skills and abilities set out by the College of Registered Nurses of British Columbia (CRNBC). These skills and abilities are listed on the CRNBC website at www.crnbc.ca

All students accepted into the NCBNP are sent documentation and information regarding immunization policies. Once accepted into to the program, all students must submit:

- Documentation of CPR certification - level C, which must be successfully maintained throughout the program. Proof of CPR certification (and re-certification, as needed) must be submitted prior to commencement of classes. CPR must be re-certified every two years regardless of expiry date on the card.
- A record of immunization status. The following immunizations are strongly recommended and the current status of each is to be submitted:
  - Diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B and varicella.
  - A Mantoux test (PPD) for tuberculosis
  - Meningococcal C conjugate for those born on or after January 1, 1988
  - Yearly influenza vaccine. Submission deadline to be announced annually based on release date of vaccine.

Completed immunization forms must be submitted to institution the student is currently attending prior to **September 30** in the first year of attendance. Failure to do so may result in the student not being allowed to practise in the clinical setting.

Criminal record search

You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make you not able to graduate.

Program costs

Costs associated with study in the BSCN program are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab, and clinical practica. **Students may be required to complete clinical experience at sites other than Prince George. Provisions for all travel, accommodation, and living expenses associated with required clinical practice is the sole responsibility of the student.**

Qualification for degree

It is the responsibility of the student to ensure that his/her degree requirements are met. Graduation requirements are found in the Regulations and Policies section of the

UNBC calendar.

- Attain a minimum cumulative GPA of 2.33 (C+) on courses for credit towards the degree
- Obtain a minimum passing grade of 2.0 (C) in all courses for credit towards the degree with the exception of PSYC 101 and any non-NURS electives
- Complete satisfactorily all clinical practica components of nursing courses
- Complete all requirements for the BSN program within eight years of admission into the program or from the first nursing course used for credit towards the degree

Official degree audits are completed by the Office of the Registrar at UNBC when you apply to graduate in your final year. It is your responsibility to verify the accuracy and completion of degree requirements and provide all necessary transcripts to UNBC.

Transfer credit

Transfer credit may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BScN program will be evaluated at the request of the student and will be applied at the time of initial registration in the program.

The total transfer credit awarded on the basis of acceptable work completed at other non-collaborative partner institutions may not exceed 60 credit hours. Nursing HHSC or equivalent courses must have been completed within the five years prior to admission to be eligible for transfer credit into the nursing program.

Letter of Permission

Once admitted to the Nursing Program, students who want to take course work at other institutions for transfer credit towards the degree require a Letter of Permission prior to registration in the course. A student who has committed an academic offense may be denied a Letter of Permission for subsequent course work. Students who complete courses without having first obtained a Letter of Permission risk not having those courses accepted for transfer credit. Students should contact the Nursing Advisor at the institution they are currently attending for further information. (Refer to Academic Regulation 19 in the UNBC calendar).

Part-time studies

Subject to course availability, the NCBNP may be taken on a part-time basis. However, students may be required to enrol full-time during a portion of their program.

Withdrawal from the nursing program

Students who voluntarily withdraw from the nursing program must notify in writing the Nursing Advisor, Academic Advising, and will be required to apply in competition for re-admission after the lapse of up to three semesters and on a seat availability basis. If students fail to notify the Nursing Advisor they will deem a student to have voluntarily withdrawn from the nursing program where the student has not registered in nursing courses in any of the last three semesters.

Student request for a leave of absence from the program will be assessed at the time of request. Discussions will include date to return to program and time allowed between clinical rotations. Recommendations may include repeating of clinical courses or avditing of clinical courses to ensure safe, quality care and to support student success.

Clinical practica scheduling and expectations

Clinical practica may be configured and offered outside the existing timetable structure and sessional dates, such as a four or six-week block. The students in the NCBNP must complete a nursing practicum during spring intersession immediately following both the fourth and sixth semesters of study in the program.

Attendance in each clinical practicum component of a nursing course is mandatory. Students who do not complete their total required practicum experience hours will be at risk for failure. Any time a student is unable to attend practicum due to unforeseen circumstances, the student must contact his/her clinical instructor and clinical area with as much notice as possible. The opportunity to make up missed clinical time is not guaranteed and may only be granted for extreme extenuating circumstances. Clinical placements may feature day and/or evening shifts on weekdays and/or weekends.

All clinical practica components of nursing courses will be assessed as Satisfactory (S) or Fail (F).

Time Lapse Between Clinical Practica

Students who are out of clinical practice in a nursing education program for more than 18 months will be reassessed to determine what clinical practice remediation is needed. This may include repeating all components of courses taken previously, regardless of whether the student successfully completed the course.

Students reapplying to the program after a leave of over 18 months will need to be re-evaluated as to the level at which they will need to re-enter the program.

Academic performance

Students must adhere to all policies and regulations of the institution(s) where they are registered for courses. This requirement includes, but is not limited to, matters related to academic appeals and academic dishonesty. Progression through the program is governed by guidelines on academic standing and continuance. Probation guidelines are governed by UNBC.

Students must obtain the minimum passing grade for all required Nursing and Health Sciences (NURS, HHSC or equivalent) courses as defined under “Qualification for Degree.”

Students are required to withdraw from their respective Nursing programs if they have two instances of not meeting the minimum passing grade requirement, either in the same Year or in two consecutive Years in any combination of the following:

- NURS theory and/or practice courses
- required HHSC courses
- equivalents of the above

A “Year” is comprised of all the mandatory NURS and HHSC (or equivalent) courses in a given Level (e.g., Year 1 would include all 100 level courses listed under the Lower Division requirement in the Calendar) regardless of how long it takes the student to complete the courses. Students who are required to withdraw in Year 1 or 2 may

reapply to the NCBNP after a minimum of 1 year. Those required to withdraw in Year 3 or 4 may reapply after 3 years. Assessments are performed on an individual basis by a joint committee of the UNBC School of Nursing, NWCC, and CNC with no guarantee of readmission. Students who are readmitted must begin the Program at Year 1 and repeat all NURS and HHSC (or equivalent) courses. Students may be removed from a clinical setting due to "unsafe or unprofessional" performance/conduct, and may receive a grade of "F" in the clinical component of the course. When a student receives a grade of "F" for the clinical component of a course, the overall course grade will be computed on the basis of the grade achieved in all other components of the course, to a maximum grade of "C-".

Students who withdraw from more than one NURS and/or HHSC course (or equivalent) in an academic year will be required to meet with the Program Coordinator at the institution they are currently attending to discuss whether the student is suited to continue in the program. Consultation must occur with and permission must be granted by the Program Coordinator before the student will be allowed to register in subsequent courses.

Standards of professional conduct

Any conduct that violates the ethical or legal standards of the institution at which the student is currently registered, particularly those related to academic dishonesty, is a serious offense. Academic misconduct and/or professional misconduct may result in the student being required to withdraw from the respective Nursing program and possibly the College and University. Satisfactory academic performance is not the sole criterion for progression or graduation. The School of Nursing and the NCBNP institutional partners reserve the right to require a student to withdraw from the student's respective program if the student is considered to be unsuited to proceed with the study or practice of nursing.

Requirements

Nursing courses will normally be restricted to students admitted into the BScN program, unless otherwise specified in a course description. Not all courses in the calendar are offered every semester or academic year. Admission to the BScN program does not guarantee registration in any specific course; early registration is advised.

Program requirements for BSN

The program consists of 136 credits with 95 required credits in nursing.

Course numbers for years 1 and 2 refer to CNC (Prince George/Quesnel). Course numbers for years 3 and 4 refer to UNBC.

Year One

ANTH 101	Introduction to Socio-Cultural Anthropology
BIO 105	Basic Microbiology
BIO 111	Human Anatomy and Physiology I
BIO 112	Human Anatomy and Physiology II
NURS 101	The Art and Science of Nursing
NURS 102	Communication Theory and Practice
PSYC 101	Introduction to Psychology I

Year Two

NURS 201	Introduction to Health Assessment
NURS 202	Pathophysiological Concepts
NURS 203	Health Promotion in Families
NURS 204	Healing Modalities
NURS 205	Introduction to First Nations Health
NURS 206	Basic Nutrition
NURS 215	Nursing Care of the Adult
MATH 104*	Introduction to Statistics (recommended)

*MATH 157 or PSYC 201 also meet statistics requirements.

Intersession 1

NURS 220	Extended Clinical Practicum I

(4 weeks, supervised, 32.5 hours per week)

Year Three (offered at UNBC)

NURS 304	Introduction to Nursing Knowledge
NURS 306	Introduction to Epidemiology
NURS 308	Ethics and Law in Nursing
NURS 317	Nursing Theory and Practice: Maternity
NURS 318	Nursing Theory and Practice: Pediatrics
NURS 323	Nursing Theory and Practice: Older Adult
NURS 326	Nursing Theory and Practice: Mental Health

Intersession 2 (offered at UNBC)

NURS 330	Extended Clinical Practicum II

Year Four (offered at UNBC)

NURS 403	Introduction to Nursing Research
NURS 408	Nursing Leadership
NURS 418	Introduction to Community Health and Nursing
POLS 403	Social and Health Policy and Administration

Focus areas — At least one of the following areas of clinical focus:

NURS 420	Community Health Nursing
NURS 422	First Natrions Health and Nursing
NURS 426	Acute Care Nursing
NURS 432	Mental Health Nursing
NURS 435	Pediatric Nursing
NURS 454	Perinatal Care
NURS 455	Foundations in Emergency and Trauma Nursing
NURS 461	Rural Health and Nursing
NURS 497	Speciality Focus in Nursing

Electives/Requirement

To graduate, you need 18 credits of electives, as follows:

- Three credit hours in First Nations studies (100-level or above) or elective
- Three credit hours in Humanities (100-level or above)
- At least three credit hours at the 200 level or above

- At least three credit hours at the 300 level or above
- Three credit hours at the 200 level or above related to nursing
- Three credit hours at any level in any subject

Note: This schedule allows for four of the six electives to be completed in the first two years, three in first year and one in second year.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Medical Laboratory Technologist
- Access Program: Pre-Medical Radiography Technologist
- Access Program: Pre-Practical Nurse
- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Practical Nurse Diploma

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Intersession

- April 26 – May 31, 2019

Rev. 180625

NURSING UNIT ASSISTANT CERTIFICATE

Note: Under review.
Currently suspended for 2018-19.

Part-time

Starts November

405 hours

Prince George (Continuing Education)

This program either prepares you to work as a nursing unit assistant (NUA) in local hospitals, or it upgrades the skills of those currently employed as nursing unit assistants. This program is a prerequisite for employment as a NUA at most hospitals throughout British Columbia.

ADMISSION REQUIREMENTS

1. Successful completion of English 11, English 045 or equivalent, or English 11 level as demonstrated by SRA test.
2. Successful completion of Medical Terminology MEDT 100 or equivalent, taken within the past five years.
3. Keyboarding skills of 35 wpm.

General requirements

1. Proof of meeting current immunizations including Hepatitis B and screening for TB.
2. A Criminal Record Check (CRC) from the Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore make you not eligible to graduate from the program. The CRC and proof of immunizations must be submitted prior to the mid-point of NRUA 175.

Note: The costs of immunizations and Criminal Record Checks are the responsibility of the student.

PROGRAM OUTLINE

NRUA 170	Communication Skills
NRUA 171	Patient Chart Records
NRUA 172	Admissions, Discharges, and Transfers
NRUA 173	Pharmacology Medication Orders I
NRUA 174	Pharmacology Medication Orders II
NRUA 175	Laboratory Orders
NRUA 176	Diagnostic Orders
NRUA 177	Surgical Orders
NRUA 178	Therapeutic Orders
NRUA 179	Nursing Unit Assistant Practicum

Requirements for graduation

Students must achieve a minimum of 76% (B+) in each course and an "S" (Successful) in NRUA 179, in order to graduate from the program.

YOU MIGHT ALSO BE INTERESTED IN…

- Medical Office Assistant

Rev. 180625

PRACTICAL NURSE DIPLOMA

Full-time

Starts September

Two years

Prince George

After licensing, graduates can work in health-care settings such as hospitals, nursing homes, rehabilitation centres, doctors' offices, clinics, occupational health units, community nursing services and private homes.

ADMISSION REQUIREMENTS

All applicants must have completed the following courses or equivalent:

1. Successful completion of Grade 12 or ABE/Academic Upgrading Advanced Certificate or mature student status.
2. BIO 130 with a grade of "C+" or higher.
3. English 12 or Engl 050, with a grade of "C+" or higher.
4. One of Foundations of Math 11 or Pre-calculus 11, or Principles of Math 11, or Math 045 with a grade of "C+" or higher.

Note 1: Before the program starts, you'll need to complete college forms certifying current immunizations, hepatitis B vaccination, TB screening, and a health self-assessment. The documentation must be on official college forms (supplied with acceptance). You must submit these forms by October 1.

Note 2: Upon entry into the program, students must provide documentation of CPR certification, level C (preferred), or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and for maintaining certification while in the program.

Note 3: You'll have to undergo a criminal record search, the cost of which is your responsibility.

Note 4: Chemistry 11 or Chem 045 is recommended but not required.

Note 5: The costs of immunizations and criminal record checks are the responsibility of the student.

Note 6: Two seats will be reserved for qualified aboriginal applicants.

SELECTION PROCESS

This program will select 50% of the class from the qualified applicants, while the balance of the class will be selected randomly from the remaining qualified applicants.

In case of ties, the date of application will be the deciding factor.

	Max. points
1. Grade for BIO 130 – The letter grade for BIO 130 will contribute its actual points (i.e., A+ 4.33, B+ 3.33, etc.).	4.33
2. Grade for English 12 or English 12: First Peoples. The letter grade for English 12 or English 12: First Peoples will contribute its actual points, as above.	4.00
3. Grade for Mathematics 11 – The letter grade for Mathematics 11 will contribute to its actual points as above.	4.00
4. Geographical location: Residents of BC or the Yukon will be awarded 1 point.	1.00
5. Persistent interest in the program, as demonstrated by a qualified applicant who applies more than once, contributes 1 point.	1.00
Total possible points	**14.33**

PROGRAM OUTLINE

This is a full-time, competency-based program and will not normally be available for part-time learners. There are alternating terms of classroom studies with clinical practice and clinical placements at various sites in Prince George. Students need to be prepared for possible travel for preceptor placements.

Each term must be successfully completed before the next one can be attempted. Courses must be completed with the grade required by program or higher (see individual course outlines) and a "Satisfactory" in Consolidated Practice Experience (CPE) courses.

Term 1	**(13 weeks)**
PRAN 100	Professional Practice 1
PRAN 110	Professional Communication 1
PRAN 112	Variations in Health 1
PRAN 115	Health Promotion 1
PRAN 118	Pharmacology 1
PRAN 150	Integrated Nursing Practice 1
PRAN 190	Consolidated Practice Experience CPE 1
Term 2	**(15 weeks)**
PRAN 101	Professional Practice 2
PRAN 120	Professional Communication 2
PRAN 122	Variations in Health 2
PRAN 125	Health Promotion 2
PRAN 128	Pharmacology 2
PRAN 155	Integrated Nursing Practice 2
PRAN 191	Consolidated Practice Experience CPE 2
Term 3	**(12 weeks)**
PRAN 200	Professional Practice 3
PRAN 210	Professional Communication 3
PRAN 212	Variations in Health 3
PRAN 215	Health Promotion 3
PRAN 250	Integrated Nursing Practice 3
PRAN 290	Consolidated Practice Experience CPE 3
Term 4	**(17 weeks)**
PRAN 201	Professional Practice 4
PRAN 220	Professional Communication 4
PRAN 222	Variations in Health 4
PRAN 225	Health Promotion 4
PRAN 255	Integrated Nursing Practice 4

PRAN 291	Consolidated Practice Experience CPE 4

Term 5 (9 weeks)

PRAN 295	Transition to Preceptorship
PRAN 299	Preceptorship

Criminal record search

You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make you not eligible to graduate.

Application and document submission deadline

Applications may be submitted after September 15 for entry in the following fall.

Applications received after March 31 for fall entry are considered late and will be processed subject to course availability.

You must submit all required documents (see Admission Requirements) by April 30 in order to be eligible for selection.

Requirements for graduation

The student must

- Obtain a minimum course grade required by program or higher (see individual course outlines) in all graded courses
- Complete all CPE courses with a "Satisfactory" grade
- Complete all requirements for the PN program within a five-year time frame.

Re-admission

A student who is unsuccessful in a PN course will be permitted to repeat the course once. Two failures or withdrawals in the program will exclude the student from further study in the program. A student who withdraws from the program voluntarily must notify a faculty member and will be required to apply for re-admission to the program. Re-admission is considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has maintained course grades required by the program (or higher), will be awarded first priority.
2. A student who has failed a PN course or who has withdrawn from the PN course with less than course grades as required by program will be awarded second priority.
3. A student requesting transfer from PN programs at other institutions will be subjected to the above criteria and be accorded third priority.

All PN course work must be completed within a five-year time frame. In the event of significant changes to courses, students may be required to repeat a course. Students may be required to demonstrate that they have maintained their knowledge and skills for re-entry into the program.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Medical Laboratory Technologist
- Access Program: Pre-Medical Radiography Technologist
- Access Program: Pre-Practical Nurse
- Community Support Worker Certificate
- Dental Assisting Certificate
- Health Care Assistant Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Northern Collaborative Baccalaureate Nursing program

IMPORTANT DATES

First year

Fall term

Term 1: September 4 – November 23, 2018

Break: October 6 – 14, 2018

CPE 1: November 26 – December 14, 2018

Holiday break: December 15, 2018 – January 1, 2019

Spring term

Term 2: January 2 – March 22, 2019

Reading break: February 19 – 22, 2019

CPE 2: March 25 – April –18, 2019

Spring break: April 23 – 27, 2019

Term 3: April 29 – June 28, 2019

CPE 3: July 2 – 19, 2019

Second year

Fall term

Term 4: September 10 – November 23, 2018

CPE 4: November 26, 2018 – January 25, 2019

Holiday break: December 15, 2018 – January 1, 2019

Spring term

Term 5: January 28 – February 8, 2019

Preceptorship: February 18 – April 12, 2018

Rev. 180625

HUMAN SERVICES

CNC's human services programs help students become paraprofessionals in the human services field. This includes social workers, early childhood educators, education assistants, and teacher replacements, to name a few. Successful applicants will work with children and adults in a variety of settings.

ABORIGINAL EARLY CHILDHOOD EDUCATION CERTIFICATE 49
COMMUNITY SUPPORT WORKER CERTIFICATE 50
EARLY CHILDHOOD CARE AND LEARNING CERTIFICATE 52
EDUCATION ASSISTANT CERTIFICATE 53
FETAL ALCOHOL SPECTRUM DISORDER (FASD) ADVANCED DIPLOMA ONLINE 55
OUTREACH ADVOCACY AND SUPPORT WORKER (OASW) CERTIFICATE 56
SOCIAL SERVICE WORKER CERTIFICATE 57
SOCIAL SERVICE WORKER APPLIED DIPLOMA 59
SOCIAL SERVICE WORKER (UT) DIPLOMA 61
SOCIAL SERVICE WORKER (UT) DIPLOMA WITH ABORIGINAL SERVICES SPECIALIZATION 63
TEACHER REPLACEMENT TRAINING CITATION 65

ABORIGINAL EARLY CHILDHOOD EDUCATION CERTIFICATE

★ **Full-time or**

★ **Part-time**

Start dates vary; contact your local campus for details

Note: Under review. Currently suspended for 2018-19.

Note: You do not have to be of Aboriginal ancestry to take the program.

The AECE program recognizes the growing population of First Nations, Inuit, and Métis (Aboriginal) children in our society and values the wealth of knowledge and tradition derived from Aboriginal peoples. In promoting the development of the whole child, it is essential that children have their cultures affirmed and supported in the early years. Aboriginal settings are the focus of the program; however, students will develop the skills and knowledge to work with children from all cultures.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples with a minimum "C" grade); or
- ABE/Academic Upgrading Advanced Certificate plus English 050 or English 051 with a minimum "C" grade; or
- Mature student status (please consult a CNC advisor)

2. Completion of the English component of the Student Readiness Assessment (SRA), administered by the College. Students whose assessments show difficulties in English must successfully complete the English upgrading offered at CNC before qualifying for the program. It is strongly recommended that students write the SRA early.

Note 1: Upon acceptance into the program, you must provide documents certifying current immunization and TB screening, in addition to a Self-Health Report. These must be on official forms that are included in the AECE information package and must be submitted prior to the start of the program.

Note 2: Applicants must undergo a criminal record search through the Ministry of Justice.

PROGRAM OUTLINE

Term 1	12 weeks
AECE 151	Prenatal Infant and Toddler Development
AECE 154	Guiding and Caring for Young Children
AECE 156	Program Planning I
AECE 157	Historical Perspectives in Early Childhood Education
AECE 190	Practicum I (9-hour seminar)
Term 2	**12 weeks**
AECE 161	Preschool and School-aged Child Development
AECE 164	Professional Interactions
AECE 166	Program Planning II
AECE 167	Curriculum Development
AECE 191	Practicum II (9-hour seminar)
Term 3	**14 weeks**
AECE 170	Observing and Recording Children's Behaviour
AECE 172	Health, Safety, and Nutrition
AECE 175	Language and Literature in Early Childhood Education
AECE 177	Working with Families
AECE 192	Practicum III (12-hour seminar)

Acceptance process

You'll be accepted to available seats in the program once you've met all the admission requirements. This is called "first-qualified, first-accepted." If you qualify after the program's full, you'll be put on a wait list.

You do not have to be of Aboriginal ancestry to take the program. However, 15 seats are reserved for Aboriginal applicants (self-declared) who meet the entrance requirements.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder Diploma
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma

Rev. 170310

COMMUNITY SUPPORT WORKER CERTIFICATE

(Community and School Support — CASS)

Part-time (maximum three courses per semester)

Starts September and January

Equivalent to a one-year certificate program (individual completion time varies)

Online through Prince George; offered face to face through Quesnel on a rotating basis

With a Community Support Worker Certificate, you'll be prepared to work with children and adults in a wide variety of community settings, including community living agencies and contractors, respite care, supported employment settings, residential support, life skills, leisure and day programs, and more.

The program is designed for practicing support workers and those who choose to become practitioners. It enhances competence in inclusion, human diversity, learning and support strategies, health and wellness, communication, community and relationships, as well as professional practice and accountability.

ADMISSION REQUIREMENTS

All applicants must provide a transcript or other official proof that they have completed English 12 (with a final grade of at least "C"), or equivalent. To download an Admissions package, please go to blogs.cnc.bc.ca/cass

Students have 10 years from the time of first registration to complete all of the course and practicum requirements for all the courses and practicum requirements for the Community Support Worker (CSW) Certificate. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

New students are admitted to the program in one of four ways:

Path #1: Paid Paraprofessional

For students employed as para-professionals providing support services to persons with developmental disabilities:

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- A letter from an employer (on agency letterhead) confirming employment.

Path #2: Volunteer Service Provider

For students volunteering service to people with developmental disabilities:

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- A CASS Volunteer Experience Record (available at blogs.cnc.bc.ca/cass) completed by a supervisor, documenting at least 65 hours of direct service in the past three years.

Path #3: Caregiver

For students who are caregivers (parent or guardian of a person with a developmental disability) and over 19 years of age:

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- A completed CASS Personal Statement Form (available at blogs.cnc.bc.ca/cass).

Path #4: Special Admission

For those who do not yet qualify for full admission into the program. Special Admission students can register for one semester in CASS 110 and/or CASS 120.

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- Special Admission students must complete 65 hours of relevant volunteer experience with an individual with a developmental disability during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at blogs.cnc.bc.ca/cass) and apply for full admission.

English 12 or equivalent: If you don't have English 12 or equivalent with a minimum "C" grade, you must write an English test at CNC. It's your responsibility to contact CNC's Testing and Tutoring Services (1-800-371-8111, ext. 5837) and arrange to write this test. If your results don't meet the required level, you must upgrade before admission to the program.

PROGRAM OUTLINE

CASS 110	Communication Skills
CASS 120	Human Diversity: A Disability Perspective
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 160	Physical Care
CASS 180	Approved Elective
CASS 190	Practicum (Community Support Worker)

Note 1: Electives must be equivalent to 3.0 credits at a post-secondary level of instruction. For information on approved electives, consult with the CASS blog at blogs.cnc.bc.ca/cass

Note 2: We will do our best to ensure placements, however, practicum placements cannot be guaranteed and are based on availability. Student assistance is required when seeking practicum placements.

Note 3: The ability to use e-mail, the internet and MS Office (Word and PowerPoint), as well as easy access to a computer with high speed internet is necessary for success in these courses.

Note 4: Community Support Worker Practicum (CASS 190 only) students must undergo a criminal record search, Schedule B, through the Ministry of Justice. The cost is your responsibility. A search which identifies relevant criminal convictions may

prevent you from entering into a practicum or clinical setting. Students must complete the CASS 190 practicum in order to graduate from the program.

Note 5: Students who have completed the Education Assistant Certificate and wish to obtain a Community Support Worker Certificate must complete the following:

- Re-application to the program (meeting requirements for volunteer hours in a community living setting or employed in a community living setting)
- CASS 190 Practicum
- Four courses (12 credits) related to studies for employment as a CSW (courses as determined in consultation with the CASS Faculty and Associate Dean)

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Aboriginal Early Childhood Education Certificate
- Early Childhood Care and Learning Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term (distance format)

- September 4 – December 14, 2018

Spring term (distance format)

- January 7 – April 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

EARLY CHILDHOOD CARE AND LEARNING DIPLOMA

(formerly Early Childhood Care and Learning Certificate)

Full-time or

Part-time

Starts September (full-time and part-time) or January (part-time only)

2 years

Online through Mackenzie

Prince George; offered through Quesnel on a rotating basis; Vanderhoof (part time); individual courses may be available at other campuses on demand

This program prepares you to work with young children in a variety of settings, such as child care centres, preschools, supported child care programs, Aboriginal supported child care programs, infant and family development programs, social service agencies, libraries, School District StrongStart programs, child development centres, and as owner/operators of early learning programs. Finishing a program in early childhood education is the first step towards becoming licensed to practise as a Early Childhood Educator in BC.

ADMISSION REQUIREMENTS

Successful completion of Grade 12 (with English 12 or English 12: First Peoples with a minimum "C" grade) or equivalent.

Note 1: Upon acceptance into the program, you must provide documents certifying current immunization and TB screening, in addition to a Self-Health Report. These must be on official forms that are included in the ECCL information package and must be submitted prior to the start of the program.

Note 2: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

PROGRAM OUTLINE

Semester 1 September – December

ECCL 150	Developmental Perspectives I
ECCL 154	Historical and Contemporary Perspectives in ECE
ECCL 165	Responsive Curriculum I
ECCL 170	Observing and Recording Children's Behaviour
ECCL 172	Health and Wellness
ECCL 178	Professional Interactions
ECCL 190	Practicum I

Semester 2 January – May

ECCL 151	Developmental Perspectives II
ECCL 156	Care and Guidance
ECCL 166	Responsive Curriculum I
ECCL 167	Responsive Environments
ECCL 175	Families
ECCL 195	Practicum II

Intersession

ECCL 199	Practicum III

Post-Basic Courses

These courses provide graduates of the Early Childhood Care and Learning Certificate program with the post-basic training necessary to qualify as an Infant and Toddler Educator or Special Needs Educator.

You must have successfully completed the Early Childhood Care and Learning Certificate or Early Childhood Education Certificate program to register and receive credit for post-basic courses. Non-credit students (e.g., family day care providers) and general interest students will be accepted if spaces are available.

Core courses

These four core courses are required for both specialties.

ECCL 251	Advanced Developmental Perspectives
ECCL 252	Leadership and Administration in Early Childhood Care and Learning Settings
ECCL 272	Advanced Health and Wellness
ECCL 275	Partnerships with Families

Infant and Toddler Specialization

ECCL 255	Program Planning for Infants and Toddlers
ECCL 295	Infant-Toddler Practicum

Special Needs Specialization

ECCL 256	Introduction to Inclusive Child Care
ECCL 299	Special Needs Practicum

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Aboriginal Early Childhood Education Certificate
- Community Support Worker Certificate
- Education Assistant Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Practicum 190: November 13 – December 7, 2018

Spring term

- January 2 – April 18, 2019
- Study break: March 4– 8, 2018
- Practicum 195: February 4 – March 1, 2019
- Practicum 199: April 16 – May 25, 2019

Contact other campuses for their dates.

Rev. 180625

EDUCATION ASSISTANT CERTIFICATE

(Community and School Support — CASS)

Part-time (maximum three courses per semester)

Starts September and January

Equivalent to a one-year certificate program (individual completion time varies)

Online through Prince George; offered face-to face through Quesnel on a rotating basis.

With an Education Assistant Certificate, you will be prepared to work as a classroom education assistant, providing assistance to children with disabilities in school settings.

The program is designed for practicing Education Assistants and those who choose to become Education Assistants. It enhances competence in inclusion; supporting literacy; human diversity; learning and support strategies; communication; school, community and relationships; as well as professional practice and accountability.

ADMISSION REQUIREMENTS

All applicants must provide a transcript or other official proof that they have completed English 12 (with a final grade of at least "C") or equivalent. To download an Admissions package, go to https://blogs.cnc.bc.ca/cass

Students have 10 years from the time of first registration to complete all of the course and practicum requirements for all the courses and practicum requirements for the Education Assistant (EA) Certificate. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

New students are admitted to the program in one of three ways:

Path #1: Paid Paraprofessional

For students employed as para-professionals providing support services to persons with developmental disabilities in public or private K-12 classroom settings.

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- A letter from an employer (on School District letterhead) confirming employment.

Path #2: Volunteer Service Provider

For students volunteering service to people with developmental disabilities in a K-12 classroom setting.

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- A CASS Volunteer Experience Record (available at blogs.cnc.bc.ca/cass) completed by a Classroom teacher or School principal, documenting at least 65 hours of direct service in the past three years in a public or private K-12 classroom setting.

Path #3: Special Admission

For those who do not yet qualify for full admission into the program. Special Admission students can register for one semester in CASS 110 and/or CASS 120.

- Verification (such as a transcript) of English 12 (with a final grade of at least "C") or equivalent
- Special Admission students must complete 65 hours of relevant volunteer experience with an individual with a developmental disability in a classroom setting during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at https://blogs.cnc.bc.ca/cass) and apply for full admission.
- English 12 or equivalent:

If you don't have English 12 or equivalent with a minimum "C" grade, you must write an English test at CNC. It's your responsibility to contact CNC's Testing and Tutoring Services (1-800-371-8111, ext. 5837) and arrange to write this test. If your results don't meet the required level, you must upgrade before admission to the program.

PROGRAM OUTLINE

CASS 110	Communication Skills
CASS 120	Human Diversity: A Disability Perspective
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 160	Physical Care
CASS 180	Approved Elective
CASS 195	Practicum — Education Assistant

Note 1: Electives must be equivalent to 3.0 credits at a post-secondary level of instruction. For information on approved electives, see https://blogs.cnc.bc.ca/cass and contact CNC Academic Advising.

Note 2: We will do our best to ensure placements, however, practicum placements cannot be guaranteed and are based on availability. Student assistance is required when seeking practicum placements

Note 3: The ability to use e-mail, the internet and MS Office (Word and PowerPoint), as well as easy access to a computer with high speed internet is necessary for success in these courses.

Note 4: Education Assistant Practicum (CASS 195) students must undergo a criminal record search, Schedule B, through the Ministry of Justice. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum or clinical setting. Students must complete the practicum in order to graduate from the program.

Note 5: Students who have completed the Community Support Worker Certificate and wish to obtain an Education Assistant

Certificate must complete the following:

- Re-application to the program (meeting requirement for volunteer hours in a school setting or employed in a school setting)
- CASS 195 Practicum
- Four courses (12 credits) related to studies for employment as an EA (courses as determined in consultation with the CASS Faculty and Associate Dean)

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma
- Health Care Assistant Certificate
- Social Service Worker Certificate/Diploma
- University-level classes in psychology, sociology, or social work

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term (distance format)

- September 4 – December 14, 2018

Spring term (distance format)

- January 2 – April 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

FETAL ALCOHOL SPECTRUM DISORDER (FASD) ADVANCED DIPLOMA ONLINE

Part-time

Ongoing registration (courses are offered multiple times per semester; contact Burns Lake campus)

Online through Burns Lake

This program is designed for professionals working in the area of FASD, and is targeted to provide you with the applied skills to

- Improve services for individuals with FASD
- Impact policy development
- Understand the complex challenges facing individuals, families, and communities impacted by FASD
- Design and implement effective prevention and intervention strategies

Join professionals from across the discipline areas of education, justice, social services, and health to learn and effect change.

ADMISSION REQUIREMENTS

- An Associate Degree; or
- A minimum of 60 university credits (two years), of which 18 credits must be at the second-year level; or
- A recognized diploma in one or more of the following areas: health care, education, criminology/justice, childcare, social systems and human resources; or
- As evaluated by the program coordinator or college advisor.

Please contact the Burns Lake campus at 250-692-1700 or 1-866-692-1943 for application procedures.

Courses offered

Courses are offered multiple times per semester — please contact the Burns Lake campus for availability.

FASD 300	FASD Support Strategies
FASD 301	Fundamentals and Professional Implications
FASD 305	FASD Brain and Behaviour
FASD 310	Cultural Perspectives in FASD
FASD 315	Special Topics in FASD
FASD 320	Human Development
FASD 325	Developmental Disabilities and FASD
FASD 330	Addictions
FASD 335	FASD Prevention
FASD 399	Practicum

Note 1: If taken before April 30, 2012, FASD 260 will be considered equivalent to FASD 301 (as well as a course prerequisite for FASD Advanced Diploma courses) until April 30, 2017.

Note 2: FASD 260 will continue to be offered as a standalone course and/or elective to first-year students (CASS, OASW, ECCL, etc.)

Acceptance process

You'll be accepted to the program once you've met all the admission requirements. This is called "first-qualified, first accepted." If you qualify after the program's full, you'll be put on a wait list.

Students with overseas credentials should contact the program coordinator for further information.

Note: A maximum of three FASD courses may be taken before registering in the diploma program.

Rev. 170310

OUTREACH ADVOCACY AND SUPPORT WORKER (OASW) CERTIFICATE

Full-time or

Part-time

Available on demand; contact Burns Lake campus for individual course dates

24 weeks

Burns Lake

This program is designed to assist learners in developing the knowledge, attitude and skills necessary to work effectively as Outreach Advocacy and Support Workers. Outreach workers provide support, advocacy and mentorship using a strength-based approach to work collaboratively with individuals, families and youth who are experiencing challenges with day-to-day living. Graduates will be prepared to work for community-based agencies, including First Nations social service organizations.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   - Grade 12 with English 12 or English 12: First Peoples
   - ABE/Academic Upgrading Advanced Certificate plus English 045
   - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: Students must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.

2. Completion of the English component of the SRA

Note: Mature student access may be available. Please check with a CNC advisor or regional campus principal (or designate) to determine eligibility.

Acceptance process

If there's room in the program, you'll be accepted once you've met all the admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a wait list.

Note 1: The Social Service Worker Certificate Program (SSWK) requires students to achieve a minimum grade of "C" in each course in the program, therefore, OASW students wishing to transfer credits into SSWK must attain a minimum "C" grade in the SSWK courses.

Note 2: Students with an OASW Certificate will get a minimum of 15 credits towards the SSWK Diploma program. See an academic advisor for more details.

PROGRAM OUTLINE

FASD 260	Overview of FASD
OASW 100	Ethical, Legal and Safety Issues for Working with Marginalized Families
OASW 101	Fundamentals of Outreach, Advocacy and Support
OASW 102	Culturally Appropriate Practices for Working with Aboriginal Families
SSWK 142	Helping Skills: Practical Applications
SSWK 145	Communication and Interpersonal Relationship Skills

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Social Service Worker Certificate

IMPORTANT DATES

Please contact the campus directly.

Rev. 170310

SOCIAL SERVICE WORKER CERTIFICATE

Full-time or

Part-time

Starts September

Nine months

Fort St. James and Prince George; offered at Quesnel every 2 years; individual courses may be available at other campuses

With a Social Service Certificate, you can find work in residential child/adult care services, men's and women's programs, group homes, shelters, First Nations social services organizations, and more. This program gives you the basic skills and knowledge needed for work as a social service paraprofessional. It combines theory and classroom instruction with practical experience.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   - Grade 12 with English 12 or English 12: First Peoples
   - ABE/Academic Upgrading Advanced Certificate plus English 045
   - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.

2. Completion of the English component of the SRA.

3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in the field.

4. A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.

5. A written statement (maximum four pages) on your interest in the social service field, your understanding of what the field is about, and types of attributes you possess that would make you a viable candidate for this program.

Note 1: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is recommended that all successful candidates have current TB testing and a complete immunization regime as per Northern Health recommendations for health and social service worker students.

Note 3: It is recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications in therapeutic crisis intervention or non-violent crisis intervention are also valuable assets for work in the field.

Note 4: To do a practicum, you must obtain a "C" grade or higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK certificate.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate, Social Service Worker Applied Diploma, and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263. The Advanced Standing option is available in the Fall term only.

For more information, please contact CNC Academic Advising.

SAMPLE PROGRAM OUTLINE

Semester 1

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note

Semester 2

SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Elective	Three credits from SSWK or other human service

	discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note

Intersession

SSWK 199	Practicum and Seminar

Total courses: 11 Total credits: 35

***Note:** Only 3 credits from a human service discipline other than SSWK can be used to satisfy the SSWK elective demands.

Acceptance process

If there's room in the program, you'll be accepted once you've met all the admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a wait list.

Criminal records search

You have to undergo a criminal record search. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Education Assistant Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma
- Teacher Replacement Training Citation

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Intersession

- May 6 – July 26, 2019
- Exams: July 22 – July 26, 2019

Rev. 180625

SOCIAL SERVICE WORKER APPLIED DIPLOMA

Full-time or

Part-time

Starts September

Two years

Prince George; individual courses may be available at other campuses

With a Social Service Worker Applied Diploma, you can find work in residential child/adult care services, women's and men's programs, group homes, shelters, First Nations social services organizations, and more. Students at the diploma level work in situations requiring greater independence and a higher level of skill than expected in the Social Service Worker Certificate.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   - Grade 12 with English 12 or English 12: First Peoples
   - ABE/Academic Upgrading Advanced Certificate plus English 045
   - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.

2. Completion of the English component of the SRA.

3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.

4. A work/volunteer experience resumé with at least 30 verifiable hours of volunteer experience in the past three years.

5. A written statement (max. four pages) on your interest in the field, your understanding of what the field is about, and personal attributes that make you a viable candidate.

Note 1: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is recommended that all successful candidates have current TB testing and a complete immunization regime as per Northern Health recommendations for health and social service worker students.

Note 3: It is recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications in therapeutic crisis intervention or non-violent crisis intervention are also valuable assets for work in the field.

Note 4: To do a practicum, you must obtain a "C" grade or higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK diploma.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate, Social Service Worker Applied Diploma, and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263. The Advanced Standing option is available in the Fall term only.

For more information, please contact CNC Academic Advising.

SAMPLE PROGRAM OUTLINE

Year One

Semester 1

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note

Semester 2

SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW)*see note

Intersession

SSWK 199	Practicum and Seminar

Year Two

Semester 3

PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
SSWK 241	Group Process and Practice
SSWK 295	Issues and Principles of Fieldwork and Community Seminar II
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW)
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, OASW)*see note

Semester 4

SOC 230	Critical Perspectives on Contemporary Families
SSWK 271	Health and Wellness Self-Care Lab
SSWK 296	Practicum and Practicum Seminar
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW)*see note

Intersession May

SSWK 299	Practicum and Seminar

Total courses: 22 Total credits: 67.5

***Note:** Only 6 credits from human service disciplines other than SSWK may be used to satisfy SSWK elective requirements.

Acceptance process

If there's room in the program, you'll be accepted once you've met all the admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a wait list.

Criminal records search

You have to undergo a criminal record search. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker (UT) Diploma
- Teacher Replacement Training Citation

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Intersession

- May 6 – July 26, 2019
- Exams: July 22 – July 26, 2019

Rev. 180625

SOCIAL SERVICE WORKER (UT) DIPLOMA

Full-time or

Part-time

Starts September

Two years

Prince George; offered at Quesnel every 2 years, next intake September 2018; individual courses may also be available at other campuses

The Social Service Worker (UT) Diploma prepares you for the social service area and for entry into some universities' degree programs. After completing a university degree, career opportunities can include child protection, probation, mental health, residential treatment, alcohol and drug programs, and more.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   - Grade 12 with English 12 or English 12: First Peoples
   - ABE/Academic Upgrading Advanced Certificate plus English 045
   - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples or English 045.

2. Completion of the English component of the SRA.

3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.

4. A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.

5. A written statement (max. 4 pages) on your interest in the social service field, your understanding of what the field is about, and the personal attributes that would make you a viable candidate for this program.

Note 1: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is recommended that all successful candidates have current TB testing and a complete immunization regime as per Northern Health recommendations for Health and Social Service Worker students.

Note 3: It is recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications in therapeutic crisis intervention or non-violent crisis intervention are also valuable assets for work in the field.

Note 4: To do a practicum, you must obtain a "C" grade or higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK (UT) diploma.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate, Social Service Worker Applied Diploma, and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263. The Advanced Standing option is available in the Fall term only.

For more information, please contact CNC Academic Advising or your local campus for more details.

SAMPLE PROGRAM OUTLINE

Year One

Semester 1

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note 1

Semester 2

SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Elective	Three credits from SSWK or other human service

	discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note 1

Intersession

SSWK 199	Practicum and Seminar

Year Two

Semester 3

FASD 301	Fundamentals and Professional Implications
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
SSWK 241	Group Process and Practice
WMST 101	Introduction to Women's Studies I
Elective	One, three credit University Transfer (UT) course

Semester 4

ABST 101	Aboriginal Peoples of Canada
SOC 206	Social Problems
SOC 230	Critical Perspectives on Contemporary Families
SSWK 271	Health and Wellness Self-Care Lab
Electives	Six credits of UT electives

Total courses: 23 Total credits 69.5

Note 1: Only three credits from human services disciplines other than SSWK may be used to satisfy SSWK elective requirements.

Note 2: Each university has different requirements for entry into their Social Work or Child and Youth Care Work degree programs. You may require additional UT courses for direct entry. You will need to confirm these requirements with each university.

You are responsible for selecting these electives in a way that ensures congruence with your university of choice. For help selecting courses, please contact the CNC Academic Advising Department.

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Rev. 180625

SOCIAL SERVICE WORKER (UT) DIPLOMA WITH ABORIGINAL SERVICES SPECIALIZATION

Full-time or

Part-time

Starts September

Two years

Prince George; offered at Quesnel on a rotating basis; individual courses may also be available at other campuses

The Social Service Worker (UT) Diploma with Aboriginal Services Specialization prepares you for employment in the social service area with an additional focus on Aboriginal social service delivery. Students are required to take two additional Aboriginal Studies university transfer courses during the completion of the Social Service Worker UT Diploma. In addition, students will be expected to complete a practicum (SSWK 196, SSWK 199) at an Aboriginal agency. Upon completion of this specialization, students will have advanced understanding of working with Aboriginal people in a social service setting. After completing this Diploma, students may apply to some universities' degree program. After completing a university degree, career opportunities can include child protection, probation, mental health, residential treatment, alcohol and drug programs, and more.

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   - Grade 12 with English 12 or English 12: First Peoples
   - ABE/Academic Upgrading Advanced Certificate plus English 045
   - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples or English 045.

2. Completion of the English component of the SRA.

3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.

4. A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.

5. A written statement (max. 4 pages) on your interest in the social service field, your understanding of what the field is about, and the personal attributes that would make you a viable candidate for this program.

Note 1: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is recommended that all successful candidates have current TB testing and a complete immunization regime as per Northern Health recommendations for health and social service worker students.

Note 3: It is recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications in therapeutic crisis intervention or non-violent crisis intervention are also valuable assets for work in the field.

Note 4: To do a practicum, you must obtain a "C" grade or higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK (UT) diploma.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate, Social Service Worker Applied Diploma, and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263. The Advanced Standing option is available in the Fall term only.

For more information, please contact CNC Academic Advising or your local campus for more details.

SAMPLE PROGRAM OUTLINE

Year One

Semester 1

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social

	Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note

Semester 2

SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar at an Aboriginal agency
Elective	Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note 2

Intersession

SSWK 199	Practicum and Seminar (Aboriginal agency)

Year Two

Semester 3

ABST 101	Aboriginal Peoples of Canada
FASD 301	Fundamentals and Professional Implications
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
SSWK 241	Group Process and Practice
WMST 101	Introduction to Women's Studies I

Semester 4

SOC 206	Social Problems
SOC 230	Critical Perspectives on Contemporary Families
SSWK 271	Health and Wellness Self-Care Lab
One UT Elective	Three credits from a University Credit (UT) Course.
Electives	Six UT credits, from ABST (or ENGL 219, or ENGL 220 IF ELLIGIBLE)

Total courses: 23 Total credits 69.5

Note 1: Two of ENGL 101, 102, 103, 104, 107 are required prerequisites for ENGL 219 or ENGL 220.

Note 2: Only three credits from human services disciplines other than SSWK may be used to satisfy SSWK elective requirements.

Acceptance process

If there's room in the program, you'll be accepted once you've met all the admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a wait list.

Criminal records search

You have to undergo a criminal record search. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Social Worker
- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Teacher Replacement Training Citation

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019

Rev. 180625

TEACHER REPLACEMENT TRAINING CITATION

★ **Full-time**

Available on demand

Online through Burns Lake

The TRTC program will provide you with the knowledge and tools to be an effective non-certified substitute teacher. Created in partnership with School District 91, this practical program focuses on classroom management, instructional techniques, and the responsibilities of teachers. The program can be completed in 10 months of part-time study and involves both online courses and a practicum. Completion of this program will enhance your ability to be an effective teacher replacement.

ADMISSION REQUIREMENTS

1. Completion of Grade 12, and
2. Completion of English 12 or English 12: First Peoples with a minimum "C" grade.
3. Applicants must complete an English assessment for the purposes of determining in which areas additional assistance may contribute to student success.

Note 1: You must provide documents certifying current immunization.

Note 2: You must also provide proof of application for a criminal record search. The college requires criminal record searches for everyone applying to programs that involve working with children or other vulnerable persons. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum setting. Students who cannot complete the practicums cannot graduate from the program.

Note 3: A certificate option is available. Please see an academic advisor for information.

PROGRAM OUTLINE

TRTC 150	Introduction to Substitute Teaching
TRTC 100	Safety, Legal and Ethical Issues
TRTC 106	Instruction
TRTC 108	Behaviour Management — Techniques for Managing Classroom Behaviour
TRTC 199	Practicum and Practicum Seminar

YOU MIGHT ALSO BE INTERESTED IN…

- Education Assistant

Rev. 170310

TECHNOLOGIES

CNC's technology programs equip students with outstanding technical skills and knowledge in a number of fields.

COMPUTER/NETWORK ELECTRONICS TECHNICIAN CERTIFICATE 66
ENVIRONMENTAL FIELD ASSISTANT CERTIFICATE 68
INFORMATION AND COMMUNICATION TECHNOLOGY 69
NATURAL RESOURCES AND FOREST TECHNOLOGY DIPLOMA 70
POST-DIPLOMA IN INFORMATION TECHNOLOGIES 72
RFT EXAM PREPARATION ONLINE 73
RPF EXAM PREPARATION ONLINE 74

COMPUTER/ NETWORK ELECTRONICS TECHNICIAN CERTIFICATE

★ Full-time

Starts September

One year

Prince George

The program is oriented toward micro-computers and network hardware and software, both at the component and the system level. It covers installation, configuration, maintenance, troubleshooting and repair, optimization, and testing.

ADMISSION REQUIREMENTS

1. Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12), ABE/Academic Upgrading Advanced Certificate, or GED Certificate.

2. One of the following (or its equivalent):
   - Foundations of Math 11
   - Pre-Calculus 11
   - MATH 042
   - MATH 044
   - MATH 045

3. Applicants are strongly recommended to have taken, in the past five years, or have a strong working knowledge of
   - Typing 11 (20 wpm)
   - Computer Science (11 or 12)
   - Data Processing (11 or 12)

PROGRAM OUTLINE

Semester 1

CNET 252	Operating Systems
CNET 253	Computer Hardware I
CNET 266	Data Cable Installation
CNET 276	CCNA Introduction to Networks
CNET 280	MS Office Software End-User Certification for IT Professionals Supporting Users

Semester 2

CNET 265	Advanced Topics
CNET 267	Microsoft Network Software
CNET 269	Novell Network Software
CNET 277	Routing and Switching Essentials
CNET 285	Technical Documentation and Project Skills

Selection process

When there are too many applicants for the number of seats, the following criteria will be used to select the class:

1. Math 11, MATH 044, MATH 045, MATH 041 and 042, Applications of Math 11, or equivalent, with a grade of "B" or higher, contributes 2 points

2. Successful completion of a secondary or post-secondary computer course featuring at least 25 hours of instruction in the last three years contributes 1 point per course, to a maximum of 2 points

YOU MIGHT ALSO BE INTERESTED IN…

- Associate Degree in Science
- Engineering (Applied Science)
- Information and Communication Technology
- Post-Diploma in Information Technologies
- University-level computer science courses
- University Transfer First-Year Science

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018

Spring term

- January 2 – May 3, 2019
- Break: February 19 – 22, 2019

Rev. 180625

ENVIRONMENTAL FIELD ASSISTANT CERTIFICATE

Full-time or

Part-time

Starts TBA

15 weeks

Offered on demand in Burns Lake, Fort St. James and Vanderhoof

This 15-week program prepares students for work in the environmental protection and resource management sectors. This highly-applied training will also position graduates to take advantage of employment opportunities where an understanding of Aboriginal approaches to environmental management is advantageous.

ADMISSION AND PROGRAM REQUIREMENTS

1. Completion of one of the following:
   - Grade 12 with English 12; or English 12: First Peoples; or Communications 12 and Apprenticeship and Workplace Math 11 or equivalent.
   - Academic Upgrading/ABE Provincial Certificate
   - Mature student status (applicants must consult a CNC advisor to determine eligibility)
2. Submission of a statement of interest in the environmental protection and resource management sector supported by past activities and future career goals. This statement should not be longer than 250 words in length.
3. Personal interview with the program coordinator or principal.
4. Completion of a signed Health/Fitness Declaration. As the environmental protection and resource management sectors can be physically demanding environments, and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context. The applicant will be required to sign a declaration that states the applicant can physically perform tasks for the successful completion of the program and does not have health issues that would preclude taking part in the lab/field work, skill certification, and job entry operations components of the program.

Credentials

In order to receive the CNC Environmental Field Assistant Certificate (EFAC), participants must successfully meet or exceed the following:

- 90% attendance
- demonstration of practical field skills
- completion of field journal assignments
- completion of 7 of the 9 industry certificates

In addition, upon successful completion of the EFAC, industry-recognized certificates will also be issued for Wilderness First Aid (or OFA Level 1 and Transportation Endorsement), Joint Health and Safety Training, All-Terrain Vehicle Operation, WHMIS, S100 Fire Suppression, Helicopter Safety, Bear Aware, Swift Water Rescue, and Wilderness Winter Survival.

REQUIRED COURSES

EFAC 110	Introduction to Environmental Field Work
EFAC 120	Essential Skills for Environmental Field Assistants
EFAC 130	Safe Work Practices for Environmental Field Assistants
EFAC 140	Field Skills for Environmental Field Assistants
EFAC 150	Introduction to Field Measurement
EFAC 160	Introduction to Aquatic Resources and Fisheries
EFAC 170	Introduction to Terrestrial Resources and Wildlife
EFAC 180	Introduction to Environmental Monitoring
MGT 154	Applied Human Relations

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Natural Resources and Environmental Technology
- Natural Resources and Environmental Technology Diploma
- Registered Forest Technologist (RFT) exam preparation online
- Registered Professional Forester (RPF) exam preparation online

IMPORTANT DATES

Call CNC Lakes District at 250-692-1700 or 1-866-692-1943 for more information.

Rev. 170310

INFORMATION AND COMMUNICATION TECHNOLOGY

Note: This program is currently under review. Please consult with a CNC academic advisor.

Online through CNC Mackenzie

Call 250-997-7200 for more information

The goal of the one-year certificate program is to provide students with the knowledge and skills necessary to understand the theoretical and applied uses of information technology in various business settings. Upon completion of the certificate program, students will have the fundamental knowledge and skills of several computer applications and operating systems.

Students will be able to install, configure, and troubleshoot software in both stand-alone and information and communication technologist certificate networked environments.

ADMISSION REQUIREMENTS

1. Grade 10 Math (Applications or Principles); or Academic Upgrading Math 030; or GED
2. Grade 10 English; or Academic Upgrading English 030; or GED
3. English and Math placement evaluation at the Grade 10 level

Students are recommended to have some exposure to computers before starting the program. Additionally, first-time online students are recommended to complete the 15-hour Online Learner Success course available through BC Campus for an orientation to the online learning environment.

Technology requirements

Students will require a computer to install free and readily available software (NCIT 106) and access to a separate computer to perform the labs (NCIT 108). Labs involve configuration and installation of operating systems and applications that require full administrator access.

The hardware platform required is minimal and must meet the recommended requirements for the installation and operation of Windows 2000 Professional and Windows XP Professional on a dual boot computer.

PROGRAM OUTLINE

NCIT 102	Computer Hardware
NCIT 108	Operating Systems I
NCIT 110	Professionalism and Customer Service
NCIT 112	Foundations of Web Development
NCIT 114	Networking
NCIT 120	Foundations of Systems Development
NCIT 122	Foundation Project

Transfer equivalencies

To view the credit transfer agreement between institutions, visit the British Columbia Council on Admissions and Transfer's BC Transfer Guide website at www.bctransferguide.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Computer/ Network Electronics Technician Certificate
- Post-Diploma in Information Technologies

IMPORTANT DATES

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or go online to www.cnc.bc.ca/mackenzie

Rev. 170310

NATURAL RESOURCES AND FOREST TECHNOLOGY DIPLOMA

Full-time

Starts September

Two years

Prince George

In this nationally accredited program students study a core of forest technology courses enhanced by studies of wildlife and fish habitats, bird identification, indigenous plants, First Nations issues, outdoor recreation/tourism, and Earth sciences. The core of traditional, forest-based courses includes technical skills such as measurements, forest protection/health, forest operations and silviculture. All of these studies build on a fundamental understanding of ecology, plant biology, soils, math, English, digital mapping, and GIS. As well, you will learn writing and presentation skills, including conducting research, completing data analysis, writing and presenting scientific reports.

Students may also take the opportunity to travel for a three-week field school (past destinations have included China, Costa Rica and Ecuador) where students compare approaches to land management with that of BC.

Students need a minimum "D" grade for all courses in order to continue with the program. Students who successfully complete the program with at least a 2.0 grade point average are qualified to receive a Natural Resources and Environmental Technology Diploma by applying to the Office of the Registrar. An NRET diploma will allow you to be eligible to register with Association of BC Forest Professionals and/or the College of Applied Biologists.

The College offers more than $15,000 in forest/resource-based scholarships and bursaries exclusively to students in this program.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE/Academic Upgrading Advanced Certificate or GED Certificate;
2. English 12 or English 12:First Peoples or course that is equivalent or higher;
3. Successful completion of Pre-calculus 11, or Math 045, or Foundations of Math 11 with a standing of "C" or higher grade, or course that is equivalent or higher.
4. Biology 11 or Biology 045 or Chemistry 11 or Chemistry 045, or Physics 11 or Physics 045 or course that is equivalent or higher, any with a standing of "C" or higher grade.

Note 1: Students graduating from Grade 12 who have Pre-Calculus 12, or MATH 050 or MATH 100 or a higher calculus course with a standing of "C"or higher, will be exempt from taking MATH 195.

Note 2: Exemption from NRFT 123 may be available for students with documented extensive BC Wildfire Service training and experience.

Note 3: Students must be prepared for and be able to participate in strenuous physical activity in all types of terrain and weather.

Note 4: NRFT 291 is open to qualifying UT students.

Acceptance process

If there's room in the program, you'll be accepted once you've met all admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a wait list.

Transferability

The two-year NRET diploma is recognized by programs at universities such as Thompson Rivers University, UNBC, UBC and the University of Alberta, where students can continue their studies in forestry, fish and wildlife, and natural resource sciences. Graduates can even go on to complete a post-diploma in Geographic Information Systems either at Selkirk College, BCIT or other institutions. Specific transfer agreements vary by institution. Contact a CNC advisor for further information.

PROGRAM OUTLINE

Semester 1

MATH 195	Mathematics for Technologies
NRFT 101	Indigenous Plants: Identification, Autecology and Cultural Uses
NRFT 103	Introduction to Forest Soils
NRFT 105	Ornithology and Mammalogy
NRFT 107	Aerial Photography and Image Interpretation
NRFT 109	Introduction to Computers
NRFT 111	Forest Measurements I

Semester 2

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
NRFT 121	Silvics and Dendrology
NRFT 123	Fire Management
NRFT 125	Introduction to Earth Sciences
NRFT 127	Geomatics and Cartography
NRFT 131	Forest Measurements II
NRFT 202	Forest Ecology

Semester 3

ENGL 229	Professional Business and Technical Communication
NRFT 201	Natural Resources Policy and Practice
NRFT 203	Supervisory Skills
NRFT 205	Habitat Management
NRFT 207	Silviculture I
NRFT 209	Natural Resources Seminar I
NRFT 211	Forest Measurements III
NRFT 213	Forest Engineering I

Semester 4

ENGL 252	Technical

	Communications for Forest Technology
NRFT 221	Natural Resources Finance
NRFT 223	Forest Health
NRFT 225	Geographic Information Systems
NRFT 227	Silviculture II
NRFT 229	Natural Resources Seminar II
NRFT 233	Forest Engineering II
NRFT 251	Applied Research Project
NRFT 261	Extended Natural Resources Field Studies
NRFT 291	Natural Resource Field School and Cultural Exchange (optional)

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Natural Resources and Environmental Technology Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

YOU MIGHT ALSO BE INTERESTED IN…

- Access Program: Pre-Natural Resources and Forest Technology
- Associate Degree in Science
- Registered Forest Technologist (RFT) exam preparation online
- Registered Professional Forester (RPF) exam preparation online
- University Transfer First-Year Science (Quesnel)

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018

Spring term

- January 2 – May 3, 2019
- Break: February 19 – 22, 2019

Rev. 180625

POST-DIPLOMA IN INFORMATION TECHNOLOGIES

Full-time

Starts September

2 years (including work placement)

Offered in Prince George (Continuing Education and School of Trades and Technologies)

Information technology (IT) as defined by the Information Technology Association of America (ITAA) is the study, design, development, implementation, support, or management of computer-based information systems, particularly software applications and computer hardware. The Post Diploma in Information Technologies program provides in-depth instruction and practical application of the course curriculum. Students develop a skill set to be able to network, configure, support and troubleshoot computer systems and devices. Students enrolled in the PDIT program are exposed to hands-on activities using well equipped computer labs. Applicants applying to the PDIT program should have an interest in the computing industry, strong communication and problem solving skills.

The Post Diploma in Information Technologies program prepares students to obtain industry-recognized certification from:

- Cisco (CCENT, CCNA)
- CompTIA (A+, Network+, Server+, Security+, Linux+)
- Microsoft (MTA, MCSA, MOS)
- CWNP (CWTS, CWNA, CWSP)
- LPI (Linux Essentials)
- FOA (CFOT)
- ETA (CSS)

ADMISSION REQUIREMENTS

1. Minimum successful completion of a 2-year diploma from a recognized post-secondary institution or equivalent, within the past 5 years, in either Computer Science or Business Information Technologies or equivalent.
2. Students whose first language is not English must show proof of a minimum IELTS score of 6.5 overall, with no band less than 6.0, or equivalent.

GRADUATION REQUIREMENTS

Students must complete all of the following 17 courses with a minimum "B"(72%) grade in order to graduate with a Post Diploma in Information Technologies.

COM 100	Fundamentals of Business
PDIT 302	Computer Systems Hardware
PDIT 303	Computer Operating Systems
PDIT 304	Enterprise System Administration
PDIT 306	Data Cable Installation and Management
PDIT 308	Project Management
PDIT 324	Wireless Technology Specialist
PDIT 326	Wireless Network Administrator
PDIT 328	Wireless Security
PDIT 330	Microsoft Server Operating Systems
PDIT 332	Introduction to Linux
PDIT 340	Professional Development
PDIT 376	Introduction to Networks
PDIT 377	Routing and Switching Essentials
PDIT 378	Scaling Networks
PDIT 379	Connecting Networks
PDIT 391	Project Work Skills

PROGRAM OUTLINE

A minimum "B" grade on each course is required to successfully complete the PDIT program. The student must complete all course components.

COM 100	Fundamentals of Business
PDIT 302	Computer Systems Hardware
PDIT 303	Computer Operating Systems
PDIT 304	Enterprise System Administration
PDIT 306	Data Cable Installation and Management
PDIT 308	Project Management
PDIT 324	Wireless Technology Specialist
PDIT 326	Wireless Network Administrator
PDIT 328	Wireless Security
PDIT 330	Microsoft Server Operating Systems
PDIT 332	Introduction to Linux
PDIT 340	Professional Development
PDIT 376	Introduction to Networks
PDIT 377	Routing and Switching Essentials
PDIT 378	Scaling Networks
PDIT 379	Connecting Networks
PDIT 391	Project Work Skills

YOU MIGHT ALSO BE INTERESTED IN…

- Computer/Network Electronics Technician Certificate
- Computer Science

IMPORTANT DATES

Fall term

- September 4 – December 21, 2018

Spring term

- January 7 – May 3, 2019
- Break: February 19 – 22, 2019

Intersession

- May 6 – August 23, 2019

Rev. 180625

RFT EXAM PREPARATION ONLINE

Part-time

Available on demand

3 weeks

Online through Burns Lake

This is a 3-week condensed course to help practicing technologists prepare for the certification exam.

Topics include:

- Forest management and Silviculture
- Forest operation and protection
- The forest team and professional reliance
- Ethics and standards, professional practice and due diligence
- Dispute resolution and public interest

Each topic includes assigned readings, online discussions, online exercises and sample exams. You'll write samples for practice and get individual feedback from the instructor. For more course information, please visit www.cnc.bc.ca/lakesdistrict

What you need to successfully complete this online course

- High-speed Internet connection is preferred.
- An active e-mail address
- Prior Internet knowledge is an asset.

IMPORTANT DATES

Please contact the campus directly.

Rev. 170310

RPF EXAM PREPARATION ONLINE

Part-time

Available on demand

3 weeks

Online through Burns Lake

This is a 3-week condensed course designed to prepare Foresters-in-Training for the sit down exam.

Topics include AAC and timber supply; tenure and valuation; planning, operations and SFM; enforcement, ministry roles, the forestry team and professional reliance; mountain pine beetle, ethics, standards and professional practices; First Nations, continuing competency and due diligence; and trade, dispute resolution and public interest.

Each topic includes assigned readings, online discussions, online exercises and sample exams. You'll write samples for practice and get individual feedback from the instructor. For more course information, please visit www.cnc.bc.ca/lakesdistrict

What you need to successfully complete this online course

- High-speed Internet connection is preferred
- An active e-mail address
- Prior Internet knowledge is an asset

IMPORTANT DATES

Please contact the campus directly.

Rev. 170310

TRADES AND INDUSTRY

In Northern B.C. there is an incredible need for skilled labour, with $35 billion worth of resource-related projects anticipated in the next three to five years. CNC's trades and industry programs at all campuses equip students with outstanding technical skills and knowledge in a number of fields. There's even a program to help high school students graduate grade 12 with one year of college already completed.

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PROFESSIONAL COOK PROGRAM 99
TRADES DISCOVERY PROGRAM 100
WELDER FOUNDATION PROGRAM (HARMONIZED) 101

APPRENTICESHIP TECHNICAL TRAINING

★ Full-time

Start dates vary – contact campuses

Length varies

Prince George and Quesnel

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination. Apprentices and employers must register apprenticeships with the ITA.

For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

Please contact each region directly for details on program offerings.

Auto Glass Technician

- Blended online and face to face program, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Automotive Service Technician

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Carpentry

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111
- Levels 2–4 (rotating), Quesnel
  250-991-7500 or 1-866-680-7550

Diesel Engine Mechanic

- Levels 1–2, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Electrical

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111
- Level 2–3 (rotating), Quesnel
  250-991-7500 or 1-866-680-7550

Heavy Duty Equipment Technician

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Machinist

- Levels 2–4 (rotating), Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Metal Fabrication

- Level 1–4 (rotating), Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Millwright

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111
- Levels 1–4, Quesnel
  250-991-7500

Motor Vehicle Body Repair (Autobody)

- Levels 1–2, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Plumbing

- Levels 2–4 (rotating), Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Professional Cook, Prince George

- Levels 1-2, Prince George
  (August to March)
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111
- Level 3, Prince George
  Offered every 3 years
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Steamfitter/Pipefitter

- Level 2–4 (rotating), Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Truck: Transport Mechanic

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Welding

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250-561-5804 or 1-866-370-2111

Rev. 180625

AUTOBODY (MOTOR VEHICLE BODY REPAIR), FOUNDATION-LEVEL

(Autobody Repairs)

Full-time

Starts September

30 weeks

Prince George

Work with all makes and models of vehicles, prepare vehicle repair estimate reports and determine what needs to be repaired. Upon graduation, you'll have a Level One technical training credit and 625 work-based credit hours toward the completion of the Motor Vehicle Body Repair apprenticeship program.

ADMISSION REQUIREMENTS

The admission requirements mentioned below are the minimum requirements:

1. Grade 10 with English 10
2. Apprenticeship and Workplace Math 10 or Trades Math 041 or Math 030

Students who do not meet the above requirement but think they may be admissible as a mature student should consult a CNC advisor.

Selection process

Students are encouraged to submit a resumé, a handwritten statement indicating reasons for wishing to enter the program, and to complete the Student Readiness Assessment (SRA). These items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
4. The English portion of the SRA will be awarded a maximum of 1 point.
5. The Math portion of the SRA will be awarded a maximum of 1 point.
6. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
7. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
8. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

PROGRAM OUTLINE

In this course the student will work in a supervised environment and perform basic auto-collision repairs, utilizing safety techniques, correct terminology and a variety of vehicle repair methods in the auto-collision industry. Prior to beginning repairs, Motor Vehicle Body Repair Foundation students prepare or review motor vehicle repair estimate reports to determine what needs to be repaired. During the course of these repairs, students will hammer out dents, buckles and other defects, remove damaged fenders, panels and grills and straighten bent frames. The program will also include repairing and replacing doors, front-end body and body components as well as interior components such as instrument panels and frame assemblies. They will learn how to properly prepare for filing, grinding, sanding and painting the repaired exterior and interior body surfaces. At this level the student should develop a solid foundation of the auto-collision skill.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

Graduates of the Motor Vehicle Body Repair Foundation program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Automotive Refinishing Prep Technician, Foundation-Level
- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level

IMPORTANT DATES

- Septmeber 4, 2018 – April 12, 2019
- Break: December 22, 2018 – Janurary 6, 2019

Rev. 180625

AUTOMOTIVE REFINISHING PREP TECHNICIAN, FOUNDATION-LEVEL

★ Full-time

Starts Fall 2020

22 weeks

Prince George

Note: This program is offered in alternate years with Autobody (Motor Vehicle Body Repair) Foundation-Level.

You'll learn the latest painting techniques, while using the newest water-based paint technology, just like the best autobody shops. If you have taken CNC's Autobody Motor Vehicle Repair Program (which is offered alternately with this program), you are an ideal candidate and will learn painting techniques that will take your skills to the next level.

ADMISSION REQUIREMENTS

1. Grade 10 with English 10 or equivalent
2. Apprenticeship and Workplace Math 10 or Trades Math 041 or Math 030

Students who do not meet the above requirement but think they may be admissible as a mature student should consult a CNC advisor.

Selection process

Students are encouraged to submit a resumé, a handwritten statement indicating reasons for wishing to enter the program, and to complete the Student Readiness Assessment (SRA), which includes a test of mechanical reasoning skills. This is part of the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
4. The English portion of the SRA will be awarded a maximum of 1 point.
5. The Math portion of the SRA will be awarded a maximum of 1 point.
6. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
7. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
8. Credit for submitting a resumé and personal handwritten statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

PROGRAM OUTLINE

You will receive instruction in a setting designed to represent a typical automotive refinishing facility. You will have practical, hands-on learning on real vehicles using traditional and state-of-the-art technology. You will also spend time in the classroom learning the theories and details that will set you apart from others and give you a strong foundation in the field. You will work in the auto lab to acquire the latest industry standard skills in refinishing and preparation. You will learn how to use the latest tools, plastics and composites in a safe and efficient way. You will gain the ability to repair basic sheet metal damage and become knowledgeable and proficient in surface preparation.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

Graduates of the Automotive Refinishing Prep Technician Foundation program (Entry Level Trades Training) at CNC are eligible to write the ITA Certification of Qualification exam and receive credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Autobody (Motor Vehicle Body Repair), Foundation-Level
- Automotive Service Technician, Foundation level
- Heavy Mechanical Trades

IMPORTANT DATES

- TBA

Rev. 180625

AUTOMOTIVE SERVICE TECHNICIAN, (HARMONIZED)

★ **Full-time**

Starts September

30 weeks

Prince George

The Automotive Service Technician program will train you to become a skilled technician. You'll develop your preventative maintenance and repair skills, build your understanding of steering and other vital systems, and learn to fulfill other industry needs. Not only is this program a great introduction to the automotive repair and service industry, but it will also create opportunities for apprenticeship positions in dealerships, specialty repair shops, parts departments and even as a service writer.

ADMISSION REQUIREMENTS

1. Successful completion of English 10, or English 030, or equivalent
2. Successful completion of Foundation Math and Pre-Calculus 10; or Math 030; or a minimum "C" grade in one of the following: Apprenticeship and Workplace Math 10 or Trades Math 041.

Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

Selection process

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g.,"A" = 4.0, "B+" = 3.33, etc..
3. Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. One or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program, or documented experience of one year in a trade will be awarded 3 points.
8. Minimum "C" grade in one of the following: English 11, Foundations of Math 11, or Trades Math 042, or equivalents will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 28

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Heavy Mechanical Trades, Foundation-Level
- Motor Vehicle Body Repair, Foundation-Level

Important dates

- September 4, 2018 – April 12, 2019
- Break: December 22, 2018 – January 6, 2019

Rev. 180625

CAREER TECHNICAL CENTRE (CTC)

Full-time

Starts February, August and September

Five months to one year, depending on program

Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

The CTC program allows student to graduate from high school with one year of college already completed. During Grade 12, you take a program at CNC and two at high school, graduating with both your Grade 12 and a CNC Certificate in one of these areas:

- Automotive Service
- Auto Refinishing Prep Technician
- Carpentry
- Electrical
- Heavy Mechanical Trades
- Industrial Mechanic (Millwright)/Machinist
- Metal Fabrication
- Motor Vehicle Body Repair
- Piping
- Power Engineering
- Professional Cook
- Welding
- For options at other campuses, please contact your high school counsellor or your local CNC campus.

ADMISSION REQUIREMENTS

CTC programs are open to students entering Grade 12 who meet the following requirements:

1. From SD #57 (Prince George)
2. "C+" average or higher in Grade 11
3. Satisfactory work habits and good attendance records

Please Note that non-SD #57 students must arrange room and board in Prince George for the duration of the CTC program, and arrange for their own school district to approve funding.

To apply, complete a CTC Application for Admission Form, available from school counsellors, school work experience coordinators, the Trades office at CNC (see below), or at www.cnc.bc.ca/ctc or contact your local campus for details.

Submit completed forms to your career preparation coordinator or school counsellor, or fax it directly to the Trades office in the John A. Brink Trades and Technology Centre at CNC: 250-561-5844.

Note: Lakes District and Nechako Region students (SD #91) should speak with the Career Tech Advisor at their local high schools.

Note: Quesnel students (SD #28) should speak with the District Career Preparation Coordinator.

Selection process

As demand is high, entrance to CTC programs is competitive. Applicants must

- Attend a program interview
- Complete Grade 10 or 11 before starting
- Have a serious interest in one of the programs
- Complete and submit a CTC student application
- Sign an agreement to enrol

YOU MIGHT ALSO BE INTERESTED IN…

- Dual Credit Program

IMPORTANT DATES

For start/end dates, spring break, etc., please check with campuses listed above. Please note that the CTC schedule follows the CNC calendar, not the School District's calendar. See www.cnc.bc.ca/ctc for more information.

Rev. 170310

CARPENTER FOUNDATION PROGRAM (HARMONIZED)

★ **Full-time**

Starts August and February

24 weeks

Burns Lake, Prince George and Quesnel

Learn to create a building from the ground up. Carpenters can work in the residential, commercial, light industrial or heavy construction fields, doing new construction, renovations, or maintenance. As well, they can go on to become supervisors, building inspectors, site superintendents, and more.

ADMISSION REQUIREMENTS

1. English 10 or Communications 11 or equivalent with a "C" or higher.
2. Foundation Math and Pre-Calculus 10; or a "C" or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030.

Selection process

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.
6. Passing Math portion of the Student Readiness Assessment will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Foundations of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

Graduates of the Foundation-Level Carpentry program (Entry Level Trades Training) at CNC receive an ITA Certificate of Completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

IMPORTANT DATES

Fall intake

- August 13, 2018 – February 8, 2019
- Holiday break: December 22, 2018 – January 9, 2019

Spring intake

- February 11 – July 26, 2019

Quesnel Spring intake

- February 4 – June 19, 2019

Contact other campuses for their dates.

Rev. 180625

DRIVER TRAINING

Start dates and durations — see below or contact campuses

Fort St. James, Fraser Lake, and Vanderhoof (in partnership with E & R Professional Driver Training); Burns Lake

COMMERCIAL DRIVER'S LICENCES

Class 1: Semi-trailer trucks, buses and logging trucks, and all types of motor vehicles and combinations of vehicles except motorcycles.

Class 3: Tandem-axle trucks — trucks with more than two axles, such as dump trucks and large tow trucks, but not buses used to transport passengers.

Class 4, Unrestricted: Vehicles as in Class 5 plus buses up to a maximum 25-person capacity.

Class 4, Restricted: Ambulances, taxis and limousines, and special vehicles used to transport people with disabilities, up to a maximum 10-person capacity.

Class 4 or 5, with Endorsement 20: Any combination of vehicles in Class 5 and trailers or towed vehicles exceeding 4,600 kilograms, provided neither truck nor trailer has air brakes.

Class 4 or 5, with Endorsement 51: Any combination of vehicles in Class 5 and recreational trailers exceeding 4,600 kilograms, provided neither truck nor trailer has air brakes.

COURSES OFFERED

Air Brakes—20 hours

- Burns Lake, Fort St. James, Fraser Lake, Vanderhoof

This course covers everything you need to complete your air brake certification. For admission requirements and additional costs (such as ICBC test fees), please contact the campuses directly.

Class 1 (all types—offered on request)

- Burns Lake, Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: This program does not include air brake certification. For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4—Unrestricted

- 4 hours (average)
- Fort St. James, Fraser Lake, and Vanderhoof
- Contact campuses for their fees

This program prepares you for the road test at the Motor Vehicle Branch. For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4 or 5, with Endorsement 20

- Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 kg or more).

For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4 or 5, with Endorsement 51

- Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 kg or more). For admission requirements and additional costs (such as ICBC test fees), contact the campus directly.

Rev. 170310

ELECTRICAL, FOUNDATION (HARMONIZED)

Full-time

Starts September and February

24 weeks

Prince George and Quesnel

This program prepares you for the electrical apprenticeship program, or for positions such as counter and warehouse personnel in wholesale/distributing outlets. To work in BC, electricians must be either certified in the trade or registered in a four-year apprenticeship program leading to certification.

ADMISSION REQUIREMENTS

1. English 11, English 045 or Communications 12 or equivalent (with a minimum "C" grade).
2. Successful completion of one of the following, or equivalent: Foundations of Math 11, Precalculus 11, or Math 044, or Math 045.
3. Successful completion of one of the following, or equivalent: Physics 11, or Physics 045, or Applications of Physics 12.

Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

PROGRAM OUTLINE

Topics include the following (not a complete list): safety; tools and equipment; cables, fixtures and fittings; Canadian Electrical Code; conductors, switches, and devices; distribution systems; electrical drawings; electrical energy and power concepts; electromagnetism; and motors and motor controls.

This course includes a practicum/practical component such as wiring in a residential or commercial setting. These projects are dependent on the state of the local economy.

Selection process

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

1. The letter grade for English 11, English 045 or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Foundations of Math 11, Math 045, or Math 044 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. The letter grade for Physics 11 or Physics 045 or Application of Physics 12, or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. One or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit for submitting a résumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 25

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

Graduates of the Foundation-Level Electrical program (Entry Level Trades Training) at CNC receive an ITA Certificate of Completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Computer/Network Electronics Technician Certificate
- Power Engineering, 4th Class Certificate

IMPORTANT DATES

Fall intake

- August 13, 2018 – February 8, 2019
- Holiday break: December 22, 2018 – January 9, 2019

Spring intake

- February 11 – July 26, 2019

Quesnel Spring intake

- February 4 – June 19, 2019

Contact other campuses for their dates.

Rev. 180625

EXCAVATOR TRAINING

Full-time

Start dates and durations vary — please see below or contact campus

Nine weeks

Fort St. James and Vanderhoof

This program combines hands-on equipment operation with training in an excavator simulator. You'll also get the industrial certifications and entry level service and maintenance skills you need to work as an excavator operator.

ADMISSION REQUIREMENTS

This program has no specific admission requirements.

PROGRAM OUTLINE

Topics include the following:

Integrated Skills Training

EXOP 150	Introduction to Computers
EXOP 151	Applied Math for Operators
EXOP 155	Employability Skills Training

Safety Training

EXOP 160	Transportation of Dangerous Goods
EXOP 161	WHMIS
EXOP 162	Defensive Driving
EXOP 165	OFA Level I
EXOP 166	OFA Transportation Endorsement
EXOP 167	Spill Response
EXOP 168	Hazard Recognition and Control

Operator Training

EXOP 170	Job Site Planning
EXOP 171	Job Site Layout
EXOP 172	Fire Suppression
EXOP 173	Environmental Management Systems
EXOP 174	Radio Operations
EXOP 175	Service and Maintenance of Excavator Equipment
EXOP 180	Simulator Training — Excavator
EXOP 190	Practicum

Rev. 170310

FOREST INDUSTRY SAFETY TRAINING

Full-time or

Part-time

Start date and duration varies; contact campus directly for details

Burns Lake, Mackenzie, Nechako Region, Southside, Prince George and Quesnel

In today's market, employee training is critical. CNC offers updated equipment and instructors with extensive forest industry knowledge and background (WorkSafeBC certified where applicable). We'll bring the training to your site, or you can use our top-notch facilities.

Sampling of courses offered

Courses are constantly being developed in response to community needs. Therefore, the list presented here is only a sample. For the most up-to-date list of what's currently available, or to have a custom training package delivered at your facility, please contact your local CNC campus.

ADMISSION REQUIREMENTS

There are no specific admission requirements for these courses.

Courses available

(All courses may not be available at all campuses.)

- All-terrain vehicle rider course
- BC Faller Certification
- Bear Aware
- Chainsaw Safety
- Environmental Management Systems
- Fire Suppression
- First Aid
- Heat and Cold Stress
- Helicopter Safety
- Log Scaling and Grading
- Residue and Waste Measurement
- Resource Road Driving
- Spill Response
- Snowmobile rider courses
- Transportation of Dangerous Goods
- WHMIS (Workplace Hazardous Materials Information Systems)
- WorkSafeBC training modules

Rev. 170310

HEAVY MECHANICAL TRADES, FOUNDATION-LEVEL

(formerly Heavy Duty Equipment Technician, Truck and Transport and Diesel Engine Mechanic)

Full-time

Starts September

36 weeks

Prince George

Learn to repair transport trailers, crawler tractors, loaders, skidders, feller bunchers, excavators, and more.

Note: Course content for Heavy Duty Equipment Technician and Truck and Transport Mechanic is identical up to Level 4. Students must chose apprenticeship completion in either Commercial Transport Mechanical Repair or Heavy Duty Mechanics.

ADMISSION REQUIREMENTS

The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10 with a "C" or higher
2. Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC advisor.

PROGRAM OUTLINE

Topics include the following (not a complete list):

- Tools, shop resources and equipment
- Rigging
- Welding
- Basic braking systems
- Frames, suspension, steering, and running gear
- Servicing electrical and electronic systems
- Servicing air-operated equipment
- Servicing suspensions, steering, and wheels
- Employment skills

Selection process

Students are encouraged to submit a resumé, a handwritten statement indicating reasons for wishing to enter the program and to complete the Student Readiness Assessment (SRA). These items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
5. The English portion of the SRA will be awarded a maximum of 1 point.
6. The Math portion of the SRA will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination for Heavy Duty, Truck and Transport.

Graduates of the Foundation-Level Heavy Mechanical Trades program (Entry Level Trades Training) at CNC receive an ITA Certificate of Completion.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Automotive Service Technician, Foundation-Level
- Excavator Training
- Heavy Equipment Operator
- Industrial Mechanic (Millwright) /Machinist, Foundation-Level

- Motor Vehicle Body Repair Foundation Program
- Power Engineering, 4th Class Certificate

IMPORTANT DATES

For the Prince George campus only, contact other campuses for their dates.

- September 4, 2018 – May 24, 2019
- Break: December 22, 2018 – January 6, 2019

Rev. 180625

HEAVY EQUIPMENT OPERATOR

Continuous intake (variable dates and times)

Mackenzie and Quesnel; may be available at other campuses

This program features 120 hours of classroom instruction, including a Level 1 First Aid and Transportation Endorsement, TDG, Fire Suppression, and more. You'll also get 200 hours of hands-on experience, including equipment maintenance, fuel spills training, and more.

Choose one machine such as:

- Feller buncher
- Cat
- Danglehead processor
- Excavator
- Butt-n-top loader

Machines vary dependent on project work being civil earthworks or logging.

Please contact the Mackenzie and Quesnel campus directly for admission requirements 250-991-7500.

YOU MIGHT ALSO BE INTERESTED IN…

- Excavator Training

Rev. 170310

INDUSTRIAL MECHANIC (MILLWRIGHT) / MACHINIST, FOUNDATION-LEVEL

Full-time

Starts August and February

24 weeks

Mackenzie and Prince George

The activities of an industrial mechanic (millwright)/machinist include maintenance, installation, and repair of stationary industrial equipment in factories, mills, mines, production plants, and recreational facilities. These skilled tradespeople also use lathes, milling machines, grinders, and other equipment to machine parts to accurate dimensions. Because they work in close association with instrument mechanics, pipefitters, welders, electricians, and heavy equipment mechanics, they need to be team players.

ADMISSION REQUIREMENTS

The admission requirements mentioned below are the minimum requirements:

1. Grade 10 with English 10 with a "C" or higher
2. Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC advisor.

PROGRAM OUTLINE

Topics include the following (not a complete list): blueprint interpretation, safety, hand tools, power tools, engine lathes, milling machines, grinders, rigging, welding, conveyors, reducers, pumps, and basic hydraulics.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program, and the college Student Readiness Assessment (SRA). These items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
5. The English portion of the SRA will be awarded a maximum of 1 point.
6. The Math portion of the SRA will be awarded a maximum of 1 point.
7. One or more trades-related courses at a Grade 12 level with a grade of "B" or higher, or participation in the Trades Discovery program with an "S" grade, or successful completion of any foundation-level trades training program or employer documented trades-related experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11(or equivalents) or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

MAXIMUM POINTS = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level
- Piping, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level

IMPORTANT DATES

Fall Intake

- August 14, 2018 – February 8, 2019
- Break: December 22, 2018 – January 6, 2019

Mackenzie Spring Intake

- February 4, 2019 – July 19, 2019
- Break: December 17, 2018 – January 2, 2019

Contact other campuses for their dates.

Rev. 180625

INDUSTRY TRAINING

Part-time

Start dates and durations vary

Offered at all CNC campuses (Note: At the Prince George and Quesnel campus, Industry Training is offered through the Continuing Education department.)

In today's market, employee training is critical. CNC offers updated equipment and instructors with extensive industry knowledge and background (WorkSafeBC certified where applicable). We'll bring the training to your site, or you can use our top-notch facilities.

SAMPLING OF COURSES OFFERED

Courses are constantly being developed in response to community needs. Therefore, the list presented here is only a sample. For the most up-to-date list of what's currently available, or to have a custom training package delivered at your facility, please contact your local CNC campus.

Key to campuses

BL Burns Lake

FL Fraser Lake

FSJ Fort St. James

N Nechako Region

PG Prince George

Q Quesnel

M Mackenzie

V Vanderhoof

Automotive

- Air Conditioning Basics (PG)
- CFC/HCFC/HFC Control for the Refrigeration and Air Conditioning Industry (Environment Canada Certification) (PG)
- Designated Inspection Facility Operator (PG)
- Vehicle Inspection Program (VIP) (PG)

Driving

- Air Brakes, 20 hours (BL, FL, FSJ, M, V)
- Class 1 Basic (BL, FL, FSJ, M, V)
- Class 4—Unrestricted (BL, FL, FSJ, V)
- Class 4 or 5, with Endorsement 20 (FL, FSJ, V)
- Defensive Driving (BL)

(Also see "Driver Training" listing in this calendar)

Electrical/Electronics

- AC/DC Fundamentals Online (PG)
- Certified Fiber Optic Technician (PG)
- Electrical Code Refresher (PG, Q)
- Electrical Field Safety Representative (PG)

Heavy equipment

- Excavator Training (BL, M, Q, V)

(Also see "Heavy Equipment Operator" listing in this calendar)

Industry

- Brushing, Spacing, Thinning (BL, M, V)
- Bug Probing (M, V)
- Culturally Modified Trees (BL, M, V)
- Environmental Management Systems (BL, M, N)
- Fire Suppression (BL, M, PG, V,Q)
- Forklift—Introductory (BL, M, PG, V)
- Forklift Operator—Certification/Recertification (BL, M, PG, V,Q)
- Hoisting and Rigging (BL, M, PG, V,Q)
- Introduction to Skid Steer Operations (BL, PG)
- Log Scaling (BL, M, V)
- Pre-Foundation-Level Trades Math (BL, Q)
- Skid Steer Operators Certification/Recertification (PG)

Safety

- All-Terrain Vehicle Rider course (BL, FL, FSJ, M)
- Accident/Incident Investigation (M)
- Bear Awareness (BL, FL, FSJ, M, PG, V)
- Chainsaw Safety (BL, M, PG, Q)
- Confined Space—Awareness/Entry/Rescue (BL, M, PG, Q)
- CPR/Automated External Defibrillator (AED) (BL, M)
- Fall Protection Awareness (BL, M, PG, Q)
- H2S Alive (BL, M, PG)
- Heat and Cold Stress (BL, FL, M, V)
- Occupational First Aid Level 1 (BL, Q)
- Occupational First Aid Levels 1, 3, and Transportation Endorsement (BL, FL, FSJ, M, V, Q)
- Pesticide Application/ Dispenser /Certification (BL, M, PG,, Q)
- Red Cross First Aid (BL, M)
- Rigging and Lifting (BL, M, PG, Q)
- Safety Committee courses (M, PG)
- Scaffolding (M, PG)
- Snowmobile rider courses (BL, M, N)
- Spill Response (BL, M, N, Q)
- Transportation of Dangerous Goods (TDG) (BL, FL, FSJ, M, PG, V, Q)
- WHMIS (BL, M, PG, Q)
- Wildlife Monitoring (PG)
- Workplace Inspections (M)
- WorkSafe (BL, M, N, PG)

Trades

- Millwright—Hydraulics—Basic and Advanced (M)
- Millwright—Review for IP exam (PG, Q)
- Welding—Arc/Oxy-Fuel Welding (beginner level) (FSJ, M, Q)
- Welding—Gas Metal Arc Welding (GMAW) (MIG) (FSJ, Q)

YOU MIGHT ALSO BE INTERESTED IN…

- Automotive Service Technician, Foundation-Level
- Excavator Training
- Heavy Mechanical Trades, Foundation-Level
- Heavy Equipment Operator
- Industrial Mechanic (Millwright)/Machinist, Foundation-Level
- Piping, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level

Rev. 170310

METAL FABRICATION FOUNDATION (HARMONIZED)

Full-time

Starts March

19 weeks

Prince George

Learn to build, assemble and repair products made of steel or other metals for use in a wide variety of manufacturing and construction industries, operating specialized metalworking machines

ADMISSION REQUIREMENTS

Successful completion of the following:

1. English 10; or Communications 11; or equivalent with a “C” or higher.
2. Foundation Math and Pre-Calculus 10; or a "C" or higher grade in one of thefollowing: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030.

Students who do not meet the above requirement but think they may be admissible as a mature student should consult a CNC advisor.

PROGRAM OUTLINE

Topics include the following:

- Perform Safety-Related Functions
- Use Tools and Equipment
- Interpret Plans, Drawings and Specifications
- Perform Quality Control
- Handle Materials
- Perform trade math and layout
- Form Materials
- Fabricate Components
- Perform Welding Activities

SELECTION PROCESS

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
2. The letter grade for Foundations of Math 10, or Apprenticeship and Workplace Math 11 or Principles of Math 10 or Applications of Math 10 or Math 030 or Trades Math 041 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of “C” or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment (SRA) will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. A passing grade in the English portion of the SRA will be awarded 1 point.
6. A passing grade in the Math portion of the SRA will be awarded 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Foundations Math 11, or equivalents, or Trades Math 042 with a “C” grade or higher will be awarded 3 points.
9. Submission of a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level
- Welding, Foundation-Level

IMPORTANT DATES

- Accelerated Model: March 4 – July 12, 2019

Rev. 180625

MINERAL PROCESSING OPERATOR CERTIFICATE

★ **Full-time**

Starts September (Fort St. James); available on demand at Burns Lake; for other start dates, contact campuses

16-week program

This certificate program includes classroom instruction; WorkSafeBC certification; Ministry of Energy, Mines, and Petroleum Resources (MEMPR) education based on the Health, Safety and Reclamation Code for Mines in British Columbia; skill certification; safety training; applied human relation skills; employability skills; simulator training; field orientation and practical experiences.

After completing the program, you will have

- a Mineral Processing Operator's Certificate
- specific employability skills relevant to the mining industry that will increase your ability to obtain and retain employment;
- specific safety certificate courses to meet the needs of the mining industry;
- fundamental training and the necessary supports to obtain employment in the mining industry;
- hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment;
- necessary personal management skill development to assist in obtaining and retaining employment in the mining industry;
- an opportunity for mature students to build credits towards and/or complete the BC Adult Graduation diploma;

ADMISSION REQUIREMENTS

1. Completion of one of the following:
   - Grade 12 with Foundation Math 10 or equivalent, with a "C" grade or higher; or
   - Academic Upgrading/ABE Advanced Certificate; or
   - GED Certificate with Math 030 and Eng 030 or equivalent, with a "C" grade or higher in each; or
   - Mature student status. Applicants must consult with a CNC advisor to determine their eligibility;
2. Submission of a statement of interest in the mineral processing industry, supported by past activities and future career goals. This statement should be no more than 250 words in length.
3. Completion of a signed Health/Fitness Declaration.

Note 1: As the mineral processing industry can be a physically demanding environment and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

Note 2: The applicant will be required to sign a declaration that states they can physically perform tasks for the successful completion of the program and does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program.

Note 3: Students who have completed MINE 110 or MINE 1100 and/or MGT 154 prior, will receive credit for their previous course work if completed within the previous 60 months.

Note 4: International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

Acceptance process

Acceptance to the program is based on a "first qualified, first admitted" basis. Once all admission requirements have been met, an applicant will be admitted. If qualification occurs after the program is full, the applicant will be placed on a wait list.

PROGRAM OUTLINE

MINE 110	Introduction to the Minerals Industry (45 hours)
MINL 120	Essential Skills for Mineral Processing Operators (60 hours)
MINL 130	Mill Industry Safe Work Practices (90 hours)
MINL 140	Operating Tools and Equipment for Mineral Processing Operators (60 hours)
MINL 150	Environmental Safety – Chemicals (45 hours)
MINL 160	Mineral Processing Operations (60 hours)
MINL 190	Job Entry, Mineral Processing Mill (60 hours)
MGT 154	Applied Human Relations (60 hours)

YOU MIGHT ALSO BE INTERESTED IN…

- Heavy Mechanical Trades, Foundation-Level
- Machinist
- Millwright
- Mining Industry Certificate
- Power Engineering

IMPORTANT DATES

- Classes: TBA

Rev. 170310

MINING INDUSTRY CERTIFICATE

(MINE Certificate Program)

Full-time

For start dates, contact campuses

16-week program

Available on demand at Burns Lake, Fort St. James, Mackenzie, Prince George and Vanderhoof

The program includes classroom instruction, WorkSafeBC Certification, Ministry of Energy, Mines, and Petroleum Resources (MEMPR) education based on the Health, Safety and Reclamation Code for Mines in British Columbia, skill certification, safety training, applied human relation skills, employability skills, simulator training, and field orientation and experiences.

After completing the program, you will have

- a Mining Industry Certificate
- fundamental training and the necessary supports to obtain employment in the mining industry
- significant hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment
- the necessary personal management skill development to assist in obtaining and retaining employment in the mining industry
- an opportunity to build credits towards and/or complete the BC Adult Graduation diploma
- a base of knowledge that would be beneficial for students who pursue further education in the Mining Technology diploma

ADMISSION REQUIREMENTS

1. Completion of one of the following:
   - Grade 12 with Foundation Math 10 or equivalent, with a "C" grade or higher; or
   - Academic Upgrading/ABE Advanced Certificate; or
   - GED Certificate with Math 030 and Eng 030 or equivalent, with a "C" grade or higher in each; or
   - Mature student applicants must consult with a CNC advisor to determine their eligibility;
2. Submission of a statement of interest in the mining industry, supported by past activities and future career goals. This statement should be no more than 250 words in length.
3. Completion of a signed Health/Fitness Declaration.

Note 1: As the mining industry can be a physically demanding environment, and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

Note 2: The applicant will be required to sign a declaration that states that the applicant is physically able to perform tasks for the successful completion of the program, and does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program.

Note 3: International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

PROGRAM OUTLINE

MINE 110	Introduction to the Minerals Industry (45 hours)
MINE 120	Exploring Mining Opportunities (45 hours)
MINE 130	Mining Industry Safe Work Practices (52 hours)
MINE 140	Mining Industry Skill Certification (114 hours)
MINE 150	Job Entry Operations (150 hours)
MGT 154	Applied Human Relations (60 hours)

Note: Students who have completed MINE 110 or MINE 1100 and/or MGT 154 prior to being accepted into the program will receive credit for their previous course work if completed within the previous 60 months.

Acceptance process

Acceptance to the program is based on a "first qualified, first admitted" basis. Once all admission requirements have been met, an applicant will be admitted. If qualification occurs after the program is full, the applicant will be placed on a wait list.

IMPORTANT DATES

Please contact the campuses for details.

Rev. 170310

MOBILE CRANE (HYDRAULIC 80 TONNES AND UNDER) CERTIFICATE

Full-time

Contact campus for start dates

7 weeks — 3 weeks core theory, 2 weeks crane theory and 2 weeks practical lab

Mackenzie

The duties of a mobile crane operator include: rigging and set up of cranes; operating hydraulic and conventional friction cranes and performing regular maintenance. Crane operators also prepare and transport cranes and plan lifts and assemble and dismantle cranes. They must also understand and practise safety precautions to protect themselves and others and conduct pre-operational inspections.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE/Academic Upgrading Advanced Certificate or equivalent or mature student status.
2. Submission of transcripts.
3. Submission of a statement of experience/interest.
4. Personal interview with the program coordinator or principal.

PROGRAM OUTLINE

Topics for the ITA (Industry Training Authority) – approved program include safety, communications, knowledge in cranes, rigging, load charts, crane operations and maintenance and service.

Evaluation

Tests and quizzes 30%

Practical Assessment 30%

Final Exam 40%

Students must obtain 70% to successfully complete this program.

Program completion requirements

This seven-week program is an apprenticeship program consisting of three weeks of core theory, two weeks of crane theory and two weeks of a practical lab. Upon successful completion of the technical training exams, students will be required to complete defined work-based competencies. Those competencies include sponsor attestation (logbook) and the BC Certificate of Qualification Practical examination.

Students will also be required to write the ITA Level 1 Core exam and the Level II Hydraulic 80 Tonnes and Under exam.

YOU MIGHT ALSO BE INTERESTED IN…

- Electrical
- Heavy Mechanical Trades, Foundation-Level
- Machinist
- Millwright
- Mine Industry Certificate
- Pipe Trades
- Power Engineering

For more information visit www.cnc.bc.ca/Mackenzie

IMPORTANT DATES

• Classes: TBA

Please contact the campus for details.

Rev. 170310

PIPE TRADES, FOUNDATION-LEVEL

★ Full-time

Starts February

25 weeks

Prince George

This 25-week program prepares students for entry-level employment in four piping trades: Plumber, Steamfitter/Pipefitter, Gasfitter, and Sprinkler System Installer.

The program is a mix of both hands-on and classroom training and allows students to gain experience in four similar trades in one program. Upon successful completion of the Piping Foundation Program you will receive credit with ITA for Level 1 of all four trades allowing you to seek an apprenticeship in the trade that best fits your career goals and interests.

ADMISSION REQUIREMENTS

Successful completion of the following:

- English 10 or English 030 or Communications 11 or equivalent with a grade of "C" or higher.
- Common Grade 10 Math or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 or an equivalent course with a grade of "C" or higher.

Note: Students who do not meet the above requirements and think they may be admissible as a mature student should consult a CNC advisor.

PROGRAM OUTLINE

Topics covered include (not a complete list):

- Using safe work practices
- Piping tools and equipment (measuring and levelling tools, stationary and portable power tools)
- Trade-related math, science, and electricity
- Codes, regulations and standards
- Preparing and assembling piping components

Selection process

When a program has more qualified applicants than available seats, the selection criteria will be used to determine acceptance to the program, along with the wait list order of the remaining qualified applicants.

1. The letter grade for English 10, Communications 11 or English 030 or equivalent will contribute its actual points to the selection process, e.g., "A" = 4.00, "B+" = 3.33, etc.

2. The letter grade for Foundations of Math 10 or Apprenticeship and Workplace Math 11 or Principles of Math 10 or Applications of Math 10 or Math 030 or Trades Math 041 or an equivalent course will contribute its actual points to the selection process, e.g., "A" = 4.00, "B+" = 3.33, etc.

3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.

4. Completing the Student Readiness Assessment (SRA) may give a possible 7 points to the selection process as follows:

   a) The Mechanical Reasoning portion of the SRA will be awarded a maximum of 5 points.

   71 - 76% = 1 point
   77- 83% = 2 points
   84 - 89% = 3 points
   90 - 96% = 4 points
   97 - 100% = 5 points

5. The English portion of the SRA will be awarded a maximum of 1 point.

6. The Math portion of the SRA will be awarded a maximum of 1 point.

7. Credit in one or more trades related courses at the Grade 12 level with a grade of "B" or higher, successful completion of any entry level trades training program or documented experience of one year in a trade will be awarded 3 points.

8. Credit in any of the following: English 11, Principles of Math 11 or equivalent, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.

9. The submission of a resumé and personal handwritten statement indicating the reasons to enter this program will be awarded a maximum of 3 points.

Maximum available points = 28

Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact your local campus.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

Graduates of the Foundation-Level Piping program at CNC receive credit with ITA for Level 1 of all four trades, which allows students to seek an apprenticeship in the trade that best fits their career goals and interests.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

IMPORTANT DATES

- February 4 – July 26, 2019

Rev. 180625

POWER ENGINEERING, 3RD CLASS CERTIFICATE

★ Full-time

Starts September

30 weeks

Prince George

The goal of this program is to develop greater expertise by building on your knowledge gained in the Power Engineering, Fourth Class certificate. This program provides practical and technical training for a career in power plant operation and maintenance. After successfully completing the program, students will be granted a qualifying time credit toward the firing time required to write Technical Safety BC's third class power engineer's exams.

ADMISSION REQUIREMENT

1. Power Engineering, 4th Class Certificate

Selection process:

Up to 12 seats each year are reserved for returning students who have completed CNC's 4th Class Power Engineering work experience partnership with Canfor. The remaining seats are filled on a first qualified and first accepted basis.

Program completion requirements:

Completion of specified technical training content, practical and theory assessments including simulator training, and a 5 week practical lab.

PROGRAM OUTLINE

Topics include

- Applied mechanics
- Thermodynamics
- Chemistry
- Boiler codes
- Electrical and instrumentation theory
- Pumps
- Boilers
- Prime movers
- Refrigeration

YOU MIGHT ALSO BE INTERESTED IN…

- Industrial Mechanic (Millwright)/Machinist, Foundation-Level
- Power Engineering, 4th class
- Welding, Foundation-Level

IMPORTANT DATES

Fall Intake

- September 17, 2018 – April 26, 2019
- Break: December 22, 2018 – January 6, 2019

Rev. 180625

POWER ENGINEERING, 4TH CLASS CERTIFICATE

Full-time

Starts September

40 weeks

Prince George and Quesnel

This program provides practical and technical training for a career in power plant operation and maintenance. Fourth class power engineers work in

- Sawmills
- Hospitals
- Refineries
- Pulp mills
- Refrigeration plants
- Breweries
- Public buildings
- And more

After completing the program, you'll be qualified to write the BC Safety Authority's fourth class power engineer's exam.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent.
2. One of following or equivalent with a minimum of 'C' grade: Communications 12 or English 045.
3. One of following or equivalent with a minimum of 'C' grade: Foundations of Math 11 or Pre- calculus 11, or Principles of Math 11 or Math 045 or Math 042.
4. One of following or equivalent: Physics 11, or Applications of Physics 12; or Physics 045

Note: Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

Selection process

Students are encouraged to submit a resume and handwritten statement indicating reasons for wishing to enter the program as well as complete the Student Readiness Assessment (SRA). Both of these items are included in the selection criteria listed below and will be awarded points.

If the program is over- subscribed, students will be selected based on the selection criteria listed below.

1. The letter grade for English 11, English 045 or Communications 11 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
2. The letter grade for Foundations of Math 11 or Pre-Calculus 11 or Principles of Math 11, Applications of Math 12, or Math 045, or Math 042 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
3. The letter grade for Physics 11 or Physics 045 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
4. The letter grade for Chemistry 11 or Chemistry 045 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
5. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
6. A passing grade on the English portion of the SRA will be awarded a maximum of 1 point.
7. A passing grade on the math portion of the SRA will be awarded a maximum of 1 point.
8. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded a maximum of 3 points.
9. Credit for submitting a resumé and personal statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 29

YOU MIGHT ALSO BE INTERESTED IN…

- Industrial Mechanic (Millwright) /Machinist, Foundation-Level
- Welding, Foundation-Level

IMPORTANT DATES

For the Prince George and Quesnel campuses contact other campuses for their dates.

Fall Intake:

- September 4, 2018 – June 21, 2019
- Break: December 22, 2018 – January 6, 2019

Rev. 180625

PROFESSIONAL COOK PROGRAM

Full-time

Starts August

28 weeks (Level 1);
14 weeks (Level 2);
6 weeks (Level 3);

Prince George

Fast-paced and rewarding, a career as a professional cook lets you express your creativity. You'll find jobs at hotels, exotic resorts, cruise ships and local restaurants. You might even own your own restaurant one day.

ADMISSION REQUIREMENTS

1. Successful completion of at least one of the following:
   - Grade 10 with English 10 or Communications 11 or English 030 (with a "C" grade or higher) and any of Essentials of Math 10 or Apprenticeship and Workplace Math 10 (with a "C" grade or higher) or successful completion of Applications of Math 10 or Principles of Math 10 or Math 041 or Math 030 or equivalent
   - ABE/Academic Upgrading Intermediate Certificate with a minimum "C" grade in English 030
   - GED with English 030 (with a minimum "C" grade) and Math 041 or Math 030
   - Foodsafe Level 1 certificate or equivalent.

Note: Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

Note 1: Documents certifying a current TB screening and health examination must be submitted on official college forms (supplied with acceptance) before the program starts.

Note 2: In addition to the minimum requirements, it is suggested that anyone planning to apply to this program acquire some background by taking Foods 11 and 12 and Career Preparation/Hospitality Foods or Cafeteria 11 and 12. It is also advisable to have recent work experience in a kitchen.

Selection process

Students are encouraged to submit a resumé and a handwritten statement indicating reasons for wishing to enter the program. These items are included in the selection criteria listed below.

If the program is over-subscribed, students will be selected based on the following selection criteria:

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0; "B+" = 3.33, etc.

2. The letter grade for the student's selected math course will contribute its actual points to the selection process: e.g., "A" = 4.0; "B+" = 3.33, etc.

3. Successful completion in any of following will be awarded 3 points:
   - English 11, Principles of Math 11 or equivalents; or
   - Trades Math 041 and Trades 042 with a "C" grade or higher

4. Credit for submitting a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 14

PROGRAM OUTLINE

This program is a full-time program. Students must complete each level with a 70% combined theory and practical grade before advancing to the next level.

Professional Cook Level 1 Program CULA 150

In this course, the student will work in a supervised environment and perform basic cooking and foo preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. The student will learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation. At this level, the student will develop a solid foundation of culinary skills.

Professional Cook Level 2 Program CULA 250

At this level, the student usually works with At this level, students will usually work with some supervision and perform a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles in cooking, baking and other aspects of food preparation, students will learn to understand food costing, menu planning and purchasing processes.

Level 3

For more on this Level, please see Apprenticeship Technical Training on page 76.

A detailed program description and course outline is available at the ITA website:

- www.itabc.ca/Page621.aspx

Acceptance process

You'll be accepted to the program once you've met all the admission requirements. This is called "first-qualified, first accepted." If you qualify after the program's full, you'll be put on a wait list.

IMPORTANT DATES

Level 1

- August 20, 2018 – March 15, 2019
- Break: December 22, 2018 – January 6, 2019

Level 2

- March 18 – June 21, 2019

Contact other campuses for their dates.

Rev. 180625

TRADES DISCOVERY PROGRAM

Start dates vary

300 hours

Prince George

The Trades Discovery Program is designed to allow students to explore a minimum of four different trades, allowing students to try a trade before committing to a full program. Students will be introduced to career planning/entrepreneurial tools, essential skills training, occupational health and safety courses, and practical project based learning within the four trades. This program will promote working in a safe, respectful, and productive environment and prepare students for applying to a foundation program, or seeking an apprenticeship.

Trades Discovery Program is a 300-hour program that provides grade 10 -12 high school students, and with the possibility of adults, an in-depth opportunity to explore four trades. The program will include workplace safety and basic trade specific technical training, as well as an introduction to the British Columbia apprenticeship system and job readiness skills.

The program will follow the program guide set out by British Columbia's Industry Training Authority

(ITA) Youth Explore model, combining a sampling of theory and practical elements of each trade.

Workplace skills training will take place in a classroom setting and will cover the skills needed to:

- attain an apprenticeship in British Columbia,
- develop career planning and entrepreneurship tools,
- develop trades based essential skills, and
- complete occupational health and safety certificates.

These course elements will ensure that the learner has the appropriate skill sets to participate in the practical component of the program.

The work-site technical component will include a minimum of four trades electives selected from fourteen trades. Selection will be based on the needs of local communities as well as available resources. The technical component of the program will provide experiential, practical experience and is designed to give the learner a sample of each trade area, focusing on the foundational skills of each trade.

Upon completion of the Trades Discovery Program the learner will have gained a comprehensive overview of the different opportunities for a career in trades, and will facilitate a smooth transition from secondary school to a foundation program or the apprenticeship system.

ADMISSION REQUIREMENTS

1. Successful completion of Math and English at a grade 9 level or higher.

PROGRAM OUTLINE

Required

TRDE 100	Trades Discovery Core Skills

4 courses selected from the following list*

TRDE 105	Trades Discovery Sheet Metal
TRDE 110	Trades Discovery Pipe Trades
TRDE 115	Trades Discovery Welding
TRDE 120	Trades Discovery Metal Fabrication
TRDE 125	Trades Discovery Carpentry
TRDE 130	Trades Discovery Electrician
TRDE 135	Trades Discovery Automotive Service Technician
TRDE 140	Trades Discovery Heavy Duty Equipment Technician
TRDE 145	Trades Discovery Industrial Mechanic (Millwright)
TRDE 150	Trades Discovery Machinist
TRDE 155	Trades Discovery Painter & Decorator
TRDE160	Trades Discovery Roofer
TRDE165	Trades Discovery Professional Cook
TRDE 170	Trades Discovery Autobody Trades

*selected by CNC, not the student.

YOU MIGHT ALSO BE INTERESTED IN…

- Career Technical Centre (CTC)

IMPORTANT DATES

TBA

WELDER FOUNDATION PROGRAM (HARMONIZED)

★ **Full-time**

Starts September and November

28 weeks

Prince George

As a graduate of the Welding Foundation program, you'll be qualified for a variety of jobs in the construction and metal working industries. You'll also be prepared to successfully complete employers' skill assessments. Possible job titles include

- Production welder
- Maintenance welder
- And more

ADMISSION REQUIREMENTS

1. English 10; or English 030; or Communications 11 or equivalent

2. Apprenticeship and Workplace Math 10 with a "C" or higher; or Foundations of Math and Pre-Cal 10; or Trades Math 041; or equivalent

Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

PROGRAM OUTLINE

Courses topics include the following (not a complete list): introduction to welding and safety, oxyfuel gas cutting, oxyacetylene welding, shielded metal arc welding, air carbon arc cutting, gas metal arc/flux core, material handling, blueprint reading, and metallurgy.

Selection process

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

2. The letter grade for your selected math course will contribute its actual grade point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

3. The mechanical reasoning test will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.

4. A passing grade on the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

5. A passing grade on the Math portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

6. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher,or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.

7. Credit in any of the following: English 11 or equivalent, Foundations of Math 11 or equivalent, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.

8. Students are encouraged to submit a resumé and personal handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 24

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most welding apprenticeships take three years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Red Seal Examination.

Apprentices who want to schedule their technical training at CNC should contact CNC's School of Trades and Technologies at 250-561-5804 or 1-866-370-2111.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

YOU MIGHT ALSO BE INTERESTED IN…

- Metal Fabrication, Foundation (Harmonized)

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Intake #1

- September 4, 2018 – March 29, 2019
- Break: December 22, 2018 – January 6, 2019

Intake #2

- November 5, 2018 – May 31, 2019
- Break: December 22, 2018 – January 6, 2019

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UNIVERSITY STUDIES

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UNIVERSITY CLASSES

★ Full-time or

☆ Part-time

Starts September and January (most courses)

All courses available at Prince George; many at Burns Lake, Nechako Region, and Quesnel

Some course sections available online

I want to get a university degree. Can I start at CNC?

Definitely. We offer dozens of university-level courses. A bachelor's degree (also known as an undergraduate degree) usually takes four years. Many people take the first two years at a community college such as CNC, then transfer to university for years 3 and 4. Advantages of starting at a community college include smaller classes, more one-on-one attention from instructors, and lower tuition fees.

Associate degrees

We offer associate degrees in arts and science, featuring two years of university-level study in a variety of academic subjects. These degrees transfer into university programs, and give you preferential admission at UNBC and SFU. All public universities and university-colleges in BC give special recognition of transfer credit to students with associate degrees.

A diploma gives you recognition

Like an associate degree, a diploma can be equivalent to the first two years of a university degree in that particular subject. With a diploma, you can go to work immediately or transfer to university. If you decide to work, a diploma gives you more options in the workplace. We offer diplomas in accounting and finance, business management, criminology, kinesiology, social work, web and graphic design, and more.

What are transfer courses?

Since CNC offers only the first two years of instruction, you need to transfer to a university to finish your degree. You transfer the credits you receive for CNC courses to a university and continue on to complete your degree. When you take one of our UT courses, it's as though you were studying in the same class at a university. For example, if you complete our introductory psychology course, a university will give you credit for its introductory course.

To ensure your credits transfer seamlessly, CNC has formal agreements in place with the following BC universities:

- Athabasca University
- Emily Carr University
- Kwantlen Polytechnic University
- University of British Columbia
- University of Northern British Columbia
- Simon Fraser University
- Thompson Rivers University
- University of Victoria
- Vancouver Island University

However, you should meet with the institution you plan to attend to ensure transferability and admission requirements are met.

You can also transfer to universities in other provinces and other countries — talk to a CNC advisor for details.

Once you have your bachelor's degree, you have the option to go on and obtain a master's degree (MA or MSc) or a doctorate (PhD).

University transfer information (BCCAT)

Students planning to transfer their credits to another institution should consult the British Columbia Transfer Guide to verify transferability of credits. The British Columbia Transfer Guide is published by the British Columbia Council on Admissions and Transfer and is available online.

CNC advisors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student.

The British Columbia Council on Admissions and Transfer (BCCAT) website is located at www.bctransferguide.ca

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 21, 2018

Spring term

- January 7 – May 3, 2019
- Break: February 19 – 22, 2019

Rev. 180625

CREDENTIALS

ASSOCIATE DEGREES

Full-time or

Part-time

Starts September and January (most courses)

Two years

Prince George and Quesnel

All public universities in BC that offer traditional arts and science degrees guarantee 60 transfer credits for students who have completed an Associate of Arts Degree or an Associate of Science Degree.

The Associate Degree curriculum comprises two years of university-level study in a variety of academic areas. Students must complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to plan their educational programs carefully and to complete prerequisites for upper-level course work in their intended majors.

Where to find the details

Specific associate degree credit transfer policies at each receiving institution are on the BCCAT website www.bctransferguide.ca.

Just click on "Other Transfer Guides", and then on "Associate Degree." A link is also provided there to all the general and specific requirements for associate degrees.

ADMISSION

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/Academic Upgrading Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first English course.

Note 3: Students applying for admission to MATH 101, CSC 109, Phys 101 or Chem 111 who obtained a "C+" or less in Principles of Math 12 (interim grade) or Math 050 must first register in MATH 100.

Note 4: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 5: You will need to comply with the prerequisites of specific courses you select.

Graduation requirements — general

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year arts for the Associate Degree in Arts or a minimum of 18 credits in second-year sciences for the Associate Degree in Science, in two or more subject areas.

2. It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Arts or Science Degree.

3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.

4. No course can be used to meet more than one of the specific requirements

Note: CUE 101 cannot be counted as part of the 60 credits for an associate degree.

Classification of subjects

For help designing your program, please talk to a CNC advisor.

Only those College of New Caledonia courses with articulated university transfer credit and a College of New Caledonia course designation at the 100-level or higher, will count towards the Associate Degree.

For the purpose of the general and specific requirements for Associate Degrees, College of New Caledonia courses are categorized as follows:

Arts — Humanities

- Aboriginal Studies
- English
- Fine Arts
- French
- History
- Philosophy

Arts — Social Sciences

- Anthropology
- Criminology
- Economics
- Geography (Human)
- Kinesiology
- Political Science
- Psychology
- Sociology
- Women's Studies

Sciences

- Astronomy
- Biology
- Chemistry
- Computer Science
- Engineering
- Forest Science
- Geography (Physical—201, 202)
- Mathematics
- Physics

Note: Some courses listed above may not carry transfer credit or satisfy major degree requirements at some universities. Please consult the BC transfer guide www.bctransferguide.ca or Academic Advising at CNC.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Associate Degree in Arts. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option (please note that professional

certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Rev. 170310

ASSOCIATE OF ARTS DEGREE

★ Full-time or

⭐ Part-time

Starts September and January (most courses)

Two years

Prince George and Quesnel

ASSOCIATE OF ARTS DEGREE GRADUATION REQUIREMENTS — SPECIFIC

1. 6 credits in first-year English; and
2. 9 credits in science, which shall include at least

   a) 3 credits in mathematics or computing science or statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement);

   b) 3 credits in a laboratory science, and
3. 36 credits in arts, which shall include

   a) 6 credits in the social sciences;

   b) 6 credits in humanities (including the creative, performing, or fine arts) other than English;

   c) 24 additional credits in arts, and
4. 9 credits in arts, science, or other areas.

Note 1: Students must have completed at least three semester credits in the semester the degree is awarded.

Note 2: Students are advised to consult with a CNC advisor in order to determine specific course requirements for entry to a particular university degree program.

Note 3: A laboratory science course is any course in the sciences list worth 3 credits or more and with a lab of at least 2 hours, but excluding any course in applied science (engineering) or computing science.

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

ABORIGINAL STUDIES CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

PROGRAM OUTLINE

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ABST 150	Conversational Carrier
ABST 220	Indigenous Research Methods
ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology & Archaeology
ENGL 103	Composition & Style
ENGL 107	Literature and Composition: Aboriginal Literature
HIST 103	History of Canada to 1867
HIST 104	History of Canada since 1867

100- or 200- level MATH or CSC;

Any university-studies CSC or MATH course(s), which may include Statistics courses taught in Business or Psychology

200-level ABST

Minimum 9.0 credits. Non-ABST courses with an Aboriginal focus may be substituted with the permission of the Dean or designate.

200-level Arts

Any 200-level non-ABST university-studies Arts course(s)

200-level; elective

Any university-studies 200-level Humanities or Social Sciences course(s)

100- or 200- level Math of Science

Any university-studies BIO, CHEM, CSC, GEOG, MATH, PHYS course(s)

100- or 200- level lab science

Any university-studies BIO, CHEM, GEOG, PHYS course(s) with a laboratory component

100- or 200 level electives

Any university-studies course(s)

ANTHROPOLOGY CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

Anthropology is the study of humans, both past and present. It draws on and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. There are four main subfields: Physical/Biological, Linguistic, Socio-cultural, and Archaeology.

Required:

ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ANTH 215	Qualitative Methods
ANTH 225	Introduction to Human Prehistory

6 additional 200-level ANTH credits

3 credits of 200-level Philosophy (PHIL 235 is recommended)
6 credits of 100-level Aboriginal Studies (ABST 100 and 101 recommended)
6 credits of Social Sciences or Humanities, including 3 credits of Sociology (SOC 101 recommended)
9 credits of 100-level or higher university studies courses

3 credits of 200-level Arts

English requirement — 6 credits

ENGL 103	Composition and Style

3 additional 100-level university studies ENGL credits

Math requirement — 3 credits

3 credits of university studies MATH or CSC

or Statistics

Note: MATH 104, or PSYC 201 are recommended

Science electives — 6 credits

6 credits of BIO, CHEM, GEOG (201 or 201 only), or PHYS

Note: One 3 credit science must be included a two hour or longer supervised practice. (BIO 104 is recommended)

COMMERCE CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

The Associate of Arts Degree with Commerce concentration is a credential recognized at every university in British Columbia. Students with this credential have 60 credits towards a Bachelor's degree and require 60 credits at the university of their choice to complete the degree. Students entering this program at CNC may choose to begin as a dual admission student in our partnership with Thompson Rivers University or as a CNC university transfer student.

Note 1: Accounting courses identified as COM courses are university courses and do not have the applied focus of the courses designated as ACC courses. Students wishing for a more applied option may consider ACC courses in their studies at CNC. These courses will enhance practical skills, but may receive fewer credits when transferring to university.

Note 2: English, math and upper-year requirements vary among universities. Before selecting courses, students should consult with a CNC advisor to ensure their courses match the university they plan to attend.

ENGLISH CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

To complete an Associate of Arts Degree with an English concentration, you must complete 18 or more credits in English, with 9 of those credits being second-year courses, as part of the 60 credits required for an Associate of Arts degree. To ensure successful completion of your degree, consult a CNC advisor to create your degree program.

English requirement — 6 credits

ENGL 103	Composition and Style

One of:

ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 104	Introduction to Literature and Composition
ENGL 106	Film Studies
ENGL 107	Literature and Composition: Aboriginal Literature

100-level Arts electives — 18 credits (6 credits maximum in one subject area)

6 credits from Humanities (excludes English)
6 credits from Humanities or Social Sciences (includes English)
6 credits from Social Sciences

200-level Arts electives — 18 credits (credits must be in at least two subject areas)

Required:

ENGL 201	English Literature, 1350 – 1744
ENGL 202	English Literature, 1744 – 1900
ENGL 203	Canadian Literature I
ENGL 204	Canadian Literature II

Humanities or Social Sciences 200-level electives (6 credits)

Science electives — 9 credits

3 credits of a 100-level Computer Science, Math, or Statistics course
3 credits of a Lab science (minimum 2 hours per week lab component and excluding any Applied Science or Computing Science course)
3 credits of a Science course

University Transfer electives — 9 credits

Choose 6 credits from 100/200-level English courses and 3 credits UT elective

ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 104	Introduction to Literature and Composition
ENGL 106	Film Studies
ENGL 107	Literature and Composition: Aboriginal Literature
ENGL 205	Creative Writing: Poetry
ENGL 206	Creative Writing: Fiction
ENGL 213	Short Fiction 1
ENGL 214	Short Fiction II
ENGL 215	Children's Literature I
ENGL 216	Children's Literature II
ENGL 217	Gender, Sexuality, and Literature I: Focus on Literary Theory
ENGL 218	Gender, Sexuality, and Literature II: Focus on Contemporary Literature
ENGL 219	Contemporary Aboriginal Authors
ENGL 220	Children's Literature – First Nations Authors
ENGL 229	Professional Business and Technical Communication

MODERN CLASSICS CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

PROGRAM OUTLINE

Semester 1	15 credits
ANTH 101	Introduction to Socio-Cultural Anthropology
ENGL 103	Composition and Style
FINE 101	Art History 1
HIST 101	World History
PHIL 101	Moral Philosophy

Semester 2	15 credits

One of:

ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 104	Introduction to Literature

	and Composition
ENGL 106	Film Studies
ENGL 107	Literature and Composition: Aboriginal Literature
FINE 102	Art History II
HIST 102	World History II
PHIL 102	Theory of Knowledge

3 credits UT-level Lab Science

Semester 3 15 credits

ENGL 201	English Literature, 1350 – 1744

One of:

PHIL 115	World Religions
200-level PHIL elective	

One of:

ANTH 206	Anthropology of Medicine
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
ANTH 220	Anthropology of Cross-Cultural Conflict and Social Justice

One UT-level MATH elective

One 100- or 200-level Science elective

Semester 4 15 credits

ENGL 202	English Literature, 1744 – 1900

Two 200-level HIST electives

One 200-level PHIL elective

One 100-level Social Science elective

Note: A minimum cumulative GPA of 2.0 is required to successfully complete the Associate Arts Degree with Modern Classics concentration.

PSYCHOLOGY CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

Psychology is the scientific study of mind and behaviour. Psychologists attempt to determine causes for behaviour and try to find answers by exploring biological and environmental influences. Some psychologists perform research in laboratories while others work in social organizations, but both are attempting to find solutions to real world problems. As well, many psychology graduates use their education to embark on careers in law, health care, criminology, business, and education.

Psychology Requirement:

PSYC 101	Introduction to Psychology I
PSYC 102	Introduction to Psychology II
PSYC 201	Statistics for the Social Sciences
PSYC 202	Research Methods in Psychology

Note 1: Advanced Placement 12 cannot be used to satisfy the PSYC 101 & 102 requirement.

Note 2: MATH 104 or MATH 157 cannot be used to satisfy the PSYC 201 requirement

One of:

PSYC 207	Introduction to Abnormal Behaviour
PSYC 209	Introduction to Biological Psychology
PSYC 210	Introduction to Cognitive Psychology

3 additional credits of 200-level PSYC

English requirement

ENGL 103 Composition and Style

3 additional credits 100-level UT English

Science requirement

3 credits of UT BIO, CHEM, physical GEOG, or PHYS with a minimum of a 2 hour/week laboratory component

Biology 103 or 104 are recommended for Humanities and Social Science students

3 additional credits of UT BIO, CHEM, CSC, GEOG, MATH, or PHYS with or without a laboratory component

Note: PSYC 201 satisfies the Math requirement for the Associate of Arts

Humanities requirement

6 credits in Humanities, in addition to the 6 credits of required ENGL courses

Social Sciences requirement

6 credits in Social Sciences

The following courses may be of particular interest to Psychology students:

ANTH 206	Medical Anthropology
CRIM 102	Psychology of Criminal and Deviant Behaviour
KINS 127	Contemporary Health Issues
KINS 235	Sport and Exercise Psychology
SOC 206	Social Problems
WMST 101	Introduction to Women's Studies I
WMST 102	Introduction to Women's Studies II

Electives

9 additional UT credits in the Social Sciences or Humanities

9 additional UT credits in any area

Note 1: You must have at least 18 credits of 200-level courses in at least two different subjects.

Note 2: Students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts degree.

SOCIOLOGY CONCENTRATION (ASSOCIATE OF ARTS DEGREE)

Sociology is the study of societies and the way they shape people's attitudes, actions, identities, and institutions. Sociology helps us to make sense of the rapidly changing world in which we live. At the same time, it helps us to know ourselves in new and exciting ways. By studying sociology, you'll acquire an increased understanding of human interactions and the ability to interpret social events.

Sociology Requirement:

SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II
SOC 210	Sociological Theory
ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ANTH 101	Introduction to Socio-Cultural Anthropology
PHIL 102	Theory of Knowledge
PHIL 221	Social Philosophy
PHIL 235	Contemporary Ethical Issues
CRIM 220	Research Methods in Criminology

6 additional credits in Sociology at the 100- or 200-level

English requirement (6 credits)

ENGL 103	Composition and Style

3 additional credits 100-level UT English

Science requirement (9 credits)

BIO 103	Biology for Humanities and Social Science Students I
BIO 104	Biology for Humanities and Social Science Students II
MATH 104	Introduction to Statistics
or	
PSYC 201	Statistics for the Social Sciences

Electives (9 credits)

9 additional UT credits in any area

Note: students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts degree.

Visit our website or contact a CNC advisor to discuss your educational plan.

Rev. 180625

ASSOCIATE OF SCIENCE DEGREE

★ Full-time or

★ Part-time

Starts September and January (most courses)

Two years

Prince George

ASSOCIATE OF SCIENCE DEGREE GRADUATION REQUIREMENTS — SPECIFIC

1. 6 credits in first-year English; and
2. 6 credits in mathematics which shall include at least 3 credits in calculus; and
3. 36 credits in science, which shall include at least 3 credits in a laboratory science; and
4. 6 credits in arts, other than English (excluding mathematics and laboratory-based science courses); and
5. 6 credits in arts, science, or other areas.

Note 1: Students must have completed at least three semester credits in the semester the degree is awarded.

Note 2: Unassigned credits from other institutions for inclusion in the course work leading to the Associate of Sciences degree will be limited to 15 credits. The final decision for determining course area, level, and number of credit hours will be made by the Dean or senior academic administrator in the UT Science program area.

Note 3: Students are advised to consult with a CNC advisor in order to determine specific course requirements for entry to a particular university degree program.

Note 4: A laboratory science course is any course in the sciences list worth 3 credits or more and with a lab of at least 2 hours, but excluding any course in applied science (engineering) or computing science.

Rev. 170310

BIOLOGY CONCENTRATION (ASSOCIATE OF SCIENCE DEGREE)

Studying Biology prepares you for careers in the biological sciences, education, and health care. Our biology students can use the Associate of Science with a concentration in Biology as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other fields.

Biology Requirements:

BIO 107	Cellular and Organismal
BIO 120	Genetics, Evolution, and Ecology
BIO 201	Cell Structure
BIO 202	Introductory Biochemistry
BIO 215	Microbiology
BIO 220	Introductory Genetics
One of:	
CHEM111	Fundamentals of Chemistry I
or	
CHEM113	Introduction to Chemistry I
One of:	
CHEM112	Fundamentals of Chemistry II
or	
CHEM114	Introduction to Chemistry II
CHEM 203	Organic Chemistry I
CHEM 204	Organic Chemistry II
MATH 101	Calculus I
MATH 102	Calculus II
One of:	
PHYS101	Introductory Physics I
or	
PHYS105	General Physics I
One of:	
PHYS102	Introductory Physics II
or	
PHYS106	General Physics II

English requirement

ENGL 103 Composition and Style

3 additional credits 100-level UT English

Humanities & Social Science requirement

6 credits in Humanities or Social Sciences, in addition to the 6 credits of required English courses.

Electives

6 additional UT credits in any area.

Note: Students should speak with an Academic advisor to ensure their electives are eligible to count towards an Associate of Arts Degree.

DIPLOMAS

Full-time or

Part-time

Starts September and January (most courses); Kinesiology, September only

Two years

Prince George; individual courses may be available at other campuses

ADMISSION REQUIREMENTS

Topics covered include (not a complete list):

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/Academic Upgrading Advanced Certificate or
   - GED Certificate or
   - Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Note 4: You'll need to comply with the Prerequisites of the specific courses you select.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

IMPORTANT DATES

For the Prince George campus only; contact other campuses for their dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

CRIMINOLOGY DIPLOMA

Full-time or

Part-time

Starts September and January (most courses)

Two years

Prince George and Quesnel; individual courses may be available at other campuses

Graduates of the Criminology Diploma program are employed in nearly every aspect of the justice system. Work activities might include protecting the public, detecting and preventing crime, probation supervision, social advocacy, counselling or conducting research. Graduates may also continue their education in criminology, social work, psychology, law and related social and behavioural sciences.

ADMISSION REQUIREMENTS

(see also program-specific requirements)

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/Academic Upgrading Advanced Certificate or
   - GED Certificate or
   - Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 4: You'll need to comply with the prerequisites of the specific courses you select.

Additional program-specific admission requirements

1. Math 11 or Math 045 or equivalent will be required for second year.
2. Students graduating from Grade 12 in 2014 will require Foundations of Math 11 or Pre-Calculus 11 or Math 045 or equivalent that's required for second year.

PROGRAM OUTLINE

Semester 1	September – December
ENGL 103	Composition and Style
CRIM 101	Introduction to Criminology
CRIM 103	Introduction to the Criminal Justice System
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I

Semester 2	January – April
CRIM 102	Psychology of Criminal and Deviant Behaviour
CRIM 106	Sociological Explanations of Crime and Deviance
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II
One of	
PSCI 100	Introduction to Politics and Government
PSCI 131	The Administration of Justice

Semester 3	September – December
CRIM 135	Introduction to Canadian Law and Legal Institutions
PSYC 201	Statistics for the Social Sciences
One of:	
CRIM 201	Policing in Modern Society
CRIM 241	Introduction to Corrections

Plus two electives — see below

Semester 4	January – April
CRIM 220	Research Methods in Criminology
CRIM 230	Criminal Law
One of:	
PHIL 101	Moral Philosophy
PHIL 102	Theory of Knowledge
PHIL 110	Logic 1: Propositional Logic
PHIL 220	Political Philosophy

Plus two electives — see below

Electives

During the third and fourth semesters, you must choose electives as follows:

- One CNC university level-course that transfers directly to SFU (3 credits total). You are limited to these subjects: anthropology, commerce, computer science, economics, English, geography, history, math, philosophy, political science, psychology, sociology, and women's studies.
- Any three CNC university-level courses (any subject) that transfer directly to SFU (9 credits total).

Preparing for joint majors at SFU

CNC can prepare you to pursue joint majors at SFU in Criminology/Women's Studies, Criminology/Psychology, and Criminology/Sociology. If you need help planning your schedule, please see a CNC advisor.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Aboriginal Studies Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

KINESIOLOGY DIPLOMA

***Note:** Students starting in January complete in 2.5 years

Full-time or

Part-time

Starts September

Two years

Prince George; individual courses may be available at other campuses

Kinesiology is the study of all aspects of human movement. The Kinesiology Diploma program offers a wide variety of first and second year courses that transfer into a Kinesiology degree-granting institution. Courses include anatomy and physiology, physical fitness and health, growth and development, biomechanics and injury management, and coaching and sport administration. Students are interested in the fitness industry, rehabilitation, and teaching physical education.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent
2. English 12 or equivalent or English 12 First Peoples or equivalent

Note 1: Foundations of Math 11 or Math 045 is a prerequisite for KINS 120.

Note 2: It is strongly recommended that high school students take Physics 11 and Pre-Calculus Math 11.

PROGRAM OUTLINE

KINS 100	Introduction and Principles of Personal Health and Wellness
KINS 110	Introduction to Sport Administration
KINS 120	Biomechanics
KINS 124	Principles of Physical Fitness
KINS 128	Contemporary Health Issues
KINS 132	Human Functional Anatomy
KINS 232	Human Applied Physiology
KINS 235	Sport and Exercise Psychology
KINS 245	Injury Management and Prevention
KINS 260	Nutrition for Health
KINS 276	Exercise Physiology
KINS 291	Work Experience in Kinesiology
ENGL 103	Composition and Style

Plus 24 credits of university transfer (UT) electives – 9 Credits must be KIN courses.

Options for KINS courses:

KINS 121	Leisure and Sport in Society
KINS 150	Pedagogy and Coaching
KINS 221	Physical Growth and Motor Development
KINS 226	Human Motor Behaviour
KINS 273	Research Methods in Kinesiology

Note 1: PSYC 101 is recommended as a UT elective in first year.

Note 2: ENGL 104 is recommended as a UT elective if students are interested in transferring to an institution requiring 6 credits in English.

Note 3: Students are responsible for selecting their electives in a way that ensures congruence with their university of choice. For help selecting courses, please contact the CNC academic advising department.

For students seeking the Kinesiology Diploma with the Business Specialization:

This specialization is intended for students interested in working in the fitness industry as a personal trainer and/or as a fitness leader.

12 credits of required business courses (as part of the 24 credits of UT electives):

COM 100	Fundamentals of Business
COM 204	Financial Accounting
MKT 152	Principles of Marketing
MGT 154	Applied Human Relations

Graduation Requirement:

Students must have a minimum 2.0 GPA in courses used to receive diploma.

Credentials

Upon completion of the required courses, students will graduate from CNC with a Kinesiology Diploma, including the following industry certifications:

- Canadian Society for Exercise Physiology (CSEP) – Certified Personal Trainer (CPT) (with additional weekend seminar and exam)
- National Coaching Certification Program (NCCP) – Introduction to Competition Part A
- National Coaching Certification Program (NCCP) – Introduction to Competition Part B
- Run-Jump-Throw Certification (credit in NCCP in Athletics) or equivalent certification

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Aboriginal Studies Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

WEB AND GRAPHIC DESIGN DIPLOMA

***Note:** Students starting in January complete in 2.5 years

Full-time

Part-time

Starts September and January

Two years (full-time)

Prince George

Learn visual and online communication strategies, digital art and interactive media, web design, typography, project management and creative problem solving while you prepare promotional materials to promote yourself and other businesses. Our two-year program offers a creative learning environment that spans multiple disciplines yet still gives you the opportunity to specialize in a chosen field. Courses can be taken individually for professional development or in sequence leading to a citation, certificate or diploma.

ADMISSION REQUIREMENTS

One of the following:

- Successful completion of Grade 12 with English 12 or English 12: First Peoples
- Successful completion of ABE/Academic Upgrading Advanced Certificate (with English 050 or equivalent).
- Mature student status (please consult a CNC advisor) plus completion of an English assessment administered by the college and upgrading in English if required.

Note: Basic computer skills are required. You will be required to use a mouse and keyboard or alternative means to interact with the operating system and software programs.

PROGRAM OUTLINE

ENGL 103	Composition and Style
FINE 107	Digital Art and Media
ENG 229	Professional Business and Technical Communication
MGT 150	Introduction to Entrepreneurship
WEGD 121	Introduction to Design Thinking
WEGD 131	Introduction to Visual Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design
WEGD 151	Basics of Typography
WEGD 211	Applied Skills Lab I
WEGD 212	Applied Skills Lab II
WEGD 299	Professional Internship

Plus 12 credits of UT/Business/WEGD electives

In addition to the above courses, students will specialize in either a web or design stream:

Web Stream is for students wishing to develop skills further in web design and digital media production and is suitable for those looking to specialize in web design and interactive media production.

WEGD 231	Introduction to Interactive Digital Media Production
WEGD 232	Interactive Digital Media Production
WEGD 241	Advanced Web Design Concepts
WEGD 242	Digital Media Showcase

Design Stream is for students wanting to further their skills in Visual Design disciplines like Graphic Design and Illustration and is suitable for students on a career path or students wanting to continue towards a Bachelor's Degree at a degree-granting institution.

WEGD 221	Graphic Design for Sustainability
WEGD 222	Visual Showcase
WEGD 251	Drawing for Story
WEGD 252	3D Design and Rapid Prototyping

Courses by semester with suggested electives

Semester 1

ENG 103	Composition and Style
FINE 107	Digital Art and Media
WEGD 121	Introduction to Design Thinking
WEGD 141	Introduction to Web Design

Plus one UT or business elective. Recommended electives are:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
FINE 101	Art History I
FINE 103	Drawing I
FINE 109	Colour Theory
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 152	Principles of Marketing

Semester 2

ENG 229	Professional Business and Technical Communication
WEGD 131	Introduction to Visual Communication
WEGD 142	Intermediate Web Design
WEGD 151	Basics of Typography

Plus one UT or business elective. Recommended electives are:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
FINE 102	Art History II
FINE 104	Drawing II
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 152	Principles of Marketing

Semester 3

Courses for Web stream:

WEGD 231	Introduction to Interactive Digital Media Production
WEGD 241	Advanced Web Design Concepts

Courses for Design stream:

WEGD 221	Graphic Design for Sustainability
WEGD 251	Drawing for Story

Plus courses for both streams:

MGT 150	Introduction to Entrepreneurship
WEGD 211	Applied Skills Lab I

Plus one UT or business elective. Recommended electives are:

ANTH 210	Anthropological Perspectives on "Pop"ular Culture
ENGL 106	Film Studies
ENGL 205	Creative Writing I
FINE 101	Art History I
FINE 109	Colour Theory
FINE 103	Drawing I
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 285	Internet Marketing

Semester 4

Courses for Web stream:

WEGD 232	Interactive Digital Media Production
WEGD 242	Digital Media Showcase

Courses for Design stream:

WEGD 252	3D Design and Rapid Prototyping
WEGD 222	Visual Showcase

Plus courses for both streams:

WEGD 212	Applied Skills Lab II
WEGD 299	Professional Internship

Plus one UT or business elective. Recommended electives are:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
ENGL 206	Creative Writing II
FINE 104	Drawing II (Prerequisite: FINE 103)
FINE 105	Painting (Prerequisite: FINE 109)
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 285	Internet Marketing

For your electives, CNC offers a wide variety of courses in Aboriginal Studies, Anthropology, Business, English and Fine Arts that will complement your Web and Graphic Design credential. Students may also take additional second-year WEGD courses to satisfy this requirement. Please consult with CNC Academic Advising to choose the most appropriate electives for you.

Recommended list of UT or Business electives are:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
ENGL 205	Creative Writing I
ENGL 206	Creative Writing II
FINE 101	Art History I
FINE 102	Art History II
FINE 103	Drawing I
FINE 104	Drawing II
FINE 105	Painting
FINE 109	Colour Theory
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 152	Principles of Marketing
MKT 285	Internet Marketing

Course completion

Courses labelled WEGD must be completed no more than 5 years prior to the date of graduation in order to count toward the Web and Graphic Design Citation, Certificate or Diploma. All other courses must be completed in no more than 10 years. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Students must earn a "C" grade or higher in classes before they can be applied towards any WEGD credential. Students must earn a minimum "C" grade in all non-elective courses to count towards any WEGD credential.

The diploma incorporates 12 credits of electives. Students wishing to focus on both web and design can take both second year streams in lieu of the 12 credits of electives. Please note that taking both web and design streams will require a minimum of five semesters.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

WOMEN'S STUDIES AND GENDER RELATIONS DIPLOMA

Note: This program is currently under review. Please consult with a CNC academic advisor.

The Women's Studies and Gender Relations Diploma prepares you for a variety of career options within fields of feminist practice.

PROGRAM OUTLINE

Year One

Semester 1	September – December
WMST 101	Introduction to Women's Studies I
ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
One of:	
ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 103	Composition and Style
ENGL 104	Introduction to Literature and Composition
ENGL 107	Literature and Composition: First Nations Literature

Semester 2	January – April
WMST 102	Introduction to Women's Studies II
MATH 104	Introduction to Statistics
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II

One English course from the choices listed for Semester 1

Year Two

Semester 3	September – December
ENGL 217	Gender, Sexuality, and Literature I: Focus on Literary Theory
PSYC 205	Developmental Psychology I
SOC 230	Critical Perspectives on Contemporary Families

Two UT electives

Semester 4	January – April
ENGL 218	Gender, Sexuality, and Literature II: Focus on Contemporary Literature
PSYC 206	Developmental Psychology II
SOC 220	Women in Society

Two UT electives

Rev. 170310

CERTIFICATES

Full-time or

Part-time

Starts September and January (most courses); Engineering starts September only

One year

Prince George

ADMISSION REQUIREMENTS

(see also program-specific requirements)

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/Academic Upgrading Advanced Certificate or
   - GED Certificate or
   - Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is recommended that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

ABORIGINAL STUDIES CERTIFICATE

Full-time or

Part-time

September, January and May

One year

Burns Lake, Ft. St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

Note: Students starting in January or May may not be able to complete in two semesters

Aboriginal Studies (ABST) offers you a chance to better understand the cultures, traditions, history, and contemporary concerns of Aboriginal peoples in Canada, and especially in the CNC region. The Aboriginal Studies certificate is a starting point for careers in private, non-profit, and government sectors, and especially for employment by Aboriginal organizations and communities. You can also completely ladder the one-year certificate into the two-year Associate Degree.

ADMISSION REQUIREMENTS

You'll need the following:

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or equivalent

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first English course.

Note 3: Students applying for admission to MATH 101, CSC 109, Phys 101 or Chem 111 who obtained a "C+" or less in Foundations of Math 12 (interim grade) or Math 050 must first register in MATH 100.

Note 4: You will need to comply with the prerequisites of specific courses you select.

PROGRAM OUTLINE

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ABST 150	Conversational Carrier
ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ENGL 103	Composition and Style
ENGL 107	Literature and Composition: First Nations Literature
HIST 103	History of Canada to 1867
HIST 104	History of Canada since 1867
Electives	Any 100- or 200-level UT courses

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Aboriginal Studies Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

ENGINEERING (APPLIED SCIENCE) CERTIFICATE

★ Full-time or
★ Part-time
September
One year
Prince George

The Applied Science Certificate recognizes successful completion of the first year of Engineering. As an engineer, you'll be a creative problem-solver, applying your skills to make significant contributions. Careers include chemical engineer, mechanical engineer, civic/structural engineer, environmental engineer, and computer engineer.

ADMISSION REQUIREMENTS

(see also program-specific requirements)

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/Academic Upgrading Advanced Certificate or
   - GED Certificate or
   - Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is recommended that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Additional program-specific admission requirements

1. Chemistry 12 or CHEM 050
2. Principles of Math 12 or Pre-calculus 12 or Math 050 or MATH 100 or equivalent
3. Physics 12 or PHYS 050

Note 4: Students applying for admission to MATH 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in MATH 100.

PROGRAM OUTLINE

APSC 100	Introduction to Engineering
APSC 120	Engineering Drawing
CHEM 111	Fundamentals of Chemistry I
CHEM 112	Fundamentals of Chemistry II
CSC 109	Computing Science I
ENGL 103	Composition and Style
MATH 101	Calculus I
MATH 102	Calculus II
MATH 204	Linear Algebra
PHYS 101	Introductory Physics I
PHYS 102	Introductory Physics II
PHYS 204	Mechanics I — Statics

Elective 3 credits

Note 1: Students transferring to UVic are not required to take the above 3 credits of electives; however, they must take CSC 110 while at CNC and must take ENGR 020 while at UVic.

Note 2: Students transferring to UBC–O may be required to complete additional courses. Students are advised to contact a UBC–O advisor prior to beginning the program.

Transferability

- UBC — Students who successfully complete this program with a GPA as outlined by the current UBC engineering transfer policy are eligible for second-year engineering at UBC if they complete their program at one institution in one year, i.e., September to April. (Note that this does not guarantee your specialization choice at UBC). Since GPA is subject to change every year, prospective students should check UBC engineering transfer policy. Students who do not complete their program in one year (September to April), at one institution, are not eligible for the admission guarantee as stated above and will be evaluated as transfer applicants."
- Other institutions — Individual courses also transfer to SFU, UNBC, TRU, and other institutions in BC and Alberta. Students can also transfer to the following programs (with one or two course substitutions):
- UNBC/UBC: Joint Environmental Engineering program
- University of Calgary

Note: Please contact the institution you wish to attend to ensure transferability.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Engineering (Applied Science) Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

FINE ARTS CERTIFICATE

Full-time or
Part-time
September and January
One year
Prince George

This intensive one-year certificate can lead to careers in the visual arts. Taught by professional artists and educators, this program fosters individual development in creative thinking, problem solving, technical skills, and management for the business side of your career — copyright, contracts, commissions, and more.

ADMISSION REQUIREMENTS

(see also program-specific requirements)

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/Academic Upgrading Advanced Certificate or
   - GED Certificate or
   - Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is recommended that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Additional program-specific admission requirements

Please note the program admits a maximum of 20 students.

1. Applicants who submit a qualifying portfolio before the deadline will receive priority admission to the program; however, applications will be accepted until the program is full or classes begin. Portfolios must consist of at least 10 and no more than 20 examples in several of the following: paintings, drawings, carvings, sculptures, crafts, digital art, photography, sketchbooks, videos or other types of art. (Please see "Portfolio guidelines" below).

2. Submission of a typed personal statement (500 – 700 words) explaining why you want to enter the program.

Note: Students who do not meet the general academic requirements above may be admitted to selected studio courses based on evaluation of their portfolios and personal statements. Such students must immediately start the English requirements for the program. After successfully completing English 12 or English 12: First Peoples or English 045 or equivalent, students can enter the certificate program.

PROGRAM OUTLINE

Semester 1	September – December
ENGL 103	Composition and Style
FINE 101	Art History I
FINE 103	Drawing I (Studio)
FINE 108	Making a Living as an Artist
FINE 109	Colour Theory (Studio)
Semester 2	**January – April**
FINE 102	Art History II
FINE 104	Drawing II (Studio)
FINE 105	Painting (Studio)
FINE 106	First Nations Art, Design, and Technology (Studio)
FINE 107	Introduction to Digital Arts and Media

Note: Qualified university transfer students are eligible to enrol in FINE 101, 102, 103 and 104 without being admitted to the Fine Arts program. However, in the case of FINE 103, 104 and 106 students admitted to the Fine Arts program will receive priority registration.

Transfer

You are guaranteed transfer directly into second year Fine Arts at Emily Carr University of Art + Design when you earn a 3.0 (or higher) grade point average. You can also apply for second-year status in a number of post-secondary visual art programs (see www.bccat.ca for details).

Portfolio guidelines

1. Portfolios must be either mailed or brought to the College by April 30. They can be dropped off at the Office of the Registrar during regular office hours.

2. All artworks in the portfolio must be clearly labeled with the artist's name, a unique identifying number, the date created, and the date submitted. CDs or USB drives must also be labelled with the title of the work.

3. The portfolio should include a list of all pieces submitted, including dimensions and materials used; for example: "Item #6, sculpture, mixed media, 2 x 3 m."

4. If pieces are larger than 20" x 26", or are three-dimensional or fragile, send good-quality photographs or slides rather than the original pieces.

5. If digital work is submitted via CD-ROM, USB drive or website URL, include information about the software and file format. Include an image list with each work labelled with its file name or its location on the website.

6. Artworks must be produced, drawn, designed or photographed by the applicant, unless the work was part of a collaboration with others. If applicants submit work that was part of a collaboration, they must clearly indicate what part they played in the process.

7. If mailing a portfolio from outside Canada, applicants should Note on the outside of the package: "Temporary Entry" and "Goods are to be Returned." To avoid customs brokerage fees, the work should also be Noted as having "No commercial value."

8. Applicants are responsible for all postage and shipping costs, including return postage/shipping. Portfolios must

include a self-addressed return label and sufficient postage, in Canadian funds, for return mail. Portfolios will not be returned COD.

9. Applicants should insure their pieces. CNC is not responsible for anything lost or damaged in shipping or storage. CNC takes every precaution to ensure that portfolios are handled carefully but does not accept responsibility for loss of, or damage to, materials submitted.

10. Portfolios may be picked up from Office of the Registrar after the second week of June (during regular office hours).

11. Applicants are encouraged to use and explore a variety of media and images; however animation, manga, or cartoon images often fall under the realm of Illustration and therefore should not make up more than 20% of the images in the applicant's portfolio.

Selection process

1. Portfolios are reviewed by a Fine Arts program committee and will be assessed on the basis of skill, design, and creativity. Portfolio evaluations are valid for four years.

2. In the event that the program is oversubscribed, the following selection process will be used:
   a) Student portfolio: 7 points
   b) Geographic location (awarded to students who are residents of northern, rural, and remote areas): 2 points
   c) Typed personal statement: 1 point

For January entry into the program, applicants will be admitted on a "first qualified, first accepted" basis.

Fine Arts part-time study

The Fine Arts program is pleased to offer a limited number of seats for part-time study. Students wishing to take longer than two semesters may do so, but all courses must be completed in a maximum of ten years to be eligible for the certificate. Students applying for part-time study must do so before each academic year to be considered for the program. Students entering part-time study must meet all of the admission requirements outlined above.

If there are more people interested in part-time study than seats available, a special selection process will give priority to those persons who have already started the program.

Selection process for part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection process:

1. Students who have successfully completed a FINE course in the previous academic year will receive first priority. They will be ranked in order of portfolio grade.

2. Second priority is given to students who have completed a FINE course within the previous three academic years. They will be ranked in order of portfolio grade.

3. Third priority is given to new part-time applicants. They will be ranked in order of portfolio grade.

4. In the event of a tie, decisions in the three categories above will be considered in the part-time selection process.

Only those courses which are a part of the FINE certificate program will be considered in the part-time selection process.

When all of the above processes are exhausted, the final selection will be done randomly.

Portfolios are reviewed by a Fine Arts program committee and will be assessed on the basis of skill, design, and creativity. Portfolio evaluations are valid for four years.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Fine Arts Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Emily Carr University of Art + Design Transfer Agreement

1. Transfer to the Bachelor of Fine Art (Visual Art + General Fine Art)
   a) Students who complete the Certificate in Fine Arts at CNC with a cumulative grade point average of 3.00 will be automatically accepted into year 2 of the Bachelor of Fine Art (Visual Art or General Fine Art major) degree program at Emily Carr.
   b) Students with a cumulative grade point average between 2.00 and 2.99 will be considered for admission to year 2 of the BFA on the basis of their academic standing and a portfolio review.

2. Transfer to the BFA (Photography); the Bachelor of Design (Communication Design and Industrial Design) and the Bachelor of Media Arts (Animation and Film, Video + Integrated Media): Students who complete the Certificate in Fine Arts at CNC with an average of 2.00 or higher will be considered for admission to the above noted programs on the basis of their academic standing and a portfolio review.

3. Credit assignment and deficiencies: Based on the CNC Certificate program, students will receive a total of 30 credits of transfer which is the equivalent credits in the Emily Carr first (Foundation) year. Students will receive 18 credits (block transfer) of first year studio; 6 credits of first year Art History; 3 credits of first year English; and 3 open studio elective credits to be assigned to second year. Students will be deficient 3 credits of first year English (University Transfer). In such cases students will be required to make up the first year English credits either prior to admission or in their second year at Emily Carr.

Students transferring to Emily Carr with the Diploma in Fine Arts will receive 30

credits toward the Foundation Year and 15 credits toward second year, as described above. For clarification of the transfer process, please consult with CNC Academic Advising. Consultation with Emily Carr is also recommended.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

WEB AND GRAPHIC DESIGN: CITATION AND CERTIFICATE

Full-time or

Part-time

Starts September and January

One year (citation/certificate)

Prince George

Learn visual and online communication strategies, digital art and interactive media, web design, typography, project management and creative problem solving while you prepare promotional materials to promote yourself and other businesses. Use programs like Photoshop, Illustrator, Dreamweaver and Premiere Pro along with other Adobe Creative Cloud software. Courses can be taken individually for professional development or in sequence leading to a citation, certificate or diploma.

ADMISSION REQUIREMENTS

One of the following:

- Successful completion of Grade 12 with English 12 or English 12: First Peoples
- Successful completion of ABE/Academic Upgrading Advanced Certificate (with English 050 or equivalent).
- Mature student status (please consult a CNC advisor) plus completion of an English assessment administered by the college and upgrading in English if required.

Note: Basic computer skills are required. You will be required to use a mouse and keyboard or alternative means to interact with the operating system and software programs.

PROGRAM OUTLINES

Citation

WEGD 121	Introduction to Design Thinking
WEGD 131	Introduction to Visual Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design

Certificate

ENGL 103	Composition and Style
FINE 107	Digital Art and Media
ENG 229	Professional Business and Technical Communication
WEGD 121	Introduction to Design Thinking
WEGD 131	Introduction to Visual Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design
WEGD 151	Basics of Typography

Plus 6.0 credits of UT/Business/WEGD electives

Courses by semester with suggested electives

Semester 1

ENG 103	Composition and Style
FINE 107	Digital Art and Media
WEGD 121	Introduction to Design Thinking
WEGD 141	Introduction to Web Design

Plus one UT, business or WEGD elective. Recommended electives are:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
FINE 101	Art History I
FINE 103	Drawing I
FINE 109	Colour Theory
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 152	Principles of Marketing

Semester 2

ENG 229	Professional Business and Technical Communication
WEGD 131	Introduction to Visual Communication
WEGD 142	Intermediate Web Design
WEGD 151	Basics of Typography

Plus one UT or business elective. Recommended electives are:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
FINE 102	Art History II
FINE 104	Drawing II
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
MKT 152	Principles of Marketing

For your electives, CNC offers a wide variety of courses in Aboriginal Studies, Anthropology, Business, English and Fine Arts that will complement your Web and Graphic Design credential. Students may also take additional second-year WEGD courses to satisfy this requirement. Please consult with CNC Academic Advising to choose the most appropriate electives for you.

Recommended Electives:

ABST 111	Métis Studies: Art and Material Culture
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
CSC 105	Introduction to Computers and Programming
ENGL 106	Film Studies
FINE 101	Art History I
FINE 102	Art History II
FINE 103	Drawing I
FINE 104	Drawing II
FINE 109	Colour Theory
FINE 150	Fundamentals of Digital

	Photography—Exploring the Digital Photography Workflow
MKT 152	Principles of Marketing

Course completion

Courses labelled WEGD must be completed no more than 5 years prior to the date of graduation in order to count toward the Web and Graphic Design Citation, Certificate or Diploma. All other courses must be completed in no more than 10 years. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Students must earn a "C" grade or higher in classes before they can be applied towards any WEGD credential. Students must earn a minimum "C" grade in all non-elective courses to count towards any WEGD credential.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

Rev. 171205

ACADEMIC PATHWAYS

FLEXIBLE PRE-MAJORS

From bctransferguide.ca/fpm:

A Flexible Pre-Major (FPM) refers to first- and second-year courses that students are required to complete in order to be admitted to a major at the third year level.

An FPM is a set of flexible requirements:

- deliverable by the sending institution and acceptable to the receiving institution; and
- deemed to fulfill the lower level requirements for the major.

With FPM agreements in place across many institutions, you can plan your first- and second-year courses and leave open multiple options for transferring into various BC institutions for entrance into the major at the third-year level. If you plan to attend a particular university and end up not doing so, completion of the FPM for the chosen major will allow you to complete your major at another participating institution.

For more information, visit www.bctransferguide.ca/fpm

ANTHROPOLOGY FLEXIBLE PRE-MAJOR

You'll need to have at least five anthropology courses as outlined below, plus electives for a total of 60 credits.

Required courses:

ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ANTH 225	Introduction to Human Prehistory
ANTH 215	Qualitative Methods

Plus at least one of these courses:

ANTH 206	Medical Anthropology
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
ANTH 220	Anthropology of Cross-Cultural Conflict and Social Justice
ANTH 230	Gender and Culture

Your choice of other electives (up to a total 60 credits) will depend on the area of specialization in anthropology.

Note 1: You must consult with a CNC advisor to choose the appropriate courses for a Flexible Pre-Major that will fit with the requirements for the post-secondary institution in which you intend to complete your studies.

Note 2: Completion of the Anthropology Flexible Pre-Major at CNC does not guarantee your acceptance into other institutions' programs with an anthropology major.

Note 3: You'll still have to meet other requirements of programs at other institutions, such as English and science credits.

For more information, visit bctransferguide.ca/fpm/anthropology

ENGLISH FLEXIBLE PRE-MAJOR

The English Flexible Pre-major consists of 18 credit hours from first and second-year English courses. The 18 hours must include:

- At least 9 credits from second-year courses;
- At least one second-year historical survey course (3 credit hours); and,
- Two other second-year English Literature courses (6 credit hours), which could include more survey courses
- One creative writing course (3 credit hours) and one academic writing course (3 credit hours) can also be counted towards the 18 credit hours of the FPM.

Students are advised that completion of the English Flexible Pre-Major does not guarantee acceptance into degree programs with an English major. Acceptance depends on students obtaining a competitive GPA and meeting any other admission requirements specified by the receiving institution.

CNC's Flexible Pre-Major English courses are listed at www.bctransferguide.ca/fpm/english

PSYCHOLOGY FLEXIBLE PRE-MAJOR

The Psychology Flexible Pre-Major consists of the following courses (usually totalling 18 lower-level credits):

Required courses:

PSYC 101:	Introduction to Psychology I
PSYC 102:	Introduction to Psychology II
PSYC 201:	Statistics for Social Sciences
PSYC 202:	Research Methods in Psychology

Plus at least two of these courses:

PSYC 204:	Social Psychology
PSYC 207:	Introduction to Abnormal Behaviour
PSYC 209:	Introduction to Biological Psychology
PSYC 210:	Introduction to Cognitive Psychology
PSYC 215:	Developmental Psychology

Students are advised that completion of the Psychology Flexible Pre-Major does not guarantee acceptance into Bachelor of Arts degree programs with a Psychology major. Acceptance depends on students obtaining a competitive GPA and/or meeting any other admission requirements specified by the receiving institution.

Courses applicable to the Psychology Flexible Pre-major at participating Post-Secondary Institutions.

Note: At the time of writing, transfer credit agreements have not been established between all institutions and all courses in this table. Students considering completing the Psychology Flexible Pre-major for transfer purposes are strongly advised to check the BC Transfer Guide, or consult with an academic advisor to verify the transferability of specific courses between their institutions and the institution they plan

to transfer to.

SOCIOLOGY FLEXIBLE PRE-MAJOR

For the sociology program, students need to complete a minimum of five courses; four required courses and at least one sociology elective course at the second year level.

Required courses:

SOC 101:	Intro to Sociology Part I
SOC 102:	Intro to Sociology Part II
SOC 210:	Sociological Theory
CRIM 220:	Research Methods in Criminology

Electives: (Choose at least one)

SOC 203:	Canadian Society I: Identities and Ideologies
SOC 204:	Canadian Society II: Race and Ethnic Relations
SOC 206:	Social Problems
SOC 225:	Men and Masculinities: Identities and Intersections of Manhood
SOC 240:	Sociology of the Body

Note 1: Please note that students are responsible for meeting the breadth, admissions and GPA requirements of the transfer university as just completing these courses is not enough to ensure acceptance to the transfer university.

Note 2: Students who are thinking of transferring to a university to finish their education are encouraged to work with an academic Advisor.

Visit www.bctransferguide.ca/fpm for more information about flexible pre-majors.

PRE-PROFESSIONAL PROGRAMS

Start your degree at CNC — take university classes at college. You'll save money and get the benefits of smaller class sizes and instructors who are involved and easy to access. You'll see the difference in your GPA.

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical science
- Rehabilitation science
- Veterinary medicine

For more information and to plan your educational pathway, contact CNC Academic Advising.

Rev. 170310

ACADEMIC AREAS

★ Full-time or

☆ Part-time

Starts September and January (most courses)

Individual university classes

Prince George; individual courses available at some regional campuses

Some course sections available online

ADMISSION

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/Academic Upgrading Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Note 1: To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.

Note 2: You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).

Note 3: The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

Note 4: Students applying for admission to MATH 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in MATH 100.

WHAT WILL YOU STUDY?

For help selecting the courses that meet your personal goals, contact CNC Academic Advising.

For information on transferability, visit www.bctransferguide.ca, talk to a CNC advisor, or contact the university you plan to attend after CNC.

See individual course descriptions for these academic areas.

ABORIGINAL STUDIES

See Associate Arts Degree with Aboriginal Studies concentration on page 107 and Aboriginal Studies Certificate on page 120.

ANTHROPOLOGY

Anthropology is the study of humans, both past and present. It draws on and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. There are four main subfields: Physical/Biological, Linguistic, Socio-cultural, and Archaeology.

BIOLOGY

CNC offers first- and second-year university-level biology courses that prepare you for careers in biological sciences, education and health care. Our biology students can use our courses as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other programs. Students can also apply our courses towards the completion of a bachelor's degree.

CHEMISTRY

A chemistry education gives you flexibility to move in numerous career directions. Some possibilities include applied research and product development, environmental assessment and protection, chemical engineering, forensic science, medicine, dentistry, pharmacy, pharmacology, oil and gas, mining and metallurgy, pulp and paper, and education.

Even though your major may not be chemistry, there are other occupations in which having a strong chemistry background is beneficial: forestry, nursing, dental hygiene, medical lab technician, environmental technician, and more.

Is your chemistry a bit rusty? CNC offers CHEM 113/114, designed for students who have not taken Chemistry 12 or feel less comfortable taking CHEM 111/112. These full-credit courses are recognized by all major universities in BC and serve as a prerequisite for second-year chemistry courses. They also have to fulfill first-year chemistry requirements for medical, dental, and pharmacy programs.

COMMERCE

A commerce education gives you a range of vital management and administrative skills. After completing a degree, possible job titles include manager, economist, business analyst, and accountant. See Associate Arts Degree with Commerce concentration on page 108.

COMPUTER SCIENCE

If you're interested in any of the following, computer science may be for you: artificial intelligence and robotics, computer graphics, computer hardware and architecture, data communications and networks, databases, operating systems, programming languages, and software engineering.

CRIMINOLOGY

See Criminology Diploma on page 113.

ECONOMICS

Because economic issues are important in almost every field, an economics background gives you skills that are widely valued.

Many employers are interested in the skills which economics majors tend to possess. These include

- Gathering and analyzing data
- Writing technical reports and essays
- Critical thinking and quantitative analysis
- Recognizing and analyzing human behaviour in relation to work, production, distribution and consumption

ENGINEERING

See Engineering (Applied Science) Certificate on page 121.

ENGLISH

University Transfer English is the study of critical thought, creativity, literary theory and analysis, research methods, and effective communication – applied skills that are essential to academic success and highly coveted by employers. See Associate Arts Degree with English concentration on page 108 and English Flexible Pre-Major on page 127.

FINE ARTS

See Fine Arts Certificate on page 122.

FRENCH

The ability to speak French increases your employability, particularly with the federal government, and broadens your cultural perspectives. Many university degrees require the study of a language other than English.

GEOGRAPHY

Modern geography studies all aspects of the physical and human landscape and the interactions between them. Geography uses a holistic approach to understand the complex problems being faced on planet Earth today. Students study geography for many reasons: they may be pursuing an associate degree or bachelor's degree, fulfilling course requirements for programs such as forestry or education, or they may simply be curious about the world in which they live.

HISTORY

Studies in history will show you how life in the present is often connected to the past. A good understanding of history also sheds light for a safe and secure future. With a degree in history, you can find employment in a broad range of career fields related to your own interests and aptitudes: economic development, planning, conservation and tourism, recreation, municipal departments, provincial and federal government ministries, private sector companies, and teaching.

KINESIOLOGY

See Kinesiology Diploma on page 115.

LEADERSHIP

Leadership is a lifestyle. Leadership skills will impact every area of your life. Explore the possibilities and open up your world with CNC's leadership courses. You will be provided with the tools, strategies, concepts and experiential contexts to help build your leadership capabilities. Begin by learning to master self-leadership. Make a difference through exploring the five practices of exemplary leaders. See Applied Leadership Certificate on page 9.

MATHEMATICS

Mathematics is the detailed study of number, space, form and function. It emerged relatively early on in human affairs, and it has played a major role in the development of human intellectual thought. College-level courses in mathematics are required for continued study in many post-secondary programs including the natural, applied and health sciences. An associate degree in mathematics or a closely related discipline can lead to an interesting, challenging and stable career in either government or private industry in such areas as statistics, actuarial science, computer science, engineering, technology, economics, business, management and medicine.

PHILOSOPHY

Philosophy is the use of reason to inquire into matters of fundamental principle and ultimate concern. It will help perfect your thinking and critical analysis skills, which will give you the required edge both in higher education and in your future career. Graduates in philosophy have been successful in the following fields: law, teaching, health professions, government, communications, information technology, ministry, social work, and business.

PHYSICS

Physics is the most fundamental natural science, and physicists want to really understand how the world works, in every detail and at the deepest level. This includes everything from elementary particles to the universe itself, and everything in between. A course in physics can be the beginning of a career in science or an important building block for another profession.

PSYCHOLOGY

Psychology is the scientific study of mind and behaviour. Psychologists attempt to determine causes for behaviour and try to find answers by exploring biological and environmental influences. Some psychologists perform research in laboratories while others work in social organizations, but both are attempting to find solutions to real-world problems. As well, many psychology graduates use their education to embark on careers in law, health care, criminology, business and education.

SOCIOLOGY

Sociology is the study of societies and the ways they shape people's attitudes, actions, identities, interactions, and institutions. Sociology helps us to make sense of the rapidly changing world in which we live. At the same time, it helps us to know ourselves in new and exciting ways. By studying sociology, you'll acquire an increased understanding of human interactions and the ability to interpret social events.

WEB AND GRAPHIC DESIGN

See Web and Graphic Design Diploma on page 116 and Web and Graphic Design Citation and Certificate on page 125.

WOMEN'S STUDIES AND GENDER RELATIONS

See Women's Studies and Gender Relations Diploma on page 118.

Rev. 180427

UPGRADING AND ACCESS

Each year, hundreds of CNC students take Academic Upgrading courses. We have small classes, supportive instructors, and a friendly atmosphere. Students can earn their B.C. Adult Graduation Diploma or upgrade their high school classes to successfully enrol in CNC programs.

The Access Program helps students to attain their prerequisites for any one of eight CNC programs, and gives students additional skills to enhance their future success.

International students are attracted to CNC's English as a Second Language program. This program, which is amongst the best English language institutes in Canada, successfully prepares students for entrance into college or university programs.

CNC's Job Education and Training (JET) and Techniques for Access, Reaching Goals, and Employment Training (TARGET) provide people with learning and developmental disabilities, respectively, the skills they need to attain entry-level employment.

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ACADEMIC UPGRADING (ADULT BASIC EDUCATION)

(formerly College and Career Preparation)

Full-time or

Part-time

Starts September and January (Burns Lake, Mackenzie, Prince George and Quesnel); dates may differ for other campuses

Available at most CNC campuses (including Southside)

You can use Academic Upgrading courses as prerequisites to other college courses, or to obtain Adult Basic Education (ABE) certificates — Fundamental, Intermediate, or Advanced. You can also use them to gain a BC Adult Graduation Diploma (formerly known as an Adult Dogwood).

ADMISSION REQUIREMENTS

To enter the Academic Upgrading program, you must be at least 18 years old.

To enrol in Academic Upgrading courses, you can

- Bring a high school transcript for review. The transcript assists with evaluating what course prerequisites you already have and determines your education plan. You can make an appointment with a CNC advisor or regional Academic Upgrading contact person to discuss your options.

Or

- If you do not have the course prerequisites, you are required to take the Academic Upgrading placement assessment. This allows you to be placed at the appropriate course level and assists with determining your educational plan. To get an application form for the Academic Upgrading program and to sign up for the placement, contact CNC Office of the Registrar, or a regional Academic Upgrading contact person.

Or

- You may have other options if you do not meet the Academic Upgrading admission requirement. We encourage you to meet with a CNC advisor or regional Academic Upgrading contact person.

Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact the Financial Aid and Awards office at 250-561-5838.

What you'll study

Using the results of your assessment as a guide, an instructor will help you choose courses from the list below.

Fundamental level

COMP 020	Basic Computer Studies
ENGL 020	Fundamental Preparatory English
MATH 028	Fundamental Preparatory Mathematics
MATH 029	Basic Preparatory Mathematics

Intermediate level (roughly equivalent to Grade 10)

COMP 030	Intermediate Computer Studies
ENGL 030	Intermediate Preparatory English
MATH 030	Intermediate Algebraic Mathematics

Advanced level (roughly equivalent to Grade 11)

CHEM 045	Advanced Preparatory Chemistry
COMP 045	Advanced Computer Studies
ENGL 045	Advanced Preparatory English
MATH 041	Trades Math I
MATH 042	Trades Math II
MATH 044	Advanced Developmental Mathematics
MATH 045	Advanced Algebraic Mathematics
PHYS 045	Advanced Preparatory Physics

Provincial level (roughly equivalent to Grade 12)

BIO 050	Provincial Preparatory Biology
CHEM 050	Provincial Preparatory Chemistry
ENGL 050	Provincial Preparatory English
ENGL 051	Provincial Preparatory English: First Peoples
MATH 050	Provincial Preparatory Algebraic Mathematics
PHYS 050	Provincial Preparatory Physics

Class formats

Classes are available in two formats: Instructor Led and Self Paced.

Instructor Led: The instructor leads the students through the material each day. All students start on the same day, work through the course material together, and finish the course at the same time.

Self Paced: The instructor is there to help, but each student must be prepared to work independently. All students start on the same day. Individual students may be studying different levels of courses. Students who are self-disciplined and work well with printed instructions will be successful in this environment.

NOTE: At the Prince George campus, only math classes are self paced.

Academic Upgrading course repeat policy

A student who has received two consecutive final letter grades of "F" in the same Academic Upgrading course can only enrol in that same course for a third consecutive time with permission from an advisor or the dean/principal. However, the student may enrol in the same course again after a one-semester break.

IMPORTANT DATES

Prince George campus only; contact other campuses for specific dates.

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

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ACCESS PROGRAM

(Academic Upgrading)

Full-time or

Part-time

Starts September

Four to eight months (full-time)

Prince George

The pre-program access packages give you all the prerequisites needed for entrance into the program you want, plus some additional skills to enhance your future success. Completion of the package gives you a seamless transition into your desired program, improves your study skills and academic readiness, and, for some programs, may give you guaranteed admission and/or advanced standing.

Each pre-program access package is tailored specifically to its particular program. Packages are available for the following programs:

- Business
- Early Childhood Care and Learning
- Engineering (Applied Science)
- Medical Laboratory Technologist
- Medical Radiography Technologist
- Natural Resource and Environmental Technology
- Practical Nursing
- Social Services Worker
- Web and Graphic Design

ADMISSION REQUIREMENTS

To enter the Academic Upgrading program, you must be at least 18 years old or have successfully completed grade 12.

In order to be accepted into the Access Program, students must have all prerequisites for the courses in the desired Access Program. (In some cases, students will take the prerequisite for a second semester course in the first semester of the Access Program).

Note: If there are more Access students than reserved seats for a program, seats will be awarded based on highest GPAs among the Access students for that program.

Guidelines

- Students must complete 100% of the courses in the access program package. However, only 60% of these courses must be completed in the academic year preceding entrance to the desired program, unless a different timeline is required by the desired program.
- In the absence of a required minimum grade by the desired program, a "C" grade will be considered the minimum grade for successful completion of all courses in this Access Program.
- Students applying to programs as Access students must successfully complete the Access courses and meet the regular entrance requirements for the desired program.
- Sixty percent of the Access Program courses must come from CNC.

PRE-BUSINESS

Fall or Spring semester

CUE 101	College and University Experience
Either:	
ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 045	Advanced Algebraic Math
At least one of:	
ACC 151	Accounting I
CIS 165	Business Information Systems
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Guaranteed admission: Pre-Business students will be granted admission after successfully completing the above courses.

Advanced Standing: Students will receive credit for one of the following: ACC 151, CIS 165, MGT 154 or MKT 152

PRE-EARLY CHILDHOOD CARE AND LEARNING

Option 1

Fall semester

CUE 101	College and University Experience
ECCL 172	Health and Wellness
Either:	
ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples

Spring semester

ENGL 103	Composition and Style
ECCL 156	Care and Guidance (with permission of instructor)
ECCL 175	Families

Option 2 (for students without ENGL 045 or equivalent)

Fall semester

CUE 101	College and University Experience
ENGL 045	Advanced Preparatory English

Spring semester

Either:	
ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
ECCL 156	Care and Guidance (with permission of instructor)
ECCL 175	Families

Guaranteed admission: 2 seats.

Advanced Standing: ECCL 155, ECCL 175 (and ECCL 172 if taking Option One)

PRE-ENGINEERING (APPLIED SCIENCE)

Spring semester

CHEM 050	Provincial Level Chemistry
PHYS 050	Provincial Level Physics
MATH 050	Provincial Level Mathematics

Note: English 12 or equivalent must be successfully completed.

Guaranteed admission: 4 seats

PRE-MEDICAL LABORATORY TECHNOLOGY

Fall semester

CUE 101	College and University Experience

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 050	Provincial Preparatory Math

Spring semester

BIO 050	Provincial Level Biology
CHEM 050	Provincial Level Chemistry
MEDT 100	Medical Terminology Course

Option 2 (for students without MATH 045 and/or CHEM 045 or equivalent)

Fall semester

CUE 101	College and University Experience
CHEM 045	Advanced Level Chemistry

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 045	Algebraic Math

Spring semester

BIO 050	Provincial Level Biology
CHEM 050	Provincial Level Chemistry
MATH 050	Provincial Preparatory Math
MEDT 100	Medical Terminology Course

Guaranteed admission: 4 seats

Advanced standing: MLTS 101

PRE-MEDICAL RADIOGRAPHY TECHNOLOGY

Option 1

Fall semester

CUE 101	College and University Experience

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 050	Provincial Preparatory Math

Spring semester

BIO 050	Provincial Level Biology
MEDT 100	Medical Terminology Course
PHYS 050	Provincial Level Physics

Option 2 (for students without MATH 045 and/or PHYS 045 or equivalent)

Fall semester

CUE 101	College and University Experience

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 045	Algebraic Math
PHYS 045	Advanced Level Physics

Spring semester

BIOL 050	Provincial Level Biology
MATH 050	Provincial Preparatory Math
MEDT 100	Medical Terminology Course
PHYS 050	Provincial Level Physics

Note: It is strongly recommended that students attend the Medical Radiography Information Session

Guaranteed admission: 2 seats

PRE-NATURAL RESOURCES AND FOREST TECHNOLOGY

Fall semester

CUE 101	College and University Experience

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 045	Advanced Algebraic Math

Spring semester

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
MATH 050	Provincial Preparatory Math (optional)

Students with a "C" or higher in MATH 050 will be exempted from taking MATH 195.

At least one of:

BIO 045	Advanced Preparatory Biology
CHEM 045	Advanced Preparatory Chemistry
PHYS 045	Advanced Preparatory Physics

Guaranteed admission: 4 seats

Advanced standing: ABST 100 and ENGL 103

PRE-PRACTICAL NURSE

Fall semester

BIO 050	Provincial Preparatory Biology

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
MATH 045	Advanced Algebraic Math

Spring semester

BIO 111	Human Anatomy and Physiology I (optional)
BIO 130	Anatomy and Physiology for Practical Nurses
CUE 101	College and University Experience
MEDT 100	Medical Terminology Course

Guaranteed admission: 4 seats

PRE-SOCIAL SERVICES WORKER

Fall semester

CUE 101	College and University Experience

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
SSWK 171	Introduction to Social Service Practice

Spring semester

ENGL 103	Composition and Style
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 271	Health and Wellness Self-Care Lab

Guaranteed admission: 3 seats

Advanced standing: SSWK 171, ENGL 103, SSWK 271, SSWK 151 (and CUE 101 - for students entering SSKW UT or SSWK AUT Diplomas).

Note: CUE 101 cannot be used in SSWK Applied Diploma.

PRE-WEB AND GRAPHIC DESIGN

Fall semester

CUE 101	College and University Experience

Either:

ENGL 050	Provincial Preparatory English
or ENGL 051	Provincial Preparatory English: First Peoples
FINE 101	Art History I (with permission to take with ENGL 050 or ENGL 051 as a co-requisite)

Spring semester

ENGL 103	Composition and Style
FINE 102	Art History II

Plus one of the following courses:

ABST 111	Métis Studies II—Art and Material Culture
FINE 150	Fundamentals of Digital Photography—Exploring the Digital Photography Workflow
ENGL 106	Film Studies

Guaranteed admission: 5 seats

Advanced standing: FINE 101, ENGL 103, FINE 102, CUE 101 and one of ABST 111, FINE 150 or ENGL 106

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ADVENTURE SEEKERS PROGRAM

Part-time

September and January

8 months

Prince George

What is Adventure Seekers?

Adventure Seekers is continued learning for people with disabilities. The program covers topics of relevance and interest to the participants with a focus on global travel, current events, arts and computer technology. Courses and delivery will be modified to suit individual capabilities and interests.

Through individual and group learning, the goal of Adventure Seekers is to

- Increase and maintain the functional literacy of each student
- Support individual growth
- Increase College and community participation

Who can join the Adventure Seekers Program?

This program is designed for young adults aged 18–30 who have a severe to moderate developmental disability, have completed their secondary education and have a strong interest in learning. It is expected that they will require a support worker; the provision of the support worker is the participant's responsibility.

For more information

For more information on the application process, registration, dates, etc, please contact Community and Continuing Education at 250-561-5846 or email adventureseekers@cnc.bc.ca

Rev. 170310

BC ADULT GRADUATION DIPLOMA

Full-time or

Part-time

Ongoing start dates

Duration varies

Burns Lake, Mackenzie, Prince George, Quesnel, and Southside

GET YOUR HIGH SCHOOL DIPLOMA

Would you like to complete your high school graduation diploma at a community college? If you answered "Yes," you're ready to start working towards your BC Adult Graduation Diploma.

There are several ways to get your BC Adult Graduation Diploma:

- Taking college courses in an adult environment
- Taking courses at a high school
- Taking courses through distance learning
- Combining courses and credits from both high school and college

ADMISSION REQUIREMENTS

To obtain your BC Adult Graduation Diploma, you must be at least 18 years of age or over, and you must take at least three of the courses leading towards graduation as an adult.

To get started, contact your local CNC campus to arrange an assessment of your needs. Be sure to bring school transcripts to your appointment.

GRADUATION REQUIREMENTS

To get your BC Adult Graduation Diploma, you must complete either 20 credits in the secondary school system, or five courses in the post-secondary (college) system, or a combination of the two.

Many college-level courses meet the requirements for the diploma. For example, a college-level business communications course meets the language arts requirement for the diploma; or, if you complete CNC's Applied Business Technology (ABT) Program, you'll have all the courses required for the diploma.

BC school system Secondary qualifying courses
Language Arts 12 (4 credits)
Mathematics 11 or 12 (4 credits)
Three Grade 12 Ministry–authorized courses (12 credits)
Total: 20 credits
Academic Upgrading (ABE) program: Qualifying courses
Provincial level English or higher (1 course)
Advanced or provincial level or higher mathematics (1 course)
Three additional courses at the provincial level or higher
Total: 5 courses

Rev. 170310

ESL (ENGLISH AS A SECOND LANGUAGE)

★ Full-time or

☆ Part-time

Starts September, January, and May

15-week semester

Prince George

More than 30 years' experience in teaching ESL has placed the College of New Caledonia amongst the best English language institutes in Canada. Study with highly qualified teachers in a pure English environment, and watch your English improve rapidly in our multicultural classrooms.

ADMISSION REQUIREMENTS

1. You must be at least 17 years of age and turn 18 during the first semester at CNC.
2. To ensure you enter the program at the appropriate level, you must complete a placement test before admission. ESL instructors will also interview you before program placement.
3. International students will be required to submit high school documentation as part of the application process.

Note: TOEFL/IELTS is not required for admission to ESL.

Grading scale

ESL uses the grading scale for majority of programs at CNC.

Note: In the ESL program, you need 76% to pass.

ESL level progression

Level 1 — Fundamental ESL

Main focus: vocabulary building, pronunciation, and conversation. Reading and writing are also taught.

↓

Level 2 — Intermediate ESL

Core courses include grammar, listening and speaking, reading, and writing.

↓

Level 3 — Advanced ESL

Core courses include listening and speaking, reading, writing, and grammar.

Plus one university course

↓

Level 4 — English for academic purposes

Core courses include college level writing, reading, listening, and speaking.

Plus two university courses

↓

University, business or career technical programs

No TOEFL/IELTS is required after completing English for academic purposes.

Complete ESL and progress to college or university programs without TOEFL or other testing.

PROGRAM OUTLINE

Fundamental Level

ESL 060	Beginner Level ESL

Intermediate Level

ESL 070	Intermediate Grammar
ESL 071	Intermediate Listening and Speaking
ESL 072	Intermediate Writing
ESL 073	Intermediate Reading

Advanced Level

ESL 090	Advanced Grammar
ESL 091	Advanced Listening and Speaking
ESL 092	Advanced Writing
ESL 093	Advanced Reading

English for Academic Purposes (EAP)

ESL 095	EAP: Listening and Speaking
ESL 096	EAP: Writing and Grammar
ESL 097	EAP: Reading

Elective course

ESL 086	IELTS Preparation Course

Note: While in the ESL program, students in the Advanced level may take one non-language intensive University Studies (UT) course (maximum of 3 credits). At the EAP level, students may take a maximum of two non-language intensive UT courses (maximum of 6 credits). The cost of these UT courses are included in the ESL tuition fees for International students.

The UT courses open to students in ESL are limited to only some designated non-language intensive courses.

After you complete the EAP level, you can take university-level English courses (you must meet course requirements before registering).

ESL COURSE REPEAT POLICY

A student who has received two consecutive final letter grades of "F" in the same English as a Second Language course must apply to the educational administrator for special permission to take the course again.

This repeat policy begins September 2017. Any "F" grades prior to September 2017 will not be subject to this new policy.

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

Spring term

- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019

Intersession

- May 6 - August, 16 2019

Rev. 180625

FOCUS EMPLOYMENT PROGRAM

Part-time

Ongoing registration

9 months

Burns Lake

How does the Focus Employment Program help students?

Students will

- Learn job readiness skills: how to be a good worker, job safety, and how to get along with co-workers and the boss
- Learn about anger management, stress management, time management, and life skills
- Improve reading, writing, and computer skills
- Improve communication abilities
- Gain supported work placement and practical job experience

Who can join the Focus Program?

- Adults over 21 years of age (people under this age may attend with the instructor's permission)
- Adults who had a difficult time in school
- Adults who believe their mother drank alcohol while pregnant with them, or who have been diagnosed with FASD
- Adults who wish to improve their personal and pre-employment skills

Financial aid

Funding supports may be available. Contact an advisor at Burns Lake campus for details.

Rev. 170310

JET (JOB EDUCATION AND TRAINING)

Starts September

Nine months

Prince George; Quesnel (September 2019)

ABOUT JET

Gain the skills you need to get a job. The JET program prepares people with learning difficulties for entry-level positions in competitive employment. Students' essential skills levels are assessed and developed through skill-building modules to prepare the student for the workplace. Our graduates are employed in entry-level positions in a variety of settings.

The program alternates classroom theory with job training placements provided by interested employers. Job training sites are arranged using the student's personal job plan. Local businesses provide specific job skills training for the position that the student has identified.

JET staff provide monitoring, adjust support, and help evaluate the students progress during the work placement. Students may have up to three job training sessions during the year.

PROGRAM OUTLINE-JET MODULES

Job Orientation: The Job Orientation module helps students develop personal goals for competitive employment. They examine their interests, attitudes, values, aptitudes and goals, then investigate the local labour market and develop a personal job plan.

Assertiveness and Interpersonal Skills for Employment: Students explore their personal level of assertiveness, familiarize themselves with assertiveness techniques, and develop skills to handle situations assertively. Important components of this course include strategies for stress management, conflict resolution, and building self-esteem.

Interview Skills: This module provides practical training in all phases of the job interview, including contacting employers, preparation for the interview, personal presentation during the interview, and follow-up with the employer. Each student refines their interview skills by participating in an interview circuit with community employers.

Job Maintenance: Job Maintenance helps students develop skills and strategies to function competitively on the job. The job-keeping strategies covered in the course will enhance personal performance. Students participate in a work placement.

Job Search: This module provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a work placement, or an active job search supported by JET staff.

ADMISSION REQUIREMENTS

Members of the JET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend the interview. Applications and interviews for the upcoming year take place from September to mid-May.

Financial Aid

Financial support may be available. Contact a Financial Aid Advisor for more details.

Questions?

Contact JET staff at 250-561-5836 or 1-800-371-8111, ext. 5397, or e-mail dauvinj@cnc.bc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Adventure Seekers
- TARGET

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018

Spring term

- January 7 – April 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625

TARGET

(Techniques for Access, Reaching Goals, and Employment Training)

Starts September

9 months

Prince George

ABOUT TARGET

The TARGET program introduces students with barriers to employment to the basic skills required for the world of work. The program combines classroom instruction with supported entry level work placements.

TARGET is designed for students who need the following:

- Support finding a job: the TARGET placement coordinator can help introduce the student to employers.
- Support with interviews: interview techniques are developed in the classroom, and then work placement interviews are completed with support from the TARGET placement coordinator.
- Modifications to the job (if needed) so they can carry out work-related tasks.
- Extra support to learn job skills: the TARGET placement coordinator can provide extra training.
- Problem-solving assistance that may be needed on the job.
- Support adjusting their non-work life and employment: Many people lose jobs because they have trouble fitting work into their lives.

ADMISSION REQUIREMENTS

TARGET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend this interview.

Financial Aid

Financial support may be available. Contact a Financial Aid Advisor for more details.

PROGRAM OUTLINE -TARGET COMPONENTS

Rev. 180625

Basic employment skills training:

Students learn skills and attitudes which will help them adjust to the demands of the workplace. Some of the areas covered include general work skills, relationships with supervisors and co-workers, safety in the workplace, work attitudes, and conflict resolution on the job.

Communications and interpersonal relations:

The component's focus is on helping students develop effective communication and interpersonal skills. Topics covered include conversation skills, assertiveness, work relationships, and problem-solving.

Success strategies for employment:

This component is designed to help students gain greater independence in the world of work. The strategies include time management, values and self-esteem, rights and responsibilities, goal setting, critical thinking strategies, resume writing, and interview techniques.

Work placements:

Students will participate in part-time work placements during designated program segments. Work placements give students opportunities to apply skills learned in the classroom to employment settings. Students will also have the opportunity to learn specific work skills. Both direct and indirect support will be provided to students while they are in placement.

Questions?

Contact TARGET staff at 250-561-5836 or 1-800-371-8111, ext. 5397, or e-mail dauvinj@cnc.bc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Adventure Seekers
- JET

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018

Spring term

- January 7 – April 23, 2019
- Reading break: February 19 – 22, 2019

COURSE DESCRIPTIONS

COURSE DESCRIPTION KEY

At least one section is offered online

Course # → **ENGL 219** **UT** ← University transfer course

Course title → **Contemporary Aboriginal Authors**

This course is a study of contemporary Aboriginal authors. Students study novels, plays, and poems that reflect the experiences of Aboriginal peoples in Canada from the 1940s to the present. Students consider regional/ personal concerns as well as the universal themes developed in the writings. As well, students compare the styles, themes, and subject matter of Aboriginal authors to other Canadian authors studied in Canadian literature classes.

Course(s) required prior to registering in this course → *Prerequisites:* One 100-level University Transfer (UT) English course

Credits → 3 CR / (3,0,0) ← **Hours per week** (direct instruction, supervised practice, practice education)

- **Course number:** A unique identifying name/number. You'll need to use this when registering.
- **Offered online:** At least one course section may be offered online (additional sections may be face-to-face instruction). Refer to the online Timetable for specific section and semester information.
- **Prerequisite:** A course you must take, or a credential you must have, before taking this course.

  Note: Students who have taken a prerequisite at the College of New Caledonia or another college or university must have a **minimum grade of "C"** in the prerequisite course, unless otherwise stated under the course description or within the program requirements.
- **Co-requisite:** A course you must take at the same time.
- **Credits:** You need a certain number of credits to graduate. One credit usually represents one hour per week of classroom lectures, and most courses provide three credit hours (three instruction hours per week). For full-time status, you normally need 10 or more credit hours each semester.
- **Hours:** The number in brackets shows the number of direct instruction, supervised practice, and practice education hours per week. Thus (3,2,0) indicates 3 hours of direct instruction and 2 hours of supervised practice and 0 hours of practice education. (Some courses listed in this section may list only total number of hours for the course.)

More examples

- (0,0,12.5) No direct instruction, no supervised practice, 12.5 hours of practice education per week
- (3,1,0) 3 hours of direct instruction per week, plus 1 hour of supervised practice, no practice education
- (5,0,0) 5 hours of direct instruction per week, no supervised practice or practice education

Note 1: Students who take courses which consist of all sections must achieve a passing grade for all sections in order to receive a passing grade in the course.

Note 2: Not all courses are offered each year. Please check with your local CNC campus — see contact numbers on the inside front cover.

Note 3: A list of Continuing Education courses is available in a separate calendar and also online.

COURSE PREFIX LISTED ALPHABETICALLY

Course code	Courses
ABST	Aboriginal Studies
ABT	Applied Business Technologies
ACC	Accounting
AECE	Aboriginal Early Childhood Education
ANTH	Anthropology
APSC	Applied Science
ASTR	Astronomy
AUTO	Automotive
BIO	Biology
BOOK	Bookkeeping
BUS	Business
CARP	Carpentry
CASS	Community and Child Support
CESS	
CHEM	Chemistry
CIS	Computer Information Systems
CNET	Computer Networking
CNST	Canadian Studies
COM	Commerce
COMP	Computer
CRIM	Criminology
CSC	Computer Science
CUE	College / University
CULA	Professional Cook
DENO	Introduction to Dental
DENT	Dental Assisting
DHYG	Dental Hygiene
ECCL	Early Childhood Care & Learning
ECON	Economics
EFAC	Environmental
ENGL	English
ESL	English as a Second Language
FASD	Fetal Alcohol Syndrome Disorder
FIN	Finance
FINE	Fine Arts
FOR	Forestry
FORS	Forestry UT
FREN	French
GEOG	Geography
HCAP	Health Care Assistant
HIST	History
HRPR	Human Resources
JET	Job Orientation
KINS	Kinesiology
LAW	Law
LEAD	Leadership
MATH	Mathematics
MDRT	Medical Device Reprocessing Technician
MEDT	Medical Terminology
MGT	Management
MINE	Mining
MINL	Mineral Processing
MKT	Marketing
MLTS	Medical Laboratory Technology Science
MOAS	Medical Office Assistant Associate
MRAD	Medical Radiography Technology
MVRE	Autobody
NCIT	Business Information
NRFT	Natural Resources Forest Technology
NRUA	Nursing Unit Clerk
NURS	Nursing
OASW	Outreach Advocacy and Support Worker
PDIT	Post-Diploma Information Technologies
PHIL	Philosophy
PHYS	Physics
PRAN	Practical Nurse
PSCI	Political Science
PSYC	Psychology
PWER	Power Engineering
SCI	Science
SERV	Service
SOC	Sociology
SONO	Sonography
SSWK	Social Service Worker
TRTC	Teacher Replacement Training Citation
THMG	Tourism and Hotel Management
WEGD	Web and Graphic Design
WELD	Welding
WMST	Women's Studies

ABST .....

ABST 100 UT

Yinka Dene Worldview: History and Traditions of the Carrier People

This course is based on the traditional knowledge holders of our communities who are versed in the traditional ways of knowing that is not written down in any text but passed down through oral traditions. The course provides students with an in-depth study of Yinka Dene culture language, spirituality, community, and social structures. Elders and topics will focus on the Yinka Dene of the north central interior of British Columbia. .
3 CR / (3,0,0)

ABST 101 UT

Aboriginal Peoples of Canada

This course focuses on the diversity and development of Aboriginal communities and organizations in Canada. Attention is placed on the nature of Aboriginal /Euro-Canadian interactions from contact to present day in order for students to understand contemporary perspectives and issues relevant to Aboriginal peoples.
Prerequisite: ABST 100
3 CR / (3,0,0)

ABST 110 UT

Métis Studies I

This course helps students explore and understand past and present Métis perspective in all areas of life with an eye toward fostering positive cross-cultural interaction between Métis and non-Métis individuals and communities.
3 CR / (3,0,0)

ABST 111 UT

Métis Studies II — Art and Material Culture

This course examines and explores aspects of Métis identity using an ethnographic approach toward the study of Métis art forms. Following Métis Studies I, Métis Studies II continues to rebuild the historiography of Métis people as revealed through Métis material culture. Hands-on reproduction of art and technology techniques (beadwork, caribou hair tufting, and finger weaving) combined with oral traditions and readings from the work of Métis scholars will provide the student with insight into the historical and contemporary socio-political identity of BC Métis communities. Students will consider ethical, economic, aesthetic, and functional implications, discussing protocol for appropriation (borrowing of style and technique), and reinterpretation.
3 CR / (3,0,0)

ABST 150 UT

Conversational Carrier

This course is designed for students who have no knowledge of the Carrier/Yinka Dene language. Participants are introduced to the Carrier language, spoken and written, with an emphasis on basic conversation and culturally important vocabulary and phrases. Through lecture and lab work, participants will have an understanding of basic level Carrier and be able to create simple sentences.
3 CR / (3,1.5,0)

ABST 201 UT

Residential School: History and Intergenerational Impacts

The course provides students with an in depth study of the issues and impacts of the residential school system on Aboriginal culture, language, spirituality, community and social structures. The historical context of the development of the Canadian government's policy with regard to the First Nations education will be examined. Students will also explore interventions that will assist individuals, families and communities addressing the results of traumas.
Prerequisite: ABST 100 or ABST 101
3 CR / (3,0,0)

ABST 202 UT

History of Aboriginal Education in Northern BC

The course provides students with an in-depth study of the issues and impacts of the school systems on Aboriginal peoples in Canada. Students will explore the effects of Euro-Canadian education systems on First Nations in the past century and today. They will learn about the many ways First Nations are working to recreate educational systems that reflect their values and world views as well as prepare young people for success in the larger Canadian context.
3 CR / (3,0,0)

ABST 220 UT

Indigenous Research Methods

This course provides an introduction into research methods used in and by Indigenous communities in the movement towards the decolonization of the western model of research. Aboriginal research frameworks and methodologies will be explored by examining some of the unique issues and principals involving ethical research in Indigenous communities. Students are provided an opportunity to prepare a small research project using the techniques learned in class.
Prerequisite: ABST 100 or ABST 101
3 CR / (3,0,0)

ABST 230 UT

Aboriginal Resource & Land-use Planning

Aboriginal communities across Canada are increasingly collaborating with or controlling resource development in their territories. This course examines theory and practices of traditional and contemporary resource and land use planning. In particular, this course examines the community led processes in pursuit of economic development as well as environmental management of lands and resources. This course develops student's research and writing skills as well as critical thinking and engages in critical debates on Canadian resource issues and inBritish Columbia specifically.
Prerequisite: 15 credits of university-level courework
3 CR / (3,0,0)

ABST 250 UT

Carrier Language & Grammar Level I

In this course, students are introduced to the Carrier language, spoken and written, including pronunciation, basic conversation, and culturally important vocabulary. Considerable emphasis is placed on the grammar so that the student will learn to produce and understand utterances beyond memorized rituals. The Carrier Linguistic Committee (CLC) writing system will be used.
Prerequisite: ABST 150
3 CR / (3,1,0)

ABST 252 UT

Carrier Language & Grammar Level II

Level II continues the introduction to the Carrier language, spoken and written. Considerable emphasis, as with Level I, is placed on the grammar, due to its great complexity and unfamiliarity. This level also introduces additional forms of the verb, complex sentences, as well as new vocabulary. A survey of differences among Carrier dialects is included.
Prerequisite: ABST 250
3 CR / (3,1,0)

ABT .....

Note: All ABT courses are restricted to students

in the ABT programs, including office administration and legal and medical courses.

ABTA 100

Financial Records

Provides a basic understanding of the accounting process for use in the business office. The student will practice the application of basic accounting principles in a manual format. Also the student will learn and practice addition, subtraction, multiplication and division and the use of the percent key using a standard business calculator. Common business applications will be covered as well as speed and accuracy drills.
2.5 CR/ (2.5,0,0)

ABTA 105

Business Communications I

This course introduces students to effective communication skills including listening, comprehending, and participating in oral communications. Students will develop a comprehensive business vocabulary, read rapidly and comprehend what is read. They will produce error-free communications by proofreading and editing while mastering the principles of grammar, punctuation, and style. Students will also learn the techniques for planning, organizing, and writing dynamic messages.
2.5 CR / (2,0.5,0)

ABTA 110

Human Relations I

This course helps students develop an understanding of human relations, self-esteem, teamwork skills, a customer-focused attitude, an organizational effectiveness plan, and interpersonal communication skills. All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course explores strategies and techniques to positively influence interpersonal relationships in a professional environment.
1 CR / (1,0,0)

ABTA 115

Office Procedures

This course introduces the student to a variety of office procedures including banking and financial management, planning meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements. This course will also provide students with basic training in file management to meet the entry-level file management needs of a business. Students will learn to manage administrative assistant responsibilities professionally and exhibit a positive and cooperative attitude. Students will use critical thinking skills to analyze their projects in order to produce work of acceptable business quality.
2 CR / (1,1,0)

ABTA 120

Word Processing Levels I, II, III

This course combines a beginner and/or refresher course in basic keyboarding skills with an introduction to the basic document formatting functions of a word processing software program. In addition, the course will cover intermediate and advanced functions of a word processing software program and advanced formatting techniques. Throughout the course, the student will continue to develop speed and accuracy in keyboarding skills.
4.5 CR / (0,4.5,0)

ABTA 125

Microcomputer Applications I

This course provides working-level computer literacy through extensive hands-on experience with microcomputer applications, as well as in-class discussions of typical uses. The experience provides the confidence to make a comfortable adjustment to whatever computer tools are available in the workplace.
2.5 CR / (0,2.5,0)

ABTA 150

Computerized Bookkeeping

In the field of accounting, employers require a sound understanding of accounting principles, as well as general computer literacy skills. In this course, the student will be taught to transfer manual bookkeeping skills to an automated accounting program. On completion of this course, the student can maintain a set of computerized books up to year-end.
1 CR / (1,0,0)

ABTA 155

Business Communications II

This course is a continuation of ABTA 105 Business Communications I. Emphasis will be placed on applying the techniques of planning and organizing to writing a variety of communications; for example, request letters, order letters, sales letters, memos, emails, etc. The application of oral communication skills to formal speeches and informal talks will form an important component of this course. In addition, job search skills such as designing a resume, writing a letter of application, and participating in effective interviews will be acquired.
Prerequisite: ABTA 105
2.5 CR / (0.5,2,0)

ABTA 160

Human Relations II

This course builds on the foundational skills explored in Human Relations I by further developing key concepts to enhance interpersonal relations in the workplace. Students will continue to explore generic competencies that are highly valued by organizations including verbal skills, teamwork, group problem-solving, cross-cultural and diversity awareness, self-motivation, business etiquette and ethical behaviour. Special attention is given to functional strategies for the workplace such as managing conflict, utilizing leadership skills and assisting the public as well as practical workplace knowledge such as management styles and differing organizational structures.
Prerequisite: ABTA 110
1 CR / (0,1,0)

ABTA 165

Office Simulations

Using information from various reference materials, the student will acquire and apply keyboarding, word processing and business knowledge and skills to simulate office environments. This course polishes administrative skills and provides realistic office experiences. Skills developed will include editing, proofreading composition, machine transcription, computational skills, etc. In addition, the student will gain experience working as part of a team.
Prerequisites: ABTA 100, ABTA 105, ABTA 110, ABTA 115, ABTA 120, ABTA 125
corequisites: ABTA 150, ABTA 155, ABTA 160, ABTA 170, ABTA 175
3 CR / (0,3,0)

ABTA 170

Desktop Publishing

This course will cover the process of blending and assembling text and graphic images to create professional-looking publications such as flyers, newsletters, brochures, and business forms. The learner will produce visually attractive printed material to enhance communications with others. Learning will include the use of desktop publishing and presentation graphics software.
Prerequisite: ABTA 120
2 CR / (0,2,0)

ABTA 175

Microcomputer Applications II

This advanced microcomputer applications course is designed to initially reinforce Windows environment features and to then provide the opportunity to learn the more advanced features of spreadsheet, database and word processing programs. The course also includes instruction in using the object linking and embedding features of these programs and provides practice in researching data on the Internet for production of and inclusion in documents.
Prerequisite: ABTA 125
2.5 CR / (0,2.5,0)

ABTA 180

Work Experience

As an integral part of the learning experience, practicum placement weaves together the various knowledge strands to which the learner has been exposed. The practicum deepens the learner's understanding of the classroom experience and is a bridge for the learner between the academic present and the professional future. The practicum is a three-way partnership between the college, the learner, and a host employer where practical experience is gained in an actual office environment.
Prerequisites: ABTA 100, ABTA 105, ABTA 110, ABTA 115, ABTA 120, ABTA 125
corequisites: ABTA 150, ABTA 155, ABTA 160, ABTA 165, ABTA 170, ABTA 175
3 CR / (0,3,0)

ABTC 050

Online Learner Success

This 15-hour course gives students a working knowledge of web resources, enabling them to be successful with online learning. This is course is required for the Office Assistant Certificate and Legal Administrative Assistant Certificate.
0 CR / (5,0,0)

ABTC 060

Computers and the Internet

This course provides a basic introduction to the Internet, computers, and an operating system. The student will gain knowledge of essential terms and concepts, file and disk management for Windows, and Internet browsing and searching.
Prerequisite: ABTC 050
2 CR / (5,0,0)

ABTC 065

Keyboarding I

This course gives you the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a minimum speed of 25 net words per minute.
Prerequisite: ABTC 050
2 CR / (5,0,0)

ABTC 066

Keyboarding II

This course gives you the skills to key accurately and proficiently. The course builds on your present keyboarding skills to assist you in reaching a minimum of 45 net words per minute on a five-minute timing.
Prerequisites: ABTC 050, ABTC 065
1 CR / (5,0,0)

ABTC 067

Databases

This course introduces you to data management. This course will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases. You will use various commands and features to create tables, queries, forms, and reports. You will enter data, work with calculations, extract information, and generate and print reports. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.
Prerequisites: ABTC 050, ABTC 060
2 CR / (5,0,0)

ABTC 068

Spreadsheets I

This course gives you a working knowledge of electronic spreadsheets. You will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.
Prerequisites: ABTC 050, ABTC 060, ABTC 080
2 CR / (5,0,0)

ABTC 069

Presentation Software

Using presentation software, you will apply appropriate design concepts to present data and information in a colourful and well organized format. You will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations.
Prerequisites: ABTC 050, ABTC 060
1 CR / (5,0,0)

ABTC 070

Word Processing I

This course enables you to use the basic functions of a word processing program, as well as to learn how to properly format documents such as letters and memorandum. Although you will be required to use a current word processing package to complete this course, many of the skills are generic and can be transferred to most word processing packages.
Prerequisites: ABTC 050, ABTC 065
2 CR / (5,0,0)

ABTC 071

Word Processing II

This course is a continuation of ABTC 070. The course will cover additional instruction and practice with letter styles, tables, charts, and reports, plus many advanced features of word processing software such as merging, macros, outlines, graphics, and styles.
Prerequisites: ABTC 050, ABTC 070
2 CR / (5,0,0)

ABTC 072

Spreadsheets II

This course gives you an advanced knowledge of electronic spreadsheets. You will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing custom spreadsheet applications. This course is a continuation of the material in ABTC 068.
Prerequisites: ABTC 050, ABTC 068, ABTC 080
2 CR / (5,0,0)

ABTC 075

Human Relations

This course concentrates on personal and professional development skills needed in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills,

client relations, teamwork, problem solving, and an understanding of business ethics.
Prerequisite: ABTC 050
1 CR / (5,0,0)

ABTC 080

Business Math and Calculator Skills

Strong math skills are a valuable tool in today's business environment. Math skills are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. This course examines current trends in office technology and teaches the touch method, explains common calculator features, and emphasizes business problem solving. Since communication skills are important in the business world, communication problems have been added to this course—these ask you to read, write, show, or draw explanations about new concepts.
Prerequisite: ABTC 050
1.5 CR / (5,0,0)

ABTC 081

Accounting I

This course gives you an introduction to manual accounting. The emphasis is on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship. ABTC 081 covers basic bookkeeping and accounting skills, including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a 10-column worksheet, producing period-end financial statements, closing temporary accounts, maintaining petty cash, and preparing bank reconciliations. This course provides a solid foundation for those wishing to further their accounting skills through computer accounting programs, payroll, or advanced accounting courses.
Prerequisites: ABTC 050, ABTC 080
2 CR / (5,0,0)

ABTC 082

Accounting II

ABTC 082 is an intermediate approach to manual accounting. This course is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts will be presented in the context of a merchandising business. You will study payroll concepts and principles, tax responsibilities, and annual reporting. Also, you will be introduced to specialized journals, combined journals, year-end procedures and worksheets, GST/PST, bad debts, and merchandise inventory. Financial statements are prepared in detail including a classified balance sheet, and an income statement with a cost of goods sold section.
Prerequisites: ABTC 050, ABTC 081
3 CR / (5,0,0)

ABTC 083

Computerized Accounting

This course introduces you to integrated computerized accounting. Upon completion, the student can establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, and payroll features; and create financial statements.
Prerequisites: ABTC 050, ABTC 081
2.5 CR / (5,0,0)

ABTC 085

Business English

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development. The course materials are presented in small, manageable learning segments. Why study business English? Employers continually report that job applicants with appropriate language skills are hard to find. This course is intended to help refine everyday language and make it effective for business purposes.
Prerequisite: ABTC 050
3 CR / (5,0,0)

ABTC 086

Business Communications

This course teaches you how to plan, organize, and write correct, effective, and reader-friendly business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports, and electronic messages. Each unit begins with a set of learning objectives. The assigned readings together with the reinforcement exercises are your principal learning activities. Additional materials and resources are available online.
Prerequisites: ABTC 050, ABTC 085
2 CR / (5,0,0)

ABTC 090

Administrative Procedures

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills, and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course you will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.
Prerequisites: ABTC 050, ABTC 070
1 CR / (5,0,0)

ABTC 091

Records Management

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills, and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.
Prerequisites: ABTC 050, ABTC 070
1 CR / (5,0,0)

ABTC 095

Job Search Techniques

This course helps you develop successful job search strategies for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumés, employment-related communications, application forms, portfolios, and interviews.
Prerequisites: ABTC 050, ABTC 070
1 CR / (5,0,0)

ABTH 070

Human Relations

This course helps students develop an understanding of human relations, good self-esteem, teamwork skills, a customer-focused attitude, an organizational effectiveness plan, and interpersonal communication skills. All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course explores strategies and techniques to positively influence an employee's performance in an office position.

1 CR / (2,0,0)

ABTL 010

Introduction to the Canadian Legal System

The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system.
Prerequisite: Program entrance
3 CR / (5,0,0)

ABTL 020

Legal Office Procedures

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Topics covered will include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, and citations and references to Acts.
Prerequisite: Program entrance
3 CR / (5,0,0)

ABTL 030

Litigation Procedures I

Litigation Procedures I introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures I will also introduce students to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. Because it is intended that the student progress on to Litigation Procedures II after taking Litigation I, this course deals with documents and procedures from the initiation of a lawsuit through to the completion of pleadings and the possibility of obtaining default judgment. It does not deal with preparation for trial, interlocutory applications, or procedures after trial, all of which are covered in ABTL 040.
Prerequisites or corequisites:
ABTL 010, ABTL 020
3 CR / (5,0,0)

ABTL 040

Litigation Procedures I

Litigation Procedures II builds on skills and knowledge from ABTL 030. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures II will continue the students' introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. As the second of two Litigation Procedures courses, this course deals with documents and procedures from the discovery process to preparation and attendance at trial and post-trial procedures including bills of costs and enforcement procedures. This course also deals with preparation for Chamber hearings. It does not deal with the initiation of lawsuits, drafting pleadings, or applying.
Prerequisite: ABTL 030
3 CR / (5,0,0)

ABTL 050

Family Litigation Procedures

Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.
Prerequisite: ABTL 030
Corequisite: ABTL 040
3 CR / (5,0,0)

ABTL 060

Corporate Procedures I

This course introduces the student to the roles and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through an extensive overview of the various forms of business organizations, this course will cover corporate structure including Sole Proprietorship, Partnership (General and Limited), Corporations (Private: Non-Reporting, and Public: Reporting) and Corporate Registry. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and apply practical experience in document preparation, necessary for maintaining records of a British Columbia corporation. The course covers incorporation procedures, post-corporate procedures, and annual maintenance also.
Prerequisites: ABTL 010 and ABTL 020
3 CR / (5,0,0)

ABTL 065

Corporate Procedures II

This course is a continuation of the material covered in ABTL 060 which introduced the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Co-operatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an Internet access to government services and information about BC companies).
Prerequisite: ABTL 060
3 CR / (5,0,0)

ABTL 070

Conveyancing Procedures I

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered will include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser's procedures for a simple conveyance not involving financing. After taking ABTL 070, students should progress on to ABTL 080 which will cover procedures for financed purchaser conveyances, vendor sales, and mortgage loans. ABTL 080 will also cover acting for a purchaser and a mortgagee at the same time, as well as documents involved in the sale and purchase of manufactured homes.
Prerequisites: ABTL 010 and ABTL 020
3 CR / (5,0,0)

ABTL 080

Conveyancing Procedures II

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. This course is a continuation from the material covered in ABTL 070. Students will gain knowledge and practical experience in topics such as methods to convey interests in land involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution

and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes.
Prerequisite: ABTL 070
3 CR / (5,0,0))

ABTL 090

Wills and Estates

This course introduces the student to the roles and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, transferring the deceased's assets, and winding up estates. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. This is a hands-on course in which the students integrate keyboard, computer, document formatting, and transcription skills, with knowledge of estate law.
Prerequisites: ABTL 010 and ABTL 020
3 CR / (5,0,0)

ABTM 010

Medical Administration Procedures

This course introduces the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing/records management procedures. Medical law and ethics are an integral part of the course.
Prerequisites: Admission to program and ABTC 050

ABTM 020

Medical Billing — Manual

This 30-hour course teaches the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers.
Prerequisites: Admission to program and ABTC 050

ABTM 025

Medical Billing — Computerized

This 30-hour course introduces the student to automated medical billing software and procedures for the province of British Columbia.
Prerequisite: ABTM 020

ABTM 030

Medical Terminology I

In this course, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems.
Prerequisites: Admission to program and ABTC 050

ABTM 035

Medical Terminology II — Related Anatomy and Physiology

This 90-hour course is a continuation of ABTM 030 and introduces anatomy and physiology related to the main systems of the body.
Prerequisite: ABTM 030

ABTM 036

Medical Transcription

This is an introductory course that familiarizes students with transcribing from oral dictation, medical documents with accurate content, applying correct formats, grammar, and punctuation. The course provides students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.
Prerequisite: ABTM 035

ABTM 037

Medical Terminology III — Pharmacology and Specialties

In this course, students complete a study of the construction of medical terms, including root words, suffixes and prefixes relating to pharmacology, and the specialties of oncology, radiology, nuclear medicine and psychiatry.
Prerequisite: ABTM 035

ABTM 040

Medical Clinical Procedures and Practices

This course enables the medical office assistant to perform basic clinical procedures and to complete a clinical skills assessment, including the use and management of medical equipment. The student learns to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities. The clinical skills assessment is completed on-site with a faculty member or with a qualified host organization.
Prerequisite: ABTM 010 and ABTM 035

ACC.....

ACC 151 BUS/UT

Accounting I

This course is a study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Students are taken through the accounting cycle. Topics include the balance sheet equation, journals, adjusting entries, financial statement preparation, and closing entries. Current and capital assets are studied in detail. Topics include cash, receivables, inventories, and acquisition, amortization, and disposal of capital assets.
3 CR / (4,0,0)

ACC 152 BUS/UT

Accounting II

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders' equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic spreadsheet software and computerized accounting software.
Prerequisite: ACC 151
3 CR / (3,1.5,0)

ACC 251 BUS/UT

Intermediate Accounting I

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The emphasis is on solving problems related to the preparation of financial statements. Specific financial statement elements covered are cash, accounts receivable, inventories, capital assets, and investments. The preparation of the Financial Statement is thoroughly reviewed.
Prerequisite: ACC 152 or COM 204
3 CR / (4,0,0)

ACC 252 BUS/UT

Intermediate Accounting II

An analysis of financial statement elements started in ACC 251 is concluded with coverage of current liabilities, long-term debt, and shareholder's equity. Special topics include leases, pensions, income tax, and financial statement analysis. The preparation of the Cash Flow Statement is thoroughly reviewed.
Prerequisite: ACC 251
3 CR / (4,0,0)

ACC 255 BUS/UT

Management Accounting I

This course is an introduction to managerial accounting. Emphasis is placed on cost for planning and control. Some of the topics include cost terms and classifications, job-order costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The computer lab component utilizes spreadsheet software.

Note: Students using COM 204 as a prerequisite must have spreadsheet experience.
Prerequisite: ACC 152 or COM 204
3 CR / (3,1.5,0)

ACC 256 BUS/UT

Management Accounting II

This course is a continuation of Management Accounting I. Some of the topics include variable costing, budgeting, standard costs, overhead analysis, transfer pricing, evaluating performance, relevant costs for decision making, and capital budgeting. The computer lab component utilizes spreadsheet software.
Prerequisite: ACC 255
3 CR / (3,1.5,0)

ACC 270 BUS/UT

Computerized Accounting

This course gives students a working knowledge of a commonly used accounting software program. Students gain a conceptual understanding of topics and applied skills in setting up a company's books and the full accounting cycle. Topics include general ledger set-up, special journals, subsidiary ledgers, credit transactions, sales taxes, payroll and source deductions, inventory, budgeting, and account reconciliations.
Prerequisite: ACC 152 or COM 204
3 CR / (1,2,0)

AECE.....

AECE 151

Prenatal, Infant, and Toddler Development

This course focuses on growth and development from conception through toddlerhood. Students who successfully complete this course will be able to apply knowledge of prenatal, infant, and toddler development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child-rearing practices regarding children aged birth to two are explored. Emphasis is placed on genetic and environmental factors that may influence the holistic development of the child. Foundational and contemporary research related to child development is covered.
Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

AECE 154

Guiding and Caring for Young Children

The course provides students with practical skills for use in early childhood education programs. Students create strategies and develop skills for showing care and guiding young children's behaviour. Both mainstream and traditional Aboriginal concepts of guidance are explored.
Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

AECE 156

Program Planning I

This course prepares students to evaluate and design early childhood education programs for developmentally appropriate practice and holistic child development within mainstream and Aboriginal contexts. Topics covered include learning through play, developmentally appropriate practice, anti-bias curriculum development, and creating early childhood education programs that support diversity and inclusion.
Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

AECE 157

Historical Perspectives in Early Childhood Education

This course prepares students to create quality ECE experiences and programs rooted in Aboriginal beliefs and foundational theories of child development. Topics covered include the history, foundations, and philosophies of contemporary and Aboriginal early childhood education programs as well as the contemporary and historical role of the teacher in Aboriginal communities.
Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

AECE 161

Preschool and School-aged Child Development

This course focuses on the growth and development of children aged three to eleven. Students who successfully complete this course will have the ability to apply knowledge of preschool and school-aged child development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child rearing practices regarding children aged three to 11 are explored. Issues related to the development of children aged three to 11 are discussed from the perspective of the Aboriginal community. Emphasis is placed on genetic and environmental factors that influence the holistic development of the child. Foundational and contemporary research related to child development is covered.
Prerequisite: Admission to the Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

AECE 164

Professional Interactions

This course provides an opportunity for students to develop skills related to active listening, reflection, self-challenge, and appropriate self-disclosure. Students will develop skills in showing appreciation for and enjoyment of others as well as being patient and professional. Students are expected to articulate their personal values and assess their own strengths and weaknesses as well as explore giving and receiving constructive criticism. In addition, setting personal limits, exploring growth and change, and developing skills in self-care are covered.
Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

AECE 166

Program Planning II

This course provides students with experience in evaluating and designing early childhood education programs to support the well-being and inclusion of young children. Emphasis is placed on observation-based planning. Students explore ways to create a supportive learning environment from both a mainstream and Aboriginal perspective.
Prerequisites: AECE 151, 154, 156; all with a "C" grade or higher
Prerequisite or Corequisite: AECE 161 with a "C" grade or higher
3 CR / (5,0,0)

AECE 167

Curriculum Development

This course focuses on developing, planning, and implementing activities for young children and building skills within the student to ensure the needs of individual children are being met. Students explore topics such as promoting creativity within an Aboriginal context, supporting

play in culturally sensitive programs, using appropriate dialogue, and developing group times that are inclusive of Aboriginal culture.
Prerequisites: AECE 151 and 156 with a "C" grade or higher
Prerequisite or Corequisite: AECE 161 with a "C" grade or higher
3 CR / (5,0,0)

AECE 170

Observing and Recording Children's Behaviour

This course encourages students to observe and record children's behaviour in order to evaluate children's developmental abilities and assess their needs. Students will discuss the relationship between the seven major areas of development and Aboriginal culture. This course provides students with the opportunity to use mainstream theories and traditional Aboriginal beliefs to evaluate the development of an individual child. Students will have the opportunity to use an unbiased and non-judgmental approach to observing and recording the development of young children.
Prerequisites: AECE 151, 161
4 CR / (5,0,0)

AECE 172

Health Safety and Nutrition

Students develop skills in creating healthy programs for young children. Strong emphasis is placed on the use of universal precautions, illness prevention, modeling healthy behaviours, and the inclusion of traditional Aboriginal foods in daily menus. Students gain basic understanding of nutrition and traditional Aboriginal medicine. The current and historical role of social service agencies in Aboriginal communities is explored and community resources for families and children are identified.
Prerequisite: Admission to the program
3 CR / (5,0,0)

AECE 175

Language and Literature in Early Childhood Education

Through the use of quality Aboriginal and Canadian literature, this course focuses on promoting the development of language and literacy in young children. Students develop skills in promoting language development, providing a literacy-rich environment for young children, and recognizing the role of culture and first language in language development.
Prerequisites: AECE 151, 161, and 167; all with a "C" grade or higher
3 CR / (5,0,0)

AECE 177

Working with Families

This course provides an opportunity for students to develop effective culturally inclusive skills for use in working with children and families. Students will explore the importance of valuing the diverse nature of families and promoting family involvement in early childhood education programs. The United Nations Convention on the Rights of the Child will be discussed.
Prerequisite: Admission to the program
3 CR / (5,0,0)

AECE 190

Practicum I

This is an introductory practicum to the work of being an early childhood educator. Emphasis is placed upon gaining the skills needed to become a competent early childhood education assistant while under the direction of a qualified supervisor. Students are provided the opportunity to apply their recent learning to the daily practice of working in an early childhood education setting. Students are expected to take a hands-on approach to working with and caring for children in their placement setting. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where students will reflect upon their practicum experience.
Prerequisites: AECE 151, 154, 156, and 157; all with a "C" grade or higher
4 CR / (9,0,120)

AECE 191

Practicum II

This is an intermediate-level practicum. Students are expected to progressively take on more responsibility in the second practicum. Emphasis is placed on demonstrating respect, acceptance, an attitude of inclusion, and professionalism. Students will supervise small and large groups of children and apply developmentally appropriate guidance to children's behaviours while under the direction of a qualified supervisor. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where students will reflect upon their practicum experience.
Prerequisites: AECE 161, 164, 166, 190; all with a "C" grade or higher
Prerequisite or Corequisite: AECE 167 with a "C" grade or higher
4 CR / (9,0,120)

AECE 192

Practicum III

This is the final practicum for the Aboriginal Early Childhood Education program. Students are expected to progressively take on more responsibility in the third practicum. This practicum provides the students with experience in applying theory to practice. Students take on the role of the early childhood educator while having the direction and support of a sponsor teacher. This course includes 200 hours in a practicum setting plus 12 hours of practicum seminar where students will reflect upon their practicum experience.
Prerequisites: AECE 170, 175, 177, 190, 191; all with a "C" grade or higher
Prerequisite or Corequisite: AECE 172 with a "C" grade or higher
6 CR / (12,0,200)

ANTH .....

ANTH 101 UT

Introduction to Socio-Cultural Anthropology

Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies.
3 CR / (3,0,0)

ANTH 102 UT

Introduction to Physical Anthropology and Archaeology

This course provides a broad introduction to two of anthropology's sub-fields — physical anthropology and archaeology with a focus on how these sub-fields work together. During this course you will examine topics such as the anthropological perspective; fieldwork and research methods; evolutionary theory; living primates; hominid evolution; archaic and modern Homo sapiens; human variation; and the origins of food production, settled life, and cities. Examples will be drawn from different cultures to explore these topics.
3 CR / (3,0,0)

ANTH 206 UT

Medical Anthropology

Medical anthropology considers the cultural and social aspects of the body, health, and sickness within a cross-cultural perspective. The course provides an overview of the anthropological perspective on health and disease, including an overview of theoretical perspectives. Topics include the causations of illness, the differing roles of health practitioners, the cultural construction of mental illness, and the globalization of health disparities. The course draws on examples from a variety of cultures to highlight and explore cultural constructions of illness.
Prerequisite: ANTH 101
3 CR / (3,0,0)

ANTH 210 UT

Anthropological Perspectives on "Pop"ular Culture

The course will provide analytical and theoretical tools for the study of contemporary cultural phenomena using anthropological methods. Popular culture (film, television, music, Internet, etc.) in modern nation-states will be examined to understand how popular culture shapes ideas of culture and community. In addition, the relationship between popular culture and personal identity and gender construction will be explored. Examples will be drawn from contemporary North American culture as well as from countries around the world.
Prerequisite: ANTH 101
3 CR / (3,0,0)

ANTH 215 UT

Qualitative Methods

This course introduces students to the basics of qualitative methods and is open to students outside of anthropology. Because qualitative research is a multi-methods approach to the study of social interactions, students are introduced to a variety of data collection techniques, such as participant observations, interviews, and focus groups. In addition, students learn how to write a research proposal as well as how to analyze collected data. Ethical conduct is emphasized in the course.
Prerequisite: One of ABST 100, ANTH 101, CRIM 101, SOC 101, or WMST 101
3 CR / (3,0,0)

ANTH 220 UT

Anthropology of Cross-Cultural Conflict and Social Justice

This course explores anthropology's role in understanding the connection between culture and crime, punishment, conflict, and social justice within a globalized, multicultural context. Cross-cultural examples of conflict and justice will highlight similarities and differences between traditionally "non-violent" societies and "complex violent" societies to explore alternative justice resolutions. In addition, cross-cultural case studies will demonstrate the interconnectedness of culture and human rights.
Prerequisite: ANTH 101 or ABST 100 or ABST 101
3 CR / (3,0,0)

ANTH 225 UT

Introduction to Human Prehistory

This course provides an introduction to the discipline of archaeology and an overview of world prehistory. The first section introduces the methods and theories of archaeology while the second section traces human evolution through to the Neolithic revolution. The third section covers the rise of complex societies in the Old World (Mesopotamia, Egypt, South and East Asia, the Mediterranean, Europe) and the New World (North America, Mesoamerica, and the Andean region of South America).
Prerequisite: ANTH 102
3 CR / (3,0,0)

ANTH 230 UT

Gender and Culture

This course provides an anthropological perspective to understandings of gender and sexuality providing a cross-cultural framework within which to examine gender construction. Throughout this course, students have a chance to examine cross-cultural examples of sexuality and marriage and are introduced to the concept of third, fourth, and fifth genders. Students are also introduced to how religion, language, and the body can be gendered. Examples are drawn from foraging, horticultural, agricultural, and stratified societies.
Prerequisite: ANTH 101
3 CR / (3,0,0)

ANTH 250 UT

Classical Antiquities Field School: Athens

Field school participants will experience a guided study of classical antiquity in an international setting. This course focuses on the development of knowledge centered on three main areas pertinent to anthropology: socio-cultural anthropological field work; archaeological field work; and maintaining a field notebook. Additionally, through lectures and required readings, students will learn about history and how the Classical Antiquity era influenced the modern Western world. Students may complete this course more than once provided that the location and activities differ.
Prerequisite: Minimum of 15 credits completed in Humanities and/or Social Sciences programs (UT level); and Permission of the instructor.
3 CR / (Total course hours 90)

APSC

APSC 100 UT

Introduction to Engineering

This is a mandatory course for engineering students. The student is given an opportunity to meet practicing engineers and discuss their areas of specialization.
1 CR / (1,0,0)

APSC 120 UT

Engineering Drawing

This is an introductory mechanical drafting and computer aided drafting course for those students who are interested in a degree in engineering. Topics covered are orthographic projection, technical sketching, engineering geometry, graphic solution of space and vector problems, azimuth and bearing problems, contour lines, cutting planes and developments, graphical integration and differentiation, logarithmic graphs, and presentation of engineering data on graphs.
3 CR / (2,3,0)

ASTR

ASTR 101 UT

Introductory Astronomy 1

An introductory course for science credit. The emphasis will be on the solar system introduced in a historical context. Also covered will be basic observing, celestial co-ordinates, astronomical instruments, and the relevant basic physics.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.

Prerequisites: Physics 11 or PHYS 045 and Pre-calculus 11 or Foundations of Math 11 with a B or higher or MATH 045 or equivalent.
3 CR / (3,3,0)

ASTR 102 UT

Introductory Astronomy II

An introductory course for science credit to follow ASTR 101. The emphasis will be on stars (stellar parallax and motions, the HR diagram, star clusters, stellar models, stellar evolution, exotic objects) and galaxies (the Milky Way Galaxy, external galaxies, cosmology).

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: ASTR 101 or permission of the instructor
3 CR / (3,3,0)

ASTR 105 UT

Introductory Astronomy

An introductory course for the non-science student. Topics include: A brief history of astronomy, ancient to modern; the methods and tools of astronomy; the earth, moon, and solar system; the sun; properties of stars; multiple systems; variable stars; stellar evolution and the death of stars; the Milky Way; distant galaxies and cosmology. Students will be participating in several observing sessions.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
3 CR / (3,0,0)

AUTO.....

AUTO 115

Automotive Service Repair Technician Foundation (Harmonized)

This 30-week program will provide students with skills and theory to aid them in obtaining an apprenticeship or other related work in the automotive field. A foundation program allows you to learn the basic knowledge and skills needed for entry into a trade. It is typically taught in both a classroom and in-school shop setting. You do not need an employer sponsor to participate. In fact, one of the main reasons to complete a foundation program is to gain some experience and familiarity with the trade to make it easier for you to find an employer who will sponsor your apprenticeship. Students who successfully complete the program will receive credit for Level 1 technical training afterbeginning an apprenticeship.
(Total course hours 900)

BIO .....

BIO 050

Provincial Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. The emphasis will be placed on the study of cell biology, bioenergetics, genetics and human biology.
Prerequisites: One of Biology 045, Biology 11, English 045, English 11 or equivalent or appropriate reading comprehension level as evaluated by a Academic Upgrading placement test.
0 CR (Total course hours 112)

BIO 103 UT

Biology for Humanities and Social Science Students I

Biology 103 is a general biology course which introduces non-science students to basic scientific methods and concepts. This course focuses on the fundamental unit of living things, the cell. A study of cell structure and metabolism provides a basis for understanding the basics of cancer, genetics, and gene technology. A variety of current gene technology applications is presented.
3 CR / (3,3,0)

BIO 104 UT

Biology for Humanities and Social Science Students II

Biology 104 is a general biology course which introduces non-science students to basic scientific methods and concepts. The focus is on evolution and ecology. Students will develop the concept of an evolving biosphere as a basis for exploring the human place in the biosphere.
3 CR / (3,3,0)

BIO 105 UT

Basic Microbiology

The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human health. This course deals with studies of the morphology, growth, and modes of transmission of microorganisms. Topics also include asepsis, immunology, chemotherapeutic drugs, and epidemiology of infectious diseases.

Note: This course is primarily reserved for nursing students. Other UT students may take this course with permission from the instructor, subject to seating availability.
Prerequisites: Biology 12 or 050, Chemistry 11 or 045
3 CR / (3,1,0)

BIO 107 UT

Cellular and Organismal Biology

An introductory course emphasizing principles of wide applications to all organisms, including cell structure and function, nutrition, energetics, and physiology and reproduction. Examples are drawn from both the cellular and whole organism levels of organization. The laboratory will explore biological principles through a study of several local ecosystems; field trips during laboratory sessions will be mandatory.
Prerequisites: Biology 11 or 045 and Chemistry 11 or 045
3 CR / (3,3,0)

BIO 111 UT

Human Anatomy and Physiology I

This course is the first half of a comprehensive survey of the structures and functions of the human organ systems. Lecture topics include cellular physiology, histology, and studies of the integumentary, skeletal, nervous, and endocrine systems. An extensive laboratory component is included. This course is appropriate for students who intend to enter Health Sciences programs.
Prerequisites: Biology 12 or BIO 050 or BIO 107; and Chemistry 11 or CHEM 045
3 CR / (3,3,0)

BIO 112 UT

Anatomy and Physiology II

This course is a continuation of Human Anatomy and Physiology I. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The emphasis is on the importance of homeostasis and how it is maintained by the concerted functioning of body systems. A laboratory component is included.
Prerequisite: BIO 111
3 CR / (3,3,0)

BIO 120 UT

Genetics, Evolution, and Ecology

An introductory course exploring topics in the mechanism of inheritance at the organismal and molecular levels, evidence for and mechanisms of evolution, ecological relationships, and animal behaviour. The laboratory will include several long-term investigations, including

laboratory experiments on organism–environmental relationships and optional field work.
Prerequisites: Biology 11 or 045 and Chemistry 11 or 045
3 CR / (3,3,0)

BIO 126

Anatomy and Physiology MRAD 1

This course is the first of three consecutive courses examining normal human structure and function. Three approaches to anatomy are utilized: first, an examination of selected body systems, followed by a regional approach, relating components of these systems to nearby organs. Finally the systems and regional viewpoints are integrated into a sectional imaging approach, viewing parts of the body in all three fundamental body planes, and in oblique planes where appropriate. Conventional anatomic presentations are supplemented by images obtained from a variety of diagnostic medical imaging technologies. Physiology is presented where it is relevant to, and contributes to, an understanding of structure, the relationships among adjacent organs, fundamental body processes, functional diagnostic imaging procedures and important clinical considerations. Topics include a review of cell biology and homeostasis, followed by examination of the integumentary, musculoskeletal, pulmonary, cardiovascular and gastrointestinal systems.
This course is restricted to students in the Medical Radiography Technology program.
Corequisites: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115
4 CR / (4,0,0)

BIO 130

Anatomy and Physiology for Practical Nurse

This course is an admission requirement for the Practical Nurse program. This course gives an overview of the structure and function of ten body systems. It also encourages various health promotion strategies that work toward the optimal functioning of these systems.
Prerequisite: Biology 12 or BIO 050
3 CR / (4,0,0)

BIO 170

Anatomy and Physiology for Sonography

This course introduces the sonography student to the normal anatomy, physiology and imaging of the abdominal and pelvic cavities and superficial structures. Common pathologies or anatomic variants are introduced. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (3,0,0)

BIO 201 UT

Cell Structure

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eukaryote cells. Additional topics include cell events (mitosis, meiosis, and movement) and correlations of structural diversity with functional specialization.
Prerequisites: BIO 107 and 120, CHEM 111 and 112 or CHEM 113 and 114
Prerequisite or Corequisite: CHEM 203
3 CR / (3,3,0)

BIO 202 UT

Introductory Biochemistry

An introductory biochemistry course focusing on the chemical basis of life. This course emphasizes the biochemistry and function of proteins, DNA, carbohydrates and lipids in living systems. Other topics covered include bioenergetics, properties of enzymes, regulation of enzymatic activity, and current laboratory technology used in the recovery and analysis of DNA and proteins.
Prerequisites: BIO 107 and BIO 120
Prerequisite or Corequisite: CHEM 204
3 CR / (3,3,0)

BIO 205 UT

Introduction to Microbiology I

A historical perspective of microbiology, followed by topics which include a survey of the bacteria, bacterial cell structure in relation to its function, bacterial growth kinetics, and a survey of the lower protists. An introduction to virology and bacterial metabolism, including environmental factors which affect microbial growth and survival will also be presented.
Prerequisites: BIO 107 and 120
Prerequisite or Corequisite: CHEM 203
3 CR / (3,3,0)

BIO 206 UT

Introduction to Microbiology II

This course will include an introduction to the genetics of bacteria and viruses; sporulation as a form of bacterial differentiation; immunology, including both antibody and cellular responses to antigen, and an analysis of host–parasite relationships.
Prerequisite: BIO 205
Prerequisite or Corequisite: CHEM 204
3 CR / (3,3,0)

BIO 207 UT

Comparative Anatomy of Vertebrates

A systematic approach to the comparative anatomy of the vertebrates. Organisms exhibiting a variety of morphological advances will be dissected in the laboratory.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Educational Administrator at 250-561-5815.
Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

BIO 211 UT

Invertebrate Zoology

A systematic treatment of the invertebrates following evolutionary trends in form and function. A representative selection of invertebrates will be examined in the laboratory.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Educational Administrator at 250-561-5815.
Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

BIO 215 UT

Microbiology

This course introduces students to the diversity of the microbial world through a basic taxonomical survey of prokaryotes, eukaryotes, and viruses with emphasis on prokaryotic cell structure, growth and control, metabolism, and genetics. Students will also be introduced to the basic principles involved in the microbiology sub-disciplines of microbial ecology, industrial microbiology and medical microbiology. The laboratory component will require proficiency in the basic microbiology laboratory techniques.
Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

BIO 220 UT

Introductory Genetics

An introductory course exploring the mechanism of inheritance at the cellular and molecular levels. Topics include the chemical nature of DNA, DNA replication, gene expression, DNA repair, genomics, Mendelian and non-Mendelian genetics. The laboratory will include several long-term investigations, many of which employ the use of the important model organism, Drosophila melanogaster. Experiments include genetic mapping of drosophila genes, population

genetics, genome database searches/bioinformatics, and human genome analysis.
Prerequisites: BIO 107, BIO 120, and either CHEM 111 and 112 or CHEM 113 and 114
3 CR / (3,3,0)

BIO 226

Relational Anatomy and Physiology MRAD 3

The course begins with a look at the anatomy and physiology of the nervous system. Switching to a regional approach, we will examine the contents of the head and neck, namely the brain and spinal cord. The sectional anatomy of the head and neck will examine the parts of the brain as seen in images in all three fundamental body planes. Further study of the neck will look at other major structures that pass between the head and the thorax. The course then turns to the study of blood and the vascular system including systemic and pulmonary circulation, cardiovascular physiology and finally cardiopulmonary physiology. Switching to a regional approach the course focuses on the circulatory system within the cranial, thoracic cavity and abdominal and pelvic cavities. Sectional images in all three fundamental body planes will be used to demonstrate these vascular structures and to describe their relationships to organs of the cranial, thoracic, abdominal and pelvic cavities as well as the upper and lower limbs. Physiology is presented where it is relevant to, and contributes to, an understanding of structure and the relationships among adjacent organs, fundamental body processes, functional diagnostic imaging procedures and important clinical considerations.
Prerequisite: MRAD 125
Corequisites: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225
3 CR / (3,0,0)

BIO 230

Head and Neck Anatomy

This course presents the structural and functional elements of the head and neck along with the relationship of these structures to the major organ systems. Emphasis is placed on application to dental hygiene practice.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, and DHYG 225.
3 CR / (1.5,1.5,0)

BIO 270

Pathology and Oral Biology

This course provides the learner with basic information for general pathology, general and oral facial histology, and embryology featuring the development of the soft and hard tissues of the oral cavity.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 265, DHYG 275 , DHYG 280, DHYG 285 AND DHYG 290.
3 CR / (4,0,0)

BOOK .....

BOOK 101

Fundamentals of Bookkeeping

This course introduces students to the bookkeeping profession and will focus on theory and practical application. Students will be provided with learning experiences for developing skills to understand how a company's financial records are set up. Students are introduced to the accounting cycle, beginning with basic concepts including the accounting equation and terminology. They will then advance to analyzing transactions, journalizing and posting to special journals and general ledgers.
2 CR / (5.5,0,0)

BOOK 103

Intermediate Bookkeeping

This course continues the accounting cycle, taking the student through the cash section of the balance sheets, including petty cash transactions and bank reconciliations. We then explore the intricate workings of the payroll system, starting with basic gross wage calculations, statutory deductions and concluding with the journalizing and posting of the payroll transactions. The student then moves on to the statutory tax section detailing the rules and regulations involved with the collection and remittance of GST/HST. The inter-provincial rules for GST/HST as well as the potential PST issues will also be addressed.
Prerequisite: BOOK 101 with a minimum grade of "B"
2 CR / (Total course hourse 33)

BOOK 105

Advanced Bookkeeping

Advanced Bookkeeping continues with a focus on adjusting the balance sheet to accurately reflect balance at the fiscal year end. To accomplish this, the student will learn how to calculate the required adjustments for bad debts, prepaid expenses, depreciation on fixed assets, inventory valuations and unearned rent. The student will then prepare an eight column worksheet and post all the year end adjustments, thereby creating the adjusted balances which are used to prepare the year end financial statements. Once completed, they will then review the procedures for closing the books at year end.
Prerequisite: BOOK 103 with a minimum grade of "B"
2 CR / (Total course hourse 33)

BOOK 108

Excel for Bookkeepers

Excel is a powerful tool that is perfectly designed to facilitate the accounting function for small businesses. The synoptic journal is an effective option for small businesses without too many transactions. Students learn to use a synoptic journal that replaces the general journal and all the special journals. It is similar to an accounting worksheet and is ideal for an Excel environment. Through the use of a case study, students are taken through the full accounting cycle from the inception of a business to the yearend financial statement.
Prerequisite: BOOK 105 with a minimum grade of "B"
2 CR / (Total course hourse 33)

BOOK 113

Computerized Bookkeeping – Level 1

This course features a full Hands-on lab where students will learn how to use accounting software. Modules discussed include General Ledger, Accounts Receivable, Accounts Payable, Banking and Reporting.
Prerequisite: BOOK 101 with a minimum grade of "B"
1.5 CR / (Total course hourse 24)

BOOK 114

Computerized Bookkeeping – Level 2

This course follows Level 1 and features a full hands-on lab where students will learn how to use accounting software. Modules and features discussed include Payroll, Inventory, Time & Billing, Budgeting, Projects, and Departments, advanced reporting, multicurrency, year end, security and database maintenance.
Prerequisite: BOOK 113 with a minimum grade of "B"
1.5 CR / (Total course hourse 24)

BOOK 115

Payroll

This course takes an in-depth look at payroll concepts and builds on the payroll knowledge gained in Intermediate Bookkeeping. The rules and regulations regarding payroll are very detailed and prescriptive. The students will learn how to account for various pay structures

as well as how to deal with special deductions for RRSP, pension, family maintenance and employee benefits. The course will also cover the detailed statutory regulations regarding taxable benefits and year end compliance reporting.
Prerequisite: BOOK 105 with a minimum grade of "B"
2 CR / (Total course hours 33)

BUS .....

BUS 250

International Work Experience

Participants will experience a hosted, active field study of business practices in an international setting. The field study will focus on business practices, socio-cultural context, and communications within the host country as related to key business sectors. Participants will examine a diversity of business practices including the perspectives of local entrepreneurs within the retail, finance, transportation, and communications sectors. Key to the experience will be extended interaction between CNC participants and host partner students and professionals in Business and International Relations programs.
Prerequisites: Prior completion of 15 credits recognized by CNC's Business or Commerce programs
3 CR / (Total course hours 90)

BUS 251

Work Experience

The participants (interns) will get the opportunity to put into practice ideas and concepts learned in the classroom setting. The interns will be hosted by a Canadian business entity. The areas of focus will be Canadian business practices, corporate culture, socio-culture and communications. Interns will experience and examine general Canadian business practices in addition to the specific corporate culture of the host organization with which they will be interning. The learning opportunities could be through selected lectures, on-the-job activities and field trips along with interaction with co-workers and other professionals within a Canadian business setting. Interns will be exposed to different leadership styles within an organization. In addition, interns will examine the diversity of business practices including the perspectives of local entrepreneurs within the retail, finance, transportation and communications sectors.
Prerequisites: Prior completion of 15 credits recognized by CNC's Business or Commerce programs
3 CR / (Total course hours 90)

CARP .....

CARP 115

Carpenter Foundation Program (Harmonized)

This course covers a description of the carpentry trade; safe work practices; interpreting drawings and specifications; identifying materials; hand tools; portable power tools; shop equipment; survey instruments; site layouts; building concrete framework; basic stair construction; and framing residential housing.
(420 total course hours)

CASS.....

Note: CASS courses are restricted to students in the CASS programs (Community Support Worker, and Education Assistant).

CASS 100

Individual Learning Assessment

This course provides an opportunity to obtain Advanced Standing in the Education Assistant Certificate or Community Support Worker Certificate based on the skills and knowledge the student has acquired through his or her life and/or work experience. Through this process, the student documents and demonstrates his/her capabilities based on the identified competencies and learning objectives of required CASS course(s). Students may seek Advanced Standing credit for up to four courses or a maximum of 12 credits, as determined in consultation with the CASS 100 instructor. Courses eligible include CASS 110, CASS 120, CASS 130, and CASS 140. Instructor permission is required for registration in CASS 100.
Prerequisites: Admission into the Education Assistant Certificate Program and/or the Community Support Worker Certificate Program; Instructor permission to register
0 CR / (Total course hours 22.5)

CASS 101

Skill and Knowledge Enhancement

This course follows CASS 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing in the course(s) selected.
Prerequisite: CASS 100
0 CR / (Total course hours 22.5)

CASS 110

Communication Skills

Effective, ethical communication is the foundation of human service practice. CASS 110 helps human service paraprofessionals to develop this foundation. Topics examined in the course include perception of self and others, verbal and non-verbal communication, conflict management, communication in work relationships, and effective participation in groups and teams. Consideration is also given to the influence of disability, gender, and culture on communication.

Note: Students need access to video recording equipment to complete two assignments for this course.
3 CR

CASS 120

Human Diversity: A Disability Perspective

Human development takes many diverse paths. CASS 120 examines disability as one expression of this richness. The common categories of disability are surveyed within the context of the person and his/her cultural, social and physical environments. Students will also explore how disability is viewed and valued in Canada, as well as some current examples of disability culture.
3 CR / (0,3,0)

CASS 130

Ethical Foundations of Practice

In CASS 130, you will evaluate the relationship between your personal and professional values, adopt a code of professional ethics to guide conduct in the workplace, and develop an approach to ethical decision-making. You will identify the ethical issues raised in a variety of short case studies, evaluate options for resolution, and make clear arguments for decisions made. The course also reviews law relevant to human service work in British Columbia. (CASS 130 is delivered online.)
3 CR

CASS 140

Positive Approaches to Teaching and Learning: Part I

This course introduces the student to strategies for teaching new skills and addressing challenging behaviour. The intent of this course is to provide a thorough exposure to training strategies and procedures, while alerting the student to ethical concerns when using these strategies.
3 CR

CASS 145

Positive Approaches to Teaching and Learning: Part II

A continuation of CASS 140, this course builds on the introduction to behaviour change. Successful students will expand their knowledge on developing and implementing procedures of behaviour change to enhance the quality of life of individuals with developmental disabilities.
Prerequisite: CASS 140 (with a minimum "C" grade)
3 CR

CASS 150

Life Planning and Support Systems

In this course, life planning is presented as a process that values and empowers individuals and their families. Several "person-centred" methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of formal (e.g., education, social service) and informal (e.g., family) systems that support individuals with disabilities in fulfilling their life dreams.
3 CR / (0,3,0)

CASS 160

Physical Care

Developing and maintaining good health and wellness practices for ourselves and the people we support is the focus of this course. Emphasis is given to providing personal care in the most dignified and least intrusive ways possible. Topics covered in the course include good mental and physical health, personal hygiene, eating and nutrition, body mechanics, lifting and transferring, and medication safety, as well as the impact of drugs and alcohol, stress management and the challenges of aging.
3 CR / (0,3,0)

CASS 180

Supporting Literacy in Diverse Populations

CASS 180 introduces Education Assistants and Community Support Workers to the basic skills, knowledge, and attitudes necessary for supporting literacy learning in classroom and community settings. This course introduces a wide variety of practical and positive ways that Education Assistants and Community Support Workers can support diverse learners, especially learners with communication, auditory, visual or other challenges.
3 CR / (0,3,0)

CASS 190

Community Support Worker Practicum

CASS 190 is a community-based practicum. It is an opportunity for students to integrate and apply skills, attitudes and knowledge learned in prerequisite course work. The practicum's form will depend on the student's interests and previous experience working with people with developmental disabilities in community settings. Examples range from student self-directed service learning projects to traditional "block" placements with a service agency. All practicum students complete a variety of assignments, journal exercises and participate in a weekly seminar. (This seminar maybe online, via teleconference or face-to-face, depending on student schedules and locations)

(Note: Practicum placements cannot be guaranteed and are based on availability.)
Prerequisites: CASS 110 (or SSWK 145 or ECE 176 & 177 or ECCL 178), and CASS 120 (or SSWK 225), and CASS 130, and CASS 140, and CASS 145, and CASS and CASS 180
Note: BC Solicitor General/Public Safety Criminal Record Check for Children & Vulnerable Adults is required.
3 CR / (Total course hours 130)

CASS 195

Education Assistant Practicum

CASS 195 is a school-based practicum. It is an opportunity for students to integrate and apply skills, attitudes, and knowledge learned in coursework. Students work under the supervision of a classroom teacher or other school personnel, assisting in the classroom as directed. Practicum students complete a variety of assignments and journal exercises, and participate in a seminar. (The seminar may be online, via teleconference, or face-to-face, depending on student schedules and locations.)

(**Note:** Practicum placements cannot be guaranteed and are based on availability.)
Prerequisites: CASS 110 (or SSWK 145 or ECE 176 & 177 or ECCL 178), CASS 120 (or SSWK 225), CASS 130, 140, 145, 150, and 180 (with a minimum "C" grade in each course).
Note: BC. Solicitor General/ Public Safety Criminal Records Check for Children & Vulnerable Adults is required.
3 CR / (Total course hours 130)

CESS

CESS 151

Management Skills for Supervisors: Interpersonal Communication Skills and Conflict Resolution

In this four-day session, you'll learn how to give and receive effective feedback that will help resolve even the most difficult situations. You'll also learn how to create a supportive communication climate for one-to-one problem solving discussions, whether it's with a fellow employee, colleague, or boss. Topics of discussion will focus on identification and prevention of win/lose situations before they begin; six rules to developing a supportive work climate; three essential skills to help resolve all interpersonal conflict; understanding why people do the things they do; how you can turn all conflict into co-operation.
(Total course hours 26)

CHEM

CHEM 045

Advanced Preparatory Chemistry

This course covers such topics as measurement, states of matter, composition of matter, structure of the atom, periodic table, bonding, naming compounds, formula writing, mole and composition problems, equations and calculations, solutions, and introductory organic chemistry. Lab work is an integral part of this course.
Prerequisites: Science 030 or Science 10 in the last three years and/or as evaluated by a Chemistry Placement Test; and Math 030 or Math 10 in the last three years and/or skills as evaluated by a Math Placement Test
Corequisite: Math 044 or Math 045 (If an applicant tests at the Math 050 level on the Math Placement Test, then they are exempt from the Math corequisite)
0 CR / (Total course hours 112)

CHEM 050

Provincial Preparatory Chemistry

This course covers such topics as gas laws, liquids and solids, energy and changes of state, water reactions, solutions, acids, bases, and salts, oxidation-reduction reactions, electrochemistry; reaction rates and chemical equilibria and organic chemistry. Lab work is an integral part of the course.
Prerequisites: CHEM 045 or Chemistry 11 completed within last three years and one of MATH 044, MATH 045, or Pre-calculus Math 11 completed within the last year, or appropriate math level as evaluated by a Academic Upgrading placement test.
0 CR / (Total course hours 112)

CHEM 111 UT

Fundamentals of Chemistry I

This course is designed for students who have taken a Chemistry 12 equivalent course within the past two years. Topics covered include the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry. A strong understanding of stoichiometry is recommended.
Prerequisite: Chemistry 12 or CHEM 050 and Pre-calculus 12 or MATH 100 or MATH 050 with a minimum grade of "C" or higher recommended for both prerequisites
3 CR / (3,3,0)

CHEM 112 UT

Fundamentals of Chemistry II

Together with CHEM 111, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics.
Prerequisite: Principles of Math 12 or Pre-calculus 12 or MATH 100 or MATH 050 Chemistry 12 or CHEM 050
3 CR / (3,3,0)

CHEM 113 UT

Introduction to Chemistry I

This course is primarily intended for students without a Chemistry 12 equivalent prerequisite. Topics covered include stoichiometry, the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry.
Prerequisite: Chemistry 11 or CHEM 045
3 CR / (4,3,0)

CHEM 114 UT

Introduction to Chemistry II

Together with CHEM 113, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics.
Prerequisite: CHEM 113
3 CR / (4,3,0)

CHEM 201 UT

Physical Chemistry

This course, a survey of physical chemistry, is suitable for students majoring in science programs such as chemistry, physics, biology, and pharmacy. The course comprises a discussion of the laws of thermodynamics followed by a treatment of the equilibrium thermodynamics of gases and solutions.
Prerequisite: CHEM 112 or 114
3 CR / (3,3,0)

CHEM 202 UT

Inorganic and Coordination Chemistry

With CHEM 201, this course forms a second-year chemistry course for science major students. The structure, bonding, and properties of transition metal and other complexes are discussed.
Prerequisite: CHEM 111 or 113
3 CR / (3,3,0)

CHEM 203 UT

Organic Chemistry I

The course provides an introduction to organic chemistry. A survey of structure and reactivity for the major functional groups is followed by an introduction to analysis and structure determination. A major topic on chirality and conformational analysis is included. Laboratory experience includes an introduction to synthetic methods and infrared spectroscopy.
Prerequisite: CHEM 111 or 113
3 CR / (3,3,0)

CHEM 204 UT

Organic Chemistry II

Mechanism and synthesis are discussed as central themes in organic chemistry. This course surveys substitution, addition, elimination, rearrangement, and oxidation reduction reactions for the functional groups introduced in CHEM 203. Additional topics in carbonyl and carbohydrate chemistry are included, as is an introduction to nuclear magnetic resonance. Laboratory experiments provide experience in contemporary synthetic methods and gas chromatography.
Prerequisite: CHEM 203
3 CR / (3,3,0)

CHEM 205 UT

Introduction to Analytical Chemistry

This one-semester course is an introduction to the principles and techniques of quantitative chemical analysis. Emphasis is placed on solution equilibria (involved in acid base, oxidation-reduction, complex formation, and precipitation reactions), statistical treatment of chemical data, potentiometric, spectrophotometric and chromatographic methods. An integral part of this course is analysis (organic, inorganic, and environmental).
Prerequisites: CHEM 111 and 112 or 113 and 114
3 CR / (3,3,0)

CIS

CIS 165 BUS/UT

Business Information Systems

Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors.
3 CR / (3,3,0)

CNET

CNET 252

Operating Systems

This is a lecture/lab course that covers the fundamentals of the microcomputer operating system, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation. Emphasis is on computer workstation operating systems. The course covers the software requirements of the A+ Certification program.
3 CR / (2,3,0)

CNET 253

Computer Hardware I

This is a lecture/lab course that covers the detailed operation of a microcomputer, its subcomponents, and the interaction of software and hardware. Topics include microcomputer design, architecture of a typical microcomputer system, memory and bus structures, interfacing hardware (loading and timing considerations), I/O techniques, systems interrupts, memory systems and

hardware, serial and parallel ports, video control and monitors, disk drive operations, and installation and configuration of the BIOS and operating systems. The course covers the hardware requirements of the A+ Certification program.
3 CR / (2,3,0)

CNET 265

Advanced Topics

This is a lecture/lab course that covers the fundamentals of Windows 7 installation, configuration, optimizing troubleshooting, etc. The emphasis is on computer workstation and mobile computers.

Note: Other topics will also be covered.
Prerequisites: CNET 252 and 253
3 CR / (2,3,0)

CNET 266

Data Cable Installation

Data Cable Installation is an integrated lab-based course which teaches the concepts behind cabling standards, and the tasks required of a certified cable installer. The course will also prepare students for industry-standard certification exams.
3 CR / (2,3,0)

CNET 267

Microsoft Network Software

This lecture/lab course deals with the installation, configuration, and troubleshooting of a Microsoft server. It will simulate wide area and local networks using a current version of Microsoft's Server operating system, with advanced network concepts targeting layout, installation, and troubleshooting. Topics include security, firewall, industrial networks, data highways, and site-specific disaster recovery.
Prerequisite: CNET 252
3 CR / (3,3,0)

CNET 269

Linux Network Software

This lecture/lab course deals with the configuration, installation, and troubleshooting of a Linux server, simulating wide area and local networks using a current version of Linux's network operating system. Advanced network concepts will target layout, installation, and troubleshooting. Topics include security, firewalls, industrial networks, data highways, and site-specific disaster recovery.
Prerequisite: CNET 252
3 CR / (3,3,0)

CNET 276

CCNA Introduction to Networks

The CCNA (Cisco Certified Network Associate) Routing and Switching introductory courses introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of either course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
3 CR / (2,3,0)

CNET 277

Routing and Switching Essentials

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.
Prerequisite: CNET 276
3 CR / (2,3,0)

CNET 280

MS Office Software End-User Certification for IT Professionals Supporting Users

This is a lecture/lab course that covers the fundamentals of the End-User Microsoft Office Suite: Word 2010, Excel 2010 and Outlook 2010. (PowerPoint 2010 will be covered in another course). Topics include function, configuration, troubleshooting, optimization and operation. The emphasis is on computer workstation settings and supporting the end-user. This course is designed for IT technicians to support office users. The course will cover the requirements of the Microsoft Office Specialist (MOS) exam in each of the three business applications listed above.
3 CR / (2,3,0)

CNET 285

Technical Documentation and Project Skills

In a technical field, employers require their employees to have a sound understanding of business communications, presentations and proper documentation. In this course, the student will learn to communicate clearly through the study of technical writing, comprehension and documentation procedures using Microsoft Word, Excel, Outlook and PowerPoint. This will allow for the development of the skills needed to create and edit technical documents, as well as present technical information to peers and nontechnical groups. Using project planning software, the students will develop skills to plan projects and proposals based on client information and blueprints provided.
Prerequisite: CNET 280 with a grade of "C+" or higher
3 CR / (2,3,0)

COM.....

COM 100 BUS/UT

Fundamentals of Business

The student examines a broad overview of the Canadian business system — how it functions and how it relates to specific areas such as marketing, production, finance, and human resources. The student gains specific insights into actual business operations and some of the major areas of concern regarding the role of business in society including globalization, corporate social responsibility, entrepreneurship, and small business development.
Prerequisite: Admission into the program
3 CR / (3,0,0)

COM 204 BUS/UT

Financial Accounting

Introduction to accounting procedures, principles and financial statement preparation, and the analysis of accounting information for business decision-making. Emphasis is on accounting policies and generally accepted accounting principles.
3 CR / (3,2,0)

COM 212 BUS/UT

Managerial Accounting

Com 212 is an introduction of cost accounting techniques and practices and how they are used by business entities. Students will also become familiarized with the use of accounting information in the planning and control processes. Students will also be introduced to the use of cost accounting data in making business decisions. Development of skills in the areas of judgment, analysis, evaluation and application will be a key aspect of this course.
Prerequisite: COM 204 or ACC 152
3 CR / (3,2,0)

COM 222 BUS/UT

Management and Organizational Behaviour

Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people, and organizations. Topics include leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, organizational culture, organizational development, stress, and time management. Organizational behaviour and its impact on management is examined through lecture, discussion, case analyses, and practical applications of the material.
3 CR / (3,0,0)

COM 288 BUS/UT

Introduction to Management Science

Management science involves the use of quantitative models to investigate and resolve management problems. Some examples of these problems are how to minimize production costs without sacrificing quality, how to best estimate the time it will take to complete a complex project, how to set up an effective inventory order system, and how to evaluate marketing strategies. Topics include decision theory, inventory models, linear programming, risk analysis, transportation problems, simulation, networks, waiting lines, and Markov analysis.

The prerequisites and corequisites are consistent with the requirements for transferring credits to UNBC or TRU.
Prerequisites: MATH 157 or MATH 104; and MATH 103 or MATH 204; and MATH 101 or MATH 105
Prerequisite or Corequisite: ECON 101 or ECON 201
3 CR / (2,1,0)

COMP.....

COMP 020

Basic Computer Studies

This course is designed primarily for students with little or no computer experience. Students will learn essential computer concepts and terminology, including the theory of computer architecture, hardware, software, and networks. Through hands-on experience, students will acquire skills with computer applications such as word processing (Word) and the Internet.
0 CR / (Total course hours 68)

COMP 030

Intermediate Computer Studies

Computer Studies 030 builds on the skills acquired in Computer Studies 020. Through hands-on experience, students will acquire skills with computer applications such as Windows XP file management, spreadsheets (Excel), and advanced word processing. The course allows students to experience the project development while improving their software skills and knowledge of word processing and spreadsheets.
Prerequisite: Computer Studies 020 or correct touch typing skill at 10 words per minute on the alphabetic keyboard and basic world processing skill.
(Total course hours 68)

COMP 045

Advanced Computer Studies

Through hands-on experience, the student acquires skills with a variety of computer applications such as word processing, spreadsheets, database management, graphics and presentation software. Supporting discussions include introductory theory of computer architecture, hardware, software, networks, and computer use in society.
Prerequisites: English 030 or English 10 and one of Math 030, Principles of Math 10, Foundations of Math and Pre-Calculus 10 or Computers 030; or appropriate reading and math levels as evaluated by a Academic Upgrading placement test.
0 CR / (Total course hours 68)

CRIM.....

CRIM 101 UT

Introduction to Criminology

This course is an introduction to the interdisciplinary subject of criminology. The topics explored include a historical analysis of the development of criminology as a scientific discipline, its methods of analysis, and the various theoretical explanations for crime, criminality, and social control. The course also focuses on current issues related to crime and the administration of criminal justice.
3 CR / (3,0,0)

CRIM 102 UT

Psychology of Criminal and Deviant Behaviour

This course examines various theoretical approaches to the psychology of criminal and deviant behaviour. It commences with historical perspectives that are based upon internal, biological contracts and progresses through the psychoanalytical and type theories to a social learning perspective including the social–structural and symbolic–interactionist theory.
Prerequisite: CRIM 101 or PSYC 101
3 CR / (3,0,0)

CRIM 103 UT

Introduction to the Criminal Justice System

An introduction to the legal and social organization of the Canadian criminal justice system. The accused is followed from initial contact with the police to a final disposition on the street, at court, or in the correctional system. The rights, responsibilities, and discretion of all participants in the proceedings will be examined in detail. The processing and treatment of offenders in Canada will be evaluated in terms of fairness and effectiveness.
3 CR / (3,0,0)

CRIM 106 UT

Sociological Explanations of Crime and Deviance

The major sociological perspectives and theories are presented and applied to various types of crimes and deviance. The assumptions, consistency, and completeness of these accounts will be critically assessed. Findings for and against these theories are evaluated. Finally, the practical implications of these approaches are discussed.
Prerequisite: SOC 101 or CRIM 101 or 103
3 CR / (3,0,0)

CRIM 135 UT

Introduction to Canadian Law and Legal Institutions

This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. The course is designed to prepare students for those law and law-related courses offered within the Department of Criminology and will consider the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, the course considers the nature of legal reasoning, the doctrine of precedent, principles of statutory interpretation, and will also introduce the fields of contract, torts, administrative law, and family law. The course also examines the process of law reform in Canada.
3 CR / (3,0,0)

CRIM 201 UT

Policing in Modern Society

This course examines both historical and current issues related to policing in modern society. Topical emphasis will be on police roles, powers, accountability, discretion, surveillance, and technology. Analysis of these issues will be comparative between "public" and "private" methods of policing.
Prerequisites: CRIM 101 and 103
3 CR / (3,0,0)

CRIM 220 UT

Research Methods in Criminology

Introduction to the practice of research methods in criminology. Study of theory, logic, process, and structure of research as well as research design, data collection, and analysis. Introduction to research report writing. Hands-on research and computer experience.
Prerequisites: PSYC 201 and one of CRIM 101, 103, 106, 241
3 CR / (3,1.5,0)

CRIM 230 UT

Criminal Law

Nature, purpose, scope, sources, and basic principles of the criminal law. History and evolution of the criminal law. Study of certain fundamental legal concepts such as mens rea, negligence, and strict liability. Analysis of the concept of criminal responsibility in Canada. Critical examination of the legislative policies expressed in the Criminal Code. Study of the basic elements of a criminal offence; actus reus and mens rea. Examination of the legal principles relating to certain specific crimes and to certain major defences. CRIM 135 is strongly recommended.
3 CR / (3,0,0)

CRIM 241 UT

Introduction to Corrections

Introduction to the Canadian correctional system. History and development of prisons in Canada. Examination of punitive philosophies in Canada. Structure, organization, and dynamics of correctional institutions. Examination of treatment and programming in Canadian corrections.
Prerequisites: CRIM 101 and 103
3 CR / (3,0,0)

CSC.....

CSC 105 BUS/UT

Introduction to Computers and Programming

The main goal of this course is to familiarize students with computers and introduce the elements of computer programming. Topics covered include the basic structure of a digital computer system; applications of computers in arts, business, science, industry, and everyday life; and computer programming using a high-level language. The laboratory provides hands-on experience with the microcomputer, programming, and current software (such as word processors, spreadsheets, and databases). No prior knowledge of computing or advanced mathematics is required; however, basic typing skills are a definite asset.
Prerequisite: Foundations of Math 11 or Pre-Calculus 11, MATH 045 or equivalent
3 CR / (3,3,0)

CSC 109 UT

Computing Science I

This is a general introductory course in computer science. Topics include computer architecture, computer systems, development of algorithms and computer programs, and programming style. Programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms, using a procedural language.
Prerequisite: Foundations of Math 12 or Pre-Calculus 12 or MATH 050 or MATH 100 or equivalent. Students with a grade of "B" or higher in CSC 12 may take CSC 110 instead of CSC 109. ETCC 159 students who have completed Electronics Technician Common Core meet all prerequisites for this course
3 CR / (3,3,0)

CSC 110 UT

Computing Science II

This is a continuation of CSC 109—more advanced algorithms and computer programs are developed. Topics include advanced string processing, sets, recursion, and linear and non-linear data structures.
Prerequisite: CSC 109 or a grade of "B" or higher in CSC 12
Prerequisite or Corequisite: MATH 101
3 CR / (3,3,0)

CSC 115 UT

Discrete Computational Mathematics I

This course introduces the student to the mathematical models and formalisms that are of genuine use in computer science and mathematics. Topics covered include set theory, principles of counting, logic, mathematical induction relations and functions, finite-state machines, and the principle of inclusion and exclusion.
Prerequisite: Foundations of Math 12 or Pre-Calculus 12 or MATH 050 or MATH 100 or equivalent
3 CR / (3,0,0)

CSC 212 UT

Object-Oriented Software Development

This course covers extensively the programming and object-oriented techniques of Java. It introduces students to object-oriented programming concepts, teaches them the fundamentals of the Java language and syntax, introduces them to the major class libraries, and prepares them to begin development of Java applications.
Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 214 UT

Introduction to Computer Systems

This course is an introduction to the basic concepts of computer systems and computer architecture, and to machine and assembly language. Students are expected to master both the basic concepts of computer systems and architecture and the programming details of an assembly language. The assembly language of the VAX-11 will be used in programming assignments.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 215 UT

Discrete Computational Mathematics II

This course is a continuation of CSC 115. Topics covered include generating functions, recurrence relations, graph theory, trees, optimization and matching, rings and modular arithmetic, Boolean algebra and switching functions, coding theory, finite fields, and combinatorial designs.
Prerequisites: CSC 115, MATH 101
3 CR / (3,0,0)

CSC 216 UT

Introduction to Data Structures

This course is an introduction to data structures and their associated algorithms. The data structures discussed will include stacks, queues, lists, and trees. Data structure applications include sorting techniques, hash tables, sparse matrix representation, and priority queues. An object-oriented programming language is used in this course.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 218 UT

Introduction to Software Engineering

This course provides an overview of object-oriented software development using Java. It uses the Java 2 platform throughout. The material is presented from both a theoretical and a practical perspective, instilling the object-oriented way of thinking through the use of design patterns, exploration of the design of the Java Class Libraries, and illustration of iterative and incremental software development process.
Prerequisite: CSC 212
3 CR / (4,2,0)

CSC 224 UT

Computer Organization

This course is an introduction to the internal structure (at the logic block level) of the major components of modern digital computers. It is not a programming course. Starting with basic logic gates, complex devices are designed, and are, in turn, used to design a simple computer. Also, a sequence of register transfers for many of the macro instructions is developed. Finally, the major functional sections of a computer—main memory, microprogram control, ALU, I/O bus structures, interrupts—are studied.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: CSC 215
3 CR / (3,3,0)

CUE.....

CUE 050

Student Success – Provincial Level

This course is designed to introduce the skills which will aid students in being successful during their academic and future careers. Students will develop writing, reading, research, and oral communication skills, coupled with time management, study, and technology skills. (Total course hours 112)

CUE 101 UT

College/University Experience

The course provides both first-time and returning students with specific skills and strategies needed to accomplish their academic goals with greater success. Students are introduced to a variety of topics critical to student success, including, but not limited to, time management, planning and goal-setting, learning styles, test-taking, and study techniques. The purpose of this course is to give students an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students and contributing community members. In addition, the course opens the door to learning as a lifelong process. It specifically assists in guiding students through the critical thinking process, culminating in a practical application: researching, developing, writing, and presenting a proposal for change within our college community.
3 CR / (3,0,0)

CUE 150

Skills Development: Time Management

This course will offer program-specific academic support to students with a focus on incorporating time-management skills. This course will support and guide students with guest speakers, selected course readings, facilitator-led peer learning circles, reflective work and group assignments.
1 CR / (1,0,0)

CUE 152

Skills Development: Interpersonal Skills

This course will offer program-specific academic support to students, with a focus on developing interpersonal communications and stress management skills. This course will support and guide students throughout their time at CNC through guest speakers, selected course readings, facilitator-led peer learning circles, reflective work and group assignments.
1 CR / (1,0,0)

CUE 154

Skills Development: Goal Setting

This course will offer program-specific academic support to students, with a focus on personal goal-setting skills. This course will support and guide students throughout their time at CNC through a theoretical framework, guest speakers, selected readings, facilitator-led peer learning circles, reflective work and group assignments.
1 CR / (1,0,0)

CUE 156

Skills Development: Team Building

This course will offer program-specific academic support to students with a focus on teambuilding skills. This course will support and guide students throughout their time at CNC through established theory on team-building, guest speakers, selected readings, facilitator-led peer learning circles, reflective work and group assignments..
1 CR / (1,0,0)

CULA.....

Note: CULA courses are restricted to students in the Professional Cook program.

CULA 150

Professional Cook Level 1

In this course, the student will work in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. The student will learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation. At this level, the student will develop a solid foundation of culinary skills..
Prerequisite: Admission to Professional Cook program

CULA 250

Professional Cook Level 2

At this level, students will usually work with some supervision and perform a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles in cooking, baking and other aspects of food preparation, students will learn to understand food costing, menu planning and purchasing processes.
Prerequisite: CULA 150 or equivalent

DENO .....

DENO 150

Introduction to Dentistry

This course provides information and practical experience in the field of dentistry. It is designed to orient students to current dental health concepts and to practicing as a member of the dental team.

Note: Delivery of this course is dependent upon sufficient numbers of registrants.
2 CR / (2,0,0)

DENT.....

Note: DENT courses are restricted to students in the Dental Assisting program.

DENT 150

Dental Assisting Foundations

This course introduces basic principles of dental assisting techniques and the assessment phase of patient care. Theoretical knowledge pertaining to basic instrumentation, isolation techniques and fundamental skills associated with dental assisting will be covered. Introduction to bio-materials will also be covered. Learners will receive information regarding the rationale for obtaining medical and dental histories, vital signs, dental charting and initial patient observations. The course material will include the understanding for prevention of, handling of and complications of medical emergencies that may arise in the dental office setting.
Prerequisites or corequisites: DENT 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
3 CR / (5,0,0)

DENT 151

Prevention I

This course emphasizes infection control and prevention of oral disease. Awareness is placed on the nature of oral organisms, modes, and management of transmission for diseases of dental importance. This course also familiarizes the student with methods and materials used to prevent oral disease. Plaque, methods to control oral diseases, devices, and other components of preventive dentistry are covered.
Prerequisites or corequisites: DENT 150, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
3 CR / (5,0,0)

DENT 153

Dental Sciences

A study of form, structure, and interrelationships of the head and neck. Also included is the study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to dentition. Anatomical landmarks and understanding of the relationship between structure and function will be provided.
Prerequisites or corequisites: DENT 150, 151, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
4 CR / (5,0,0)

DENT 157

Dental Assisting Clinic I

The first in a series, this clinic provides an opportunity for the student to integrate theory into clinical and laboratory experiences. The focus is on clinical asepsis, basic instrumentation, initial client observation, isolation techniques, the manipulation of a variety of dental materials, and taking radiographic bitewings on a manikin.

Within this clinical course students will be scheduled to participate in an integrated practicum (approx.12 hours).

This practicum experience will provide the learner with the opportunity to assist in a general dentistry office. The focus will be on professional conduct, communication skills, clinical support procedures, assisting and practicing in a safe and competent manner according HPA/Dentist Act requirements.
Prerequisites or corequisites: DENT 150, 151, 153, with a minimum "C" grade and MGT 154 with a minimum "B-" grade
3 CR / (0,13,0)

DENT 160

Restorative Dentistry

This theoretical component provides the student with background into dental anesthesia, cavity preparation and design, and restorative instruments. Knowledge of the dental materials utilized in the prevention and treatment of oral disease will also be covered. A series of lectures will be given dealing with the etiological fundamentals of dental caries and methods used to prevent caries.
Prerequisites: DENT 150, 151, 153, 157 with a minimum "C" grade and MGT 154 with a minimum "B-" grade
Corequisites: DENT 161,163, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (3,0,0)

DENT 161

Prevention II

This course provides the student with knowledge regarding the potential of oral manifestations such as periodontal disease and caries. The student learns to prevent these diseases through clinical preventive procedures, understanding nutrition, and teaching the client oral self-care. An additional component has the student developing and presenting preventive oral health lesson plans to select members of the local community.
Prerequisites: DENT 150, 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level, and MGT 154 with a minimum "B-" grade
Corequisites: DENT 160,163, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (4,0,0)

DENT 163

Dental Specialties I: Oral Surgery and Prosthodontics

This course has an emphasis on the dental specialties of oral surgery and prosthodontic dentistry. It provides the student with the knowledge of pre-surgical evaluation, pharmacological considerations, procedures, post-operation treatments, and the role of the certified dental assistant in the care of an oral surgery case. Students are also introduced to prosthetic procedures which are devoted to the restoration of function and the form of the dentition, including fixed and removable appliances and implants.
Prerequisites: DENT 150, 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
Corequisites: DENT 160,161, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (4,0,0)

DENT 166

Professional Issues

This course provides the student with an overview of the dental profession and its organization. It also introduces the student to dental jurisprudence, ethical dilemmas and problem solving. The BC Health Professions Act and duties of the graduate BC Certified Dental Assistant will be discussed.
Prerequisites: DENT 150,151 and 153 must have been passed at a "C" grade and DENT 157 at a Satisfactory (S) level. MGT 154 must have been passed at a "B-" grade
Corequisites: DENT 160, 161,163 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (2.5,0,0)

DENT 167

Dental Assisting Clinic II

The second course in the clinical sequence, the learner's clinical knowledge, skills and attitudes build on the foundation from DENT 157 - Dental Assisting Clinic I and expands clinical and laboratory competencies. Learners will begin to schedule patients and perform prescribed services. Learners also participate in weekly guided group discussions of their clinical experiences and cases.Within this clinical course students will be scheduled to participate in an integrated practicum (approx.16 hours). This practicum experience furthers the opportunity the learner has for dental assisting in a dental office.

Emphasis on professionalism and communication skills continues. Advanced chair side assisting, direct patient care procedures, and laboratory skills may also be included in the experience. This course will continue to focus on the student's professional conduct, communication skills, clinical support procedures, assisting and practicing in a safe and competent manner according to HPA/ Dentist Act requirements.
Prerequisites: DENT 150,151 and 153 must have been passed at a "C" grade, MGT 154 must have been passed at a "B-" grade. and DENT 157 at a Satisfactory (S) level.
Corequisites: DENT 160, 161, 163,166, 169 with a minimum "C" grade
3 CR / (0,13,0)

DENT 169

Radiology

This course provides students with the theory of the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience emphasizes radiation hygiene and technique.
Prerequisites: DENT 150, 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
Corequisites: DENT 160, 161, 163, 166 with a minimum "C" grade, DENT 167 at a Satisfactory (S) level
3 CR / (3,0,0)

DENT 173

Dental Specialties II

A theoretical course where emphasis is placed on the dental specialties of oral pathology, orthodontics, endodontics, geriodontics, pedodontics, and special needs clients.
Prerequisite: DENT 190 must have passed at a Satisfactory (S) level
Corequisites: DENT 176, 177 must have passed with a minimum "C" grade
3 CR / (9,0,0)

DENT 176

Office Practice Management

This course provides the student with an introduction to dental office practice procedures in relation to the clinical setting. The student is involved in a combination of guided self-study, projects, and class discussions to complete this course.
Prerequisite: DENT 190 must have passed at a Satisfactory (S) level.
Corequisites: DENT 173, 177 must have passed with a minimum "C" grade
3 CR / (1,0,0)

DENT 177

Dental Assisting Clinic III

The last course in the clinical sequence, this clinic allows the student to build on previous experiences and to integrate new skills into clinical and laboratory activities. Clinical activities will include treating scheduled clients for prescribed services and providing dental health education to members of the community. Students participate in weekly guided discussions of their clinical experiences and cases.
Prerequisite: DENT 190 must have passed at a Satisfactory (S) level.
Corequisites: DENT 173, 176 must have passed with a minimum "C" grade
3 CR / (0,13,0)

DENT 190

Practicum I

This practicum experience provides the student with the opportunity to assist in a general dentistry office. The focus is on professional conduct, communication skills, clinical support procedures, and basic chairside assisting.
Prerequisites: DENT 160,161, 163, 166, and 169 must have been passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR

DENT 191

Practicum II

This practicum experience furthers the opportunity the student has for dental assisting in a dental office. The emphasis on professionalism and communication skills continues. Advanced chairside assisting, direct client care procedures, and laboratory skills may also be included in the experience.
Prerequisites: DENT 173, 176 and 177 must have been passed at a "C" grade.
3 CR

DHYG .....

DHYG 200

Clinic I

A pre-clinical and seminar lab introducing basic principles of dental hygiene care. Emphasis is on initial fundamental skills associated with dental hygiene practice and the basic assessment, dental hygiene diagnosis, planning, implementation and evaluation (ADPIE) process. Clinic sessions will be used to learn and practice clinical procedures required prior to treating patients. Student activities will include working on manikins, on each other and with simulation exercises.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225, and BIO 230.
4 CR / (0,1,10)

DHYG 205

Dental Hygiene Care I

A theoretical course introducing basic principles of dental hygiene care. Emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student's critical thinking and basic clinical skills ability.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 210, DHYG 215, DHYG 220, DHYG 225, and BIO 230
3 CR / (3,0,0)

DHYG 210

Dental Anatomy

This course studies oral anatomic landmarks and establishes an understanding of the relationship between structure and function. Tooth morphology and identification, features of crown and root anatomy, eruption and occlusion are discussed with an emphasis on how they relate to dental hygiene care.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 205, DHYG 215, DHYG 220, DHYG 225, and BIO 230
3 CR / (3,0,0)

DHYG 215

Oral Microbiology

This course introduces dental hygiene students to oral microbiology. The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human oral health. Diseases of microbial origin that concern the dental hygienist are presented to illustrate the principles of pathogenesis, host-parasite

interaction, and modes of transmission.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 205, DHYG 210, DHYG 220, DHYG 225, and BIO 230
3 CR / (3,0,0)

DHYG 220

Professional Practice I

This course is designed to introduce the student to the profession of Dental Hygiene. A historical perspective of dental hygiene is provided. The concepts of being a member of a health care profession, dental hygiene practice standards ethics, professional associations and governance and regulation of the dental hygiene are introduced. Problem-based learning is applied to ethics and dental hygiene practice.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 205, DHYG 215, DHYG 220, DHYG 225, and BIO 230
2 CR / (1.5,0,0)

DHYG 225

Oral Health Promotion

This course will emphasize prevention of oral disease and oral health promotion. The dental hygienists role in oral health promotion is explained. Methods to control oral diseases, devices for removal of plaque, and other components of preventive dentistry will be covered. Emphasis is placed on individualized patient education, setting patient- centered goals, and the use of appropriate visual aids. An additional component has the learner focus on teaching, learning, and motivating through various communication techniques and principles. A variety of health/communication education theories are explored.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 205, DHYG 215, DHYG 220, and BIO 230.
3 CR / (3,0,0)

DHYG 260

Clinic II

This course introduces the learner to the basic This clinical course builds on all Semester 1 courses which allows students to continue to develop the skills necessary for the practice of dental hygiene. Students will regularly schedule patients for assessment, dental hygiene diagnosis, planning, implementation, and evaluation of dental hygiene treatment. This course will include application of local anesthetic sessions. In Clinic 2, learners will also continue to build on radiographic techniques from Clinic 1 and will demonstrate effective technique and use of dental images. Students also participate in weekly lab seminars for further clinical instruction and weekly faculty conference time for discussions and updating of clinical experiences.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 265, DHYG 275, DHYG 280 , DHYG 285, DHYG 290 and BIO 270.
4 CR / (0,2,11)

DHYG 265

Dental Hygiene Care II

This is a theoretical course expanding on basic principles of dental hygiene care from Dental Hygiene Care 1. Continued emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student's critical thinking and basic clinical skill ability.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
3 CR / (3.4,0,0)

DHYG 275

Pain Management

This course introduces the learner to the basic knowledge of the study of local anesthesia. Course content will develop the learner's understanding of pain, pain control and various techniques for patient pain management. The prevention and handling of medical emergencies in the dental environment, and the use of the online Compendium of Pharmaceuticals and Specialties is covered.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 265, DHYG 280 , DHYG 285, DHYG 290 and BIO 270.
2CR /(2.3,0,0)

DHYG 280

Dental Diseases I

Case-based learning and class discussion are used to introduce the learner to the topics of oral pathology, differential diagnosis and lesion management, basic periodontology and cariology concepts. Etiological factors and assessment using radiographic interpretation, dental hygiene diagnosis, care planning, implementation and evaluation processes will be emphasized.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 265, DHYG 275, DHYG 285, DHYG 290 and BIO 270.
3CR / (2.8,0,0)

DHYG 285

Dental Radiography

This course provides the learner with basic principles, characteristics and biological effects of radiation. Radiation safety, quality assurance and the utilization of dental images in all aspects of the Assessment, Dental Hygiene Diagnosis, Planning, Implementation, and Evaluation (ADPIE) process are presented. Learners will identify normal and variations of normal anatomy and discuss interpretation basics for dental hygiene care. In Clinic 2, learners continue to build on radiographic techniques from Clinic 1 and will demonstrate effective technique and use of dental images.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 290 and BIO 270.
3CR / (2.8,0,0)

DHYG 290

Evidence Based Practice 1

This course is designed to introduce the student to evidence-based practice and research methodology. Emphasis will be placed on exploring a variety of research designs, developing clinical research questions and accessing credible evidence-based resources through data bases. Evaluation of quantitative research designs and applying sound research principles to answer clinical dental hygiene questions will be covered.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285 and BIO 270.
3CR / (3.4,0,0)

DHYG 300

Clinic III

This clinical course builds upon skills and theory completed in Semester 2 and students to continue to develop the skills necessary for the practice of dental hygiene. Students are introduced to more complex skills in assessment, planning, dental hygiene diagnosis, implementation and evaluation of dental hygiene treatment. Students also participate in weekly lab seminars for further clinical instruction and weekly faculty conference time for discussions and updating of clinical experiences.
Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DYHG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
4CR / (0,2.5,12)

DHYG 305

Nutrition

This course provides a survey of the fundamentals of nutrition and the factors involved influencing the ability of the individual and family to secure and maintain optimal nutrition status. The relationship of nutrition to the practice of dental hygiene is emphasized.
Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 315, DHYG 320, and DHYG 325.
2CR / (2,0,0)

DHYG 315

Dental Diseases II

This course builds upon Dental Diseases I. Case-based learning, class discussion, and other teaching/learning methods will be utilized to further enhance the learner's knowledge related to cariology and periodontology. Etiological factors and advanced assessment using radiographic interpretation, dental hygiene diagnosis, care planning, implementation and evaluation processes (ADPIE) will be emphasized.
Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 305, DHYG 320, and DHYG 325.
3CR / (4,0,0)

DHYG 320

Pharmacology for Dental Hygiene Care

The focus of this course is the study of pharmaceuticals. This course will provide learners with the knowledge and the concepts of pharmacology related to the general health of patients for the provision of dental hygiene care. An emphasis will be put on those drugs that are commonly used or that have an effect on the practice of dentistry. The learner will become acquainted with the origins, physical and clinical properties, modes of administration, side effects and interactions of medications. The more common naturopathic supplements will also be examined. Learners will apply their knowledge of pharmaceuticals to the dental hygiene practice.
Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 305, DHYG 315, and DHYG 325.
3CR / (4,0,0)

DHYG 325

Community Health

This course covers the study of health and the role of the dental hygienist from a community perspective. Basic concepts of the Canadian health care system are covered along with the principles of belonging to a welfare state. Concepts related to epidemiology, health promotion, and determinants of health as they apply to role of the dental hygienists are discussed. Diversity is explored with a focus on the study of various unique populations and communication principles. This course also introduces the student to basic concepts of program planning.
Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 305, DHYG 315, and DHYG 320.
3CR / (4,0,0)

DHYG 350

Clinic IV

This is the final clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Opportunities are provided after midterm to help the student transition into private practice settings. Students continue to treat a variety of patients and enhance their learning experiences by rotations in a variety of dental externships in the local dental community. Students also participate in a weekly faculty conference time for discussions and updating of clinical experiences.
Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 355, DHYG 360, DHYG 365, DHYG 370 and DHYG 380.
4CR / (0,1,12)

DHYG 355

Practice Management

This course focuses on the sociology of dental care, dental office practice, and independent dental hygiene practice environments. A variety of dental practice settings, compensation, employment standards, disability insurance and marketing strategies are discussed. Independent practice opportunities are identified and explored. Job search strategies and dental hygiene career development will also be covered.
Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 350, DHYG 360, DHYG 365, DHYG 370 and DHYG 380.
3CR / (4.5,0,0)

DHYG 360

Oral Pathology

This course will build upon the introductory foundations of oral pathology from Dental Diseases I, and will utilize a case-based problem learning format and lecture to facilitate continued learning about oral pathologies and their management. The process of differential diagnosis and management using clinical data and the dental hygiene process of care will be emphasized.
Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 350, DHYG 355, DHYG 365, and DHYG 370 and DHYG 380.
3CR / (3.4,0,0)

DHYG 365

Community Dental Health

This course is a continuation of DHYG 325, Community Dental Health I. Various community health approaches to prevention of dental diseases are discussed. Community-based dental hygiene careers and volunteerism are explored. Group communication principles and other communication techniques are explored. Learners will have practical experience in planning and implementing lesson plans for various community groups, as well as implementing treatment at a Complex Care facility. The emphasis of this course is providing the students opportunities to apply dental knowledge to various community groups via community presentations and projects.
Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 350, DHYG 355, DHYG 360, DHYG 365, DHYG 370 and DHYG 380.
3CR / (4.5,0,0)

DHYG 370

Professional Practice II

This course is a continuation of Professional Practice 1 course. It explores current issues that dental health care practitioners face in today's society. Current trends and issues concerning the profession and practice of dental hygiene in Canada are presented, along with exploration of future trends. Advanced ethical dilemmas are also examined. This course also prepares the student for registration of the national board exam and licensure in BC.
Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 350, DHYG 355, DHYG 360, DHYG 365 and DHYG 380.
3CR / (3.4,0,0)

DHYG 380

Evidence Based Practice II

This course builds upon foundations of Evidence-based Practice II. Emphasis will be placed on identifying dental hygiene topics that warrant further enquiry. Students will continue to apply research methodology principles to access relevant and credible literature resources and apply sound research principles to answer relevant dental hygiene questions. Development of qualitative literature evaluation skills and ability to accept or reject claims based on strength of current empirical evidence, determination of clinical significance of findings, and use of strategies to integrate evidence into the dental hygiene practice settings will be emphasized. The course will culminate with knowledge sharing by way of a community seminar presentation
Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 350, DHYG 355, DHYG 360, DHYG 365 and DHYG 370.
3CR / (2.8,0,0)

ECCL .....

ECCL 150

Developmental Perspectives I

This course will include the study of contemporary theories in growth and development of the child from conception to 24 months. Genetics and environmental factors affecting typical and atypical development at the prenatal, neonatal, infant, and toddler stages of development will be examined. Growth and development in the key developmental domains including social/emotional, physical, cognitive, and language will be discussed as part of ongoing lifespan development. Strategies for identifying atypical development and the use of community resources for parent and child support will be also explored.
3 CR / (3,0,0)

ECCL 151

Developmental Perspectives II

This course will include the study of contemporary theories in growth and development of the child from 24 months to 12 years. Growth and development in the key developmental domains including social/emotional, physical, cognitive, language, and spiritual development will be discussed as part of ongoing life span development. Strategies for identifying atypical development and the use of community resources for parent and child support will be explored and utilized to establish goals for the developing child, the social context of the changing family, and society.
Prerequisites: ECCL 150, 190
3 CR / (3,0,0)

ECCL 154

Historical and Contemporary Perspectives in ECE

This course will focus on the major historic and current theories that impact the field of Early Childhood Care and Learning. The student will be exposed to a variety of perspectives that support the development of contextually appropriate practices. The role of play in the overall development of the preschool child is examined. The ECEBC Code of Ethics will be explored as a standard of practice for caring for young children and families.
3 CR / (3,0,0)

ECCL 156

Care and Guidance

This course examines a theoretical framework of guidance principles and techniques which support children's optimal development. Emphasis is placed on responding to the needs of the individual, promoting positive self-concept, fostering pro-social behaviour, and the factors that may impact behaviours (e.g., development, temperament, culture, environment, socio-economic status or family culture). Applicants must undergo a criminal record search through the Ministry of Justice before enrolment in ECCL 156.
3 CR / (3,0,0)

ECCL 165

Responsive Curriculum I

Based on the philosophy that natural play provides the foundation for children's growth and development, this experiential course focuses on curriculum planning and teaching strategies. At the end of this course the student will be able to develop and implement programming plans for curriculum areas such as art, storytelling, music, and movement. The focus will be on developing an educational philosophy through experiential learning and self-reflection.
3 CR / (3,0,0)

ECCL 166

Responsive Curriculum II

This course is a continuation of Responsive Curriculum I. The student will acquire further knowledge, experience and skill in planning, implementing, and evaluating learning environments for groups of children based on sound educational philosophy and research. Areas such as blocks, dramatic play, math, science and cooking will be explored.
Prerequisite: ECCL 165
3 CR / (5,0,0)

ECCL 167

Responsive Environments

Students examine the importance of the role of the environment to children's growth and learning. Emphasis is placed on using pedagogical narration/learning stories to understand and respond to children's interests and needs. A variety of materials and learning experiences are explored that support early learning and respect for children and families.
Prerequisites: ECCL 154, 165, 190
3 CR / (3,0,0)

ECCL 170

Observing and Recording Children's Behaviour

This course introduces the student to a variety of methods for objectively observing, recording and interrupting child behaviour for evaluation and assessment purposes.
The Caledonia Early Care and Learning Cantre facility will function as the lab setting for this course, but other sites may be used with faculty consultation and approval.
Corequisites: ECCL 150, 190
3 CR / (3,2,0)

ECCL 172

Health and Wellness

Students will examine the overall health, safety, and nutritional needs of children from infancy through to five years of age. Emphasis is placed on the role and responsibilities of the educator in establishing and maintaining safe nurturing environments for children in cooperation with families. This is achieved with an understanding of licensing regulations, policies, and practices promoting the health and well-being of children. Students will also gain an understanding of how their own wellness impacts their practice.
3 CR / (3,0,0)

ECCL 175

Families

This course will examine the interrelationships between the home and the child care program. Attention is given to developing an effective culturally inclusive parent program curriculum to support the diverse nature of today's families. The student will investigate the current status of the Canadian family

and the issues confronting it. The role of the early childhood educator as an advocate for children and families will be emphasized.
3 CR / (3,0,0)

ECCL 178

Professional Interactions

Professional interactions will support the leaner's understanding of how to develop, maintain and navigate work place relationships. The student will be developing skills related to active listening, perception checks, establishing professional boundaries and exploring confidentiality and ethical issues in early care and learning settings. The student will explore how values and beliefs influence perception and document and assess their communication skills.
3 CR / (3,0,0)

ECCL 190

Practicum I

Practicum I introduces the student to the early care and learning environment. Students gain practical experience working with young children and families while working under a licensed early childhood educator. The student is given the opportunity to plan, implement and evaluate contextually appropriate curriculum activities under supervision. During practicum students are required to attend a weekly two-hour seminar.
Prerequisite: Admission to Early Childhood Care and Learning Certificate Program
Pre- or corequisites: ECCL 150, 154, 165, 170, 172, 178
4 CR / (0.5,8,0)

ECCL 195

Practicum II

Students take on a larger role in curriculum planning and begin guiding children's behaviour during this intermediate level practicum. The student is responsible for planning contextually appropriate experiences for the children and families. Beginning supervision skills are developed while students work with large and small groups of children. During practicum, students are required to attend a weekly two-hour seminar.
Prerequisite: ECCL 190, ECCL 170
Corequisites: ECCL 151, 156, 166, 167, 175
4 CR / (0.5,0,0)

ECCL199

Practicum III

Practicum III is the final practicum in the ECCL program. Under mentorship of a licensed early childhood educator and ECCL faculty, the student plans, implements and evaluates curriculum daily for the diverse needs of children and families in an early childhood care and learning program. The student takes on a leadership role and is responsible for guiding and facilitating daily experiences for large and small groups of children and their families. Students are also required to attend a weekly two-hour seminar.
Prerequisite: ECCL 150, 151, 154, 156, 165, 166, 167, 170, 172, 175, 178, 190, 195
6 CR / (0.8,11.2))

ECCL 251

Advanced Developmental Perspectives

This course will provide students with a foundation for designing contextually appropriate inclusive programs for infants and toddlers and children with exceptionalities. Through a strength based lens learners will utilize methods of observing and recording to assess children's developmental progress as a tool for early detection and intervention. Students will evaluate early care and learning environments and the impact of environment on development.
3 CR / / (3,0,0)

ECCL 252

Leadership and Administration in Early Childhood Care and Learning Settings

This course is an introductory look at the administrative aspects of operating a child care centre and explores what it means to be a leader in the program, the community and the field. This course identifies necessary functions relating indirectly to children; for example, handling finances, hiring staff, leadership and management, cleaning and maintenance policies and procedures, etc. Provincial legislation regulating child care is also examined. The learner will be introduced to issues encountered by child care administrators.
3 CR / (3,1,0)

ECCL 255

Program Planning for Infants and Toddlers

Utilizing knowledge of the growth of children under 36 months, learners apply the principles of responsive care to nurturing relationships, program planning and designing environments. Learners will also explore working collaboratively with families and defining their professional identity.
3 CR / (3,1,0)

ECCL 256

Introduction to Inclusive Child Care

This course will provide an introductory overview of inclusive child care, with a focus on children birth through five requiring extra supports. The student will apply knowledge of growth and development, culture, family dynamics, as well as observing and recording in order to assist in developing a holistic view of the individual child. The student will examine typical and atypical growth and development, and explore a variety of assessment materials and intervention techniques for working with children who have special needs.
3 CR / (3,1,0)

ECCL 272

Advanced Health and Wellness

This course will focus on the study of health, safety, and nutritional requirements for infants, toddlers and children with exceptionalities in inclusive early learning environments. BC Child Care Licensing Regulations will be utilized as the framework from which learners will develop, maintain, and report health and safety policies. The interconnectedness between caregiver and child, health and wellness will be explored. Canada's Food Guide and the BC Child Care Licensing Regulations will be used as a foundation for menu planning, meal preparation and safety requirements to provide optimal developmental opportunities for infants, toddlers and children with exceptionalities.
3 CR / (3,0,0)

ECCL 275

Partnerships with Families

This course will examine the interrelationships between the home and the child care program. Attention is given to developing effective family centered inclusive curriculum that considers and supports the diverse nature of today's families. The student is asked to reflect on her/his world view to develop an understanding of how this will impact her/his inclusive practice with children and families. Strategies are presented to assist the student in developing effective parent-educator communication.
3 CR / (3,0,0)

ECCL 295

Infant-Toddler Practicum

Under mentorship of a licensed Infant/Toddler Early Childhood Educator and ECCL faculty the learner plans, implements and evaluates curriculum for the diverse needs of infants and

toddlers in an Early Childhood Care and Learning Program. The student takes on a leadership role and is responsible for guiding and facilitating daily experiences for the individual infant or toddler, small groups of children (under 36 months) and their families. Students are also required to attend a weekly two-hour seminar.
Prerequisite: ECCL 251, 252, 255, 272, 275
4 CR / (0,0.8,13)

ECCL 299

Special Needs Practicum

Under mentorship of a Special Needs Early Childhood Educator and ECCL faculty the learner plans, implements and evaluates curriculum for the various needs and abilities of children, which reflects and respects diversity. The student takes on a leadership role and is responsible for guiding and facilitating daily experiences for the diverse abilities of the individual child, small groups of children and their families in an inclusive practice setting. Students are also required to attend a weekly two-hour seminar.
Prerequisite: ECCL 251, 252, 256, 272, ECCL 275
4 CR / (0,0.8,13)

ECON .....

ECON 201 BUS/UT

Principles of Economics—Microeconomics

This course examines the market system's inner workings, characterized by supply and demand. Various market structures such as perfect competition and monopolies are studied. Time is spent looking at ways in which the market system "fails," leading to discussions about government's role, in certain circumstances, as a possible replacement for the market system. By the end of this course, the student should have the ability to analyze the impact of events on the price and production of goods and services.
Prerequisite: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,0,0)

ECON 202 BUS/UT

Principles of Economics—Macroeconomics

Beginning with the techniques for measuring important variables such as GDP, unemployment, and the price level, the course will develop a model of the economy with which various "shocks" can be analyzed. How the government uses its spending, taxation, and control of the money supply to achieve economic goals will be discussed. By the end of the course the student should have the ability to analyze the macroeconomic impact of most events influencing the economy.
Prerequisite: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,0,0)

ECON 207 BUS/UT

Managerial Economics

This course is an application of economic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by the firms.
Prerequisites: ECON 201 and 202
3 CR / (3,0,0)

EFAC .....

Note: EFAC courses are restricted to students in the Environmental Field Assistant Certificate program.

EFAC 110

Introduction to Environmental Field Work

This course provides an overview of environmental field assistant work. Students will gain an understanding of the roles and responsibilities of a field assistant in the environmental monitoring and natural resources sectors. Aboriginal perspectives and world views will strongly inform the course. In addition to gaining an understanding of Aboriginal views of environmental stewardship, students will learn about land use issues and cultural protocols associated with working with First Nations.
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (2.3,0.6,0)

EFAC 120

Essential Skills for Environmental Field Assistants

This course provides students with the essential skills necessary to obtain and retain employment. Topics will include document use, numeracy, problem solving, communication, working outside, and computer skills as they apply to environmental field work. Emphasis will be placed on the computer-based skills required for reporting tasks. The course will also include work readiness training such as resumé writing and job search skills.
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
1 CR / (2.6,1.3,0)

EFAC 130

Safe Work Practices for Environmental Field Assistants

Students will gain understanding and knowledge of safe work practices and WorkSafe BC regulations through a variety of industry and certificate courses. This course can be tailored to the needs of industry and the students; a minimum of seven certificate courses will be provided.
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (4,2,0)

EFAC 140

Field Skills for Environmental Field Assistants

This course focuses on the core field skills required by environmental field assistants: map interpretation and navigation, GPS use, note taking and data recoding, introduction to GIS, personal habits, and trip preparation.
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

EFAC 150

Introduction to Field Measurement

This field-oriented course introduces students to the theory and practice of forest measurements and surveying. Students will be introduced to basic surveying instruments, field surveys, and layout practices.
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

EFAC 160

Introduction to Aquatic Resources and Fisheries

This course covers the essential knowledge required by environmental field assistants working in fisheries or other aquatic habitats. Topics include riparian plant identification and recognition of wetland areas, as well as restoration of stream channels; stream crossings; and wetlands.
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

EFAC 170

Introduction to Terrestrial Resources and Wildlife

This course covers the essential knowledge required by environmental field assistants working in terrestrial habitats. Topics include terrestrial resources (ecosystem classification, plant identification, soils, vegetation surveys, and wetlands) and wildlife (bird surveys, wildlife capture and handling, habitat features, habitat inventory methods, species inventory methods).
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

EFAC 180

Introduction to Environmental Monitoring

This course provides a thorough introduction to the role of environmental monitors during the construction phase of industrial projects (such as oil and gas projects).
Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

ELEC.....

ELEC 115

Electrician Foundation (Harmonized)

In the foundation program, studies are focused on DC electricity. We will learn about the fundamentals of electricity and how it is electromagnetically induced. We will learn DC circuitry and resistance as well as analyzing these circuits. We will learn how to use meters and test equipment and learn how to read prints and drawings. We will also learn basic motor control and industrial power electronics. One of the most important lessons will be the interpretation and application of the Canadian Electrical Code (CEC).

Due to the nature of the CEC, it will be taught on a daily basis (approximately 1 hr. to 2 hrs. per day).

As well as learning the theory of electricity, there will be a lot of hands on learning which is invaluable for preparing you for the electrical trade and making you more employable. We also have a very well equipped shop and computer lab available for our use. You must have safety glasses and safety footwear to work in the shop.
(720 Total course hours)

ENGL.....

ENGL 020

Fundamental Preparatory English 1

Areas covered include pre-reading, beginning reading, pre-writing, beginning writing and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills).
Prerequisite: Interview with the Academic Upgrading placement person and participation in a reading and writing assessment.
(112 Total course hours)

ENGL 030

Intermediate Preparatory English

ENGL 030 is designed to provide students with the communication skills needed to enter higher level courses or to satisfy personal or career goals. This course focuses on the following core areas: composition and grammar, literature, interpersonal communication, reading comprehension, and study skills.
Prerequisite: Successful completion of ENGL 020, or as evaluated by the appropriate placement test.
0 CR / (112 Total course hours)

ENGL 045

Advanced Preparatory English

The course includes reading, writing, speaking, and listening skills. Extensive writing and research skills are taught. There is a literature component, as well as a section on media literacy.
Prerequisite: ENGL 030 or English 10 or as determined by a Academic Upgrading placement test.
0 CR / (112 Total course hours)

ENGL 050

Provincial Preparatory English

This course emphasizes writing, research, and communication skills. There is a strong literature component, which includes study in all literary genres.
Prerequisite: English 045 or English 11 (not Communications 11) or as evaluated by a Academic Upgrading placement test.
0 CR / (112 Total course hours)

ENGL 051

Provincial Preparatory English: First Peoples

This course is designed to introduce the student to Aboriginal perspectives while developing writing, research, and oral communication skills. There is a strong literature component which includes study in various literary genres.
Prerequisite: English 045 or English 11 (not Communications 11) or as determined by the appropriate CNC placement test.
0 CR / (112 Total course hours)

ENGL 101 UT

Literature and Composition I

A study of 20th-century short stories and drama, and a consideration of effective composition practices. Students write a minimum of three essays.
3 CR / (3,0,0)

ENGL 102 UT

Literature and Composition II

A study of 20th-century poetry and novels, and a consideration of effective composition practices. Students write a minimum of three essays.
3 CR / (3,0,0)

ENGL 103 BUS/UT

Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills.
3 CR / (3,0,0)

ENGL 104 UT

Introduction to Literature and Composition

A survey of selected stories, poems, and plays from the classical to the modern periods. Students write essays and exams.
3 CR / (3,0,0)

ENGL 106 UT

Film Studies

A survey of styles and genres in international and Hollywood cinema from 1940 to the present. A feature film will be screened each week and discussed in conjunction with assigned readings. University credit students write essays and exams; non-university credit students may audit the course for general interest.
3 CR / (1,2,0)

ENGL 107 UT

Literature and Composition: Aboriginal Literature

This course surveys Aboriginal literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition

skills and the techniques of literary analysis.
3 CR / (3,0,0)

ENGL 108 UT

Contemporary Genre

A survey of selected novels, short stories, poems, and graphic novels from genres such as Horror, Mystery, Erotica, Thriller, Western, Fantasy, Science Fiction, War, Auto Fiction, etc. Students will write essays and exams to reflect an understanding of how to read, analyze, and discuss literature and themes.
3 CR / (3,0,0)

ENGL 120

Content Strategies for Online Writing

This course introduces forms and strategies for content development for social media, online blogging, entertainment, and journalism. Students will learn the elements of story, practice finding material for stories, learn how to shape stories depending on audience, find new angles for existing stories, and condense and simplify stories. The lectures and assignments will involve a wide range of topics meant to reveal possible approaches to writing for online purposes and to stimulate improvements of the work submitted for discussion and evaluation. Students will practice writing and editing their own and each other's work.
Prerequisite: ENGL 103
3 CR / (3,0,0)

ENGL 155

Developmental English

Based on the results of the SRA and the requirements of the program in which they are enrolled, students are assigned a course of study which is drawn from the following components:

- Developmental and College Reading: A self-paced course for students who are weak in reading, designed to help students acquire the basic reading skills needed to handle college-level material. Skills covered are designed to improve critical analysis skills and comprehension.
- Writing: This course helps the student acquire the basic skills of writing. Students are assigned work on punctuation and grammar. Structure and style are practised and then incorporated into organized paragraphs and essays.
- Spelling: This course helps the student to apply basic spelling rules and to spell commonly misspelled words.

ENGL 201 UT

English Literature, 1350–1744

A survey of English Literature from Chaucer to Pope based on a selection of works from major authors. The course includes work from the Old English period. Students are required to submit at least three essays on literary topics.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 202 UT

English Literature, 1744–1900

A survey of English Literature from Blake to Browning based on a selection of works from major authors. Students will submit at least three essays on literary topics.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 203 UT

Canadian Literature I

An introduction to the study of Canadian literature involving writers from its beginning to the 1940s. Journals, poetry, and fiction are included. Students are required to submit a minimum of three essays on literary topics.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 204 UT

Canadian Literature II

A study of the development of Canadian poetry, fiction, drama, and essays from 1940 to the present. Students are required to submit a minimum of three essays on literary topics.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 205 UT

Creative Writing: Poetry

A poetry writing and workshop course for beginning and seasoned writers. Students learn approaches to language and writing designed to stimulate improvement of the work. As well, students are provided opportunities to present their work for comment and criticism.
Prerequisite: 3 credits of 100-level UT English
3 CR / (3,0,0)

ENGL 206 UT

Creative Writing: Fiction

A fiction writing and workshop course for beginning and seasoned writers. Students learn a wide range of approaches to language and writing designed to stimulate improvement of their work. As well, students are provided opportunities to present their work for comment and criticism.
Prerequisite: 3 credits of 100-level UT English
3 CR / (3,0,0)

ENGL 213 UT

Short Fiction I

A survey of the short story and novella from Poe to Lawrence. Students are required to write at least three essays on literary topics.
Prerequisites: Two of ENGL 101, 102, 103, 104, 107
3 CR / (3,0,0)

ENGL 214 UT

Short Fiction II

A survey of the short story and novella from Kafka to the present. Students write at least three essays on literary topics.
Prerequisites: Two of ENGL 101, 102, 103, 104, 107
3 CR / (3,0,0)

ENGL 215 UT

Children's Literature I

A study of children's literature focussing on the different genres: fantasy, realistic fiction, science fiction, historical fiction, etc.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 216 UT

Children's Literature II

A historical study of children's literature. Representative literature from the Victorian to the Postmodern period is examined. Students will examine how our definitions of children's literature and our attitudes toward children's literature have changed over time.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 217 UT

Gender, Sexuality, and Literature I: Focus on Literary Theory

Through the lenses of critical thought, feminism, and queer theory, this course is a study of changing attitudes towards gender, sexuality, and sexual identity in literature (poems, short stories, novels, graphic novels, and plays), reflecting different cultural and/or historical periods.
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 218 UT

Gender, Sexuality, and Literature II: Focus on Contemporary Literature

A study of gender and sexual identity, gender roles, and sexuality in contemporary literature (poems, short fiction, novels, graphic novels, and plays).
Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 219 UT

Contemporary Aboriginal Authors

This course is a study of contemporary Aboriginal authors. Students study novels, plays, and poems that reflect the experiences of Aboriginal peoples in Canada from the 1940s to the present. Students consider regional/ personal concerns as well as the universal themes developed in the writings. As well, students compare the styles, themes, and subject matter of Aboriginal authors to other Canadian authors studied in Canadian literature classes.
Prerequisites: One 100-level University Transfer (UT) English course
3 CR / (3,0,0)

ENGL 220 UT

Children's Literature — First Nations Authors

This course is a study of traditional Aboriginal children's tales from the oral story-telling tradition as well as tales told by contemporary Aboriginal writers. These stories are assessed in terms of character, plot, and theme. As well, students analyse how the stories challenge the child reader's social, emotional, moral, and intellectual growth. Students will critically evaluate the texts and determine the values and lessons in the texts.
Prerequisites: One 100-Level University Transfer (UT) English course
3 CR / (3,0,0)

ENGL 225 UT

Special Topics in Film Studies: (Genre)

This is a survey of special topics in film, in particular genre (e.g. film noir, documentary, western, martial arts, horror), decades in film, groundbreaking directors, and/or international and domestic film movements (e.g. French, Australian, Italian, German, and Canadian New Wave). Films will be viewed and discussed in terms of their social, political, and artistic impact and lasting relevance.
Prerequisite: ENGL 106
3 CR / (3,0,0)

ENGL 229 UT

Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then move beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.
Prerequisites: ENGL 103
Prerequisites for Natural Resource and Environmental Technology (NRFT) students: ENGL 103 and completion of first-year NRFT program
3 CR / (3,0,0)

ENGL 230 UT

Critical Thinking and Writing for Science and Technology

In this course, writing about science and technology is examined theoretically and practically. Students learn to communicate what they learn in the appropriate form to a variety of audiences. Both research and non-research forms of communication, both written and oral, will be examined in preparing students for further studies in science and technology.
Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent
3 CR / (3,0,0)

ENGL 231 UT

Intermediate Composition I

Students study and practise the principles of effective prose. They write a variety of expository and argumentative essays (some done in class) and a final examination. Students develop competence and flexibility in their writing skills through the practice of a variety of stylistic and organizational techniques. Recommended for students interested in the teaching profession.

Note: This is not a remedial or basic skills course.
Prerequisites: Two of ENGL 101, 102, 103, 104, 107
3 CR / (2,1,0)

ENGL 232 UT

Intermediate Composition II

Students write a variety of expository and argumentative essays (some done in class) and a final examination. Particular emphasis is placed upon the production of a major research report (minimum length 2,000 words) with full documentation. Recommended for students interested in the teaching profession.

Note: This is not a remedial or basic skills course.
Prerequisites: Two of ENGL 101, 102, 103, 104, 107
3 CR / (2,1,0)

ENGL 252

Technical Communications for Forest Technology

This course builds upon the skills introduced in ENGL 195 and ENGL 196 and introduces the student to writing tasks that are more closely related to real-world working situations and controversies. Topics covered include medium length reports, integration of research with personal experience, and persuasive speaking and writing.
Prerequisites: ENGL 103 and ENGL 229
3 CR / (3,0,0)

ESL

Note: ESL courses are restricted to students in the ESL program.

ESL 060

Beginner Level ESL

This program offers listening, speaking, reading, and writing at a beginner level. Students also learn and practise some English idioms, new vocabulary, and communicative grammar. Pre-writing and revision strategies are introduced. Some knowledge about Canadian culture will be presented through films and music.
Prerequisite: As determined by the ESL placement test

ESL 070

Intermediate Grammar

This course strengthens and develops grammar structures through listening, speaking, and writing. Students can use and manipulate grammar points (verb tenses, modals, nouns, adjectives, conditionals).
Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 071

Intermediate Listening and Speaking

In the context of specific dialogues, students practise listening, speaking, and using idiomatic expressions common in North American English. This course also gives the student an opportunity to interact with native speakers of English.
Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 072

Intermediate Writing

In this course students learn the organization of a paragraph. Prewriting and editing strategies are strengthened, and writing for various purposes is introduced.
Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 073

Intermediate Reading

This course develops the skills of reading for the main idea, skimming, scanning, predicting, guessing meaning from context, and drawing inferences. Students work with a variety of written material of gradually increased difficulty. This course also includes an intensive "words in context" approach, where students learn new words by reading and hearing them in a variety of situations.
Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 086

IELTS Preparation Course

This 45-hour course prepares students for the IELTS exam. The course provides practice in the four skill areas: listening, speaking, reading, and writing. In addition, this course reviews and strengthens previously learned grammar and vocabulary as well as introduces students to the IELTS exam task types and exam formats. This course is suitable for students who want to achieve higher scores in the academic module. It is intended for students whose current level of English is advanced.
Prerequisite: Successful completion of Level 2 (Intermediate) in CNC's ESL program or as determined by the ESL Department placement test

ESL 090

Advanced Grammar

Students will become familiar with the English verb system in terms of time frame and aspect. Students study the form, meaning, and use of grammatical structures, such as passive verbs, conditionals, gerunds and infinitives, modals of prediction and inference, reported speech, adverbials, degree compliments and intensifiers, etc.
Prerequisite: Completion of ESL 070 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 091

Advanced Listening and Speaking

Students practise listening to advanced level speech for main ideas and specific information. Using various dialogues taken from social and academic contexts, they will examine and practise using idioms common to Canadian English. Students participate in class discussions and give short presentations.
Prerequisite: Completion of ESL 071 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 092

Advanced Writing

This course focuses on paragraph writing for various purposes. Students can write several types of complex sentences and give supporting details for their ideas in well organized paragraphs. Essay writing is introduced.
Prerequisite: Completion of ESL 072 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 093

Advanced Reading

Students read short stories, articles, essays, and novels in order to practise skimming a text for the main idea, deducing meaning from context, classifying elements as fact or opinion, scanning for specific information, identifying supporting details, making inferences, building vocabulary, and predicting.
Prerequisite: Completion of ESL 073 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 095

English for Academic Purposes: Listening and Speaking

This course gives students the opportunity to practise listening to lectures, presentations and dialogues at an academic level. Students participate in group surveys, discussions, and interviews and give a minimum of three presentations.
Prerequisite: Completion of ESL 091 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 096

English for Academic Purposes: Advanced Grammar and Writing

Students learn techniques for producing sound, effective, and successful essays through the themes of unity, support, coherence, and sentence skills. Students can practise and develop their skills, while comparing their own work with provided readings. In addition, students study advanced grammar points, as well as techniques for finding information for research essays.
Prerequisites: Completion of ESL 090 and ESL 092 with grades of "B" or higher, or as determined by the ESL placement test

ESL 097

English for Academic Purposes: Reading

This course advances students' literal and critical reading comprehension skills to help them prepare for Canadian college and university. Various college-level reading selections, as well as novels, are provided to help students develop effective reading and clear thinking skills.
Prerequisite: Completion of ESL 093 with a grade of "B" or higher, or as determined by the ESL placement test

FASD.....

Note: A maximum of three FASD courses may be taken before registering in the FASD Advanced Diploma program.

FASD 260 UT

Overview of FASD

Develop a critical FASD context. This course provides an academic and comprehensive overview by exploring the unique complexities of FASD. The impacts of this disorder on social, criminal, educational, financial and health care systems are considered.
3 CR

FASD 300 UT

FASD Support Strategies

Understanding the complexities behind effective support strategies is crucial to working with individuals and families impacted by FASD. This course focuses on the skills necessary to develop effective individualized and service-based supports.
Prerequisite or Corequisite: FASD 301
3 CR

FASD 301 UT

Fundamentals and Professional Implications

This course is designed to provide a solid understanding of the unique complexities of FASD for students in the social service, education, justice and health-related disciplines. The knowledge will add depth to their understanding of individuals/families and communities who access services in their chosen field. It begins with a comprehensive examination of the underlying causes of alcohol use during pregnancy, the effects of prenatal alcohol exposure and the resulting disabilities known as FASD. The content provides information needed for students to critically analyze and evaluate practice. Students are required to demonstrate how the related disabilities can affect individuals' life outcomes. Students explore effective strategies for prevention and intervention at the family, community and professional levels. Their gained knowledge can be integrated into their practice once in the field.
Prerequisite: ENGL 103 or equivalent or admittance into the FASD Advanced Diploma program
3 CR

FASD 305 UT

FASD Brain and Behaviour

Given the profound impact of alcohol on the brain, this challenging course is integral to a thorough understanding of FASD. In this course the current knowledge of human brain structure is integrated with the effects of alcohol on the developing brain.
Prerequisite: FASD 301 and two years of college- or university-level courses in a related discipline
3 CR

FASD 310 UT

Cultural Perspectives in FASD

Consider FASD from an indigenous world view framework. This course explores constituents of effective prevention and intervention strategies from the concept of "within community."
Prerequisite: Two years of college or university-level courses in a related discipline (or permission of the instructor)
Prerequisite or Corequisite: FASD 301 and one of FASD 300 or 335 or permission of the instructor
3 CR

FASD 315 UT

Special Topics in FASD

Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.
Prerequisites or corequisites: FASD 301, one of FASD 300 or 335 or permission of the instructor
3 CR

FASD 320 UT

Human Development

View human development across the lifespan through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice. An emphasis on the established norms for each life stage provides a framework for students to thoroughly understand the developmental delays characteristic of FASD.
Prerequisite: FASD 301
3 CR

FASD 325 UT

Developmental Disabilities and FASD

Focus on the disabilities that overlap and co-exist with FASD to enhance your ability to work with affected individuals.
Prerequisite or Corequisite: FASD 301 and 305 or permission of the instructor
3 CR

FASD 330 UT

Addictions

Strengthen your ability to work with diverse populations, including those with FASD, and link the broad understanding of substance misuse, abuse and compulsive addictive behaviour within an FASD framework.
Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)
3 CR

FASD 335 UT

FASD Prevention

Explore the tri-level system of prevention — primary, secondary and tertiary. You will have an opportunity to critically examine prevention initiatives at each level and develop a comprehensive prevention plan.
Prerequisite or Corequisite: FASD 301
3 CR

FASD 399 UT

Practicum

Accomplish specific practicum goals within your discipline.
Prerequisite: Eight courses from the FASD program, including FASD 300, 301, and 335
3 CR

FIN.....

FIN 257 BUS

Finance I

This course provides an introduction to the role of financial management and the environment in which it operates. Topics include the functions of corporate finance, foreign exchange transactions, financial mathematics (time value of money), bond valuation, short- and long-term financing instruments, securities markets, individual and personal income taxes, and financial statement analysis. The computer lab will use spreadsheet software and the Internet to solve financial problems.
Prerequisites: ACC 152 or COM 204 and Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,1.5)

FIN 258 BUS

Finance II

This course continues the introduction to financial management which was presented in Finance I. Topics include stock valuation, net present value and other capital budgeting techniques, deriving cash flow information from financial statements, capital markets, risk and return, cost of capital, financial leverage, and dividend policy. The computer lab uses spreadsheet software and the Internet to solve financial problems.
Prerequisite: FIN 257
3 CR / (3,1.5,0)

FINE.....

FINE 101 UT

Art History I

Art history, a broad intellectual discipline, is central to the humanities. This introductory survey course examines, analyzes, and evaluates the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from prehistory through the Late Medieval period. In addition to the stylistic and structural components of art, students study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.
3 CR / (1,3,0)

FINE 102 UT

Art History II

This introductory survey course continues to examine, analyze, and evaluate the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from the Early Renaissance to the present. In addition to the stylistic and structural components of art, students will study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.

3 CR / (3,0,0)

FINE 103 UT

Drawing I (Studio)

This intensive studio course provides an introduction to the methods, materials, and concepts of drawing, both as a visual language and as a tool for enhancing perceptual awareness. While investigating process and developing a critical vocabulary, students begin to acquire the skills to translate immediate observations and ideas into two-dimensional form. A variety of subject matter is used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion will introduce students to contemporary and historical ideas of art and design. Techniques for evaluating and critiquing (both oneself and other students) will be discussed and incorporated into the course work.
4 CR / (1,3,0)

FINE 104 UT

Drawing II (Studio)

This intensive studio course is a continuation of FINE 103 and further explores the fundamentals of drawing (line, shape, tone, texture, volume, proportion, shadow, space, composition, scale, mark-making tools, and media). Exercises and projects are designed for students to continue work on perceptual and expressive drawing and hand–eye co-ordination. A variety of subject matter will be used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion introduces students to contemporary and historical ideas of art and design. Regular evaluations and critiques are part of the course work.
Prerequisite: FINE 103
4 CR / (1,3,0)

FINE 105 UT

Painting (Studio)

This course introduces a variety of approaches to painting as a contemporary art practice. Students are assigned projects and exercises that address specific topics related to formal, expressive and historic/social issues of painting. They explore the language of materials as it pertains to paint handling and surface, as well as strategies of representation and the development of imagery from a range of sources. Students can expect to combine intellectual information with experimentation, sensory alertness, and practical paint mixing skills. Through demonstrations of techniques and processes, work in class and homework, slide talks and critiques, students learn the basic skills required to produce paintings. In-class work and assignments will be reviewed in critiques.
Prerequisite: Entry to Fine Arts program and FINE 109
4 CR / (1,3,0)

FINE 106 UT

First Nations Art, Design, and Technology (Studio)

This course will focus on the forms and tec niques of Pacific Northwest Coast First Nations contrasting and comparing them to similar tec niques used by other Canadian Aboriginal people. These artistic techniques, both traditional and contemporary, will be used to create functional and aesthetic objects. Examples will be discussed linking the artistic forms to oral history and the clan structure of First Nations societies in the region. Tecnical hands-on instruction is balanced with access to First Nations traditional materials and studio-based art practices.
Prerequisite: Acceptance to the Fine Arts Program or permission of the instructor.
3 CR / (1,3,0)

FINE 107 UT

Introduction to Digital Arts and Media

Learners will explore and further develop their image-making skills and ideas about pictorial space in a digital environment, along with learning about the historical and conceptual connections between digital technologies and contemporary art. They will be instructed in the use of computer graphics software (Illustrator, Photoshop) and hardware, as well as in digital input, image processing, and digital output. Fundamental computer concepts such as the relation of analog to digital, bitmap and vector-based images, resolution, and archiving work will also be covered. By the end of the course, learners will have created a digital portfolio of their work.
Prerequisite: Entry to Fine Arts program or entry to Web and Graphic Design program or permission of the instructor
4 CR / (1,3,0)

FINE 108 UT

Making a Living as an Artist

This course guides students to create their own artistic portfolios (traditional), and educates them about some of the professional practices required of graphic and fine artists. It covers the essential elements of a portfolio, as well as the preparation of resumés and slides. Health and safety, copyright, contracts, photographing artwork for portfolios, commissioned work, public speaking skills, participation in commercial galleries and artist-run centres, and other professional practices issues are covered as well.
Prerequisite: Entry to Fine Arts program
2 CR / (2,0,0)

FINE 109 UT

Colour Theory (Studio)

This is a course on understanding and using colour. It focuses on colour applications for visual art and design, the principles of colour theory and visual perception, and the cultural dimensions of colour. Using colour, students work with various media including pigment, light, and other materials to explore ideas and concepts relevant to visual arts and design. Through the study of cultural history, students increase their understanding of the role of colour in art and life. The course includes lectures, demonstrations, and studio projects, as well as group and individual critiques.
Prerequisite: Entry to Fine Arts program
4 CR / (1,3,0)

FINE 150 UT

Fundamentals of Digital Photography — Exploring the Digital Photography Workflow

Open to all UT students. In this course, students develop the fundamental skills and techniques involved in compact digital photography. Students explore the digital photography workflow covering basic concepts and best practices around taking, enhancing, managing, manipulating, and sharing digital photographs. This will include students developing an operational familiarity with several professional level image editing, photo management and workflow productivity software programs. Opportunities are provided for the student to critique other students' digital photos with the aim of gaining

insight into the composition of their own work. Students will develop an understanding of how the compact digital camera fits into the current photography landscape. Students are required to bring their own camera (which must meet minimum instructor-specified specifications) to class.

Note: Basic computer skills highly recommended.
Prerequisite: None
4 CR / (1,3,0)

FREN.....

FREN 101 UT

Intermediate College French, Level 5

This course consists of three parts:
1. A review of the essential structures of French grammar; 2. French conversation;
3. Exercises in comprehension of oral French. Conversation classes will be based on current social issues. The course is conducted in French and highly recommended for prospective elementary teachers.

Note: Students with preparation in French other than specific course prerequisite may be admitted. Please contact a CNC advisor.
Prerequisite: French 12
3 CR / (3,1.5,0)

FREN 102 UT

Intermediate College French, Level 6

This course consists of three parts:
1. Continuation of review of the essential structures of French grammar; 2. Writing practice; and 3. Literary analysis. The course is conducted in French and highly recommended for prospective elementary teachers.
Prerequisite: FREN 101
3 CR / (3,1.5,0)

FREN 120 UT

Introductory French I

This course is designed for students who have no knowledge of the French language and for those who have not completed Grade 11 French or its equivalent. The course consists of listening comprehension and oral production, as well as reading, writing, and using French grammar.

The emphasis is on communicative practice during class time. Students are given lots of opportunities to speak the language as soon as they learn it (asking questions, reading dialogues, role-plays, and pronunciation). The explanation of grammar is done in situation or in context. During labs, students can practise their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.
Prerequisite: None
3 CR / (3,1.5,0)

FREN 121 UT

Introductory French II

With its emphasis on training in listening comprehension and oral production, this course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course also consists of reading, writing, and applying grammar rules in short compositions.

During labs, students can practise their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.
Prerequisite: French 120 or equivalent. If in doubt, please consult with the instructor or an advisor.
3 CR / (3,1.5,0)

GEOG .....

GEOG 101 UT

Sense of Place: An Introduction to Human Geography

This course serves as an introduction to the development, structure, concepts, and methods of modern human geography. Students are introduced to the many sub-fields of human geography, including urban geography, cultural geography, environmental geography, historical geography, regional geography, political geography, and economic geography. This course is not only important to those students who wish to study for a BA in geography, but it will prove useful for those students who wish to enter programs in architecture, urban and regional planning, education, etc. as well.
3 CR / (3,3,0)

GEOG 102 UT

Introduction to Contemporary Environmental and Resource Issues

This course provides an overview of the types of environmental and resource issues facing the planet today. It concentrates on both the spatial component of these issues and on the human/environmental interactions. Topics covered include environmental ethics, the nature of ecosystems including biogeochemical cycles, energy flows, environmental hazards, politics, and economics, as well as various resource issues such as parks, forests, fisheries, wildlife, pollution, etc.
3 CR / (3,3,0)

GEOG 103 UT

Canada: Some Geographical Perspectives

An introduction to the geographical character of Canada. Emphasis is on an examination of the development of settlement patterns, the Canadian urban system, changes in rural Canada, resource development, and the characteristics of the North. This course may be useful for students wishing to enter programs in elementary and secondary education.
3 CR / (3,0,0)

GEOG 201 UT

Weather and Climate

This is a laboratory science course which provides an introduction to the major concepts in the sub-disciplines of meteorology and climatology. Emphasis is on the analysis of processes, distributions, and interrelationships. It is a required course for a BSc degree in geography.
3 CR / (3,3,0)

GEOG 202 UT

The Surface of the Earth

This course is a laboratory science course. It provides an introduction to the major systems, cycles, and processes which cause and sculpture the landforms of the earth's surface. It is a required course for a BSc degree in geography. GEOG 202 is combined with GEOG 201 to make up a full introductory physical geography course.
3 CR / (3,3,0)

GEOG 203 UT

Economic Geography

A geographic view of economic activities and behaviour, using both a "systems" and "behavioural" approach. Traditional and more recent theories of economic geography are examined in the light of these two approaches. This course may be useful for students wishing to enter programs in economics, commerce, appraising, and municipal administration.
Prerequisites: GEOG 101 and 103
3 CR / (3,0,0)

GEOG 204 UT

Forest and Agricultural Climatology

This course focuses on the fundamental principles and processes of climatology; energy and water balance concepts; atmospheric motion and weather systems; micro-

climate of soils, crops, forests, and animals; microclimate modification and air pollution; climate classification and land capability.
3 CR / (3,2,0)

GEOG 205 UT

The Evolution of the Cultural Landscape

An investigation of the dynamic nature of the human/land relationship in terms of cultural, sociological, institutional, and psychological influences upon human use and organization of the environment.
Prerequisites: GEOG 101 and 103
3 CR / (3,0,0)

HCAP .....

HCAP 120

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a theoretical framework for practice. Students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as an HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice.
Prerequisite: Admission to HCA program
3 CR

HCAP 125

Health 1: Interpersonal Communications

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They will have the opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.
Prerequisite: Admission to HCA program
2 CR

HCAP 130

Health 2: Lifestyle and Choices

This course introduces students to a holistic concept of health and the components of a health-enhancing lifestyle. Students are invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students are introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.
Prerequisite: Admission to HCA program
2 CR

HCAP 135

Health Care Assistant: Introduction to Practice

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students are introduced to the health care team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.
Prerequisite: Admission to HCA program
2 CR

HCAP 140

Healing 1: Caring for Individuals Experiencing Common Health Challenges

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students explore common challenges to health and healing in relation to each body system. Students are also encouraged to explore person-centred practice as it is related to the common challenges to health and, in particular, to end-of-life care.
Prerequisites: Passing grade (60%) in any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135; or with instructor's permission
5 CR

HCAP 145

Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. The emphasis in this course is on supporting clients with dementia, recognizing responsive behaviours and identifying person-centred intervention strategies.
Prerequisites: Passing grade (60%) in any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135; or with instructor's permission
3 CR

HCAP 150

Healing 3: Personal Care and Assistance

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course comprises class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.
Prerequisite: Admission to HCA program
5 CR

HCAP 195

Practice Experience in Home Support, Assisted Living, and/or Group Home

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunities will be provided for students to become more familiar with the role of the HCA within a home support agency, assisted living facility, and/or a group home, and to gain abilities that will prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence.
Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.
2 CR

HCAP 199

Practice Experience in Multi-Level and/or Complex Care

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience is devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility.
Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.

5 CR

HIST.....

HIST 101 UT

World History: The Early Twentieth Century

A survey of significant events from the 1890s to 1939, with particular emphasis on the First World War, the instability of the 1920s and 1930s, the rise of Japan, and the road to the Second World War.
3 CR / (3,0)

HIST 102 UT

World History: The Late Twentieth Century

A sequel to HIST 101, covering the Second World War, struggles in the Third World, America's victory over the Soviet Union in the Cold War, and the emergence of new superpowers in Japan and the European Union.
3 CR / (3,0,0)

HIST 103 UT

History of Canada to 1867

A survey of social, economic, and political developments. Topics include First Nations–White relations, early exploration, imperial rivalries, political reform, and social conflict.
3 CR / (3,0,0)

HIST 104 UT

History of Canada since 1867

A sequel to HIST 103. Emphasis is placed on Confederation, the Riel Rebellion, immigration, urbanization and industrialization, and the evolution of foreign policy.
3 CR / (3,0,0)

HIST 204 UT

History of the Prairie West

A lecture/seminar surveying Prairie development from the mid-19th century to the present. Focusing on First Nations and the fur trade, colonial institutions and provincial status, immigration, agriculture, wars, decades of discord, the origin of third parties, and post-war economic and political development.
Prerequisite: HIST 101 or 102 or 103 or 104
3 CR / (3,0,0)

HIST 205 UT

History of BC

A lecture/seminar surveying BC with emphasis on aboriginal culture, resource development, ethnic relations, labour, wars, depression, and the development of provincial politics.
Prerequisite: HIST 101 or 102 or 103 or 104
3 CR / (3,0,0)

HIST 206 UT

Pre-Confederation British North America

A lecture/seminar course focusing on social, economic, and political developments in BNA from 1759 to 1867. Students study the impact of the conquest, the Maritime colonies, Upper Canada/Canada West and Lower Canada/Canada East, as well as the Prairies and New Caledonia before Confederation.
Prerequisite: HIST 101 or 102 or 103 or 104
3 CR / (3,0,0)

HIST 211 UT

Local History

An introduction to the north-central interior of British Columbia. Topics include First Nations–white relations, resource development, and settlement patterns. Particular emphasis is placed on historical methodology and research.
3 CR / (3,0,0)

HIST 213 UT

Western Thought from Plato to Hegel

A survey of influential European thinkers from the ancient Greeks and Hebrews through the Middle Ages and Renaissance to the early nineteenth century.
3 CR / (3,0,0)

HIST 214 UT

Western Thought from Marx to Postmodernism

A sequel to HIST 213, covering influential European thinkers from Marx and Darwin through Nietzsche, logical positivism and existentialism to structuralism and post-modernism.
3 CR / (3,0,0)

HIST 216 UT

Introduction to South Asia

A multidisciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent.
Prerequisite: One first-year course in English or History or Philosophy
3 CR / (3,0,0)

HIST 217 UT

Introduction to Southeast Asia

A multidisciplinary course introduces students to the history, geography, religion, literature, and economics of the countries of Southeast Asia.
Prerequisite: One first-year course in either English or History or Philosophy
3 CR / (3,0,0)

HIST 230 UT

Introduction to Modern Canadian Military History

History 230 is a survey course that introduces students to Canada's military history from Confederation through to the Afghanistan War. Students examine several aspects of Canadian military history, including early internal and external defense problems, participation in imperial conflicts, and Canada's involvement in major wars, peacekeeping and alliance efforts, and interventions. There will also be some discussion of race and gender issues in the military.
Prerequisite: One of HIST 101,102, 103, 104 or equivalent
3 CR / (3,0,0)

HRPR .....

Note: HRPR courses are restricted to students in the Human Resources Management Post-Diploma program.

HRPR 300

Strategic Human Resource Planning

This course introduces students to strategy formulation and implementation within a Human Resource (HR) context. Students learn to identify trends and issues, as well as develop and understand the concepts of HR strategy, program development and implementation. HR managers have a critical strategic role in organizations, and HR strategies must be aligned with business objectives and performance indicators in order to maximize the effectiveness of the organization. This course focuses on theory and practical applications to the work site.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 301

Compensation and Benefits

This course introduces students to the complex field of compensation and benefits. There are as many different compensation schemes as there are types of occupations, and there is no "one size fits all" approach to compensation. Compensation packages must be linked to the organization's goals and strategies in order to maximize the effectiveness of the organization. Students learn how to design an appropriate compensation system by identifying the different ingredients available to HR managers, their benefits and constraining factors. Performance pay plans, compensation values, and the technical processes required to implement the compensation package are examined.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 302

Occupational Health and Safety

Occupational health and safety programs used to be delegated to technical experts, but in British Columbia there is a growing awareness that responsibility (and liability) for an effective OHS program starts at the front line and extends through all the layers of supervision and management in an organization. This course gives students a basic understanding of the elements that combine to create an effective occupational health and safety program (OHS). The course focuses on theory and practical applications to the work site.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 303

Training and Development

In today's economy, employee skills and talents are often the source of "competitive advantage" for organizations. Human resource managers are often tasked with developing in-service training for front-line employees and professional development programs for future leaders and managers. This course teaches students to balance the need for training and development opportunities with the organization's demand for accountability and return on investment. Students learn about the increasing use of technology, blended approaches to training delivery, explicit and hidden costs of training as well as how to evaluate the effectiveness of the training.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 304

Performance Management

This course investigates the circumstances of the "underperforming employee" and moves students from the common misconception of the "lazy," "unmotivated," or "incompetent" employee to an accurate diagnosis and mitigation of the real performance issue. Performance management on an organizational basis is examined, identifying organizational strategies such as regular performance evaluations, job design and rewards as tools that can prevent potential problems from arising. Processes and strategies are identified to use once a performance problem has been identified, including positive discipline and progressive discipline.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 305

Employment Law, Employment Standards and Human Rights

This course gives students an overview of employment contracts and employment relationships as they are dealt with both by common law and statute, including human rights, occupational health and safety, and industrial standards. The primary focus of this course is the non-unionized workplace, which compliments MGT 264 Industrial Relations, which focuses on the unionized workplace. This course will focus on theory and practical applications to the work site.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 307

Recruitment and Selection

Successful organizations know that the first rule of success is to hire the right people. As Canada moves into a skilled labour shortage, understanding effective recruitment practices is critical to identifying a qualified pool of candidates. Once candidates are identified, they must be assessed on a number of different levels, including the skills and talents they bring to the organization and their fit with the team. This course provides students with a comprehensive study of current recruitment and selection practices in Canada. It is recommended for small business owners, front-line managers and human resource professionals.
Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program
3 CR / (3,0,0)

HRPR 308

Professional Practice

HR managers must develop strategies that complement the overall business strategy; they manage budgets, develop, implement and measure programs and projects, procure contracted service providers, and are a collaborative member of the management team. This course prepares students to step into an HR management role in Canada by giving an overview of the business environment, protocols, and tools used by managers in Canadian organizations. Students in this course will focus on theory and practical worksite application.
3 CR / (3,0,0)

HRPR 309

Advanced Topics in Professional Practice

HR managers must develop consulting skills with their client groups, and as "internal consultants" they must demonstrate the same consulting skills that are used by external consultants. HR managers also implement major change strategies, conduct job evaluations, and develop organizational learning plans and other major initiatives that require basic knowledge in project management principles. Students in this course will focus on theory and practical worksite application.
Prerequisite: HRPR 308
Corequisite: HRPR 400 or HRPR 401
3 CR / (3,0,0)

HRPR 400

Human Resource Management Practicum

In this practicum, students will apply and synthesize theoretical concepts learned during their previous coursework in workplace practicum experience. As an integral part of the learning experience, the workplace experience practicum placement is a bridge for the student between the academic present and professional future. The practicum is a three-way partnership between the College, the student and host employer. All parties in the relationship assume definite responsibilities, perform specific functions, and derive benefits as a result of their involvement.
Prerequisites: MGT 264, MGT 266, HRPR 301, HRPR 302, HRPR 303, HRPR 304, HRPR 305, and HRPR 307.

Corequisite: HRPR 309
3 CR / (3,0,0)

HRPR 401

Human Resources Management Capstone Project

In the Capstone Project, students will apply and synthesize theoretical concepts learned during their previous coursework in the form of a project. Through research and consultations, students will set goals, develop a proposal and write a Capstone Project for a local organization.
Prerequisites: MGT 264, MGT 266, HRPR 301, HRPR 302, HRPR 303, HRPR 304, HRPR 305, HRPR 307
Corequisite: HRPR 309
3 CR / (3,0,0)

JET .....

Please see JET program information on page 142.

KINS .....

KINS 100 UT

Introduction and Principles of Personal Health and Wellness

This course is in-depth introduction to the principles of health and wellness with particular emphasis on personal health. A review of education and research on a variety of student health issues, and their larger impact, will be investigated and discussed. Opportunities to develop skills and resources for optimal health as it relates to life and academic success are included.
3 CR / (3,0,0)

KINS 110 UT

Introduction to Sport Administration

This course provides an overview of selected topics in the administration and management of the leisure, sport and recreation fields. Topics will include: foundations of sport and recreation administrative, an overview of the Canadian Sport Delivery System, programs and programming administrative operations, and management skills. The theoretical knowledge gained will be applied to personal management and a practical situation in the administration of a sporting event..
3 CR / (3,0,0)

KINS 120 UT

Biomechanics

An introductory examination of the mechanical and anatomical basis of human movement. Students gain an understanding of the application of the elementary principles of physics and math and apply them to a quantitative analysis of human movement. This analysis also focuses on the development of forces within muscles and their effect on initiation and controlling human movement.
Prerequisite: Foundations of Math 11 or MATH 045
Prerequisite or Co-requisite: KINS 100
3 CR / (3,0,0)

KINS 121 UT

Leisure and Sport in Society

This course is an introductory examination of leisure and sport from the perspectives of th humanities and social sciences. Emphasis is placed on the definition of concepts and on different theories which purport to explain the nature and role of leisure and sport in Canadian society.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,0,0)

KINS 124 UT

Principles of Physical Fitness

This course will provide an overview of the concepts and principles of physical fitness. The topic areas include the components of health-related fitness, fitness assessments, and the effects of exercise. Students will study and perform a variety of conditioning exercises. The theory and practice of personal exercise prescription will be emphasized. This course will incorporate both lecture and physical activity labs.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,2,0)

KINS 128 UT

Contemporary Health Issues

This course will focus on many of the health issues in current society. This course includes the following topics: psychological disorders, complementary and alternative medicine, reproduction and pregnancy, infection and immunity, major diseases (cardiovascular diseases, cancer, diabetes), musculoskeletal disorders/disease (e.g., arthritis, osteoporosis), medications, and aging (e.g., dementia, death and dying). Due to the evolving nature of health information, additional topics may be covered.
Prerequisite or Co-Requisite: KINS 100
3 CR / (3,0,0)

KINS 132 UT

Human Functional Anatomy

This course introduces the anatomy of the body and how it relates to human movement and performance. Students use a multimedia cadaver study, three-dimensional models, and lab activities to facilitate a hands-on approach to learning..
Prerequisite or Co-requisite: KINS 100
3 CR / (3,2,0)

KINS 150 UT

Pedagogy and Coaching

This course will provide students with the necessary knowledge and proficiency to adequatley and successfully coach and operate all aspects of a sport team or program. Emphasis will be places on the followng topics: roles, functions, and tasks of a coach, making sthical decisions, planning a practice, basic nutrition concepts, the teaching process and how eligible for NCCP certification.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,0,0)

KINS 230 UT

Performance Analysis of Selected Individual Sports

In this course, two individual sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports are studied along with the critical performance factors. Participation in classroom and in the sporting activity is required.
Prerequisite: KINS 120 (or HK 123)
3 CR / (1,3,0)

KINS 232 UT

Human Applied Physiology

This course will examine the functional characteristics of human systems. Students will be introduced to the physiology of the body and how it relates to human movement and performance. There will be emphasis on systems that support human movement and performance including muscular, cardiovascular, and respiratory.
Prerequisite: KINS 132
3 CR / (3,2,0)

KINS 235 UT

Sport and Exercise Psychology

This course is an introduction to psychological theories and research related to both sport and exercise behaviour. Students will gain an understanding of how psychological factors influence participation and performance in

sport, exercise, and physical education. The application of knowledge to a variety of physical activity settings will be promoted. The course provides a broad overview of a variety of topics: personal factors (motivation, personality, arousal and anxiety), social processes (e.g., leadership, cohesion, aggression), psychological skills training (anxiety management, imagery, etc.), exercise and well-being, addiction, and injury.
Prerequisite: PSYC 101
Prerequisite or Corequisite: KINS 226
3 CR / (3,0,0)

KINS 240 UT

Performance Analysis of Selected Team Sports

In this course, two team sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports is studied along with the critical performance factors. Participation in classroom and in the sporting activity is required.
Prerequisite: KINS 120 (or HK 123)
3 CR / (1,3,0)

KINS 260 UT

Nutrition for Health

This course will introduce students to the relationship between nutrition and health. Students will focus on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture, and identifying standards of healthy eating in Canada. Since nutrition is a science, the course will break down food into its chemical components, known as nutrients, and discuss the functions and health implications of nutrients.
Prerequisite: KINS 100
3 CR / (3,0,0)

KINS 245 UT

Injury Prevention and Management

This course provides guidelines and recommendations for preventing injuries, recognizing injuries, and learning how to correctly manage a specific injury. This course provides basic information on a variety of topics that all relate in how to provide health care to an athlete.
Prerequisite: KINS 131 (or HK 233)
3 CR / (3,0,0)

KINS 273 UT

Research Methods in Kinesiology

This course is an introduction to research methodology in Kinesiology and allied health studies. Topics covered will include the following; the scientific method, the major research designs used in Kinesiology, critical analysis of research literature, and an introduction to research proposals. The major goals are to understand and apply scientific knowledge in the field of Kinesiology.
Prerequisite: 18 credits in University Transfer (UT)
3 CR / (3,0,0)

KINS 276 UT

Exercise Physiology

This course is an introduction to the physiology of muscular exercise, physical conditioning, and training. Topics include: acute and chronic effects of exercise on body systems; basic concepts of cardiovascular, respiratory nervous and muscular responses to physical activity; short and long term adaptations to exercise; and the interrelationships among energy intake, energy transfer during exercise, and the physiologic systems that support energy transfer. Students apply what they have learned to enhance exercise training, athletic performance, and health.
Prerequisite: KINS 232 or BIO 112
3 CR / (3,2,0)

KINS 291 UT

Work Experience in Kinesiology

The purpose of this field experience is to provide the student with a practical learning environment in the field of Kinesiology. It offers students the opportunity to be active participants in a work-related environment and apply theory, concepts, and skills learned previously during their various Kinesiology diploma courses. This course is a graduating requirement to be taken in second year.
Prerequisites: Must have successfully completed at least five of the following courses: KINS 110, KINS 122, KINS 127, KINS 150, KINS 235, KINS 245, HK 210, HK 122, HK 127, HK 100/200
0 CR / (0,0,1.7)

LAW

LAW 294 BUS/UT

Business Law

This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments.
3 CR / (3,0,0)

LEAD

LEAD 101 BUS/UT

Developing the Leader Within

Mastering self-leadership is the foudation of true leadership. Lead 101 focuses on recognition and development of persoal leadership skills and also introduces group skills. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab will explore conventional concepts of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences. This course includes a mandatory retreat which typically occurs on the second weekend after classes begin.
Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent
3 CR / (3,1,0)

LEAD 201 BUS/UT

Exploring the Five Practices for Exemplary Leaders

LEAD 201 builds on the skills a quired in LEAD 101. In the context of teams and teamwork, Lead 201 will explore the five practices of exemplary leaders. Through a variety of dynamic interaction sessions - lectures, discussions, leadership circles, case studies and movies - this course will continue to equip students to function as leaders in all of life's challenging environments. We'll further explore conventional notions of leadership, then expand and enhance them through practical leadership experiences in groups and the general community. The personal development begun in LEAD 101 will continue, but is not the primary focus. This course includes a mandatory retreat which typically occurs on the second weekend after classes begin.
Prerequisite: LEAD 101
3 CR / (3,1,0)

LEAD 250 BUS/UT

Experiential Leadership Project

In this course students take the concepts, skills, and techniques learned in LEAD 101 and LEAD 201 and apply them to a real group project. They will create, run, and evaluate a group project in the college, the community or

their workplace with the support of a mentor.
Prerequisites: LEAD 101 and LEAD 201
3 CR / (Total course hours 90)

MATH

MATH 028

Fundamental Preparatory Mathematics (Competency Based)

This is a course designed for the student who has some understanding of whole numbers and who wants to expand his or her knowledge of whole numbers, fractions, decimals, estimation, and problem solving.
Prerequisite: Interview with the Academic Upgrading placement person or department head and participation in a reading and writing assessment.
0 CR / (Total course hours 112)

MATH 029

Basic Preparatory Mathematics (Competency Based)

This course is a review of basic operations in whole numbers, decimals and fractions, basic operations with ratio and proportion and precent, as well as an introduction to algebra, metric measurement, geometry, and graphing.
Prerequisite: Successful completion of Math 015, or Math 028 within the last year, or as determined by the appropriate CNC placement test.
0 CR / (112 Total course hours)

MATH 030

Intermediate Algebraic Mathematics

This course includes an introduction to the metric system, ratio and proportion, roots and powers, manipulation of formulas, an extensive introduction to algebra, basic geometry, graphing and writing equations from graphs, and right angle triangle trigonometry.
Prerequisite: Successful completion of MATH 026, or MATH 020, or MATH 029, within the last year, or as determined by the appropriate CNC placement test..
0 CR / (112 Total course hours)

MATH 041

Trades Math I

The course is designed for students who are pursuing a career in trades or a trades-related field. It serves as a math prerequisite for either entry-level programs or apprenticeships. This course emphasizes basic mathematics skills and their practical application in trades. Topics include whole number operations, decimals, fractions, measurement systems and instruments, geometry of plane and solid figures, Pythagorean Theorem, ratio, proportion, percentage, geometric constructions with circles, triangles, and lines plus trades-related problems for all topics.
Prerequisite: Successful completion of MATH 026, or MATH 029, or evaluated by the appropriate placement test.
0 CR / (112 Total course hours)

MATH 042

Trades Math II

This course is designed for students who are pursuing entry-level trades training or an apprenticeship in a trade which requires a background in algebra and trigonometry. Students entering electrical, millwright, machinist, power engineering, or computer/network electronics technician programs could use this course as a math prerequisite. Topics include review of fractions, decimals, percentage and ratio and proportion plus operations with signed numbers, exponents, roots, basic algebra, formula use and manipulation, Pythagorean Theorem, right triangle trigonometry, solution of linear and quadratic equations plus trades-related problems for all topics.
Prerequisite: MATH 030 completed within the last year, or Pre- Calculus 11 with a B+ or higher completed within the last year, or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 044

Advanced Developmental Mathematics

The course includes math for science, number and number operations, geometry, algebra—linear and quadratic equations, inequalities, factoring polynomials, simplification, addition, subtraction, multiplication, and division of rational expressions.
Prerequisite: Math 030 or Principles of Math 10, or Foundations of Math and Pre-calculus 10 completed within the last year or as evaluated by a Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 045

Advanced Algebraic Mathematics

This course includes a core of algebra; factoring; radicals; exponents; graphing; solving linear, simultaneous, and quadratic equations; formulas; functions; and trigonometry.
Prerequisite: A minimum B+ grade in Math 030; or minimum grade of B in Foundations of Math and Pre-calculus 10; or Math 044; or as evaluated by a placement test.
Note: All courses must have been completed within the last 12 months.
0 CR / (112 Total course hours)

MATH 050

Provincial Preparatory Algebraic Mathematics

This course is designed for students who are seeking admission to technical programs or who need to meet a prerequisite of Math 12. This course will also prepare students for introductory calculus. Topics include polynomials; equations and inequalities; imaginary and complex numbers; sequences and series; and exponential, logarithmic, circular, trigonometric and inverse functions.
Prerequisite: Math 045 completed within the last year or Pre-Calculus 11, B+ completed within the last year or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 100 UT

Pre-calculus Mathematics

This course prepares students for the introductory calculus sequence. It is intended primarily for those students whose mathematical background needs strengthening, i.e., students who do not have an "A" or "B" grade in Math 12, or who have not studied any mathematics during the past few years. Topics covered in the course are a review of real numbers and algebra, solving equations and inequalities, graphing and an introduction to functions, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, and an introduction to trigonometry.
Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent
3 CR / (4,0,0)

MATH 101 UT

Calculus I

This course is the first half of a two-semester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in MATH 100.
Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent
3 CR / (4,0,0)

MATH 102 UT

Calculus II

This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with MATH 101, this course satisfies the first-year mathematics requirement in all university science and applied science programs.
Prerequisite: MATH 101
3 CR / (4,0,0)

MATH 103 UT

Finite Mathematics

MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are chosen at the discretion of the instructor and may include such areas as logic, set theory, algebraic systems, combinatorics, probability, elementary number theory, matrices, linear programming, dynamic programming, game theory, and network analysis.
Prerequisite: Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent
3 CR / (3,0,0)

MATH 104 UT

Introduction to Statistics

This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression. Applications to a wide variety of problems are emphasized.
Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent
3 CR / (4,0,0)

MATH 105 UT

Introductory Programming with Statistics

MATH 105 is a continuation of MATH 104, and is specifically intended for students who plan to study Forestry at UBC. The students will write their own programs and also use a library of programs in order to solve problems (word-processing, spreadsheet, and database programs).
Prerequisite: MATH 104
3 CR / (3,3,0)

MATH 145 BUS

Math for Business

This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making.
Prerequisite: SRA with a score at the midpoint cutoff or higher.
3 CR / (3,0,0)

MATH 155

Developmental Mathematics

Based on the results of the SRA and the requirements of the program in which they are enrolled, students are assigned a course of study which is drawn from the following components:

- Fundamental Arithmetic: Fundamental arithmetic includes whole number operations, decimals, fractions and mixed numbers, ratio and proportion, per cent, simple graphs, and an overview of the metric system.
- Basics of Algebra: This is a review of signed numbers, real numbers, polynomials, equations with one variable, formulas, exponents, factoring, the Cartesian co-ordinate system, word problems, and manipulating and deriving formulas.

MATH 157 BUS/UT

Business Statistics

This course introduces the student to basic statistical methods. Topics include descriptive statistics, probability, estimation, hypothesis testing, charting, and linear regression. Applications to business are stressed.
Prerequisite: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,0,0)

MATH 165 UT

Calculus for Non-Science Majors

The topics covered in this course are the basic concepts and techniques of differential and integral calculus, with emphasis on applications of interest to students not majoring in mathematical sciences.
Prerequisite: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent
3 CR / (4,0,0)

MATH 190 UT

Principles of Mathematics for Teachers

MATH 190 is designed for students specializing in elementary-level education. Topics include natural, integer, and rational number systems; plane, solid, metric, and motion geometries.
4 CR / (4,0,0)

MATH 195

Mathematics for Technologies

MATH 195 introduces students to the principles and practice of mathematics with application to technologies. Topics include number systems, algebraic concepts, analytic geometry, functions and graphs, and trigonometry. Instruction emphasizes topics and examples relevant to the technologies.
3 CR / (4,0,0)

MATH 201 UT

Calculus III

Vectors in two and three dimensions, vector functions and their derivatives, functions of several variables, partial differentiation, the gradient, chain rule, implicit functions, and extremal problems, including Lagrange multipliers and the second derivative test are covered.
Prerequisite: MATH 102
3 CR / (3,0,0)

MATH 202 UT

Calculus IV

Multiple integrals, vector fields, line and surface integrals, Green's Theorem, Stoke's Theorem, Gauss's Theorem, complex numbers and functions, and an introduction to differential equations.
Prerequisite: MATH 201
3 CR / (3,0,0)

MATH 203 UT

Introduction to Analysis

Aourse in theoretical calculus for students intending to major in mathematics or computing science. This course may also be of interest to students continuing in other areas that require additional mathematics. Topics include logic and proof, topology of the real numbers, sequences, limits and continuity, differentiation, integration, infinite series, and uniform convergence.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: MATH 102
3 CR / (3,0,0)

MATH 204 UT

Linear Algebra

Systems of linear equations, matrices,

determinants, geometry of 2-space and 3-space, vector spaces, linear transformations, eigenvalues, and applications.
Prerequisite: MATH 101
3 CR / (3,0,0)

MATH 205 UT

Probability and Statistics

The laws of probability; discrete and continuous random variables; expectations; joint distributions; central limit theorem; estimation; and an introduction to hypothesis testing.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: MATH 101
Prerequisite or Corequisite: MATH 102
3 CR / (3,0,0)

MATH 215 UT

Differential Equations I

A first course in differential equations for students going on in mathematics, engineering, or other subjects requiring additional mathematics. Topics include first-order ordinary differential equations, second-order linear equations, nth-order linear equations, series solutions of second order linear equations, the Laplace transform, systems of first order linear equations, applications to growth and decay, epidemics, population dynamics, compartmental analysis, curves of pursuit, mechanical and electrical vibrations.
Prerequisite: MATH 102
Prerequisite or Corequisite: MATH 204
3 CR / (3,0,0)

MDRT.....

MDRT 100

Medical Device Reprocessing Theory

This course gives students the theoretical knowledge required to work as entry—levelMedical Device Reprocessing (MDR) Technicians. With an emphasis on quality assurance and patient and workplace safety, students are introduced to the role, context and function of the MDR Department and the responsibilities, duties and tasks of the MDR Technician. Students learn the principles of microbiology and infection prevention and control within the MDR Department and how to clean, disinfect, sort, inspect, assemble, wrap and pack, sterilize, and redistribute medical and surgical devices, and patient care equipment.
Corequisite: MDRT 110
4 CR / (Total hours 140)

MDRT 110

Medical Device Reprocessing Clinical

This instructor led practicum provides students with an opportunity to apply the skills, knowledge and experience in the decontamination, preparation and packing, sterilization, and storage and distribution storage areas of hospital Medical Device Reprocessing (MDR) Departments. Learners are partnered with working technicians and are provided with the opportunity to practice skills and develop basic competencies in all areas. Student learning is supported through daily post—clinical conferences, journaling, and learning activities to facilitate integration of knowledge and skills.
Corequisite: MDRT 100
8 CR / (Total hours 400)

MEDT.....

MEDT 100

Medical Terminology

This course examines the basic fundamentals of medical terminology in both the written and spoken forms. Mastery of word parts and word-building skills will aid the student in understanding medical terminology and anatomical relations. The use of terms to describe or identify diseases, disorders, various medical procedures, and abnormalities, as well as the use of appropriate medical abbreviations will also be studied.
3 CR / (3,0,0)

MEDT 105

Introductory Medical Terminology

The main objective of the course is to analyze words structurally by dividing them into their component parts: suffixes, prefixes, roots, and combining forms. Students will also learn to correlate an understanding of word elements with the basic anatomy, physiology and disease processes of the human body. The course will stress the correct spelling and pronunciation of medical terms. Students will be able to extract and define terms from written submissions and dictation.
2 CR / (2,0,0)

MGT.....

MGT 150 BUS/UT

Introduction to Entrepreneurship

This course introduces students from any background to the process of planning a business. Students will work in peer groups to use the business planning process to decide on the viability of a business idea. Groups will define a business, identify potential market(s) for the business, create basic marketing and financial plans and develop a basic business plan that could be presented to a potential investor.
3 CR / (0,3,0)

MGT 154 BUS/UT

Applied Human Relations

This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include personal management and interpersonal communication development skills. Classroom participation and discussion are a necessary part of this course.
Corequisites (for Dental Assisting students only): DENT 150, 151, 153, 157 with a minimum "C" grade
3 CR / (2,2,0)

MGT 157 BUS/UT

Principles of Management

This course focuses on the foundations of management theory. Management is presented as a discipline and as a process. The course introduces the key issues of management from the essential skills to management ethics. Major topic areas will include the foundations of planning and decision making, organizational design, managing change and innovation, leadership, motivation, communications, supervision, and control of operations.
3 CR / (3,0,0)

MGT 160 BUS/UT

International Business

Students investigate the importance of international business and international trade to Canada and the local region. They will study importing and exporting from the perspective of a small or medium size business in central British Columbia. By the end of the course, students should be able to constructively discuss an international business proposal in terms of its commercial merit and practicality as a way of promoting economic growth and job opportunities.
3 CR / (3,0,0)

MGT 254 BUS/UT

Applied Group and Leadership Skills

Teamwork is a vital part of organizational life. Participating effectively in teams and groups requires the ability to understand how groups develop and to understand our own personal style, the styles of others, and how these impact the development of a group. Effective teams and groups require effective leaders. Students are introduced to different leadership styles and discover their personal leadership profile. Areas covered include stages of group development, functional leadership, motivation, lines of communication, conflict resolution, and managing change. As this is an applied skills course, students are given the opportunity to participate in and analyze a group experience for the semester.
Prerequisite: 27 credits plus MGT154 or LEAD101 and 201, with a "B" grade or higher.
3 CR / (2,2,0)

MGT 255 BUS/UT

Small Business Development

This course provides students with the knowledge required in starting up and successfully operating a small business. Topics include business structures, location and market assessment considerations, business plans, methods of financing, government obligations, franchising, strategic planning and control. Case studies and simulations are used in the course.
Prerequisite: Students need a minimum 30 credits which must include ACC 151 (or COM 204), MKT 152 and MGT 154
3 CR / (2,2,0)

MGT 256 BUS/UT

Entrepreneurial Development

A study of entrepreneurship including the various methods and support systems required to successfully launch a new venture, product, or system. Consideration is given to methods required for both new and existing enterprises. This course draws together the many skills of various programs culminating in an interdisciplinary project.
Prerequisite: 30 post-secondary credits
3 CR / (2,2,0)

MGT 263 BUS/UT

Human Resource Development

An introduction to personnel management including organization of the personnel functions: recruitment and selection, interviewing and counselling, job descriptions and evaluation, compensation and salary administration, management development and performance appraisal, training and manpower planning, safety and occupational health. The course places particular emphasis on the practical application of personnel policies and procedures, on personnel's relationship to management and on management's responsibilities to employees.
3 CR / (3,0,0)

MGT 264 BUS/UT

Industrial Relations

An introduction to the fundamental issues of labour/management relations in Canada. Topics include the roles assumed by labour unions, management, and government bodies; the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration, contract interpretation and administration; discipline procedures.
3 CR / (3,0,0)

MGT 266 BUS

Management Skills for Supervisors

Managers must have strong interpersonal skills, problem-solving skills and self-management skills in order to interview job applicants, coach employees, investigate accidents or complaints, conduct performance evaluations and demonstrate effective leadership. This course is designed specifically to help students with interpersonal communication, conflict resolution, group decision making and problem solving, as well as self-management and leadership skills development.
3 CR (Total course hours 78)

MGT 270 BUS

Cross-Cultural Workplace Practices

This course is designed to enable the learner to understand the nature of cultural differences in management and organizational practices. Given the large and growing nature of the global business environment, this course will enhance the learner's ability to participate effectively in operations that incorporate diverse cultures.
3 CR / (3,0,0)

MINE.....

MINE 110

Introduction to the Minerals Industry

This course introduces students to the wide scope of the mining industry and prepares them for further courses in mining. The course covers the breadth of the industry from mineral exploration through to processing and marketing of mining products. The importance of environmental considerations and sustainable development are introduced. Students learn the terminology used in the industry in preparation for further courses taught during the program. Except for online courses, a visit to an active mining operation will form part of the course curriculum.
Prerequisite: None
3 CR / (3,1.5,0)

MINE 120

Exploring Mining Opportunities

This course provides the student with an overview of employment opportunities in the mining industry. Students are introduced to the variety of employment opportunities available within both the local and global mining industry and identify areas of employment interest. Action plans and career goals will be identified in order for students to increase employment success within the mining industry.
Prerequisite: None
3 CR / (3,1)

MINE 130

Mining Industry Safe Work Practices

Through a variety of courses, as outlined in the outcomes section, students gain understanding and knowledge of safe work practices and WorkSafeBC regulations as they pertain to both the Health, Safety and Reclamation Code for Mines in British Columbia and the mining industry. The student becomes proficient in understanding the responsibilities of joint health and safety training, safety, hazard recognition and control, musculoskeletal disorder prevention, workplace violence prevention, due diligence, risk assessment and control, lock out procedures, and accident investigations. With this information, the student will have current and relevant information to maintain a high level of knowledge and on-the-job safety. This foundation course is a prerequisite for any on-site work in the program and is complemented by integrated safety components within the applied courses of the MINE Certificate program.
Prerequisite: None
3 CR / (4,1.2,0)

MINE 140

Mining Industry Skill Certification

This course provides students with fundamental skills in core components of tasks required by workers within the mining industry. Each skill is an essential component of being able to function effectively in the mining industry environment.

This foundation course is prerequisite to any on-site work in the resource industry and is complemented by integrated safety components within the applied courses. This course can be tailored to the needs of local and regional industry by providing a minimum of seven certificate courses. Successful completion of MINE 140 will be granted upon achievement of 70% of the offered certificate courses. Possible certificate options may include and not be limited to the following certificates:

- Standard First Aid Mine with Transportation Endorsement (24 hours)
- Mine Rescue Surface Course (40 hours)
- Confined Space (4 hours)
- Fall Protection (4 hours)
- Environmental Spills (EMS) (4 hours)
- Rigging and Lifting (8 hours)
- Radio Communications (6 hours)
- Introduction to Forklift Operations (12 hours)
- Introduction to Skid Steer Operations (12 hours)

Prerequisite: None
3 CR / (8.5, 2.9)

MINE 150

Job Entry Operations

Through an industry supported learning experience, students will explore the fundamental skills in typical mining industry entry-level positions. They will be coached in the "industry standard" selection processes and exposed to a variety of work positions within the mining industry sector. In addition, the course will include simulator training on entry-level mining industry equipment, such as Heavy Haul Truck and Rubber Tire Front End Loader equipment.
Corequisite: MINE 110
3 CR / (120 total course hours)

MINL.....

Note: MINL courses are restricted to students in the Mineral Processing Operator Certificate program.

MINL 120

Essential Skills for Mineral Processing

This courses introduces students to essential skills that will help students perform the tasks required by their occupation, provides students with a foundation to learn other skills, and enhances students' abilities to adapt to change. The course covers the scope of work that has been identified by NOC 9411 for Minerals Processing Operators. High priorities are document use, problem solving and decision making. Secondary topics include numeracy; digital; and reading, writing and oral communication.
Prerequisite: Admission into the Mineral Processing Operator Certificate program
3 CR / (5 hours per week)

MINL 130

Mill Industry Safe Work Practices

The student will gain understanding and knowledge of safe work practices and WorkSafe BC regulations as they pertain to both the Health, Safety and Reclamation Code for Mines in British Columbia, and the mining industry. The student will become proficient in understanding safe work practices pertaining to the Minerals Processing environment, including personal safety equipment, practices for injury prevention, workplace violence prevention, first aid, clean workplace, and equipment-specific safety procedures. With this information, the student will have current and relevant information to maintain a high level of knowledge and on-the-job safety. This foundation course is a prerequisite for any on-site work in the program and is complemented by integrated safety components within the applied courses of the Minerals Processing Operator Certificate program.
Prerequisite: Admission into the Mineral Processing Operator Certificate program
3 CR / (7.5 hours per week)

MINL 140

Operating Tools and Equipment

This course covers the safe handling of operator tools and equipment in the mineral processing plant. It is an overview of problem solving two- and four-stroke engines and positive and non-positive displacement pumps.
Prerequisite: Admission into the Mineral Processing Operator Certificate program
3 CR / (5 hours per week)

MINL 150

Environmental Safety — Chemicals

This course covers the handling and safety aspects of chemicals and reagents used in the mineral processing plant. The hazards, emergency procedures and safe handling of chemicals are covered as well as clean-up procedures of possible spills. Addition of chemicals to the processes and the keeping of inventory are described.
Prerequisite: Admission into the Mineral Processing Operator Certificate program
3 CR / (3.75 hours per week)

MINL 160

Mineral Processing

This course is designed for potential mineral processing operators with no prior training in this area. Basic principles and terminology are covered along with operating circuits in a typical processing plant. Students will work safely, with a broad/comprehensive understanding of the basic principles of the different components that comprise a mineral processing plant. The course will cover safety aspects of the specific equipment as well as what is required to be productive and safe in the work environment. Topics covered include crushing, grinding, flotation, gravity separation, thickening, and filtration, concentrate handling and tailings management.
Prerequisite: Admission into the Mineral Processing Operator Certificate program
3 CR / (30 hours per week)

MINL 190

Job Entry — Mineral Processing Mill

Through an industry-supported learning experience, the student is provided fundamental skills in typical mining industry entry-level positions and will be coached through industry-selected positions by the same process used by the host mine. The student is also exposed to knowledge of positions other than entry-level in the minerals processing sector. The student is provided with a logbook and will chronicle the various positions observed. In this logbook, the studentNotes the skills, requirements, and hazards for these positions.
Prerequisites: MINL 130, MINL 140, MINL 150, MINL 160
3 CR / (30 hours per week)

MKT.....

MKT 152 BUS/UT

Principles of Marketing

This course is an introduction to marketing activities in modern business firms. The major topics covered are target markets and segmentation, consumer behaviour, research and information systems, and the marketing mix. Throughout the course, emphasis is on the application of concepts and perspectives to current business problems and opportunities, through case studies and projects.
3 CR / (3,0,0)

MKT 251 BUS/UT

Marketing Management Theory and Applications

This course presents the analysis of marketing management as it relates to marketing opportunities, marketing planning, and product strategy. The decision-making responsibilities of the marketing manager are examined with particular emphasis on market research, demand analysis, cost analysis, and market planning and development. Case studies and computer-based simulations are used extensively throughout the course.
Prerequisite: MKT 152
3 CR / (3,2,0)

MKT 266 BUS/UT

Integrated Marketing Communication

This course focuses on planning a media campaign. The four elements of promotion (personal selling, advertising, publicity, and sales promotions) will be examined separately, and in relation to each other, from the marketing manager's point of view. Special attention will be given to forms of promotion, such as special events.
Prerequisite: MKT 152
3 CR / (3,0)

MKT 271 BUS/UT

Consumer Behaviour

A study of the various influences affecting the consumer in the purchasing process. Economic and demographic factors will be among the many considerations examined. The consumer decision-making process and its implication on a company's market research design, data collection, and interpretation process will be covered.
Prerequisite: MKT 152
3 CR / (3,0,0)

MKT 272 BUS/UT

Marketing Research Methods

This is an introductory course in marketing research. Topics include research design, data collection, sampling, and data analysis. The class will carry out a marketing research project, beginning with a problem analysis, and leading to a final research report.
Prerequisites: MATH 157, MKT 152
3 CR / (3,2,0)

MKT 285 BUS/UT

Internet Marketing

This introduction to Internet marketing concepts and strategies examines the strategic and tactical marketing principles needed for successful online business development. Topics include principles of Internet and participation marketing, Internet marketing strategies such as one-to-one, permission and viral marketing, online customer behaviour and market research, online competitive analysis, resource and funding requirements, interactive marketing communications, online advertising and promotional strategies, and Internet publishing.
Prerequisites: CIS 165 and MKT 152
3 CR / (2,2,0)

MLTS.....

Note: MLTS courses are restricted to students in the Medical Laboratory Technology Science program.

MLTS 101

Medical Terminology

This course is designed to provide the student with the basic fundamentals of medical terminology in both written and spoken forms. Mastery of word parts and building skills will aid the student in understanding medical terminology and anatomical relations. Medical terminology of the organization of the body, to include integumentary, musculoskeletal, digestive, cardiovascular, respiratory, urinary, reproductive, and nervous systems will be studied along with the special senses and the endocrine system.
1 CR / (Total course hours 15)

MLTS 110

Microbiology and Infection Prevention

Microbiology and Infection control introduces the student to clinical microbiology and infectious diseases including a brief history of microbiology and introduction to bacterial genetics and metabolism. Disinfection and antimicrobial treatment are introduced. Immunology and the body's response to foreign substances is introduced. Common Gram positive cocci that are often involved in human diseases are covered.
Corequisites: MLTS 101, 112, 114, 116 , 122
4 CR / (Total course hours 106)

MLTS 112

Introduction to Laboratory Medicine

This course will provide the theory and practice required to perform basic procedures in a laboratory. The following topics will be covered: laboratory glassware, pipettes, use of balances, centrifuges, thermal equipment, microscopes and solution preparation with related calculations and laboratory safety. This introductory course develops the learner's understanding of the importance of effective interpersonal communication skills and team work in the health care setting. The diverse needs and human relations posed by health care clients are also explored. This course includes information for the collection, handling and transportation of various laboratory specimens to help ensure the quality of laboratory results. Emphasis will be on the collection of blood specimens and practice in venous collection on adults and capillary collection will be provided.
Corequisites: MLTS 101, 110, 114, 116 , 122
3 CR / (Total course hours 104)

MLTS 114

Anatomy and Physiology

This course develops the student's understanding of the structure and function of organs and systems in the normal human body. A study of basic chemical principles is included. Medical terminology will be expanded and concepts of pathology introduced. Lab exercises will develop the ability to recognize cellular and noncellular components in body systems.
Corequisites: MLTS 101, 110, 112, 116 , 122
4 CR / (Total course hours 104)

MLTS 116

Quality Systems

This course is designed to provide individuals with an overview of factors affecting quality in laboratory testing. This includes covering quality system essentials, other quality assurance programs, and quality control techniques used to validate test results. This course contains a research component focused on quality systems.
Corequisites: MLTS 101, 110, 112, 114, 122
3 CR / (Total course hours 45)

MLTS 122

Principles of Laboratory Analysis

This course focuses on the principles commonly used for quantitative analysis in clinical laboratories. It will introduce the student to the principles and applications of light measuring systems, electrochemistry, electrophoresis, chromatography, osmometry, immunoassay, mass spectrometry and particle analysis.
Corequisites: MLTS 101, 110, 112, 114, 116
3 CR / (Total course hours 85)

MLTS 131

Histotechnology I

An introduction to the principles and practices of preparing clinical specimens for histological examination. Topics covered includes: preparation of specimens for examination, fixation; preparation of tissue in wax blocks and applica-

tion of the wax embedded tissue onto slides.
Prerequisites: MLTS 101, 110, 112, 114, 116, 122
2 CR / (Total course hours 58)

MLTS 136

Histotechnology II

This course provides an overview of the techniques used to demonstrate cellular and non- cellular components for microscopic examination. Students will perform the techniques and evaluate the results.
Prerequisites: MLTS 131, 143, 158, 164, 176
3 CR / (Total course hours 63)

MLTS 143

Microbiology II

Microbiology II expands the number of microorganisms ad covered in MLTS 110. The body sites and infections involved are also expanded. Antimicrobial treatment are expanded. Common Gram negative bacilli that are often involved in human diseases are covered. The student continues to practice the safe lab practices learned in MLTS 110.
Prerequisite: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 114)

MLTS 144

Microbiology III

Microbiology III expands the number of microorganisms as covered in MLTS 110 and MLTS 143. The body sites and infections involved are also expanded. Antimicrobial testing is covered in detail. Gram positive bacilli, anaerobes, and spirochetes that are often involved in human diseases are covered. The student continues to practice the safe lab practices learned in MLTS 110.
Prerequisite: MLTS 131, 143, 158, 164, 176
3 CR / (Total course hours 114)

MLTS 158

Introduction to Hematology

This course is a study of the production and function of the normal blood cells: erythrocytes, leukocytes and platelets. The laboratory sessions include microscopic evaluation of blood films as well as some of the procedures routinely performed in the clinical laboratory to evaluate blood cells.
Prerequisite: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 109)

MLTS 161

Hematopathology

Hematopathology Section I is a study of the pathophysiology of various leukemias as related to the laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. Hematopathology Section II is the pathophysiology of various anemia as related to laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. Information in both sections is applied to the detection of analytical discrepancies and ensuring timely, valid results.
Prerequisites: MLTS 131, 143, 158, 164, 176, 181
3 CR / (Total course hours 88)

MLTS 164

Clinical Chemistry I

This course will provide the knowledge and skills required to perform selected tests in clinical chemistry. The clinical significance and methods of analysis of various chemical constituents in biological specimens will be covered. During laboratory sessions, students will perform techniques to assay various biochemical constituents in blood and body fluids. Recognizing the relationship between analyses, diagnoses, clinical information will be emphasized.
Prerequisites: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 96)

MLTS 168

Clinical Chemistry II

This course will allow students to build on the knowledge and skills learned in Clinical Chemistry I. The clinical significance and methods of analysis of additional chemical constituents in biological specimens will be covered. During laboratory sessions, students will perform techniques to assay various biochemical constituents in blood and body fluids. Recognizing the relationship between analysis, diagnosis, clinical information and treatment will be emphasized.
Prerequisite: MLTS 131, 143, 158, 164, 176
3 CR / (Total course hours 84)

MLTS 176

Molecular Diagnostics

This course provides the student with an introduction to the principles of molecular diagnostic techniques and the practical applications of this technology in a diagnostic laboratory. Topics include, but are not limited to, DNA/RNA isolation, hybridization, polymerase chain reaction, and restriction enzyme analysis.
Prerequisites: MLTS 101, 110, 112, 114, 116, 122
2 CR / (Total course hours 44)

MLTS 181

Transfusion Medicine I

This course involves the study of immunology, the theory of genetics, blood donations, and red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of Hemolytic Disease of the Newborn is also covered. Laboratory exercises provide practical experience and complement the theory.
Prerequisites: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 60)

MLTS 182

Transfusion Medicine II

This course involves the study of immunology, the theory of genetics, blood donations, and red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of Hemolytic Disease of the Newborn is also covered. Laboratory exercises provide practical experience and complement the theory.
Prerequisite: MLTS 131, 143, 158, 164, 176, 181
3 CR / (Total course hours 93)

MLTS 195

Practicum Preparation

This course will prepare the students for the acceptance by the practicum site. Required on line courses will be completed and fit testing performed. Orientation to the practicum booklets and instructor expectations in practicum will be discussed.
Prerequisites: MLTS 131, 143, 158, 164, 176, 181
(Total course hours 12)

MLTS 238

Histotechnology Practicum

This course reviews and expands the student's theoretical knowledge of Histotechnology through tutorials and exams. This course also covers the practical component of Histotechnology through work experience in a clinical laboratory.
Prerequisites: MLTS 136, 144, 161, 168, 182, 195
4 CR / (Total course hours 228)

MLTS 248

Microbiology Practicum

This course reviews and expands the stu-

dent's theoretical knowledge of microbiology through tutorials, worksheets, case studies and exams. This course also covers the practical component of microbiology through work experience in a clinical laboratory.
Prerequisites: MLTS 136, 144, 161, 168, 182, 195
9 CR / (Total course hours 455)

MLTS 264

Hematology Practicum

This course reviews and expands the student's theoretical knowledge of hematology through tutorials, case studies and exams. This course also covers the practical component of hematology through work experience in a clinical laboratory.
Prerequisites: MLTS 136, 144, 161, 168, 182, 195
7 CR / (Total course hours 386)

MLTS 268

Clinical Chemistry Practicum

This course reviews and expands the student's theoretical knowledge of clinical chemistry through tutorials, worksheets, case studies and exams. This course also covers the practical component of clinical chemistry through work experience in a clinical laboratory.
Prerequisite: MLTS 136, 144, 161, 168, 182, 195
7 CR / (Total course hours 386)

MLTS 270

Specimen Collection Practicum

Major topics covered are blood collection, safe work practices, and professionalism. Students will practice the collection, handling, transportation and processing of various laboratory specimens to help ensure the quality of laboratory results. Emphasis will be on the collection of blood specimens, and practice in venous collection on adult and capillary collection will be provided.
Prerequisite: MLTS 101, 110, 112, 114, 116, 122,
3 CR / (Total course hours 91)

MLTS 288

Transfusion Medicine Practicum

This course reviews and expands the student's theoretical knowledge of transfusion science through case studies, worksheets and exams. This includes the principles of immunology, quality control procedures, red blood cell antigens and antibodies, and adverse transfusion reactions. This course also covers the practical component of transfusion science through work experience in a clinical laboratory. This includes performing quality control procedures, the detection of antigens and antibodies, identifying common red blood cell antigens and antibodies, preparing and issuing blood products, and recognizing and investigating adverse transfusion reactions.
Prerequisite: MLTS 136, 144, 161, 168, 182, 195
4 CR / (Total course hours 228)

MOAS.....

MOAS 101

Medical Office Assistant Procedures

This course is an introduction to the responsibilities of a medical office assistant in a fully computerized, team based medical office. Topics covered include: office organization, medical procedures, scheduling, preparing clients for medical exams and external care providers. Students learn, as custodians of the client's chart, they are responsible for ensuring the patient data is accurate, current and confidential. They will learn to assist the physician or nurse practitioner with patient care, with managing chronic disease registries, and with related medical services. This course focuses on patient-centred care and communications skills.
4CR / (6,0)

MOAS 103

Medical Billing

This course is a general introduction to billing in a fully computerized general practitioner's office. Topics covered include optimizing billing opportunities for all visits including medical procedures, emergency visits, facility visits, maternity, delivery, chronic diseases, mental health and palliative care.
Prerequisite: MOAS 101 with a minimum B grade
3CR / (3,1,0)

MOAS 107

Mental Illness and Substance Use for Frontline Workers

The prevalence of people presenting in the community with struggles, impact and behaviors associated with mental illness and/or substance use is on the rise. This course is designed to help individuals working in a service provision based industry or for agencies/organizations who want to feel more confident in their ability to recognize, support and access services for people who live with mental illness and/or substance use.
1CR / (1,0,0)

MOAS 109

Medical Office Assistant Practicum

The Medical Office Assistant practicum will allow students to apply the skills and knowledge they have acquired in the classroom during the Medical Office Assistant program. Practicum placements are scheduled for 40 hours and will be in a medical office.

Prerequisite: MOAS 101, MOAS 103, and MEDT 105 with a minimum B grade in each
Co-requisite: MOAS 107
1CR / (Total course hours 40)

MRAD .....

Note: MRAD courses are restricted to students in the Medical Radiography Technology Diploma program.

MRAD 101

Radiographic Sciences 1

This course is designed to provide students with the knowledge needed to operate radiographic and accessory imaging equipment in the clinical environment. It covers the technical and physical principles affecting the radiographic image acquisition, processing, display and storage. The curriculum is based on digital imaging environments, however film screen imaging (sensitometric curve) will be used as reference to enhance and build on key concepts. Random computed radiographic images will be used to discuss variables in quality and diagnostic parameters with respect to providing solutions based on technical, equipment, exposure technique or patient influence. The imaging principles of fluoroscopic equipment used in the general imaging department as well as mobile C-arms will be covered. The design, construction, advantages and challenges of producing images with this type of equipment will be discussed in depth.
Prerequisite: Admission to MRAD program
4 CR / (3,1,0)

MRAD 103

Human Behaviour

This course is designed to enhance human relations skills and the knowledge base of medical radiography students in order to support their learning and clinical performance. This course explores psychological and sociological concepts, research, and applications of relevance to medical imaging technologists in training and in clinical practice. Topics include: skills for interaction and communication; preventing and managing distress in clients and self;

working with cultural diversity; dealing with clients' needs associated with age and abilities; mortality; managing interpersonal conflict and harassment. Emphasis is on improving sensitivity and human relations skills in dealing with patients, a health care team and the self.
Prerequisite: Admission to MRAD program
1 CR / (1,0,0)

MRAD 105

Radiographic Anatomy and Physiology 1

This course parallels and supports topics presented in Relational Anatomy and Physiology 1. The content will be covered in a laboratory environment using digital patient images and anatomical models. The content will provide an in-depth focus of the entire skeleton (except cranium) and the digestive, biliary and urinary systems. Patient images will include sectional presentation where applicable. This course will also provide the anatomical information required for Radiographic Procedures 1 lecture, positioning, and critique laboratory sessions. This course will be delivered in a blended manner utilizing online and face-to-face resources and instruction.
Prerequisite: Admission to MRAD program
2 CR / (0,2,0)

MRAD 107

Clinical Orientation

This course introduces the student to the clinical environment through online delivery of theory and visual presentation. The topics include essential elements of the general imaging department such as workflow, patient and departmental documentation, the role of the technologist in the workplace and their relationship with patients and other healthcare members. This includes acceptable behavior and professionalism in the Imaging department. The student will become familiar with hospital/department administrative levels, workplace safety regulations, incident/abuse reporting procedures, and medical information documentation requirements. Students will be prepared for their first clinical experience through an understanding of radiation protection procedures and regulations concerning all members of the workplace. The Workplace Hazardous Materials Information System (WHMIS) will be covered in detail. This course will be delivered in a blended manner utilizing face-to-face instruction with additional online resources.
Prerequisite: Admission to MRAD program
1 CR / (1,0,0)

MRAD 109

Radiographic Procedures 1

This course is the first of three focusing on patient care, medicolegal documentation, image production, and diagnostic quality. This course provides the theory and skills required to perform basic imaging procedures of the axial (vertebrae and thoracic cage) and appendicular skeletons (excluding skull), chest, and abdomen. In addition, students will cover the positioning requirements and patient care associated with gastrointestinal system examination. Students will apply problem solving techniques for atypical patients and their specific physical, emotional, and psychological needs. The theory will be supported by various laboratory settings and hands-on experiences to prepare for the clinical practice.
Prerequisite: Admission to MRAD program
9 CR / (6,8,0)

MRAD 111

Patient Care

The students in this blended course will gain knowledge and skills for patient care as required prior, during, and post imaging exams. They will be introduced to imaging accessory equipment and patient support equipment used in the operating room, patient's room, and the emergency/trauma areas. Students will gain skills in preparing sterile surgical trays, injectable medication, and application of oxygen supply, ECG leads, and intravenous lines. Students will also focus on the atypical patient. Through the study of various patient disability scenarios (physical, mental, and emotional), students will plan patient specific care models. This course will provide the knowledge and skills to effectively manage patients during imaging procedures for the post-surgical patient, critical/trauma patient, and those with life lines and tube attachment. It will also provide the theory and practice for assessment of patient vital signs and basic ECG's. The skills required for the preparation of IV contrast media for imaging examinations will be covered. Theory will be supported with supervised laboratory activities designed to give students opportunities to apply their critical thinking and manual skills to a variety of patient care situations. Topics in this course will be aligned to complement and support other Medical Radiography courses.
Prerequisite: Admission to MRAD program
4 CR / (2,2,0)

MRAD 120

Clinical Education 1

This is the first of three clinical education courses. Students are provided with ample opportunities to apply their patient care and patient positioning skills. With this extended term, students will attain both competency and confidence in the imaging workplace. The primary focus is for patient examinations of the entire skeleton (except the cranium), the chest, the abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as the general imaging department, acute/trauma areas, operating rooms, patient wards and outpatient clinics. Patient competency evaluations will be performed on ambulatory and patients with low medical acuity.
Prerequisite: All MRAD Term 1 courses
19 CR / (0,30,0)

MRAD 122

Pathology 1

This online course provides an introduction to general pathology and specifics of bone pathology. The students will study commonly occurring bone fractures seen in the clinical environment. Emphasis is placed on recognition of fractures and subsequent changes to required patient care and exposure factors. The theoretical component will be supported by images demonstrating normal and pathological presentations. This course will be delivered completely online utilizing both online resources and instruction.
Prerequisite: All MRAD Term 1 courses
2 CR / (1.5,0,0)

MRAD 124

Radiobiology and Radiation Protection

Students will gain a knowledge of radiation biology so they can apply effective radiation protection measures to patients, personnel and members of the public; in meeting the entry to practise competencies of the CAMRT, for radiation, health and safety in radiology. The first part of this course deals with the rationale for radiation protection and the fundamental concepts of radiobiology through a discussion of radiation interaction with tissue, radiosensitivity, and early and late effects of radiation. In the second part of the course, current standards for radiation protection are introduced. The course concludes with a discussion of the Canadian Radiation Protection Safety Code, SC-35, on topics defined by the CAMRT competencies and how they relate to the factors affecting dose to patients, personnel and members of the public. All radiation protection codes covered in this course will be those for Canada and not for the United States as described in Stewart Bushong's textbook on Radiologic Science.
Prerequisite: All MRAD Term 1 courses

2 CR / (1.5,0,0)

MRAD 125

Relational Anatomy and Physiology 2

This course is the second of three consecutive courses examining normal human structure and function. It is available on-line after completion of the first clinical experience. During this course, the pancreas, biliary and genitourinary systems are examined and related to adjacent structures. Emphasis is placed on the gross anatomy, location and anatomical relationships among component organs within the abdominopelvic cavity. These areas of study are then integrated into a sectional imaging approach, viewing parts of the body in all three fundamental body planes. Conventional anatomic presentations are supplemented by images obtained from a variety of diagnostic medical imaging technologies. Physiology is presented where it is relevant to, and contributes to, an understanding of structure and the relationships among adjacent organs, fundamental body processes, functional diagnostic imaging procedures, and important clinical considerations.
Prerequisite: Successful completion of all term 2 courses.
5 CR / (5,0,0)

MRAD 127

Professional Ethics and Canadian Health Care System

This online course deals with emerging and ethical issues in the Canadian healthcare system. Students will study current and emerging issues in the healthcare system such as organizational change, resource management, departmental operation, and professionalism in the workplace. In addition, public versus private healthcare will be reviewed. Ethical issues encountered in the current healthcare environment will be studied by applying the ethical theories, the professional code of ethics and standards of practice.
Prerequisite: Successful completion of term 1&2 courses
3 CR / (3,0,0)

MRAD 129

CT – Clinical Applications in Computed Tomography

This online course provides students with the basic skill set to perform common and specialized CT scan examinations. Emphasis is placed on practical application and theoretical concepts of CT imaging. Students will cover the patient care requirements and image acceptability criteria. Class discussions/blogs will bring relevance of theory to examinations currently performed in the clinical environment. Students focus on basic CT scan protocols for the head, neck, chest, abdomen and pelvis, spine and extremities. Commonly occurring pathologies are described and identified with supporting images and referenced to normal presentations.
Prerequisite: Term 1 & 2 courses
4 CR / (4,0,0)

MRAD 230

Clinical Education 2

This is the second of three clinical education courses. Students build on their previous clinical experience by focusing on higher acuity patient cases. Term objectives will remain on examinations of the entire skeleton (except the cranium), the chest, the abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging departments, acute/trauma areas, operating rooms, patient wards and outpatient clinics. In addition, students are directed to start their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT Scans of the head, thorax, abdomen/pelvis and spine.
Prerequisite: Successful completion of all Term 3 courses & Clinical Education 1
19 CR / (0,30,0)

MRAD 235

Radiographic Procedures 2

This course introduces the student to the fundamentals of specialized and interventional procedures in medical imaging. Students focus on the anatomical and radiographic presentation for specific procedures, including cerebral and renal angiography, angioplasty, embolizations, stent insertions and AIFs. The curriculum also identifies commonly used surgical instruments, angiography catheters, contrast media and relevant technical exposure factors relative to specific procedures. This course also covers routine examinations for mammography, female reproductive and bone mineral densitometry (BMD) studies. It includes patient care, equipment, common pathologies, and normal and variant results for each of these procedures. The curricula is illustrated and delivered through online learning modules, online demonstrations, audio-visual aids and student projects.
Prerequisite: MRAD 109 Radiographic Procedures 1 & Successful completion of all Term 3 courses
3 CR / (3,0,0)

MRAD 237

Inter-professional Health Practice

Students are introduced to complementary imaging and related health disciplines such as nuclear medicine, sonography, magnetic resonance, health records (patient files) and medical laboratory. Each of these professions contributes to the patient's overall diagnosis and treatment planning. Information from these areas will be correlated to fully understand the patient's medical circumstances. Although the curricula is cursory, it will provide insight and understanding amongst the professional staff.
Prerequisite: Term 3 courses
2 CR / (1.5,0,0)

MRAD 240

Radiographic Anatomy and Physiology 2

This course parallels and emphasizes topics presented in Relational Anatomy and Physiology 3. The course content will be covered in a laboratory environment using digital patient images, and anatomical models. The content will provide an in-depth focus of the cardiovascular, nervous (CNS) and respiratory systems, cranium, neck and thorax. Patient images will mainly focus on sectional presentation. In addition, sectional images of the spine, abdomen and pelvis will be included. This course will focus on the understanding of sectional images as represented in various body planes. The students will study the key anatomical structures and features featured on sectional anatomy as used by several disciplines such as Computed Tomography and Magnetic Resonance. This course also has significant importance for the understanding and success of several courses such as Radiographic Procedures 3, Pathology 2 and CT Clinical Application. This course will be delivered in a blended manner utilizing online and face to face resources and instruction.
Prerequisite: Term 4 courses
2 CR / (0,2,0)

MRAD 241

Radiographic Procedures 3

This course is a continuation of Radiographic Procedures 1 and 2. Students build on their core knowledge from previous courses and clinical practica. The main focus is on specialized examinations of the skeleton and joints (e.g. hips, shoulder girdle, scoliosis exams) to include cranium and contrast studies. In addition, students study the radiographic examinations of the complete urinary system. Students are challenged to apply their existing knowledge

and clinical experience to imaging studies of emergency/trauma and operating room procedures. Students continue to build their skills in critiquing images for diagnostic and technical acceptability. A requirement for this course is to develop a radiographic exposure chart for various anatomical areas. This chart will reflect requirements of normal versus atypical patient anatomy. The theory is supported by various laboratory activities and hands-on experience to prepare for the final clinical practicum.
Prerequisite: Term 4 courses
7 CR / (2,5,0)

MRAD 243

Radiographic Sciences 2

This course is divided into two parts. Part A explores the structure and function of specialized X-ray tubes including recent innovations in X-ray tube technology, mammographic imaging, digital flat-panel radiography, digital mammography, including digital tomosynthesis of the breast, digital fluoroscopy, and Picture Archiving and Communication Systems (PACS), including the goals of Integrating the Healthcare Enterprise (IHE). Part B describes the concepts of Total Quality Management (TQM), Continuous Quality Improvement (CQI) and the elements of Quality Assurance (QA) and Quality Control (QC) in radiology. In particular, QC tests are discussed for film-screen systems, digital imaging systems including digital radiography, fluoroscopy, mammography, and bone mineral densitometry systems, with particular reference to Safety Code 35.
Prerequisite: Term 4 courses
5 CR / (3,2,0)

MRAD 247

Communication and Research Skills

As a Medical Imaging Technologist, you will be professionally communicating on many technical and interpersonal levels with colleagues and other medical personnel, clients, and patients. MRAD 247 introduces you to the research and workplace communication skills you require to be successful in your career. Skills in assessing the needs of audiences and situations are fundamental in deciding what information to provide and how to say it in a way that will be understood and well received. In this course you will initiate and complete a research paper related to medical imaging and present your research as an oral presentation to your fellow students and instructors.
Prerequisite: Admission to MRAD program
2.5 CR / (2.5,0)

MRAD 248

Pathology 2

This online course builds on Pathology 1 by providing theory describing complex bone pathologies resulting from trauma and disease. Emphasis will be placed on discerning between benign versus malignant bony pathologies. The main focus of this course is commonly occurring pathological processes and their radiographic presentations of the following anatomical systems: respiratory, gastrointestinal, urinary, reproductive, cardiovascular, nervous, lymphoreticular, and endocrine. This course will be delivered in a blended manner utilizing online and face-to-face resources and instruction.
Prerequisite: Term 4 courses
3 CR / (2,1,0)

MRAD 249

CT — Physical Principles

This course deals with the physical principles and technological aspects of Computed Tomography (CT). First, the physical principles are described followed by a description of data acquisition concepts and the fundamentals of image reconstruction. The major components of a CT scanner are outlined and image manipulation of the CT image will be described. Secondly, the technical principles of multi-slice CT (MSCT) systems including the evolution of MSCT systems, physical principles and equipment are explained. Important concepts such as multi-row detector technology and associated electronics and pitch will be elaborated. The major considerations in addressing the connection of the CT scanner to a Picture Archiving and Communication System (PACS) are highlighted. The course concludes with an overview of image quality, radiation dose and quality control (QC) aspects and specific quality tests for CT.
Prerequisite: Term 4 courses
2 CR / (2,0,0)

MRAD 250

Clinical Education 3

This is the last of three clinical education courses. Students refine their previous clinical experience by focusing on high acuity patient cases. Term objectives will remain on examinations of the entire skeleton (including the cranium), the chest, the abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as the general imaging department, acute/trauma areas, operating rooms, patient wards and outpatient clinics. In addition, students are directed to complete their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT scans of the head, thorax, abdomen/pelvis and spine.
Prerequisite: Successful completion of all term 5 courses & Clinical Education 2
21 CR / (0,34,0)

MRAD 255

Capstone

This course builds upon the core curriculum and provides the opportunity for students to integrate and synthesize the knowledge, skills, judgments, and attitudes gained through the various CNC Medical Radiography courses and clinical practice sessions. Students will use a variety of academic learning tools to solidify knowledge and further develop critical thinking skills towards making informed decisions in the clinical setting. Through guided self-study and assessments, the student will develop effective study skills to prepare for the CAMRT certification examination and improve the necessary analytical skills required in the clinical setting. This course will be delivered completely online utilizing both online resources and instruction.
Prerequisite: Successful completion of all term 5 courses & Clinical Education 2
3.5 CR / (3.5,0,0)

MVRE

MVRE 191

Automotive Refinishing Prep Technician Foundation Program

This program is designed for people who wish to obtain employment in Automotive Refinishing Prep and related industries. Students will receive instruction in a setting designed to represent a typical automotive refinishing facility using traditional and state of the art technology. Emphasis is placed on practical application of skills using a variety of equipment and methods on actual vehicles. A major portion of classroom time is devoted to theory which is presented by means of lectures and demonstrations. Students are required to apply and demonstrate refinishing and preparation skills in the shop area/lab in a manner that conforms to industry standards. Written and practical evaluation of course content will be required of all students.

NCIT

NCIT 100

The Business of Information Technology

This course is an introduction to the language and world of business. Basic concepts of accounting/finance, sales and marketing, and management/operations will be covered. An explanation of current states of IT as a business and a service place will be investigated along with the future of IT and careers in IT. Rural, remote and Aboriginal perspectives will be examined. A definition of Management Information Systems (MIS) and their role in business will be explored in relationship to their place within the culture of an organization and their potential as an agent of change. The definition and role of the Chief Information Officer (CIO) will be examined.
Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 102

Computer Hardware

This course begins to prepare students to support and repair personal computers by examining: basic lab safety concerns, the operation of the major parts of PCs, the operation of devices that are commonly attached to PCs, basic troubleshooting guidelines, and the use of Utility Software. For students interested in pursuing an A+ certification, the material presented in the course will be helpful for the hardware component of the A+ certification exams.
Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 106

Introduction to Programming

Programming pervades IT systems and devices. This course provides an introduction to the core concepts common to most programming and a survey of the wide variety of situations in which IT workers modify or create programs is provided. The course begins with an introduction to the core concepts common to most programming: the sequence, selection and iteration control structures, and the notion of objects as they are encountered in object-based programming. The remainder of the course consists of a series of case studies of programming as they occur in different areas (e.g., programming routers, using Javascript to add behaviour to web pages, using SQL to access information in databases, and using macros to enhance MS Excel). Good programming practices are emphasized throughout, including top-down design, modularization, code re-use, debugging techniques, and creating useful documentation.
Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 108

Operating Systems I

This course introduces students to the basic concepts of a computer's operating system. The course will spend time on the installation and configuration of the Windows 2000 Professional and Windows XP operating systems. You are introduced to how to modify as well as optimize your Windows environment.
Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 110

Professionalism and Customer Service

This course provides focused knowledge and practical skills in public and customer relations with an IT emphasis. Topics include interpersonal relations, positive customer attitudes and awareness, quality customer service, verbal and nonverbal communications, customer service policies and skills, dealing with difficult customers, conflict resolution and negotiation, common support problems in IT, computer user support, skills necessary for user support agents, help desk operation, and customer service via technology. Cultural diversity and sensitivity is emphasized throughout in meeting the needs of multi-cultural customers.
Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 112

Foundations of Web Development

This course introduces web page development. It covers HTML and XHTML code, standards and validation. Use of design elements (colour, images) and multimedia are discussed. The student examines the multitude of browsers, standards, and requirements for web surfers everywhere and will produce a final web page that can satisfy most (or all) browser types. In the second half of the course, cascading style sheets (CSS) are used extensively, while XML and JavaScript are both touched on briefly. Students will also explore current issues in web development. Students will also explore the future of web development.
Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 114

Networking

This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of networking issues from a professional's standpoint, making it a practical preparation for the real world.
Prerequisite: NCIT 108
3 CR / (1,2,0,0)

NCIT 118

Operating Systems II

This course provides students with an introduction to the UNIX operating system using Linux. Students will learn how to create, delete, copy, move, and search for information on a UNIX system as well as to organize information using the UNIX system file structure. They are introduced to the screen-oriented VI editor and will have a chance to experiment with several other editors. Students learn how to use the BASH shell and create shell scripts and be introduced to the X Window system and its graphical user interface. They will also spend time exploring UNIX capabilities in the network environment and on the Internet. System administration, job control, and printing will be covered.
Prerequisite: NCIT 108 or permission of the instructor
3 CR / (1,2,0)

NCIT 120

Foundations of System Development

This course introduces the tools and techniques that are used for systems analysis and design. Both the traditional and the object-oriented approach to systems analysis and design will be used. This involves methods of analysis for assessing the information needs of an organization and determining how computer systems can provide problem-solving help. Requirements modeling will include additional coverage on use cases and use case descriptions. System design involves specifying in detail how the components of systems should be implemented and should be based on an in-depth understanding of the business problem obtained from systems analysis. At all stages throughout this course an iterative approach to systems development will be emphasized.
Prerequisite: Admission to NCIT program

3 CR / (1,2,0)

NCIT 122

Foundation Project

This capstone course emphasizes teamwork and project management in building an information system from a comprehensive, real-life case study. The instructor leads the group through the phases of the software development cycle to produce and demonstrate a working model of the target system.
Prerequisite: Completion or concurrent registration in all first-year NCIT courses
3 CR / (1,2,0)

NRFT.....

Note: NRFT courses are restricted to students in the Natural Resources and Forest Technology Diploma program.

NRFT 101

Indigenous Plants: Identification, Autecology, and Cultural Uses

The purpose of this course is to have students learn to identify key indigenous plants and native trees in British Columbia, understand the autecology, and the cultural uses for plants associated with various First Nations and other groups. It also includes the indicator role these indigenous plants play in the classification of forest sites and other land management activities.
3 CR / (2,3,0)

NRFT 103

Introduction to Forest Soils

The course is basic to an understanding of forest productivity and the side effects resulting from various forestry practices, with applications in silviculture, watershed management, and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian System of Soil Classification, site productivity and soil disturbance. Field exercise will emphasize sampling description and classification of soils.
3 CR / (3,2,0)

NRFT 105

Ornithology and Mammology

This course is designed to give students knowledge about some of the birds and mammals that live in British Columbia and the nature of the habitat that is required to sustain them. Besides studying some anatomy, physiology, reproductive, and behavioural characteristics the course will focus on learning how to correctly identify the various birds and mammals by their sound, their appearance, coloration, and the type of habitat they are found in. The course will also study the population status and current health of the environment in which these birds and mammals of B.C. live.
3 CR / (2,3,0)

NRFT 109

Introduction to Computers

This course provides an introduction to computing using Windows-based computer applications. Natural resource industry applications including professional word-processing, database management, spreadsheets and presentation software tools will be the primary focus of this course. Participants will be introduced to developing techniques and using hardware/software for the natural resource sector. A foundation for NRFT program writing standards will be established.
1 CR / (0,3,0)

NRFT 111

Forest Measurements I

A field-oriented course that introduces the theory and practice of all aspects of forest measurements and surveying. Students will receive a thorough exposure to timber cruising and basic forest surveying instruments.
3 CR / (2,4,0)

NRFT 121

Silvics and Dendrology

The purpose of this course is to learn the autecology, silvical, and physiological characteristics of coniferous and broad-leaved trees native to British Columbia.
3 CR / (2,2,0)

NRFT 123

Fire Management

Wildfire is an ever-present component of the coniferous forests of Canada and represents a significant danger to effective forest management and community protection. The principal emphasis in this course is on forest wildfire management with an emphasis on wildfire prevention and control. Successful participants will know their responsibilities under the current Wildfire Act and related Regulations, will understand wildfire management, and will be prepared to take basic steps in wildland fire suppression actions. Fire certification for forestry workers (S- 100 certification) will be offered as part of this course. Wildfire related safety will be stressed throughout the course.
3 CR / (2,2,0)

NRFT 125

Introduction to Earth Sciences

This course provides the student with a working knowledge of what are the important geologic processes that created the various landforms in British Columbia. Students will learn to recognize various landforms common to BC. Student will also learn to identify various rocks and minerals common to BC and understand the important economic roles certain rocks and minerals deposits play in the maintenance of a healthy mining industry in BC.
3 CR / (2,2,0)

NRFT 127

Geomatics and Cartography

Geomatics involves the gathering, storing, processing and delivering of geographic information. This type of information is critical for effective resource analysis to achieve resource management goals. This course provides students with skills in field data collection, mapping, and map interpretation. Topics include cartographic principles, map projections, coordinate system, global positioning system (GPS), mapping, evaluation and interpretation of maps. The field data sets and resource management activities in other program studies will be used for mapping project.
Co-requisite: NRFT 131
2 CR / (1,3,0)

NRFT 131

Forest Measurements II

NRFT 131 is a continuation of NRFT 111 (Forest Measurements One). The intent is to provide the student with sufficient knowledge and field training to be able to sample the forest resource to the standards established by the B.C. Forest Service. Forest statistics and its applications in analysing sample data and controlling sampling error is studied in detail throughout the semester.
Prerequisite: NRFT 111, MATH 195
3 CR / (3,4,0)

NRFT 150

Silvics and Dendrology

Students learn to identify all coniferous and broad-leaved trees native to British Columbia, as well as their autecology, silvical, and physiological characteristics.
3 CR / (2,2,0)

NRFT 155

Indigenous Plants: Identification, Autecology, and Cultural Uses

The purpose of this course is to have students learn to identify key indigenous plants in British Columbia, and understand their autecology and the cultural uses for plants associated with various First Nations and other groups. It also includes the indicator role these indigenous plants play in the classification of forest sites and other land management activities.
3 CR / (2,2,0)

NRFT 157

Introduction to Forest Soils

The course is basic to an understanding of forest productivity and the side effects resulting from various forestry practices, with applications in silviculture, watershed management, and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian System of Soil Classification, and basic principles of hydrology. Field exercises emphasize sampling description and classification of soils.
Prerequisite: Admission to NRFT program or written permission of the instructor
3 CR / (3,2,0)

NRFT 158

Ornithology and Mammalogy

This course gives students knowledge about some of the birds and mammals that live in British Columbia and the habitat that sustains them. Along with studying some anatomical, physiological, reproductive, and behavioural characteristics of these species, the course focuses on learning how to correctly identify the various birds and mammals by their sound, appearance, coloration, and the type of habitat in which they are found. The course also studies the population status and current health of the environment in which these birds and mammals live.
Prerequisite: Admission to NRFT program or written permission of the instructor
3 CR / (2,3,0)

NRFT 160

Outdoor Recreation and Tourism

This course gives students a basic knowledge of outdoor recreation and tourism in British Columbia. It focuses on legislation and policy that regulate outdoor recreation in BC and the ecological, social, and economic impacts outdoor recreation has in the province. The course covers the basic concepts of outdoor recreation, the business aspect of it, its current trends, and how it is managed at the local and provincial level. In addition to class lectures, part of the course engages students in some outdoor recreation activities like cross-country skiing, snowboarding, camping and hiking, canoeing, etc.
Prerequisite: Admission to NRFT program or written permission of the instructor
3 CR / (2,3,0)

NRFT 170

Aerial Photography and Image Interpretation

This course provides students with an understanding of the photogrammetric practice and image interpretation in natural resource disciplines. Students learn basic photo geometry and photogrammetric measurements, mapping from aerial photographs, image interpretation, and applications of aerial photography in natural resource inventory. The applications of other remote sensing imagery will also be explored.
Prerequisite: Admission to NRFT program or written permission of the instructor
3 CR / (1,3,0)

NRFT 180

Introduction to Earth Sciences

This course provides the student with a working knowledge of the important geologic processes that created the various landforms in British Columbia. Students learn to recognize various landforms common to BC. Students also learn to identify various rocks and minerals common to BC and to understand the important economic role certain rocks and minerals deposits play in the maintenance of a healthy mining industry in BC.
Prerequisite: Admission to NRFT program or written permission of the instructor
3 CR / (2,2,0)

NRFT 185

Geomatics and Cartography

Geomatics involves the gathering, storing, processing and delivering of geographic information. This type of information is critical for effective resource analysis to achieve resource management goals. This course provides students with skills in field data collection, mapping, and map interpretation. Topics include cartographic principles, map projections, co-ordinate system, global positioning system (GPS), mapping, and the evaluation and interpretation of maps. The field data sets and resource management activities in other program studies are used for mapping projects.
Prerequisite: Admission to NRFT program
Corequisite: FOR 162, minimum 'D' grade
3 CR / (1,3,0)

NRFT 201

Natural Resources Policy and Practice

This course covers the history and legal basis for natural resource management of Crown forest land in British Columbia. Emphasis is placed on the Forest Act and Forest and Range Practices Act, Land Act, Oil and Gas Activities Act, Mines Act and related Provincial and Federal Acts and their associated regulations. Inventory, biodiversity, and planning concepts are introduced.
Prerequisite: Completion of first-year program
3 CR / (3,2,0)

NRFT 202

Forest Ecology

This course will provide an introduction to the ecosystem concept, energy flow, productivity, nutrient cycling, climate and the physical environment, population and community ecology,disturbance, and ecological succession. It will also introduce the Biogeoclimatic Classification System of BC and consider indigenous perspectives.
Prerequisite: NRFT101, NRFT103 with a minimum grade of "C".
Co-requisite: NRFT 121
3 CR / (3,2,0)

NRFT 203

Supervisory Skills for Forestry

Students in this course will develop group management skills for successful workplace relationships with superiors, peers and subordinates. This course will promote communication, teamwork and leadership skills for application in group and supervisory situations. Topics covered will include group communication and dynamics, leadership styles, motivation, conflict resolution and work ethics.
Prerequisite: Completion of first-year program
2 CR / (0,2,0)

NRFT 205

Habitat Management

A course designed to give natural resource students an understanding of the diversity of native fish and wildlife in North Central B.C. and the range of habitats used. The course will focus on forest biodiversity, with emphasis on the role of fish and wildlife in a healthy forest. Students will also study forest practices and management techniques that seek to harmonize

biodiversity objectives with forest activities.
Prerequisite: Completion of first-year program
3CR / (2,2,0)

NRFT 207

Silviculture I

Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. The participants in this course will apply their knowledge of forest soils, forest ecology, photo interpretation, silvics, and forest measurements with an aim to developing strategies for forest regeneration success. Studies focus on the application of ecological description and classification, determination of site potential and limitation, and management of forest cover to meet a defined objective.
Prerequisite: Completion of first-year program
3CR / (3,3,0)

NRFT 209

Natural Resources Seminar I

This course consists of a series of seminars covering a wide range of topics dealing with current environmental and stewardship issues impacting natural resource management. As part of the course, students will gain experience in researching, documenting, and analyzing information and data associated with these current environmental and stewardship issues.
Prerequisite: Completion of first-year program
2CR / (2,0,0)

NRFT 211

Forest Measurements III

This course covers the practical application of timer cruising in compliance with the BC Forest Service Cruising Manual. Students use field data taken from NRFT 131 and compile the data into a comprehensive cruise report by using the manual method to provide an understanding of the compilation procedures, and also by using computer software. This course also introduces students to the BC Metric Log Scaling and grading system, and weight scaling procedures.
Prerequisite: Completion of first-year program
2CR / (1,3,0)

NRFT 213

Forest Engineering I

This course provides the student with a basic knowledge of forest engineering practice in the field of forest road design, construction, maintenance, and deactivation. Other topics include soil classification, watershed assessment, survey and design of drainage structure, and Forest and Range Practices Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications.
Prerequisite: Completion of first-year program
3CR / (3,3,0)

NRFT 221

Natural Resource Finance

This course introduces the students to the fundamentals of business and finance related to natural resource land management. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, resource valuation and contract administration.
Prerequisite: Completion of first-year program
3CR / (2,2,0)

NRFT 223

Forest Health

This course examines the role of forest health factors in ecosystem structure and function and their impacts on forest resources and values. Identification, recognition, impacts, ecological role, economic importance and evaluation/management techniques for provincially significant diseases, insects, mammal damage, and abiotic injuries are studied.
Prerequisite: Completion of first-year program
3CR / (2,2,0)

NRFT 225

Geographic Information Systems

This course provides an overview of the principle, concepts, and uses of Geographic Information System (GIS) technology. Emphasis is given to the processes involved in the digital mapping and spatial analysis with GIS. Topics include geo-referencing, data acquisition and input, data analysis and processing, and data output. Laboratory exercises will complement the theory presented in the lectures.
Prerequisite: Completion of all courses from semesters 1-3
2CR / (1,3,0)

NRFT 227

Silviculture II

Continuing with the aim expressed in silviculture I, to develop strategies for forest regeneration success, this course starts with studies on methods of forest establishment. First topics are preparation methods, followed by aspects of seed collection, tree improvement and nursery practices. Planting and stand tending are studied in so far as they support basic silviculture practices and the successful establishment of a forest. Silviculture prescriptions (site plans) will be outlined and milestone surveys will be completed. Students will be able to establish silviculture survey plots and determine basic free growing outcomes to a provincial standard. Standards of due diligence and ethical practice will be emphasized.
Prerequisite: NRFT 207
3CR / (4,2,0)

NRFT 229

Natural Resource Seminar II

This course consists of a series of seminars covering a wide range of topics dealing with the role various groups and organizations have with influencing and resolving important resource management issues in BC. The course will explore how these groups and organizations approach various natural resource management issues and what mechanisms are available to help these groups and organizations interact. This course is intended to enhance participants' ability to contribute constructively to natural resource discussion and practice
Prerequisite: NRFT 209, NRFT 203
2CR / (2,0,0)

NRFT 233

Forest Engineering II

This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. The topics include the principles of sustainable development in forest practice, evaluation of site and recommendation of harvesting system, harvesting planning, harvesting budget, log transportation, and safety management.
Prerequisite: NRFT 213
3 CR / (3,3,0)

NRFT 250

Natural Resources Policy and Practice

This course covers the history of and legal basis for natural resource management of Crown forest land in British Columbia. Emphasis is placed on the Forest Act and Forest and Range Practices Act, Land Act, Oil and Gas Activities Act, Mines Act and related Provincial and Federal Acts and their associated regulations. Inventory, biodiversity, and planning concepts are introduced.
Prerequisite: Completion of first-year program
3 CR / (3,2,0)

NRFT 251

Applied Research Project

This course satisfies the applied research project requirements of the Canadian Tech-

nology Accreditation Board for the Natural Resources and Forest Technology program. It is a capstone communication course for the NRFT program, showcasing skills that are developed across the program curriculum. Students will undertake an exercise in basic applied research, developing a hypothesis, collecting data to test a hypothesis, completing an analysis and finally drawing conclusions. Real world situations will be explored with a focus on natural resources.
Prerequisite: Completion of all courses from semesters 1-3
1 CR / (0,3,0)

NRFT 255

Forest Health

This course examines the role of insects and diseases in ecosystem structure and function and their impacts on forest values. Identification, ecological role, economic importance and evaluation/management techniques for provincially significant insects, diseases, abiotic injuries and disorders are studied.
Prerequisite: FORS 202, minimum 'D' grade
3 CR / (2,2,0)

NRFT 261

Extended Natural Resources Field Studies

This course is an intensive one-week (including weekends) field exercise in which students are exposed to a range of forestry practices and activities in different parts of BC from the interior to the BC lower coast. Field activities will involve exercises, observation, and analysis of research facilities, forestry operations and manufacturing facilities.
Prerequisite: Completion of all courses from semesters 1-3
1 CR / (0,3.2,0)

NRFT 265

Natural Resources Seminar I

This course consists of a series of seminars covering a wide range of topics dealing with workplace safety and current environmental and stewardship issues impacting natural resource management. As part of the course, students will gain experience in researching, documenting, and analyzing information and data associated with these current environmental and stewardship issues. Students will also gain an understanding of occupational health and safety and the regulatory framework of safety.
Prerequisite: Completion of first-year program
2 CR / (2,0,0)

NRFT 266

Natural Resources Seminar II

This course consists of a series of seminars covering a wide range of topics dealing with the role various groups and organizations have in influencing and resolving important resource management issues in BC. The course will explore how these groups and organizations approach various natural resource management issues and what mechanisms are available to help these groups and organizations interact. This course is intended to enhance participants' abilities to contribute constructively to natural resource discussion and practice.
Prerequisites: NRFT 265, NRFT 267, minimum 'D' grade
2 CR / (2,0,0)

NRFT 267

Supervisory Skills

Students in this course develop group management skills for successful workplace relationships with superiors, peers and sub-ordinates. This course promotes communication, teamwork and leadership skills for application in group and supervisory situations. Topics covered will include group communication and dynamics, leadership styles, motivation, conflict resolution and work ethics.
Prerequisite: Completion of first-year NRFT program
2 CR / (2,0,0)

NRFT 270

Forest Engineering I

This course provides the student with a basic knowledge of forest engineering practice in the field of forest road design, construction, maintenance, and deactivation. Other topics include soil classification, watershed assessment, the survey and design of drainage structure, and the Forest and Range Practices Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications.
Prerequisite: Completion of first-year NRFT program
3 CR / (3,3,0)

NRFT 275

Forest Engineering II

This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. Topics include the principles of sustainable development in forest practice, the evaluation of sites and the recommendation of harvesting systems, harvesting planning, harvesting budget, log transportation, and safety management.
Prerequisite: NRFT 270, minimum 'D' grade
3 CR / (3,3,0)

NRFT 285

Geographic Information Systems

This course provides an overview of the principle, concepts, and uses of Geographic Information System (GIS) technology. Emphasis is given to the processes involved in the digital mapping and spatial analysis with GIS. Topics include geo-referencing, data acquisition and input, data analysis and processing, and data output. Laboratory exercises will complement the theory presented in the lectures.
Prerequisite: Completion of all courses from semesters 1–3
3 CR / (1,3,0)

NRFT 289

Natural Resource Finance

This course introduces students to the fundamentals of business and finance related to natural resource land management. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, resource valuation and contract administration.
Prerequisite: Completion of first-year NRFT program
3 CR / (2,2,0)

NRFT 290

Applied Research Project

This course satisfies the applied research project requirements of the Canadian Technology Accreditation Board for the Natural Resources and Environmental Technology program. It is a capstone communication course for the NRET program, showcasing skills that are developed across the program curriculum. Students will undertake an exercise in basic applied research, including developing a hypothesis, collecting data to test a hypothesis, completing an analysis and finally drawing conclusions. Real world situations will be explored with a focus on natural resources.
Prerequisite: Completion of all courses from semesters 1–3
3 CR / (0,3,0)

NRFT 291

Natural Resource Field School and Cultural Exchange

This course provides an opportunity to observe natural and managed, forested and non-forested ecosystems in an international setting. Seminar

topics will include an overview of natural resources, forest ecosystem management, and how the host country balances stakeholders' demands with maintaining biodiversity and ecosystem health. Students will have an opportunity to compare and contrast the host country's forest land management practices with practices in British Columbia. Seminars on the host country's culture and history and participation in a variety of socio-cultural activities will also occur.
Prerequisite: 6 credits of NRFT courses or 6 credits of University Transfer science courses, with 3 of those credits from BIO 103 or 104 or 107 or 120 or GEOG 201 or 202 with a minimum 2.0 GPA in the preceding fall term as a full time student.
3 CR / (0,6,0)

NRFT 299

Extended Natural Resource Field Studies

This course is an intensive seven-day set of field exercises in which students are exposed to a range of natural resource practices and activities in different parts of BC from the interior to the BC lower coast. Field activities involve exercises, observation, and the analysis of research facilities, forestry operations and manufacturing facilities.
Prerequisite: Completion of all courses from semesters 1–3
3 CR

NRUA .....

NRUA 170

Communication Skills

This course is an introduction to the role of the Nursing Unit Assistant, and its history. The role of the Nursing Unit Assistants, as part of the health care team and their interaction with other departments will be learned. In addition students examine how patients, visitors, and family members view the role of the NUC. Confidentiality, hospital emergencies (such as cardiac arrest) and the role of the NUC during these emergencies will also be discussed. Multiculturalism and how it affects patients and staff is another topic that is examined. Various methods used by the Nursing Unit Assistant to communicate with other departments and staff members will also be learned. (18 hours)

NRUA 171

Patient Chart Records

This course introduces the student to patient charts, the various forms that are commonly used on all charts, as well as the specialty forms that are used. The students learn to recognize each form, the uses of each form and the placement within the patient's chart. They learn the chart order and the Nursing Unit Assistant's responsibility regarding the maintenance of the precise order. (18 hours)
Prerequisite: NRUA 170 with a "B" grade or higher

NRUA 172

Admissions, Discharges and Transfers

The student learns refined and expanded applications of the topics introduced in NRUA 171. The responsibilities of the Nursing Unit Assistant in admitting, discharging and transferring patients and the forms used for each procedure are detailed. The different types of isolation precautions are learned and students will relate the role the NUC plays in ensuring that proper precautions are taken. Physicians' orders, transcription and sign off procedures are learned at an introductory level. (24 hours)
Prerequisite: NRUA 171 with a "B" grade or higher

NRUA 173

Pharmacology Medication Orders I

Students in this course learn how to use the 24-hour clock and how it applies in a clinical setting. They will learn about specific drug categories and their uses. Medication Administration records are introduced to the students. Students practise transcribing medication orders onto the records, learn how to use the Compendium of Pharmaceuticals (CPS), and introduced to vocabulary specific to pharmacology. (30 hours)
Prerequisite: NRUA 172 with a "B" grade or higher

NRUA 174

Pharmacology Medication Orders II

The student will further study the topics introduced in Pharmacology I. Students learn about drugs that affect the nervous, endocrine, and respiratory systems and about topical medications. Students continue to practise and become proficient at transcribing physician medication orders onto the correct forms. The Compendium of Pharmaceuticals will continue to be used as a reference guide to medications, their alternate names and prescribed uses. (36 hours)
Prerequisite: NRUA 173 with a "B" grade or higher

NRUA 175

Laboratory Orders

In this course, students learn about the laboratory including its various sub-departments such as haematology, chemistry, and microbiology, etc. Students learn how to complete requisitions, what if any the patient preparations would be, what component of the laboratory would perform that test and what is done with the results once they are available. Students also briefly review the role of the Provincial Laboratory and the Cancer Control Agency of British Columbia (CCABC) in patient testing and treatment. (45 hours)
Prerequisite: NRUA 174 with a "B" grade or higher

NRUA 176

Diagnostic Orders

Students learn about the diagnostic imaging department, including X-ray, ultrasound, nuclear medicine, computerized tomography, and magnetic resonance imaging. Students will learn characteristics of the different types of tests performed, which department carries them out, the various requisitions used to order these tests and what the patient preparations might be. The role of respiratory therapy and outpatient services will be taught as well. (30 hours)
Prerequisite: NRUA 174 with a "B" grade or higher

NRUA 177

Surgical Orders

Students will learn processes related to surgical orders and the various categories used when people are scheduled for surgery. Students will learn forms specific to the Operating room, PAR, the OR slate and Home Care Referral. (30 hours)
Prerequisite: NRUA 175 with a "B" grade or higher

NRUA 178

Therapeutic Orders

In this final theory course, students learn the tasks of processing, transcribing and requisitioning physician's orders relating to dietary needs and necessary rehabilitation requirements such as physiotherapy, speech therapy, etc. They will learn all of the different types of diets that can be ordered and how to order them. (24 hours)
Prerequisite: NRUA 171 with a "B" grade or higher

NRUA 179

Nursing Unit Assistant Practicum

In this practicum portion of the Nursing Unit Assistant program, students are placed with experienced full-time or regular part-time Nursing Unit Assistants at University Hospital of Northern BC. Students have the opportunity to apply all of the skills they have learned. The practicum placement is scheduled for 159 hours; however, students may successfully complete the required components in less time. (Up to 159 hours)Pre-

requisite: NRUA 178 with a "B" grade or higher

NURS .....

Note: NURS courses are normally restricted to students in the nursing program. Non-nursing students may take selected courses if space is available, and with permission of the Associate Dean of Health Sciences.

For third- and fourth-year courses, consult the UNBC Calendar.

NURS 101

The Art and Science of Nursing

This course introduces the student to the dimensions of professional nursing practice. Through group and individual learning activities, students are introduced to concepts, professional nursing practice, issues and trends in nursing, and the Canadian health care system. Students are introduced to foundational nursing skills in the laboratory. Students are provided the opportunity to apply foundational nursing skills in the clinical setting with adults. Restricted to students in the NCBNP.

3 CR / (Total course hours 77)

NURS 102

Communication Theory and Practice

This course provides a foundation for therapeutic communication in nursing practice. Communication skills are fundamental in any relationship to facilitate the health and well-being of clients. Students have the opportunity to increase self-awareness and explore perceptions, attitudes, and values via a variety of communication methods applied to multicultural and multi-generational cohorts. Students are given the opportunity to practice foundational communication skills in the laboratory setting. Restricted to students in the NCBNP.
3 CR / (Total course hours 56)

NURS 201

Introduction to Health Assessment

Provides the basis to gather a health history and to assess the functioning of individuals through the proper use of physical examination techniques. Psychosocial and cultural assessment is included. The emphasis is on recognition and identification of normal findings.
Prerequisites: NURS 101, NURS 102, BIO 111, BIO 112
4 CR / (42,24,1)

NURS 202

Pathophysiological Concepts

Uses a conceptual approach to examine pathological mechanisms of altered states in human physiology. Topics include the etiology, cellular metabolism, tissue alterations, functional changes, and age-related differences involved in each process.
Prerequisites: BIO 105, BIO 111, BIO 112
3 CR / (3,0)

NURS 203

Health Promotion in Families

Introduces theory related to families across the lifespan within the context of primary health care in the North. Emphasis is on family assessment skills and working in partnership with families in the development of health promotion and illness and injury prevention strategies. Holistic care of families during transitions such as normal childbearing, childrearing, and caring for an elderly parent is included.
Prerequisites or corequisites: NURS 101, NURS 102
3 CR / (3,0)

NURS 204

Healing Modalities

Provides an overview of healing modalities currently used by nurses and other experts in practice in British Columbia. Principles of pharmacology and pharmacodynamics are addressed. Opportunity is provided for students to explore various complementary healing techniques.
Prerequisites: BIO 111, BIO 112
3 CR / (3,0)

NURS 205

Introduction to First Nations Health

Provides an overview of First Nations health, factors influencing health status, and issues arising from Northern and remote living. Historical events and their impact on health are introduced. Current barriers to health, along with culturally sensitive nursing implications, are explored. Admission of non-nursing students is by permission of the Associate Dean of Health Sciences.
Prerequisite or Corequisite: ANTH 101 or equivalent
3 CR / (3,0)

NURS 206

Basic Nutrition

Examines the nutritional needs of specific client groups throughout the lifespan and in various states of wellness and illness. The course reviews the physiology of carbohydrate, fat, protein, and energy metabolism. Topics include enteral and parenteral nutrition, trends and issues in nutritional practice, and the psychosocial and cultural aspects of food and eating behaviours. Admission of non-nursing students is by permission of Associate Dean of Health Sciences.
3 CR / (3,0)

NURS 215

Care of the Adult

This course examines principles and practices of nursing adults with health problems. The focus is on the acquisition and application of knowledge in planning, implementing and evaluating the nursing care of clients requiring medical and surgical intervention. Holistic health care of individuals is highlighted. The course includes laboratory instruction in psychomotor skills. The clinical practicum enables the student to integrate the theory and skills needed to provide nursing care.
Prerequisites: NURS 101, NURS 102, BIO 105, BIO 111, BIO 112
Prerequisites or corequisites: NURS 201, NURS 202
8 CR / (45,26,156)

NURS 220

Extended Clinical Practicum I

This course provides the opportunity for consolidated clinical nursing practice, with aduls who have health problems. It builds on previous clinical practice with adults and may occur in various practice setting in nortern BC. The practicum is restricted to students in the NCBNP.
Prerequisites: All second year courses
5 CR / (Total practical hours 130)

OASW.....

OASW 100

Ethical, Legal and Safety Issues for Working with Marginalized Families

Explore personal values and professional ethics and obligations within the context of outreach, advocacy and support work. Students use case studies to explore the complex ethical issues inherent in working with marginalized people who may have FASD. The laws and policies relevant to human service work in BC will be examined. Students also develop a comprehensive safety plan to address the safety hazards that are unique to offsite outreach work.
3 CR

OASW 101

Fundamentals of Outreach, Advocacy and Support

Gain the knowledge necessary to effectively provide outreach and support services to marginalized families and youth, including individuals who may have FASD. Students examine outreach and advocacy theories, poverty, family violence, and drug and alcohol use, and will learn how to apply a strength-based approach in providing support. Advocacy, client record keeping, objective observation, and case management will also be key topic areas.
3 CR

OASW 102

Culturally Appropriate Practices for Working with Aboriginal Families

Explore what constitutes effective prevention and intervention strategies for outreach workers from an Aboriginal community perspective. The impact of historical and sociopolitical issues on practice in Aboriginal communities is examined, as well as local Aboriginal history and cultural practices. Students will learn to apply the principles of Respect, Belonging, Love, Honouring, Humility, Courage, Wisdom, Generosity and Celebration to working with at-risk clients in order to ensure that, as outreach workers, they are able to meet the authentic needs of Aboriginal individuals, families and communities.
3 CR

PDIT.....

Note: PDIT courses are restricted to students in the Post-Diploma in Information Technologies.

PDIT 302

Computer Systems Hardware

PDIT 302 provides the fundamental understanding of microcomputer operating systems, BIOS, and the relationship between software and hardware. Emphasis is placed on the function, installation, configuration, diagnostics, trouble-shooting, optimization, and operation of computer systems and mobile devices. Students will learn the hardware component objectives of CompTIA's A+ certification exam.
Prerequisite or Corequisite: PDIT 303
3 CR / (Total coursel hours 82.5)

PDIT 303

Computer Operating Systems

A teaching lesson/lab course that provides the fundamental understanding of microcomputer operating systems, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, trouble-shooting, and optimization of the operating System. Emphasis is placed on computer workstation operating systems from Microsoft and other industry standard software vendors. Students will learn the operating systems component objectives of CompTIA's A+ certification exam.
Prerequisite or Corequisite: PDIT 302
3 CR / (Total course hours 82.5)

PDIT 304

Enterprise System Administration

A teaching lesson/lab course that provides the student with techniques and understanding in configuring, troubleshooting and administration of corporate devices in an enterprise level LAN computing environment. Various topics include enterprise level Microsoft operating systems configuration, Windows deployment, virtualization, and security.
Prerequisites: PDIT 303 with a minimum of "B"
3 CR / (Total course hours 82.5)

PDIT 306

Data Cable Installation and Management

This course is an integrated lab based course to learn the concepts behind cabling standards and to perform the tasks required of a certified cable installer. The course will prepare learners for industry standard certification exams.
3 CR / (Total course hours 82.5)

PDIT 308

Project Management

This course deals with concepts and processes involved in project management based on principles and techniques espoused by the Project Management Institute (PMI). Scenarios presented in the course material involve activities typically encountered in an IT industry environment.
3 CR / (Total course hours 45)

PDIT 324

Wireless Technology Specialist

A teaching lesson/lab course that provides the student with fundamental knowledge of IEEE wireless technology standards. Topics include an overview of hardware/software wireless components, radio frequency communication principles, 802.11, and support/maintenance of wireless LAN technologies. Students will be prepared to write an industry standard CWTS certification exam.
3 CR / (Total course hours 82.5)

PDIT 326

Wireless Network Administrator

A teaching lesson/lab course that provides the technical knowledge to support wireless LANs. Students gain hands-on skills to successfully survey, install, troubleshoot and administer enterprise level Wi-Fi networks. Topics will include the objectives for writing an industry standard CWNA certification exam.
3 CR / (Total course hours 82.5)

PDIT 328

Wireless Security

A teaching lesson/lab course that concentrates solely on LAN/WAN Wireless Security. Students will gain the knowledge and practical skills to manage wireless authentication and encryption keys. In depth implementation of the 802.X standard and EAP is emphasized along with solutions to access control, intrusion prevention and secure roaming. Topics will include the objectives for writing an industry standard CWSP certification exam.
Prerequisite: PDIT 326
3 CR / (Total course hours 82.5)

PDIT 330

Microsoft Server Operating Systems

A teaching lesson/lab course which provides the theoretical and practical skills required to install, configure, troubleshoot and maintain an enterprise level Microsoft Server Operating System. Students will learn a wide spectrum of fundamental enterprise server concepts and LAN management tools using Microsoft technologies. The course prepares the student write a Microsoft Technology Associate (MTA) certification.
3 CR / (Total course hours 82.5)

PDIT 332

Introduction to Linux

A teaching lesson/lab course that provides the theoretical and practical skills required for installation and fundamental configuration of a Linux operating system as used in both the desktop and enterprise server environments. Students will gain foundation knowledge on Linux, open source concepts and the Command Line Interface (CLI). Each learner has hands-on access to labs to practice and explore CLI utilities. Focus of this course is to prepare the student to write an industry standard Linux Certification exam.
Prerequisite: PDIT 302 and 303 with a minimum

"B" grade
3 CR / (Total course hours 82.5)

PDIT 340

Professional Development

Customer Service Specialist (CSS) professionals require knowledge of human relations concepts with focused application to customer/co-worker interactions in the workplace. A CSS professional certified in this skill set has the knowledge to reduce service-related disputes and misunderstandings within the organization. The individual learns how to be a more harmonious and contributing member of a team, learning key skills that improve human relations. Productivity will improve because less time will be consumed handling recalls, customer problems, litigation, and disputes between fellow employees.
2 CR / (Total course hours 45)

PDIT 376

Introduction to Networks

A teaching lesson/lab course that introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
3 CR / (Total course hours 88)

PDIT 377

Routing and Switching Essentials

A teaching lesson/lab course that describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.
Prerequisite: PDIT 376 with a minimum B grade
3 CR / (Total course hours 88)

PDIT 378

Scaling Networks

This course describes the architecture, components, and operations of routers, and explains the principles of routing and routing protocols. Students learn how to configure a router for basic and advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPng, EIGRP, and OSPF in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.
Prerequisite: PDIT 377 with a minimum B grade
3 CR / (Total course hours 88)

PDIT 379

Connecting Networks

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.
Prerequisite: PDIT 378 with a minimum B grade
3 CR / (Total course hours 88)

PDIT 391

Project Work Skills

Project Work Skills allows students to combine the knowledge and practical experiences of previous courses into real world environments. Working in groups, students will complete case studies based on building a functional network. Students will also have the opportunity to provide tech support to the community and gain hands on practical experience working with the customer. Students will also learn the fundamentals of job searching/interviewing skills and technical documentation. In addition, students will be encouraged to write industry standard certifications.
Prerequisite: PDIT 378 with a minimum B grade
3 CR /(Total course hours 82.5)

PHIL.....

PHIL 100 UT

Introduction to Philosophy

PHIL 100 is designed to introduce students to philosophy as a study discipline. Core questions will be asked: Is there a God? What is morality? How important is knowledge to truth? Are humans capable of knowing everything? Are humans mere material beings, or is there a non-material aspect to human life? What is justice? What is a civil society? What is politics? Students will be introduced to some of the best minds who have offered insight and understanding on these issues. PHIL 100 will arouse interest in students for this field of study, its benefits to learning, and career development.
3 CR / (3,0,0)

PHIL 101 UT

Moral Philosophy

An inquiry into the nature and justification of moral standards. No conduct is legal or illegal apart from our making it so. Is any conduct morally right or wrong apart from our thinking it so? Is there a correct method of distinguishing right from wrong? Must morality be based on religion? Why should happiness rather than virtue be thought to be the highest good? Can an action be morally wrong even if it harms no one?
3 CR / (3,0,0)

PHIL 102 UT

Theory of Knowledge

An examination of skeptical doubts concerning the possibility of knowledge. What distinguishes knowledge from opinion? Does evidence have to convince everyone before it constitutes proof? Does what is true depend on what people regard as true? Can perception show us how the world really is or merely how it appears to creatures like us? Should we believe only what there is sufficient evidence to support? How is faith related to knowledge and belief?
3 CR / (3,0,0)

PHIL 106 UT

Critical Texts in Western Thought: Ancient to Renaissance

This course is a companion to PHIL 107 and is conducted as a seminar devoted to the discussion of assigned readings. At the end of a series of seminars on the work of an author or group of authors, there is a short written assignment, giving students an opportunity to formulate and express carefully their understanding of the issues raised. While making their acquaintance with some important ideas in ancient, medieval, and renaissance western thought, students develop their abilities to read, write, and speak, and to uncover the meaning and structure of arguments in a variety of genres and subjects. Texts vary from year to year.
3 CR / (3,0,0)

PHIL 107 UT

Critical Texts in Western Thought: Modern and Contemporary

This course is a companion to PHIL 106 and is conducted as a seminar devoted to the discussion of assigned readings. At the end of a series of seminars on the work of an author or group of authors, there is a short written assignment, giving students an opportunity to formulate and express carefully their understanding of the issues raised. While making their acquaintance with some important ideas in modern and contemporary western thought, students develop their abilities to read, write, and speak, and uncover the meaning and structure of arguments in a variety of genres and subjects. Texts will vary from year to year.
3 CR / (3,0,0)

PHIL 110 UT

Logic I: Propositional Logic

This course establishes some elementary criteria for assessing the deductive validity of arguments. It provides practice in translating arguments from ordinary language into the formal language of logic, testing arguments for validity, and constructing proofs for valid arguments. Further topics may include applications to inductive reasoning and the theory of probability. Students of mathematics and computer science will also find this course beneficial because of its emphasis on proof construction in a formalized language.
3 CR / (3,0,0)

PHIL 115 UT

World Religions I

A foundational course in the study of religion intended as an introduction to the religions that have a significant following and/or influence in our world.
Prerequisite: ENGL 103
3 CR / (3,0,0)

PHIL 205 UT

Philosophy of Science

An examination of philosophical issues concerning the nature of scientific theories and explanations. How is theory to be distinguished from observation? How can theories be tested by confrontation with observed facts if what we are willing to count as a fact depends in part on the theories we already hold? Can we be immediately aware of more than our own present sensory experiences? Does every event have a cause? Do we have reason to think that any event has a cause? Are scientific and supernatural explanations incompatible?

Note: Offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
3 CR / (3,0,0)

PHIL 210 UT

Logic II: Predicate Logic

This course expands the power of logic to handle a range of arguments far beyond those whose validity can be explained by propositional logic. It concentrates on translation from ordinary language into the formal language of predicate logic and the construction of proofs for valid arguments. Topics may include the syllogism, identity and the theory of descriptions, and the elementary theory of classes. An understanding of propositional logic is presupposed.
Prerequisite: PHIL 110
3 CR / (3,0,0)

PHIL 220 UT

Political Philosophy

An introduction to political philosophy. Of central concern will be an examination of attempts to provide a basis for political obligation and to justify civil disobedience and revolution. Why should the legitimacy of government have to rest on the consent of the governed? Do we have a moral obligation to obey even unjust laws until we can convince the majority to change them? What if we try our best to convince them but fail? Do citizens have "natural" rights which the state might refuse to recognize and therefore fail to protect?
3 CR / (3,0)

PHIL 221 UT

Social Philosophy

An investigation into the social ideals of liberty, equality, and justice. What sort of equality is compatible with liberty and required by justice? Why should all opinions be allowed equal opportunity for expression in a free market of ideas? Is it likely that true and intelligent ideas will triumph over false and stupid ideas in open competition? Is capitalism just as much a system of exploitation as slavery or feudalism?
3 CR / (3,0,0)

PHIL 230 UT

Introduction to Philosophy of Education

An introduction to philosophical issues concerning education. No previous acquaintance with philosophy is presumed. We begin by examining the question "What is an educated person?" Is education concerned only with knowledge and skills or also with attitudes and ambitions? What, if anything, distinguishes education from vocational training, indoctrination, or socialization?
3 CR / (3,0,0)

PHIL 235 UT

Contemporary Ethical Issues

An examination of the ways in which ethical theories treat a variety of moral problems in contemporary society. Topics may include abortion, euthanasia, punishment, terrorism, torture, and the treatment of animals.
3 CR / (3,0,0)

PHYS.....

PHYS 045

Advanced Preparatory Physics

This introductory physics course prepares students to the Physics 11 level. It covers such topics as measurement, motion, dynamics, energy, electricity, and heat. Lab work is an integral part of this course.
Prerequisite: Math 045, or one of Foundations of Math 11 or Pre-calculus 11 taken within the last year or as evaluated by a Academic Upgrading placement test, or Math 045 as a co-requisite.
(Total course hours 120)

PHYS 050

Provincial Preparatory Physics

Provincial Preparatory Physics introduces students to the physical laws governing motion in two dimensions, electrical field, electromagnetism, vibrations and waves, and optics. Problem solving, critical thinking, and experimentation are important components of the course.
Prerequisites: Physics 045 or Physics 11 completed within last three years, and one of Math 045, Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year or appropriate math level as evaluated by the Academic Upgrading math placement test
(Total course hours 112)

PHYS 101 UT

Introductory Physics

This is a calculus-based physics course for science majors. Topics covered include two-dimensional vectors, kinematics, dynamics, energy and momentum of particles, equilibrium of rigid bodies, rotational motion, and simple harmonic motion. Differentiation and integration of one- and two-dimensional motion equations is included. Cross prod-

ucts and dot products will be introduced.
Prerequisite: Physics 12 or Applications of Physics 12 with a "B" or higher or PHYS 050 and Pre-calculus 12 or MATH 100 or MATH 050, or equivalent
Prerequisite or Corequisite: MATH 101
3 CR / (3,3,0)

PHYS 102 UT

Introductory Physics II

A sequential course to PHYS 101. Topics covered are electric charges, electric fields, electric currents, electrical circuits, magnetic fields, electromagnetism, light, atomic physics, and nuclear reactions.
Prerequisites: PHYS 101, MATH 101
Prerequisite or Corequisite: MATH 102
3 CR / (3,3,0)

PHYS 105 UT

General Physics I

A general, algebra-based physics course, intended for those not majoring in the physical sciences. Topics covered are kinematics, circular motion, dynamics, equilibrium, momentum, energy, fluids, temperature, and heat.
Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a grade of "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045
3 CR / (3,3,0)

PHYS 106 UT

General Physics II

This course, along with PHYS 105, satisfies the physics requirement for those whose major program areas require a year of university-level physics. Topics include electric charges, electric fields, magnetic fields, electric currents, electrical circuits, light atomic physics, and nuclear reactions.
Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045
3 CR / (3,3,0)

PHYS 115

Physics – Medical Radiography I

This is an introductor- level course that emphasizes the application of physical phenomena in medical radiography. Topics include the structure of matter, electromagnetic radiation, electrostatics, direct and alternating current circuits, and the production of x-rays. The physics of x-ray tubes, including heat dissipation, will also be discussed. Students will relate the production of radiation to a resultant radiographic image. Also discussed will be radiation exposure factors/setting and their direct effect on image diagnostic quality.
This course is restricted to students in the Medical Radiography Technology program.
corequisites: Term 1 courses
4 CR (2,2,0)

PHYS 170

Physics for Sonography I

In this introductory course students will learn the principles of sound travel, interactions within the body, and application to a sonographic exam. Concepts include the properties, creation and detection of sound waves. Also covered are instrumentation, artifacts, digital imaging, and storage and safety considerations for both the operator and the patient. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109
3 CR / (3,0,0)

PHYS 173

Physics for Sonography II

This lecture course builds on the concepts presented in PHYS 170. The focus of this course is on the principles and instrumentation of Doppler imaging. Concepts include continuous wave, pulsed wave, color, power and tissue Doppler. Students will also learn how to minimize the biological effects of ultrasound. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion of the following courses with a C+ or better:
BIO 170, SONO 100, SONO 103, SONO105, SONO 107, SONO 109, PHYS 170
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131
3 CR / (3,0,0)

PHYS 175

Physics for Sonography III

This theory course is a continuation and integration of PHYS 170 and PHYS 173. The focus is on the relationship between the physical principles of fluid motion and Doppler imaging. Tissue harmonic imaging, contrast imaging, and elasticity imaging in sonography are also covered.

Students will learn about the quality assurance and control responsibilities of the sonographer. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 233, SONO 237
2 CR / (2,0,0)

PHYS 200

Introduction to Modern Physics

The course covers special relativity (Lorenz transformation, dynamics and conservation laws), and quantum physics (the experimental evidence for quantization and a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei).
Prerequisites: MATH 102, and either PHYS 102 or both PHYS 105 and 106 (or equivalents)
Prerequisite or Corequisite: MATH 201 or 204 or 215, or equivalent
3 CR / (3,0,0)

PHYS 204 UT

Mechanics I—Statics

A first course for students in engineering and the physical sciences. Topics include vectors (two and three dimensions, dot products, cross products, and triple products), statics of particles and rigid bodies, laws of dry friction, and kinematics and kinetics of particles.

Note: MATH 204 is highly recommended
Prerequisites: PHYS 101 (or PHYS 105 with an "A-" grade or higher) and MATH 101
Prerequisites or corequisites: MATH 102
3 CR / (3,0,0)

PHYS 205 UT

Mechanics II—Dynamics

A continuation of PHYS 204. Topics include systems of particles, kinematics and dynamics of rigid bodies, centroids and moments of inertia, and mechanical vibrations (optional).
Prerequisite: PHYS 204
Prerequisite or Corequisite: MATH 202
3 CR / (3,0)

PHYS 211 UT

Thermodynamics

A first course in thermodynamics suitable for those continuing in chemistry, physics, or engineering. Topics include temperature, heat and work, heat transfer, molecular properties, ideal and real gases, heat engine cycles, evaporation and refrigeration, entropy and the second law, and the third law. This course is identical to PHYS 201 except that there is no lab component.

Note: Offered on the basis of demand. Students interested in taking this course should

contact the School Dean at 250-561-5815.
Prerequisites: PHYS 101 or 105, and MATH 102
Corequisite: MATH 101
3 CR / (3,0,0)

PHYS 212 UT

Introduction to Linear Circuits

This course is recommended for students of engineering and the applied sciences. The program addresses advanced applications of Kirchhoff's Laws; Thevenin and Norton Circuit Theorems; DC Circuits; RLC circuits; natural and forced response; and impedance phasors.

Note: Offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: PHYS 102
3 CR / (3,3,0)

PHYS 225

Physics – Medical Radiography 2

This course emphasizes the application of physical phenomena in medical radiography. Topics include magnetism, nuclear reactions and radioactive decay, mechanisms of attenuation and their effects on radiation production. The elements of image production and quality will be discussed as relevant to quantum noise and spatial resolution. The physics of the x-ray generator will also be discussed. Students will cover the use of solid state physics in modern imaging equipment. This course requires the students to perform precise measurement, graph plotting, and data interpretation.
This course is restricted to students in the Medical Radiography Technology program.
Prerequisites: Term 4 courses
4 CR / (2,2,0)

PRAN .....

Note: PRAN courses are restricted to students in the Practical Nurse program.

PRAN 100

Professional Practice 1

This theory course provides an introduction to the profession of practical nursing. Legislation that informs PN practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of practical nursing within the Canadian health care system are discussed. The philosophy and foundational concepts of the provincial Practical Nursing diploma are explored.
Prerequisite: Admission to PN program
Corequisites: PRAN 110, PRAN 112, PRAN 115, PRAN 118, PRAN 150
1.5 CR / (Total course hours 25)

PRAN 101

Professional Practice 2

This course examines the legislation influencing PN practice with clients experiencing chronic illness and with those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in residential care will be explored. Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice are also addressed.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade
Corequisites: PRAN 120, PRAN 122, PRAN 125, PRAN 128, PRAN 155
1 CR / (Total course hours 20)

PRAN 110

Professional Communication 1

This course provides students with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice. Communication theory, the nurse-client relationship, therapeutic communication, cross-cultural communication, and effective teamwork will be covered.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 112, PRAN 115, PRAN 118, PRAN 150
2 CR / (Total course hours 35)

PRAN 112

Variations in Health 1

This introductory course provides the student with the foundations of disease and illness across the lifespan. Students gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices will be explored as well as the incorporation of evidenced informed practice.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 115, PRAN 118, PRAN 150
3 CR / (Total lcourse hours 40)

PRAN 115

Health Promotion 1

Health promotion by definition includes: health enhancement, health protection, disease prevention, health restoration/recovery, care, and support. Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions (WHO, 2010). This course introduces the student to the concepts of health promotion, discusses the determinants of health, health inequities and develops a beginning knowledge of normal growth and development.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 118, PRAN 150
2 CR / (Total course hours 30)

PRAN 118

Pharmacology 1

This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 150
2 CR / (Total course hours 30)

PRAN 120

Professional Communications 2

This course provides the student with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade
Corequisites: PRAN 101, PRAN 122, PRAN 125, PRAN 128, PRAN 155
2 CR / (Total course hours 30)

PRAN 122

Variations in Health 2

This course increases the student's understanding of pathophysiology as it relates to the aging process and selected chronic illness. The main focus of this course is on

the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade
Corequisites: PRAN 101, PRAN 120, PRAN 125, PRAN 128, PRAN 155
3 CR / (Total course hours 45)

PRAN 125

Health Promotion 2

This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade
Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 128, PRAN 155
2 CR / (Total course hours 30)

PRAN 128

Pharmacology 2

This course builds on Pharmacology 1 to increase the student's understanding of pharmacotherapeutics prescribed for illness across the lifespan.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade
Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 155
2 CR / (Total course hours 30)

PRAN 150

Integrated Nursing Practice 1

This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. Students apply nursing knowledge through the practice of clinical decision making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist students to integrate theory from other Level 1 courses.
Prerequisites: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118
4 CR / (Total course hours 135)

PRAN 155

Integrated Nursing Practice 2

This practical course builds on the foundation of Level 1 and emphasizes the development of clinical decision making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences help students to integrate theory from Level 1 and Level 2 courses to provide safe, competent, and ethical nursing care with older adults.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade
Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128
5 CR / (Total course hours 180)

PRAN 190

Consolidated Practice Experience CPE 1

This first clinical experience provides the student with an opportunity to integrate theory from Level 1 coursework into practice. Students gain experience in various settings with a focus on the healthy client. Learning the role of the practical nurse, personal care skills, organization of care, focused assessment, beginning medication administration and professional communication are emphasized in this course.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 with "Satisfactory" grade
3 CR / (Total course hours 90)

PRAN 191

Consolidated Practice Experience CPE 2

This clinical experience provides students with the opportunity to integrate theory from Level 1 and 2 courses into practice. Students practise with aging clients and/or those with chronic illness in residential care settings. Medication administration, nursing care, organization, comprehensive health assessment, wound care and introduction to leadership are emphasized in this course.
Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with "C+" grade or higher; PRAN 155 with "Satisfactory" grade
4 CR / (Total course hours 120)

PRAN 200

Professional Practice 3

This course integrates the concepts from previous professional practice courses and introduces the student to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.
Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade
Corequisites: PRAN 210, PRAN 212, PRAN 215, PRAN 250
1 CR / (Total course hours 20)

PRAN 201

Professional Practice 4

This course prepares the student for the role of the practical nurse in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and, specifically, the working partnership with RNs in the acute care setting will be explored.
Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade
Corequisites: PRAN 220, PRAN 222, PRAN 225, PRAN 255
1 CR / (Total course hours 20)

PRAN 210

Professional Communications 3

This course focuses on specific professional communication skills used with clients and care providers across the lifespan requiring care in the community.
Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and 191 with "Satisfactory" grade
Corequisites: PRAN 200, PRAN 212, PRAN 215, PRAN 250
1 CR / (Total course hours 20)

PRAN 212

Variations in Health 3

This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. Pathophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such

as community living and disabilities will be explored. Cultural diversity in healing approaches is explored as well as the incorporation of evidence informed research and practice.
Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade
Corequisites: PRAN 200, PRAN 210, PRAN 215, PRAN 250
3 CR / (Total course hours 45)

PRAN 215

Health Promotion 3

This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and maternal/child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.
Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade
Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 250
2 CR / (Total course hours 36)

PRAN 220

Professional Communications 4

The focus of this course is on the advancement of professional communication within the acute care setting across the lifespan. The practice of collaboration with health care team members and clients is further developed.
Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade
Corequisites: PRAN 201, PRAN 222, PRAN 225, PRAN 255
1 CR / (Total course hours 20)

PRAN 222

Variations in Health 4

This course increases the student's understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses – the implications of these complexities will be addressed. Cultural diversity in healing practices is explored as well as evidenced informed research and practice.
Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade
Corequisites: PRAN 201, PRAN 220, PRAN 225, PRAN 255
3 CR / (Total course hours 50)

PRAN 225

Health Promotion 4

This course focuses on health promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Relevant health-promoting strategies during hospitalization may improve or help maintain their health status after discharge. Students focus on preparing clients for discharge, through teaching and learning of health promoting strategies.
Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade
Corequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 255
1.5 CR / (Total course hours 24)

PRAN 250

Integrated Nursing Practice 3

This practical course builds on the theory and practice from Level 1 and Level 2. Through classroom, laboratory, simulation, and other practice experiences, students continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.
Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade
Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215
3 CR / (Total course hours 120)

PRAN 255

Integrated Nursing Practice 4

This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences will help students build on theory and practice from Levels 1, 2, and 3 to integrate new knowledge and skills relevant to the acute care setting.
Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade
Corequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225
5 CR / (Total course hours 180)

PRAN 290

Consolidated Practice Experience CPE 3

This clinical experience introduces students to community practice and gives them an opportunity to apply and adapt the knowledge gained in Levels 1, 2, and 3 within a continuum of care for clients across their lifespan. Students may gain experience through simulation and in a variety of community and residential care agencies and settings. These hours may be offered as CPE 3 or integrated into the Integrated Nursing Practice 3 course as practice hours.
Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 with "Satisfactory" grade
2 CR / (Total course hours 65)

PRAN 291

Consolidated Practice Experience CPE 4

This clinical experience provides students with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. Students focus on clients with exacerbations of chronic illness and/or acute illness across the lifespan and will consolidate knowledge and skills such as post-operative care, surgical wound management, IV therapy, focused assessment, and clinical decision making in acute care settings.
Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with "C+" grade or higher; PRAN 255 with "Satisfactory" grade.
4 CR / (Total course hours 200)

PRAN 295

Transition to Preceptorship

Transition to Preceptorship prepares the student for the final practice experience. Simulation experiences and self-directed learning will provide the student with increased competence and confidence.
Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with "C+" grade or higher; PRAN 255 and PRAN 291 with "Satisfactory" grade.
2 CR / (Total course hours 30)

PRAN 299

Preceptorship

This final practice experience provides an opportunity for the student to demonstrate the integration and consolidation of knowledge, skills and abilities within the realities of the workplace and to become practice ready. This faculty monitored experience may occur

through a variety of practice experience models, including the preceptorship model, under the immediate supervision of a single, fully qualified and experienced LPN or RN or RPN and/or within the context of a collaborative learning environment as a participating team member.
Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with "C+" grade or higher; PRAN 255 and PRAN 291 with "Satisfactory" grade; PRAN 295 with "Satisfactory" grade
4 CR / (Total course hours 180)

PSCI .....

PSCI 100 UT

Introduction to Politics and Government

This course is designed to provide students with a basic foundation in the study of politics, government and society. The objective of this course is to introduce students to the complex world of politics, in order to develop the skills required to critically assess questions related to ideology, social justice, political organization, government policies and decisions. By learning about the essential concepts of politics, and the processes of government, students will develop the skills to be engaged yet critical citizens. Although much of the emphasis will be on Canadian politics, we will be focusing on political developments in other parts of the world.
3 CR / (3,0,0)

PSCI 131 UT

The Administration of Justice

This introductory course is concerned with the major issues associated with the administration of justice in Canada. It will examine such issues as civil liberties and effective law enforcement, social and political justice, and national integrity. The course provides students with an understanding of the dynamic processes of change in the administration of justice. Significant tensions exist between the ideals of justice and the realities of politics. This fact will become apparent as we examine political changes and the emergence of new problems to which laws and structures must constantly respond.
Prerequisite: CRIM 103 or permission of the instructor
3 CR / (3,0,0)

PSYC.....

PSYC 101 UT

Introduction to Psychology I

This general survey course includes topics such as a brief history of psychology, elementary experimental design, the nervous system, sensation, perception, learning, memory, language, and thought.
3 CR / (3,0,0)

PSYC 102 UT

Introduction to Psychology II

A continuation of PSYC 101. Topics include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioural disorder, psychotherapy, social psychology, and developmental psychology.
Prerequisite: PSYC 101—minimum "D" grade
3 CR / (3,0,0)

PSYC 201 UT

Statistics for the Social Sciences

This course covers the basic principles of descriptive and inferential statistics and their application to research in the social sciences. Experience also is gained on the use of computer programs for data analysis. Highly recommended for majors in the social sciences.
Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent
3 CR / (3,3,0)

PSYC 202 UT

Research Methods in Psychology

This course introduces the logic and application of various research methods in psychology. Students formulate research questions and choose appropriate research designs. Direct experience in data collection and research design is provided in the laboratory. Additionally, students will learn how to write a research report according to APA standards.
Prerequisites: PSYC 101 and 102—minimum "D" grades
3 CR / (3,1,0)

PSYC 203 UT

Introduction to Personality

The student is introduced to the field of personality through the examination of several theories of personality (i.e., psychoanalysis, trait theory, Rogerian self theory, behavioural theories). These theories, as well as assess-ment procedures related to these theories, are evaluated in terms of their scientific adequacy.
Prerequisites: PSYC 101 and 102—minimum "D" grades
3 CR / (3,0,0)

PSYC 204 UT

Social Psychology

The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics include affiliation, attraction, attitude and attitude change, prejudice, conformity, obedience, aggression, altruism (helping behaviour), group dynamics, and selected topics in human sexuality. Major social psychological theories are presented along with a critical evaluation of research and research methodology related to the topics.
Prerequisites: PSYC 101 and 102—minimum "D" grades
3 CR / (3,0,0)

PSYC 207 UT

Introduction to Abnormal Behaviour

This course examines a wide variety of models of abnormal behaviour, (i.e., medical, psychodynamic, behavioural). The causes and treatments of several disorders (i.e., anxiety disorders, somatoform disorders, schizophrenia, affective disorders, psychopathy, alcoholism) will be examined from the perspective of each model.
Prerequisites: PSYC 101 and 102—minimum "D" grades
3 CR / (3,0,0)

PSYC 208 UT

Introduction to Human Sexuality

This course examines human sexuality from biological, psychological, and social perspectives. Topics will include sexual diversity, sexual anatomy and the sexual response cycle, psychosexual development, variations in sexual behaviour , attraction and intimacy, contraception and abortion, sexually transmitted infections, gender, sexual orientation, pornography, and sexual coercion.
Prerequisites: PSYC 101 and 102— minimum "D" grades
3 CR / (3,0,0)

PSYC 209 UT

Introduction to Biological Psychology

This course introduces students to the relationship between brain function and behaviour in both humans and non-humans. Topics include behavioural genetics, neural function and organization, neuroanatomy, and methods. Sensory and motor systems as well as higher cognitive processes such as learning, memory, and language will also be discussed.
Prerequisites: PSYC 101 and 102— minimum

"D" grades
3 CR / (3,0,0)

PSYC 210 UT

Introduction to Cognitive Psychology

This course introduces the student to current research and theories of human mental processes. Topics may include attention, concept formation, memory, reasoning, decision making, cognitive maps, imagery, applied and personal cognition, and language processing. Highly recommended for psychology majors.
Prerequisites: PSYC 101 and 102— minimum "D" grades
3 CR / (3,0,0)

PSYC 215 UT

Developmental Psychology

This course is an examination of theory and research related to the development of the human being from conception through adulthood. Topics are organized according to the physical, cognitive, social, and emotional aspects of development. Specific issues include cultural dimensions (ethnicity, class, gender, age) and controversies in developmental psychology.
Prerequisites: PSYC 101 and 102—minimum "D" grades
3 CR / (3,0,0)

PWER.....

Note: PWER courses are restricted to students in the Power Engineering programs.

PWER 151

4th Class Science

This course covers the required sciences for the 4th class power engineering program. Topics include applied mathematics, elementary mechanics and dynamics, and elementary thermodynamics.

PWER 154

Electricity, Instrumentation and Computers

This course provides a basic understanding of electricity, instrumentation, and computers. Topics include electricity, controls, instrumentation, computers, and heating boiler and heating system controls.

PWER 157

Welding and Metallurgy

This is a 30-hour beginners' welding course that covers oxyacetylene and arc welding and associated safety during their use. Both theory and practice are covered.

PWER 158

Plant Training

This course has two purposes. First, it allows the student to learn how a power plant operates through a learning assignment while "job shadowing" the power engineer in several types of plants such as power, heating, and refrigeration. Second, it gives employers an opportunity to meet the students. Many employees are program graduates. There will also be field trips to power plant equipment vendors.

PWER 159

Workshop

This is a lab course where the student performs lab and power plant maintenance exercises that cover the theory in PWER 154, 160, 161, and 162.

PWER 160

High Pressure Boilers and Auxiliaries

This course covers larger industrial type boilers and the associated equipment required for their operation. Topics covered include materials and welding, piping, high-pressure boiler design, high-pressure boiler parts, high-pressure boiler fittings, boiler operation, feedwater treatment, prime movers, pumps, compressors, and lubrication.

PWER 161

Heating Boiler and Systems, Refrigeration, and Air Conditioning

This course is a continuation of PWER 160, High Pressure Boilers and Auxiliaries. It covers the equipment found in commercial, heating, air conditioning, refrigeration, hot oil, sawmills, and pulp-mill-type plants.

PWER 162

Safety and Environment

This course covers safety and environmental issues pertaining to industrial, commercial, heating, and refrigeration plants. Topics include boiler safety codes, WHMIS, general safety, fire protection, and environmental issues.

PWER 163

Sketching Fundamentals

This course covers the basic drafting fundamentals required for power engineering. Topics include basic mechanical drawing, geometric constructions, and basic orthographic projection.

PWER 180

3rd Class Power Engineering Program

As a third-class power engineer you could operate and maintain power (steam) plants in a host of settings from sawmills and pulp mills to hospitals and recreation centers. You'll cover Twenty-five topics in this 30-week third class program: see the Standardization of Power Engineer Examinations Committee (SPOEEC) web page for the latest information (http://www.sopeec.org/index.php/home/whats-new/sopeec-syllabus/third-class-syllabus/)

SCI.....

SCI 030

Intermediate Preparatory Science

This course is an introductory study of the basic principles of biology, chemistry, and physics. Some topics of investigation include the scientific method, cells, environmental science, atoms and compounds, the periodic table, writing and balancing chemical equations, problem solving, simple machines, and energy and matter.
Prerequisite or Co-requisite: Math 030 or as evaluated by an Academic Upgrading placement test.
(Total course hours 112)

SERV.....

SERV 250

International Service Learning

This course is a form of experiential education that integrates meaningful volunteer experiences with academic coursework and critical reflective practices. Participants will experience a positive, active and meaningful volunteer program in an international context. They will experience and examine the international aspects of community service by learning through pre-departure preparations, travel, day-to-day living, volunteer contributions, leadership and team-building activities and field trips in co-operation with local community members as well as other students and student leaders within the international setting.
Prerequisite: Completion of 15 credits
3 CR / (Total course hours 90)

SOC .....

SOC 101 .....UT

Introduction to Sociology I

An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.
3 CR / (3,0,0)

SOC 102 UT

Introduction to Sociology II

A continuation of SOC 101. Topics include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns are illustrated and developed with Canadian materials.
Prerequisite: SOC 101—minimum "D" grade
3 CR / (3,0,0)

SOC 120 UT

Issues on Sexual Diversity and Equity in Canada

Using a sociological perspective, this course provides a background to current issues utilizing a multidisciplinary survey of the historical and cultural roots through which we have come to define sexuality and gender. The course draws upon a selection of theoretical perspectives and sociological case studies dealing with sexual and gender identity in order to provide a backdrop for analyzing current social and political issues shaping the struggles faced by sex and gender equity groups in Canada today.
3 CR / (3,0,0)

SOC 201 UT

The Sociology of Work—General

This course provides an overview of the transformations in the structure of work during the industrial and post-industrial periods. The course focuses on an analysis of the sociological and economic theories and debates that deal with the results of industrial capitalist and bureaucratic forms of organizing and managing work since 1900. Sociological research will be drawn upon to present a critical account of the "taken for granted" assumptions about the organization of work, the goals of employers, the decision-making powers of workers, and the structural constraints that shape the forces affecting today's worker, across occupational categories. The course deals with a variety of contemporary concerns, including globalization, downsizing, technology and de-skilling, professionalism, the decrease in the "real wage," unemployment, underemployment, credentialism, the disempowerment of governments and unions, free trade agreements, and the increasing restrictions imposed by human resource models of management. The course is specifically designed to have students research an occupation in which they have an interest.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 202 UT

The Sociology of Work — Industry, Technology, and Social Change

Covers topics relevant to contemporary labour markets and the globalized economy. The course focuses on descriptions of the social transformations that have occurred with the growth of service sector employment, and emphasis will be placed on Canadian industries. Topics include the use of information technology, unpaid labour, designing leisure, entrepreneurialism, the informal economy and micro-entrepreneurialism. The course presents analyses of trends aimed at resistance to transnational corporate organization, as well as a selection of social movements that have resulted in the use of alternative ways of organizing work. This course also provides an overview of the positions of specific groups of people experiencing double jeopardy in the labour market, i.e., people of colour, women, new immigrants, the differently abled, non-heterosexual persons, young people, and persons being re-trained.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 203 UT

Canadian Society I: Identities and Ideologies

An examination of the structural, cultural and regional variations in the development of social identities and political ideologies in Canada. An evaluation of the traditional ideologies of Liberals, Conservatives, and Socialists in Canada. An exploration of the modern political approaches of the Social Democrats and Neo-Conservatives. A study of the conditions under which radical fringe political parties emerge and decline. An analysis of how the various Canadian identities are tied to the political ideologies.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 204 UT

Canadian Society II: Race and Ethnic Relations

An examination of the social organization of race and ethnic relations in Canada. The causes and consequences of the changing pattern of immigration. Descriptions of the major ethnic groups and communities. The development of the ideology, policy, and practice of multiculturalism. The survival and decline of ethnic identities. An examination of problems of private prejudice and the practice of institutional racism. The culture and behaviour of First Nations in Canada. An analysis of the land claims issue in Canada.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 206 UT

Social Problems

A sociological study of the creation, causes, and consequences of contemporary social problems in Canadian society. Topics include: organized crime, juvenile delinquency, sexual harassment, AIDS, mental illness, alcoholism, and drug abuse. Factual and moral aspects of these and other social problems will be argued.
Prerequisite: SOC 101 or CRIM 101 or permission of the instructor
3 CR / (3,0,0)

SOC 210 UT

Introduction to Sociological Theory

This course will provide a brief background in the core classical theorists in sociology and then, for the remainder of the term, will focus on engaging with sociological themes and theorists from the 21st century. This course aims to familiarize students with some of the key theorists and debates in sociology. At the same time, the theorists represented in this course are not by any means exhaustive. Instead, the focus is on providing a foundation in some of the classical theorists and then a selective representation of work that engages with questions of culture, power and social order from both macro and micro perspectives. The contemporary works also demonstrate how the classical theorists influence contemporary sociological theory both by providing a foundation for thought or a basis for divergence and contestation.
3 CR / (3,0,0)

SOC 220 UT

Women In Society

This course aims at a critical examination of the historical and contemporary position of women in various societies, with particular emphasis on Canada. Traditional sociological theories and a number of feminist perspectives will be used to analyze gender inequality, the institutionalized means through which it is reproduced, and the possibilities for meaningful change in Canada.
Prerequisite: SOC 101 or WMST 101
3 CR / (3,0,0)

SOC 225 UT

Men and Masculinities: Identities and Intersections of Manhood

This course explores the social construction of masculinities and men's lives in conjunction with the analysis of race/ethnicity, class, gender, and sexuality. Masculinities, in their various forms, shape the lives of both women and men, and this course will examine the construction, reproduction, and impact of masculinities on the institutions of education, work, religion, sport, family, media, the military, and more. This course will interrogate how masculinities shape individual lives, groups, organizations, and institutions, and will analyze the ways in which power functions within these cultural formations.
Prerequisite: SOC 102
3 CR / (3,0,0)

SOC 230 UT

Critical Perspectives on Contemporary Families

This course provides an introduction to the contemporary debates within the sociology of family. The course explores the interaction and conflicts between our intimate lives as family members and the economic, political, legal, and cultural changes that define the beliefs and issues surrounding the institution of family. Utilizing current sociological theory and analyses, the course critically examines the history of the western family, the ideology of the family, gender ideology, and social policies and practices affecting Canadian families. The course explores central issues faced by families today, including dating, mating and marriage, the contradictions between romantic love and social constructions of the ideal family, the gendered division of labour, parenting, divorce, poverty, alternative family forms, and violence within intimate relationships. Critical analysis of debates surrounding single parent families, same-sex marriages, and recent trends in reproductive science will form an additional aspect of the coursework.
Prerequisite: SOC 101
3 CR / (3,0,0)

SOC 235 UT

Queering the Social

This course will provide us with a framework for understanding the history and contemporary applications of queer theory and interdisciplinary queer studies. We will interrogate conceptions of gender, sex, the "body", erotic pleasure, sexuality, and sexual orientation as social and cultural derivations and, thus, historical. We will examine the social and political pressures that emerge from such formulations. We will not, however, simply accept the now familiar academic axiom "it's because it is socially constructed"; we will endeavor to critically assess the consequences of certain intellectual traditions and the ramifications on social policy, popular culture, the law and governmentality, the sciences, and politics. Finally, we will explore these contested ideas in the contextualized lives of so-called queer citizens.
Prerequisite: SOC 102
3 CR / (3,0,0)

SOC 240 UT

Sociology of the Body

This course will provide students with an introduction to historical and contemporary sociological thinking about the body. Topics will include a consideration of the body as object of discipline across the life span, as gendered, sexed, classed, racialized, sexualized, abled/disabled etc., constructions, and as a means of expression and experience. This course also draws on sociological theories of the body; critical race theory, queer theory, feminist theory, and postcolonial theory will be highlighted and questions will be asked about the ways in which bodies are racialized, gendered and sexualized.
Prerequisite: SOC102
3 CR / (3,0,0)

SOC 245 UT

Gender, Self and Identity

Drawing on the work of leading researchers and thinkers this course is a survey of classical and contemporary perspectives on the complex connections between gender, self and identity in the modern world. Students will look at how traditional social institutions- including religion, family, media,- and newer trends in immigration, globalization and, and Internet (especially social media) use govern the way gender, sexuality and various other axis of self and identity are constructed.
Prerequisite: SOC102
3 CR / (3,0,0)

SOC 250 UT

The Sociology of Popular Culture

This course is dedicated to the sociological investigation of popular culture, its role in our lives, and its broad effects on Canadian society. Not only can understanding popular culture tell us a lot about how people live their lives, it can also focus attention on patterns of global power, mass media, and consumerism. The major course assignment will involve primary research of a particular site of popular culture within the Prince George region. In particular, students will choose a site where music is an important feature.
Prerequisites: SOC 101 and SOC 102 or permission of the instructor
3 CR / (3,0,0)

SONO .....

SONO 100

General Sonography I

This course introduces students to the sonographic principles of imaging in the normal abdomen and male pelvis. The focus is on normal anatomical appearance, variants and common pathologies. Concepts include relational and cross-sectional anatomy and physiology. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: BIO 170, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (Total course hours 90)

SONO 101

Medical Terminology for Sonography

This course introduces sonography students to medical terminology relevant to imaging. Topics include directional terminology, medical abbreviations, terminology origins (prefix, root, suffix) and common acronyms. This course is delivered entirely online.
Prerequisites: Conditional acceptance into the Diagnostic Medical Sonography program.
0 CR / (Total course hours 10)

SONO 103

Cardiac Sonography I

This course will introduce students to cardiac anatomy, the cardiac cycle and principles of hemodynamics in cardiac imaging. The focus of this course is on assessment and interpretation of normal cardiac patterns and common

arrhythmias. Concepts include the use of windows, modalities, and associated measurements. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: BIO 170, SONO 100, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (Total course hours 90)

SONO 105

Women's Sonography I

This course introduces students to imaging of the female breast and pelvis as relevant to sonographers. The focus of this course is on the normal breast and pelvis of the non-pregnant female. Concepts include normal developmental changes and unique patient care needs. Students will be introduced to common abnormalities, pathologies and associated sonographic findings. Students will apply theoretical concepts from this course to simulations in the lab. lab.
Co-requisite: BIO 170, SONO 100, SONO 103, SONO 107, SONO 109, PHYS 170
3 CR / (Total course hours 45)

SONO 107

Patient Care for Sonography

This course introduces students to patient care in sonography. The focus is on the provision of safe, professional care throughout all imaging processes. Concepts include body mechanics and patient transport, communication, care of patient equipment, workplace health and safety and cultural competence. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 109, PHYS 170
3 CR / (Total course hours 45)

SONO 109

Relational Practice I

This course introduces students to human relationships relevant to sonography. The focus of this course is on professional communication and interactions with others in the health care setting. Concepts include types, components and intra-organization communication, introduction to neuroscience, memory and learning, and foundational concepts related to typical human behaviours. Theoretical concepts will be practiced in the classroom through role play.
Co-requisite: : BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, PHYS 170
3 CR / (Total course hours 45)

SONO 120

General Sonography II

This course builds on SONO 100 with a focus on pathology and congenital abnormalities of the abdomen, pelvis and superficial structures. Concepts include relational and cross-sectional anatomy and physiology, as well as differentiation between normal and pathological presentation of structures of interest. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion of the following courses with a C+ or better:
BIO 170, SONO 100, SONO 103, SONO105, SONO 107, SONO 109, PHYS 170
Co-requisite: SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
3 CR / (Total course hours 140)

SONO 123

Cardiac Sonography II

This course is a continuation of SONO 103. The focus is the hemodynamics and etiologies related to cardiac disease and corresponding clinical presentation. Emphasis is placed on interpretation and quantification of abnormalities in the adult echocardiogram. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion of the following courses with a C+ or better:
BIO 170, SONO 100, SONO 103, SONO105, SONO 107, SONO 109, PHYS 170
Co-requisite: SONO 120, SONO 125, SONO 129, SONO 131, PHYS 173
3 CR / (Total course hours 120)

SONO 125

Women's Sonography II

This course is a continuation of SONO 105. The focus is on the normal presentation of the female pelvis during pregnancy and the scanning techniques used to thoroughly assess the fetus. Concepts include assessment of the obstetrical patient, the uterine and extra-uterine environments, normal fetal presentation throughout pregnancy, and common complications in the first trimester. Students will apply theoretical concepts to simulations in the lab..
Prerequisite: Successful completion of the following courses with a C+ or better:
BIO 170, SONO 100, SONO 103, SONO105, SONO 107, SONO 109, PHYS 170
Co-requisite: SONO 120, SONO 123, SONO 129, SONO 131, PHYS 173
3 CR / (Total course hours 60)

SONO 129

Relational Practice II

This course is a continuation of SONO 109. The focus of this course is on advanced communication skills and atypical personality traits and psychological disorders. Concepts include common communication challenges in health care, conflict resolution, verbal and written presentations and documentation principles. Theoretical concepts will be practiced in the classroom setting through role play and presenting a group case study.
Prerequisite: Successful completion of the following courses with a C+ or better:
BIO 170, SONO 100, SONO 103, SONO105, SONO 107, SONO 109, PHYS 170
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 131, PHYS 173
3 CR /(Total course hours 45)

SONO 131

Vascular Sonography I

This theory course introduces imaging of the carotid arteries and veins of the lower extremities. The focus is on vessel assessment in order to correlate normal sonographic patterns, appearances and values. Concepts include normal anatomy, physiology and venous thrombosis of the lower leg veins. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion of the following courses with a C+ or better:
BIO 170, SONO 100, SONO 103, SONO105, SONO 107, SONO 109, PHYS 170
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 129, PHYS 173
2 CR / (Total course hours 30)

SONO 133

Clinical Orientation

This course introduces the student to the clinical environment. The focus of this course is on preparing the student for the transition from theory and laboratory simulations to working in a demanding health care environment. Method of delivery may include lecture, tour of a health care facility, review of health authority general policies/procedures, and other related online activities.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
Co-requisite: SONO 135, SONO 145
3 CR / (Total course hours 45)

SONO 135

Sonography Clinical I

This first clinical experience provides students with the opportunity to integrate theory from term 1 and 2 courses into clinical practice. Students will work in a variety of clinical settings under direct supervision. Learning the role of the sonographer in the context of safe patient care, therapeutic communication, professionalism and collaboration will be emphasized. At the end of this course, students will be able to satisfactorily perform portions of normal and abnormal general and cardiac sonographic assessments with supervision and guidance.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
Co-requisite: SONO 145, SONO 133
4 CR / (Total course hours 245)

SONO 145

Pathophysiology for Sonography

This course introduces the student to pathophysiology relevant to sonography. The focus of this course is on common pathologies of the abdomen. Concepts include disease terminology, mechanisms of disease, the inflammatory process and common clinical presentations of disease. Content is delivered online and applied in a clinical setting.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
Co-requisite: SONO 133, SONO 135
3 CR / (Total course hours 45)

SONO 230

General Sonography III

This course builds on SONO 120 with a focus on more complex pathological conditions of the adult and paediatric abdomen, pelvis, and superficial structures. Concepts include sonographic assessment of the abnormal abdominal wall, associated musculoskeletal and superficial structures, scrotum, thyroid and relevant abdominal Doppler studies. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 231, SONO 233, SONO 237, PHYS 175
3 CR / (Total course hours 90)

SONO 231

Vascular Sonography II

This course builds on SONO 131. The focus of this course is on the abnormal sonographic findings in carotid arteries and the extremity veins. Concepts include clinical signs and symptoms of vascular disease, abnormal hemodynamics, peripheral arterial Doppler and vascular grafts. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 233, SONO 237, PHYS 175
2 CR / (Total course hours 30)

SONO 233

Cardiac Sonography III

This course is a continuation of SONO 123. The focus is on the pathophysiology of cardiac disease and the integration of hemodynamics and clinical findings with sonographic features. Concepts include heart failure, cardiomyopathy, pericardial and pleural disease, cardiac masses, disease of the cardiac vessels and congenital abnormalities and surgical corrections. Students will apply theoretical concepts from this course to simulation in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 237, PHYS 175
3 CR / (Total course hours 75)

SONO 235

Sonography Clinical II

This course is a continuation of SONO 135. Students will work in a variety of clinical settings under direct supervision. The focus of this course is on the integration of theoretical knowledge of anatomy, physiology and pathology into sonographic examinations. Students will continue to apply the concepts of safe patient care, therapeutic communication, professionalism and collaboration. At the end of this course, students will be able to satisfactorily perform portions of general and cardiac sonographic assessments on patients with common pathologies with supervision and guidance.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 230, SONO 231, SONO 233, SONO 237, PHYS 175
Co-requisite: SONO 236
7 CR / (Total Course Hours: 455)

SONO 236

Professional Development

This course is intended to prepare the sonography student for accreditation with Sonography Canada. Concepts covered include the Canadian Clinical Skills Assessments (CCSA), certification examination process, and how to develop a professional resume and cover letter. This course will be delivered online.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 230, SONO 231, SONO 233, SONO 237, PHYS 175
Co-requisite: SONO 235
2 CR / (Total course hours 30)

SONO 237

Women's Sonography III

This theory course is a continuation of SONO 125. The focus is on complex pathology and pathophysiology of the female (pelvis and all stages of pregnancy) as relevant to sonographic assessment. The emphasis is on performing quality sonographic images, integrating relevant clinical findings and patient history to formulate and communicate a clinical impression. Students will apply theoretical concepts to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 233, PHYS 175
3 CR / (Total course hours 45)

SONO 245

Sonography Clinical III

This course is a continuation of SONO 135 and SONO 235. Students will gain further hands on experience on abdominal, pelvis, obstetrical, vascular, superficial and cardiac sonographic imaging in a variety of health care settings. At the end of this course, students will independently perform complete sonographic examinations on patients with common pathologies with minimal assistance. Effective written and verbal communication, creation of safe practice environments, safe patient care and professionalism are emphasized.
Prerequisite: Successful completion with a C+ or better: SONO 236, and successful completion of: SONO 235
5 CR / (Total Course Hours: 325)

SONO 250

Sonography Clinical IV

This course is a continuation of SONO 245. The consolidation of theoretical knowledge of general

and cardiac sonography, application to the clinical setting and competency in skill will be the focus of this course. Upon successful completion of this course, students will be able to independently perform complete patient examinations with consistency and accuracy in all patients. Demonstration of all competencies of entry level practice as described by Sonography Canada in the National Competency Profiles is required.
Prerequisite: Successful completion of SONO 245
5 CR / (Total Course Hours: 325)

SSWK.....

SSWK 100

Individual Learning Assessment

SSWK 100 creates an avenue that acknowledges and validates lifelong learning and the knowledge achieved. Through this assessment process, the student documents and demonstrates their capabilities based on identified competencies and learning objectives of the SSWK course for which they are seeking Advanced Standing credit. As determined by the instructor, students may participate in one to three of the following courses. Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263.
Prerequisites: Admission into the Social Service Worker Program, submission of a portfolio documenting prior learning and work experience, and an interview with the SSWK instructor
4 weeks

SSWK 101

Skill and Knowledge Enhancement

This course follows SSWK 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing credit in the course selected.
Prerequisite: SSWK 100
10 weeks

SSWK 142

Helping Skills: Practical Applications

This course assists students in developing and refining their basic helping skills. Extensive use of video, role play, and real experiences provides opportunities for the acquisition and practice of helping skills. This course requires that students participate in a weekly three-hour laboratory session for the purpose of learning and practicing their helping skills.
Prerequisite: SSWK 145
3 CR / (3,3,0)

SSWK 145

Communication and Interpersonal Relationship Skills

Course material provides an overview of communication theories as well as a practical basis for learning interpersonal skills. This includes discussions of how self-concept, perceptual process, language, and non-verbal behaviour influence communication. Material focusing on cross-cultural communication strategies is discussed, with a particular focus on Canada's Aboriginal populations. This course provides opportunities to increase self-awareness and to improve and develop effective interpersonal 25 communication skills. This course will also provide the student with the opportunity to develop confidence in public speaking.
3 CR / (3,1,0)

SSWK 151 UT

Social Welfare Policy

This course provides a basic introduction to social welfare policy in Canada, its historical development, and its role within the political and economic context of Canadian society. A major emphasis is placed on a review of the values and ideology implicit in various types of social welfare policies. Students critically analyze the effect of social welfare policies on client populations and upon themselves as social service workers. Class discussions focus on northern issues. Additionally, specific focus on the impact of historic and modern social policy on Canada's Aboriginal populations will be examined.
3 CR / (3,0,0)

SSWK 171 UT

Introduction to Social Work Practice

Students are introduced to the structure and functions of social work and social service work in Canada. We explore the context, ethics and values, knowledge base, therapeutic relationship foundations and practice models that inform these related disciplines. The 'bio-psycho-social-spiritual' model is introduced as the foundation of practice. Social Justice, and diversity issues are examined. Aboriginal approaches to the helping professions and the nature of the relationship Aboriginal cultures have with the social services are explored.
3 CR / (3,0,0)

SSWK 195

Issues and Principles of Fieldwork

This course is designed to introduce first year students to the purpose and structure of the SSWK field work experience referred to as 'practicum' (SSWK 196 and 199). You are introduced to the concept of experiential learning and its value in the learning process. We explore the idea of praxis - the linkage of theory, skills and practice - and discuss ways of achieving this through the practicum process. We will examine a number of articles that explore various aspects of social service practice. Students are introduced to a range of social service agencies in the community that provide placements for the SSWK program. You will interview for and be accepted into a practicum placement that will take place between January and May.
Prerequisite: Admission to SSWK program
Prerequisite or Corequisite: SSWK 145
3 CR / (0,3,0)

SSWK 196

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. At the agency, students construct a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. The seminar is designed to allow all students in the two-day-a-week practicum to reflect on the learning accomplished during practicum. You will keep a journal as discussed in SSWK 195 and present writings from it to your colleagues. We problem solve around issues and concerns pertaining to practicum. We attempt to link theoretical components from your courses to actual practicum events.
Co-requisite: SSWK 142
Prerequisite: SSWK 145, 195
5 CR / (0,3,10)

SSWK 199

Practicum and Practicum Seminar

Students will attend a social service agency site for a two week block practicum. Students will attend the agency at which they completed their practicum for SSWK 196. Students will continue to complete the goals and objectives identified in the SSWK 196 learning contract.

Students will continue to receive guidance and supervision from an agency-based field supervisor. During the two week intersession, you will attend a seminar each of those weeks that has the same intent as the SSWK 196 seminar. The seminar is designed to allow all students to reflect on the learning accomplished during practi-

cum. Students will continue to keep a journal as required in SSWK 196. During seminar, your student colleagues and academic supervisor will problem solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components from your courses to actual practicum events.
Prerequisites: SSWK 142, 145, 195 and 196
3 CR / (0,3,22)

SSWK 201

Professional Development Recognition

This course provides an opportunity to obtain course credits in the Social Service Worker Program based on the skills and knowledge the student has acquired through recognized professional development sources.
Prerequisite: Admission to the SSWK program
3 CR

SSWK 225

Introduction to Disabilities

This course provides an understanding of the implications of disabilities on people's lives from a social context. Students examine attitude, values and predominant views of disability in Canadian culture. A focus of this course is on an empowerment approach to supporting people with disabilities.
3 CR / (3,0,0)

SSWK 232

Loss and Grief

This course explores the various d mensions of loss, grief and bereavement. It examines both loss through death and symbolic loss, the latter of which includes, amongst others, events such as divorce, family breakup, loss of abilities, existential loss, and cultural loss. The loss of self-determination, and culture for Aboriginal cultures in Canada is explored. Normal and complicated grieving patterns, developmental factors in grieving, the stages and tasks of grieving are all introduced. We examine the role and importance of ritual in the grieving process. Students will learn to accept loss as a natural part of life and learn how to be more supportive and helpful when dealing with loss events in both professional and personal spheres.
3 CR / (3,0,0)

SSWK 241

Group Process and Practice

This course provides the students with a basic understanding of group work theory and practice. The basic assumption is that there is a significant correlation between social functioning and group experience. Topics of study include group dynamics, leadership styles and skills, group development, cultural and ethical issues in group work, and ethical issues in group work. This course includes a three-hour weekly laboratory experience in which students will learn and practice group work skills. A variety of activities will take place that will help to demonstrate the concepts and skills.
Prerequisite: SSWK 142
3 CR / (3,3,0)

SSWK 242

Community Development

This course examines the history of community development, distinguishes capacity-based from needs-based motivation, and explores a variety of community development initiatives worldwide. Special emphasis is placed on local/northern community development, Aboriginal communities, and on the capacity of social services paraprofessionals to participate in community development initiatives.
3 CR / (3,0,0)

SSWK 255

Counselling Theories

Students become acquainted with the values, assumptions and theoretical conceptualizations that frame the dominant counselling styles in use within the helping professions. We will explore the development of counselling perspectives from Freud to post-modern approaches. The issue of cultural diversity and the importance of ethics in counselling practice will be discussed throughout. Aboriginal models of mental health and healing will be explored. We will be able to examine some of these theories in practice through observing recorded counselling sessions.
3 CR / (3,0,0)

SSWK 257

Mental Health

This course explores the values, attitudes, and beliefs of the worker, and the knowledge and skills required to support and enhance wellness with individuals in the community who have mental illness. The focus is on policies and practices that are relevant to northern British Columbia, including work with individuals of First Nations descent. Students have opportunities to explore the nature of mental illness. Students learn about the causes, symptoms and treatment of mental illness. Community resources and an overview of mental health services will be discussed. This student critically appraises the major existing theories.
3 CR / (3,0,0)

SSWK 263

Addictions

This course gives students an introduction to the issue of addiction. Various theories and treatment models used to explain and treat addiction will be discussed. The social impact of addiction and student personal values and beliefs will be assessed. A focus on bio-psycho-social-spiritual theory, harm reduction and recovery options, motivational interviewing and stages of change will be explored. Personal, professional and political ethics and values, as well as the disproportionate rates of addiction within the Canadian Aboriginal population will be examined.
3 CR / (3,0,0)

SSWK 265

Introduction to Child Welfare: Theory and Practice

This course is designed to examine policy, legislation and standards with specific application to child and youth care services in British Columbia. It examines systems of practice that include strengths-based, feminist and structural models. Particular focus is placed on Aboriginal colonization and assimilation within Canadian society and the continued over-representation of First Nation children in government care. Emphasis is placed on the essential need of permanency planning for children in permanent care of the system.
3 CR / (3,0,0)

SSWK 267 UT

An Introduction to Child and Youth Care

This course presents an overview of the child and youth care field. It examines contemporary and historical perspectives on children and youth. CYC as a distinct profession within the helping professions is explored. You are introduced to the core themes of CYC and the importance of the use of self in relationship. It will focus on strength-based practice, inclusiveness and caring within the context of cultural, community and professional and family contexts. The importance of communication, relationship, human development and life-space interventions will be introduced. Intervention strategies common to CYC will be presented. The course explores the bio-psycho-social-spiritual model and needs provision models as ways of guiding practice. Students are introduced to the disproportionate involvement of aboriginal

children, youth and their families in the child care system and aboriginally-based intervention strategies designed to assist children and youth. You will be introduced to a range of practitioners in the community and come to recognize the significant contribution of organizations like the Native Friendship Centre and Carrier-Sekani Family Services. The perspectives presented in this course conform to the British Columbia Core Curriculum model for CYC.
3 CR / (3,0,0)

SSWK 271

Health and Wellness Self-Care Lab

The key to personal success in the helping professions is to maintain a balance between your personal wellness and the professional tasks and interventions you will be providing. Learning to recognize these emotions provides opportunities for self-reflection, self-awareness, and new perspectives. SSWK 271 is a 1.5 hour mandatory lab in the SSWK program. It is intended to provide the student with a basic introduction to strategies to develop self-care responsibility. It emphasizes a preventive approach to holistic wellness that incorporates physical, emotional, social, and spiritual aspects. It is an experiential lab that focuses on self-awareness and sensitivity as contributing factors to your state of wellness. The predominant objective is to identify practical techniques and exercises that are easy to do and are easily incorporated into daily living. The goal is to optimize our personal wellness as a strategy to manage professional and personal stressors.
Prerequisite: Admission to SSWK program
1.5 CR / (0,1.5,0)

SSWK 273

Classroom Assisting

Students learn general educational principles and techniques for classroom assistance with exceptional children in primary, elementary, and secondary school settings. Emphasis is placed on resource development, the development of language skills, co-operative learning, and ethical issues in classroom assistance. The principles of integration of exceptional children in the classroom is presented and discussed.
Corequisite: SSWK 297
4.5 CR / (3,0,0)

SSWK 282

Behaviour Management: Techniques for Working with Children and Youth

This course surveys the various aspects of social service work with children and youth. The impact of various social and economic forces, including forms and mechanisms of oppression and discrimination, are examined as they affect child development. Various theoretical models will be examined in detail, allowing students the opportunity to consider best practice techniques for working with at-risk and vulnerable children and youth.
3 CR / (3,0,0)

SSWK 295

Issues and Principles of Field Work and Community Seminar II

Students will attend a two-hour practicum preparation class once per week where personal strengths and areas for improvement will be examined. Focus will include: professional ethics; appropriate conduct in the social service field; personal and professional values and beliefs; boundaries, emotional physical and mental self-care, dual relationships, and continued self-awareness. Students will establish learning objectives and negotiate a practicum contract with their identified practicum agency.
Prerequisite: SSWK 199
2 CR / (0,2,0)

SSWK 296

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. During this time, students participate in the design of a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. Students attend a two-hour practicum class. The intent of this class is to have the students reflect upon the learning that is taking place in the field placement. Students have the opportunity to problem solve around issues and concerns related to their practicum experience. This class links theoretical components from the courses to the practicum.
Prerequisite: SSWK 142, 145, 195 and 196
5 CR / (0,2,10)

SSWK 299

Practicum and Practicum Seminar

Students will attend a social service agency site for a two week block practicum. Students will attend the agency at which they completed their practicum for SSWK 296. Students will continue to complete the goals and objectives identified in the SSWK 296 learning contract. Students will continue to receive guidance and supervision from an agency-based field supervisor. During the two week intersession, you will attend a seminar each of those weeks that has the same intent as the SSWK 296 seminar. The seminar is designed to allow all students to reflect on the learning accomplished during practicum. Students will continue to keep a journal as required in SSWK 296. During seminar, your student colleagues and academic supervisor will problem solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components from your courses to actual practicum events.
Prerequisite: SSWK 295 and 296
3 CR / (0,2,22)

TARGET .....

Please see TARGET program information on page 143.

THMG.....

Note: THMG courses are restricted to students in the Tourism and Hotel Management Post-Diploma program.

THMG 300

The Business of Global Tourism

This course is designed to provide students with an overview of the tourism industry within a global context. Given the pace of globalization, gaining an understanding of how the tourism sector is evolving as stakeholders struggle with challenges, issues and opportunities is crucially important. Students gain an understanding of the complexities of the tourism industry including economic, environmental and social impacts as well as the evolution, function and direction of tourism internationally.
3 CR / (Total course hours 45)

THMG 302

Business Writing for the Tourism Industry

Clear, effective written communication is essential in any tourism and hotel management role. This course will give students confidence in business correspondence through developing technical and practical writing and presentation skills critical to success in any business setting. Assignments will be based on tourism and hotel management communications issues. This course teaches students written and oral communications required to succeed in a business setting through a variety of writing and speaking situations including reports, emails, memos, letters, and presentations.
3 CR / (Total course hours 45)

THMG 304

Communications and Technology in Tourism

This course provides the students with a practical framework for incorporating computer technology and electronic media as invaluable management resources in support of the mission and objectives of a tourism operation. In addition, this course examines the nature and scope of communication and technology and its emergence and utilization within the tourism and hotel industry. Students will have the opportunity to apply knowledge in an applied team project.
3 CR / (Total course hours 45)

THMG 308

Marketing the Tourism Industry

Marketing is integrated into almost every facet of a hospitality and/or tourism organization. In this course the learner will explore basic concepts of marketing in order to evaluate the best practices for today's tourism organizations. This course focuses on major marketing decisions that tourism and hotel managers face in researching demand, generating and sustaining demand for their products and services.
3 CR / (Total course hours 45)

THMG 310

Financial Management for Tourism and Hotel Management

This course focuses on business planning, control, and financial decision making in a tourism and hotel management environment, and the concepts are applicable to both large and small organizations. This course provides students with an understanding of key financial issues arising in the hotel and tourism sector. Concepts, terminology and principles are introduced at a basic level.
Prerequisite: COM 204
3 CR / (Total course hours 45)

THMG 312

Customer Service Management of Tourism Operations

Excellent client service is core to a successful tourism and hotel industry business. This course will explore the nature of services in general and the unique dynamics of tourism services. Delivering quality services is one of the major challenges for managers in the tourism industry because industry market trends are rapidly changing. A primary focus of this course will be on management's role in creating a quality customer service experience by developing a successful service delivery system.
3 CR / (Total course hours 45)

THMG 314

Contemporary Issues in Tourism and Hotel Management

This course explores issues, challenges and current trends that the tourism and hotel industry face due to the rapidly changing international tourist market and domestic labour market. Major issues that will influence the global tourism and hotel industry including economic, socio, environmental concerns within a global tourism context, global markets trends, Indigenous cultural tourism, human resources management and marketing are examined during the semester. The course represents a comprehensive and up-to-date analysis of key sectors in the hotel and tourism industries.
3 CR / (Total course hours 45)

THMG 316

Strategic Tourism Management

This course explores strategic management and planning in a hotel and tourism environment. Using both a theoretical and practical approach, students examine the concepts of strategic planning and competitive strategy, and how they can be successfully applied by organizations in an increasingly complex and global tourism environment. Learners examine the management challenges and opportunities of small tourism entities and the unique environments in which they operate, including hotels.
3 CR / (Total course hours 45)

THMG 318

The Business of Hotel Management

Hotel managers require knowledge about the operations of all departments within their hotels. Students will examine the emerit® National Occupational Standards for Hotel General Manager to learn what is required for success in the hotel management sector. Hotel managers must have human resource management skills and acquire skills necessary to offer quality service. This course provides students with the skills and knowledge to manage day-to-day processes including operations, human resource management, leadership, guest service, sales, suppliers, marketing and capital projects.
3 CR / (Total course hours 45)

THMG 320

Event Coordination Essentials

Any tourism or hotel manager requires knowledge about event coordination. Whether it is for a tourism event or a conference at the hotel, managers will be involved in the coordination of many events. In this course, students will examine the emerit® National Occupational Standards for Event Coordinator to learn what is required for success in the event coordination role. This course uses the emerit® online event coordinator curriculum, combined with lectures and activities to provide students with the skills and knowledge needed to manage any event coordination needs.
3 CR / (Total course hours 45)

THMG 322

Leadership Skills for Tourism

Effective businesses require strong leaders. In this course, students will study the nature of leadership and its importance in organizations. This course defines how individuals function effectively in organizations by examining behavior from personal, group and organizational perspectives. Topics include: leadership, motivation, group dynamics, communication, decision making, innovative and creative problem solving approaches, conflict resolution and negotiation. Leadership skill development will be examined through lecture, discussion, case analyses, and practical applications of the material.
3 CR / (Total course hours 45)

THMG 340

Tourism and Hotel Management Practicum

This course provides students with a practical opportunity to apply skills and knowledge they have acquired in the classroom in a workforce environment in the tourism or hotel industry. Experiential learning is effective because it enables students to experience supervisory skills and competencies that are applicable for their future. Students will gain experience needed to seek various positions in the tourism field upon graduation.
3 CR / (Total course hours 85)

TRDE.....

TRDE 100

Trades Discovery Core Skills

This 60-hour course will provide the learner with core skills to complete the practical portion of the Trades Discovery Program as well as to enter further trades training. This interactive course will provide both theoretical and practical experience in essential skills, safe work

practices, employability, and the use of common hand and portable tools. There will also be an opportunity for students to complete the training and tests for relevant workplace certificates. (Total course hours 60)

TRDE 105

Trades Discovery Sheet Metal

Students will be introduced to the sheet metal trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a sheet metal worker.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 110

Trades Discovery Pipe Trades

Students will be introduced to the pipe trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a pipe trades worker.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 115

Trades Discovery Welding

Students will be introduced to the welding trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a welder.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 120

Trades Discovery Metal Fabrication

Students will be introduced to the metal fabrication trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a metal fabricator.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 125

Trades Discovery Carpentry

Students will be introduced to the carpentry trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a carpenter.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 130

Trades Discovery Electrical

Students will be introduced to the electrical trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a electrician.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 135

Trades Discovery Automotive Service

Students will be introduced to the automotive service trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an automotive service technician.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 140

Trades Discovery Heavy Duty Equipment Technician

Students will be introduced to the heavy duty equipment trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a heavy duty equipment technician.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 145

Trades Discovery Industrial Mechanic (Millwright)

Students will be introduced to the millwright trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an industrial mechanic.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 150

Trades Discovery Machinist

Students will be introduced to the machinist trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various abilities, safety procedures, skills and knowledge that are required to be a machinist.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 155

Trades Discovery Painter/Decorator

Students will be introduced to the painter/decorator trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various abilities, safety procedures, skills and knowledge that are required to be a painter/decorator.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 160

Trades Discovery Roofer

In this course students will be introduced to the Roofing Trade. Learners will explore the various career options within the trade. Participants will estimate the materials needed and the cost of installation, in some cases from plans or project specifications. Students will be able to practice techniques and use tools and equipment specific to the trade in a safe and efficient manner.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)0

TRDE 165

Trades Discovery Professional Cook

Students will be introduced to the professional cook trade and shown what essential skills are necessary to be successful in the trade. Students will be able to follow recipes, weigh and measure food accurately, and will learn the major techniques and principles used in cooking, baking, and other aspects of food preparation. Learners will also explore the various career options within the trade.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRDE 170

Trades Discovery Autobody

Students will be introduced to the autobody trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an autobody technician.
Co-requisite/Prerequisite: TROE 100
(Total course hours 60)

TRTC

TRTC 100

Safety, Legal and Ethical Issues

This course gives students exposure to safety, legal, and ethical issues that impact students

and staff in schools. Graduates of this course can approach decision-making in the workplace from an ethical basis. Key school policies and practices will be studied, including obligatory reporting procedures. Situations in which harassment might potentially occur are identified and appropriate responses are developed. Risk-reduction strategies to ensure safety in the workplace will also be addressed. Case studies will be used as a basis for exploration.
Prerequisite: TRTC 150
3 CR

TRTC 106

Instruction

This course provides students with the skills to create lesson plans and deliver effective lessons. Students are introduced to various methods of instruction and delivery, and will gain an understanding of methods to use in various teaching situations. Students will progress from needs assessments and evaluation to objectives-based instruction.
Prerequisite: TRTC 150
3 CR

TRTC 108

Behaviour Management — Techniques for Managing Classroom Behaviour

Students are introduced to specific techniques based on the theoretical models of child discipline. Research on the most effective discipline models will be examined, as well as practical strategies that have been proven successful in classroom management. Students acquire a repertoire of methods for establishing and maintaining a well-run classroom.
Prerequisite: TRTC 150
3 CR

TRTC 150

Introduction to Substitute Teaching

TRTC 150 examines the role of the substitute teacher and provides the student with an overview of the critical aspects of substitute teaching: managing the classroom, delivering instruction, and keeping students safe. These three themes are introduced in this course and expanded upon in subsequent TRTC courses.
Prerequisite: Meets program admission requirements
3 CR

TRTC 199

Practicum and Practicum Seminar

This course is a supervised practicum course designed to give students direct experience in working with children or youth in an educational facility. The practicum course requires seminar time in addition to work experience in a school setting. The practicum experience is a vital part of the training of classroom assistants. It gives the students an opportunity to gain experience in a setting related to their particular areas of professional interest. Through feedback, the student connects classroom theory with practical setting. The seminar component promotes integrated learning and supports the practicum base through consultation with peers.
Prerequisites: TRTC 150
4 CR

WEGD.....

WEGD 121 UT

Introduction to Design Thinking

Design Thinking investigates "individual as innovator" by working on design problems in a human, interactive, collaborative, and prototype way. Students will gain an understanding of the methodology and language used in human-centered design as they problem solve for real and fictitious clients. Participants will empathize, define, ideate, prototype and test their way to solutions for business, visual, online, and print media using traditional tools and industry standard software programs. Project-based assignments will develop a foundation in design thinking suitable for those going on to study in a variety of design disciplines.
3 CR / (3,0,0)

WEGD 131 UT

Introduction to Visual Communication

Visual Communication focuses on developing an understanding of the reasons and ways in which people have chosen to communicate. Students will investigate a variety of visual communication examples from the historical to the contemporary and will use them as a catalyst for their own work. The course will survey work from a variety of different cultures, including Canadian Aboriginal culture. Students will use those investigations to create their own case studies of techniques both past and present, and will share their projects through a variety of presentations.
3 CR / (3,0,0)

WEGD 141 UT

Introduction to Web Design

This course introduces students to the fundamentals of website design. Students will learn how to design, develop, optimize, publish and troubleshoot basic HTML and CSS based websites. Learners will create websites with standard text editors and with industry leading website development and image editing software. The class is taught with a focus on current and emerging web standards and best practices. Students will analyze and assess other websites to gain insight into the design of their own websites.
3 CR / (3,0,0)

WEGD 142 UT

Intermediate Web Design

This course is a continuation of WEGD 141 and focuses on intermediate concepts around designing, developing, optimizing, publishing and troubleshooting HTML and CSS based websites. More advanced concepts around user experience, interactive design and search engine optimization will be discussed. Learners will gain experience in integrating other forms of media into their websites including animation, audio and video. Students will become proficient using industry leading website development and image editing software. Students will gain an awareness of other technologies that, while beyond the scope of this course, are important components of the current website development landscape.
Prerequisite: WEGD 141
3 CR / (3,0,0)

WEGD 151 UT

The Basics of Typography

A must for all who wish to design visual solutions that present clear messages, this course will discuss, evaluate and research aspects of typography as the most basic element of design. Students will learn the role of type in communication as they investigate "meaning aesthetics" and "functionality" of letterforms individually and in word, sentence and paragraph formations. Through the study of typography's graphic and communicative elements, the class will examine letterform anatomy and analysis, form and counter-form, hierarchy, legibility, type conveyance of voice, mood, and meaning and the use of grids. The knowledge gained in this class can be applied to solving any visual problem that involves the typographic form whether it will be presented on a sheet or screen.
3 CR / (3,0,0)

WEGD 211 UT

Applied Skills Lab I

Students from multiple disciplines will have an opportunity to work together to extend their knowledge of digital software by practicing and improving their digital literacy skills in authoring software such as Photoshop, Illustrator, InDesign and Dreamweaver. Assignments will challenge students to apply intermediate and advanced concepts in composition, construction, and a variety of digital image manipulation techniques to their ongoing assignments from other classes. Rotating faculty, each with their own area of expertise will facilitate demonstrations, critiques and evaluations.
Prerequisites: FINE 107, WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151
Prerequisites or corequisites for Web stream: WEGD 231, WEGD 241
Prerequisites or corequisites for Design stream: WEGD 221, WEGD 251
3 CR / (3,0,0)

WEGD 212 UT

Applied Skills Lab II

This lab provides second-year WEGD students the opportunity to collaborate, coordinate, develop and discuss WEGD-related projects in a hands-on, production and development driven, cross-disciplinary environment. In group discussions and formal presentations participants will articulate the creative and operational considerations and decisions made in designing and developing projects. Students will acquire and develop critiquing and evaluation skills in regards to project development. Select program faculty on a rotating schedule will facilitate the labs.
Prerequisite: WEGD 211
Prerequisites or corequisites for Web stream: WEGD 232, WEGD 242
Prerequisites or corequisites for Design stream: WEGD 222, WEGD 252
3 CR / (3,0,0)

WEGD 221 UT

Graphic Design for Sustainability

The practice of graphic design through the lens of sustainability will be the focus of this class. Students will work ethically while considering sustainable practices that favour longevity and renewal for the human and their environment. Assignments will encourage the development of solutions that feature alternatives to printed materials — like digital and social media, lightweight use of printed materials, and the use of recycled, recyclable and compostable materials for publications, promotions and packaging.
Prerequisite: WEGD 121 or permission of the instructor
3 CR / (3,0,0)

WEGD 222 UT

Visual Showcase

Visual Showcase leads students in creating a set of self-promotional publications that include personal branding, marketing collaterals and a portfolio of their own work. Students will begin by doing an audit of their visual work, choosing those pieces that best demonstrate their skills and reflect their career goals, then critiquing and adapting them into a refined body of work. Opportunities will be presented where students can promote themselves, present their portfolio and talk about their work. As a final project, students will set up a visual showcase where they will display their work in a public venue.
Prerequisites: FINE 107 , WEGD 121, WEGD 141, WEGD 151, WEGD 131, WEGD 142, WEGD 251, WEGD 211
Prerequisites or corequisites: WEGD 212, WEGD 221, WEGD 252, WEGD 299; or permission of the instructor
3 CR / (3,0,0)

WEGD 231 UT

Introduction to Interactive Digital Media Production

This course introduces students to interactive digital media production. Participants will plan, design, develop, optimize, test and deploy interactive digital media projects produced with industry standard software. Learners will gain experience working in a variety of digital environments, noting the similarities and differences between program interfaces, methods of production and development practices. An emphasis will be placed on overarching foundational concepts related to interactive digital media production such as working with timelines, layers and object properties. The basics of producing digital audio, video and motion graphics for online delivery will be explored with a focus on producing informational content.
Prerequisites: WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151, FINE 107; or permission of the instructor.
3 CR / (3,0,0)

WEGD 232 UT

Interactive Digital Media Production

This course continues to reinforce overarching foundational concepts related to interactive digital media production while providing the space for students to focus on refining skills and conceptualizing, developing and re-developing projects in areas of personal and professional relevance. Opportunities will exist for participants to engage in actual client work with a preference given to non-profit and not-for-profit organizations and institutions in the region. Extra attention will be placed on further developing and applying knowledge related to user experience testing, user feedback and data driven design. Students will be introduced to stand-alone motion graphic for video software. Students will be encouraged to reassess, reinterpret and improve projects from previous semesters.
Prerequisite: WEGD 231
3 CR / (3,0,0)

WEGD 241 UT

Advanced Web Design Concepts

This course applies the advanced web concepts introduced in WEGD 142. Students will gain experience in creating web sites that utilize client side and server side technologies including PHP and JavaScript. Participants will develop dynamic websites with content management systems (CMS) and will become proficient in customizing them, in part, through plugins, themes and by leveraging skills already developed in HTML and CSS. There will be an emphasis on cultivating professional practices that encourage continued development.
Prerequisites: WEGD 141, WEGD 142
3 CR / (3,0,0)

WEGD 242 UT

Digital Media Showcase

WEGD 242 prepares students for educational, personal and professional opportunities after graduation. Learners will develop the skills to cultivate and maintain a professional online presence, in part, through the strategic selection and creative presentation of unique, quality, interactive digital media projects. This self-promotional effort will involve participants marketing themselves to self-selected audiences through career-relevant, individualized strategies which will include the creation and promotion of an interactive digital portfolio. As a final project, students will set up a visual showcase where they will display their work in a public venue.
Prerequisites: WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151, FINE 107
Prerequisites or corequisites: WEGD 232, WEGD 242
Prerequisites or corequisites for Web stream: WEGD 231, WEGD 241
Prerequisites or corequisites for Design stream: WEGD 221, WEGD 251
3 CR / (3,0)

WEGD 251 UT

Drawing for Story

This course takes a narrative approach to drawing while continuing to build on the student's solid base of drawing skills. Human figures are drawn in a variety of positions, settings and scenes. Emphasis will be placed on expressive and emotional line drawing for the development of character and story. Additionally, work will be done to learn techniques for placing the figure into a narrative using the storyboard. Suitable for the fine artist interested in exploring narrative artwork, or the student wanting to work in graphic novels, animation or character design. This class focuses on building a knowledge base for future explorations of narrative and the human form.
Prerequisite: FINE 103 or FINE 107 or permission of the instructor
3 CR / (3,0,0)

WEGD 252 UT

3D Design and Rapid Prototyping

Building on the student's abilities in basic visual problem solving and 2D digital drawing, this course will introduce the skills for visualizing 3D objects and developing them into 3D digital models for rapid prototyping. Artists and designers will work through hands-on class exercises using several 3D modeling software programs as they explore concepts of space, mass, balance, scale as well as form and materials used in 3D printing as a method of rapid prototyping. The 3D visualization techniques covered will have relevance in many creative industries such as graphic design, industrial design, jewelry design, toy design, illustration and fine arts. In-class projects will lead students to create optimized 3D digital models ready for printing.
Prerequisite: FINE 107 or permission of the instructor.
3 CR / (3,0,0)

WEGD 299

Professional Internship

Professional Internship is a blended learning environment that combines internship experience with professional practice seminars. Having identified an area within web and graphic design in which to further develop, students will be placed with a relevant company, organization, or individual for no less than 80 hours to provide them with the opportunity to experience their chosen discipline first-hand. Students will develop skills in business ethics and professionalism, sharing their experiences and insights in a personal reflective journal. Instructor-led group seminars before and during the internship will help students integrate the knowledge and skills acquired in the classroom with their placement experience.
Prerequisites: FINE 107, WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151
Prerequisites or corequisites for Web stream: WEGD 232, WEGD 242
Prerequisites or corequisites for Design stream: WEGD 222, WEGD 252
3 CR / (Total course hours 80)

WELD

WELD 115

Welder Foundation Program (Harmonized)

As a graduate of the Welding Foundation program, you'll be qualified for a variety of jobs in the construction and metal working industries. You'll also be prepared to successfully complete employers' skill assessments. Possible job titles include

- Production welder
- Maintenance
- And more

(Total course hours 840)

WMST

WMST 101 UT

Introduction to Women's Studies I

This course uses a multidisciplinary approach to the study of women in society and academia. It explores interdisciplinary and historical perspectives on women and examines the development of feminist theories and methodologies. Emphasis is placed on the diversity of women's experience within the context of differences in class, race, age, and sexual orientation. The connections between women's experiences in the everyday world and their representation in Canadian institutions are explored, with the aim of understanding the relationship between personal empowerment and social change.
3 CR / (3,0,0)

WMST 102 UT

Introduction to Women's Studies II

This course uses the multidisciplinary approach to the study of women in society and academia developed in WMST 101. The course focuses on the critical examination of gender segregation in the paid labour force and its relationship to institutionalized representations of women in science and medicine, law, politics, religion, and family. Emphasis is placed on Canadian institutions as well as class, race, and age differences between groups of women in Canadian society.
3 CR / (3,0,0)

SUPPORT SERVICES AND FACILITIES

CNC offers a full range of services and facilities to help you get the best possible learning experience. This section focuses mainly on services in Prince George, our largest campus, however, many of these services are available to students at all CNC campuses. Please consult specific regional campuses for details.

Most services/facilities listed in this section also have web pages — please visit www.cnc.bc.ca

EMERGENCIES/EVACUATION PROCEDURE:
250-561-5827

In case of emergency, call one of these numbers:

- Call 250-561-5827 or ext. 200
- Locate a red safety phone at most entrances
- Press the "S" button on marked pay phones
- Locate the closest Emergency phone in parking lots

The fire alarm operates in two stages; a slow intermittent ring signals a fire occurring in another area of the College. A fast ring indicates a fire in the immediate area, and everyone must leave the building via the nearest exit — the elevators must not be used.

Students needing assistance to evacuate are asked to go directly to the designated evacuation areas located on the third floor (700-block main stairwell), or the secondary location on the third floor (100-block north stairwell). The second-floor evacuation area is located in the 700-block main stairwell by the library.

Emergency messages to individual students

The College does not have a public address system that extends to classrooms. Given the large number of students and classrooms, it is impossible to communicate messages to individual students, except in genuine emergencies. In some cases, messages to students may be relayed through the switchboard (250-562-2131, ext. 0).

ABORIGINAL RESOURCE CENTRE (ARC)

Ph: 250-562-2131, ext. 5460/5488
Toll-free: 1-800-371-8111, ext. 5460/5488
Fax: 250-561-5874
Room 1-773
www.cnc.bc.ca/arc

The ARC welcomes Aboriginal students in a unique gathering place. There are spaces for quiet study, computer access, and activities. Students will have the support of the ARC manager, an access instructor, a cultural advisor and an academic advisor. Services include tutoring, advice on financial support, liaising with sponsoring agencies and CNC faculty, academic and career planning, and advice on support services at CNC and in Prince George. In addition, the ARC supports the activities of the CNC Dream Hunters Aboriginal Student Club. The ARC is a supportive community that provides the necessary services for an easier transition into college and continued academic success.

ACADEMIC ADVISING

Ph: 250-561-5818
Toll-free: 1-800-371-8111, ext. 5818
Fax: 250-561-5879
E-mail: advising@cnc.bc.ca

Student Central: Room 1-753
www.cnc.bc.ca/advising

Academic advisors provide comprehensive academic advising services to assist current and prospective students to maximize their chance of success at the College of New Caledonia.

Academic advisors are available to assist students with

- Preparing to enter college;
- Establishing educational and career goals;
- Recommending support for self-identified academic barriers;
- Wellness Coach referrals for personal support;
- Obtaining information on career options, skill requirements and admission criteria;
- Planning educational programs;
- Adding or dropping courses;
- Transferring to or from another post-secondary institution;
- Determining mature student status eligibility;
- Academic probation.

Hours: Monday – Friday, 8:30 a.m. to 4 p.m. Later appointments may be available.

CNC's Fort St. James, Lakes District, Quesnel, and Vanderhoof campuses also offer part-time Advising services. Contact the campuses directly for an appointment.

ACCESSIBILITY SERVICES

Ph: 250-561-5838
Toll-free: 1-800-371-8111, ext. 5838
Fax: 250-561-5879
E-mail: access@cnc.bc.ca

Student Central: Room 1-753
www.cnc.bc.ca/access

Service is available in all Regions. To ensure appropriate services can be coordinated and provided in a timely manner, students must self-identify and provide current documentation that meets Ministry of Advanced Education criteria. Students are encouraged to contact Accessibility Services at least one semester (4 to 6 months) before their program starts.

Services are individualized to meet specific disability-related needs. Every effort will be made to provide reasonable academic accommodations. Early contact is essential, as some accommodations require significant time to arrange. Supports and services may include, but are not limited to

- Assistance with external funding applications for services and/or equipment;
- Liaising with instructors and service providers;
- Accommodation planning
- Assistance with the admissions/registration process;
- Entrance exam accommodations;
- Provision of support services such as volunteer Note-takers, exam accommodations;
- Coordinating access to alternate format textbooks, discussing learning strategies, or other support requirements related to specific disability needs.

Accessibility Services is available year round. Referrals from instructors and community agencies are welcomed, as are self-referrals.

APPLIED RESEARCH AND INNOVATION

Ph: 250-562-2131, ext. 5347
Toll-free: 1-800-371-8111, ext. 5347
E-mail: research@cnc.bc.ca
Room 2-390
www.cnc.bc.ca/research

Connecting researchers and community partners

Applied Research connects industry, business and community partners with the expertise of our faculty and staff and the skills of our students to help organizations solve business problems, build prototypes or take advantage of market opportunities.

CNC provides practical, hands-on learning in more than 50 programs. Our classes and research projects enhance the quality of college programs and provide students a learning opportunity which goes beyond the classroom.

Gain a competitive edge in the workplace

As a student it can be hard to find work experience to apply your program-related knowledge. Participating in an applied research project as part of your course work or as a paid Student Research Assistant, can give you a competitive advantage in the workplace. You'll gain real world hands-on experience while working side-by-side with our faculty, research associates and industry partners.

If you're interested in becoming involved on an applied research project, visit the Applied Research and Innovation located on the Prince George campus or email us at research@cnc.bc.ca

CAFETERIA

Ph: 250-561-5807
Toll-free: 1-800-371-8111, ext. 5807

Food for your mood. Visit the grill in our

newly-renovated servery for hamburgers and fries, or try out our Professional Cook students' ever-changing hot lunch plates—it's the best deal in town. They also make great muffins, cinnamon buns, and desserts.

CALEDONIA EARLY CARE AND LEARNING CENTRE

The Caledonia Early Care and Learning Centre is a non-profit society providing child care options at the College of New Caledonia in Prince George, BC.

Call 250-561-5834 or email daycare@cnc.bc.ca for more information.

CHAPLAINCY

Ph: 250-561-5306
Toll-free: 1-800-371-8111, ext. 5306
E-mail: chaplain@cnc.bc.ca

Chaplaincy Office:
Room 1-122 (near the cafeteria)
Multifaith Prayer Room:
Room 1-119 (near the cafeteria)

www.cnc.bc.ca/chaplaincy

CNC Interfaith Chaplaincy is a coalition of faith communities offering regular weekly services to students and staff that include

- Information on local faith groups and places to worship;
- Pastoral care and counsel in times of need or crisis;
- Space for prayer and reflection;
- Help with issues of faith and lifestyle;
- Spiritual guidance and opportunities for spiritual development through prayer, discussion, lectures and worship;
- Opportunities for understanding between people of different faiths.

CINEMA CNC

Ph: 250-562-2131, ext. 5308
Toll-free: 1-800-371-8111, ext. 5308

E-mail: maides@cnc.bc.ca

Movies at special student prices, shown right on campus. Watch for theme movie nights and film festivals as well.

COLLEGE OF NEW CALEDONIA STUDENTS' UNION, LOCAL 13 – CANADIAN FEDERATION OF STUDENTS

Ph: 250-561-5852
Toll-free: 1-800-371-8111, ext. 5852
Fax: 250-561-5884
E-mail: info@cncsu.ca

Room 1-303
www.cncsu.ca

The College of New Caledonia Students' Union is comprised of all students registered in credit courses at the College. Your membership in the Students' Union begins at registration, upon payment of the membership fees and ceases at the end of your last term of registered study. At the campus level, the CNC Students' Union advocates for the rights and interests of its members within the College and the local community, as well as offers a variety of social events and useful services such as the U-Pass (Prince George City transit/Aquatic Centre and Four Seasons Pool pass), extended health and dental benefits, club funding, locker rentals, photocopying and free faxing, travel/local discount cards, the CNCSU Confluence (CNC's only student-run newspaper) and much more. As a member of the CNC Students' Union, you are also a member of the Canadian Federation of Students, an alliance of over 80 college and university students' unions representing more than 500,000 students from across Canada. Your Students' Union can address student issues at the provincial and national levels, access research on post-secondary education issues, conduct lobbying work, and offer provincial and national services to CNC students, via the Federation. The activities, services, and political work of the CNC Students' Union are coordinated by an Executive Committee comprised of elected representatives who are students just like you. General elections for the Executive Committee take place during the spring semester. All members of the Students' Union are eligible, and encouraged, to run for office and vote in these elections. As well, the Students' Union has planning and decision-making committees where you can get involved and have your voice heard.

The Students' Union also holds at least one General Meeting each year, which everyone is welcome to attend. Getting active in your Students' Union is one of the most rewarding ways CNC students can contribute positively to their experiences on and off campus. By getting involved, students can help create a fuller educational experience, and a better future, for themselves and others — there is strength in numbers. For further information about the work and services available through your CNC Students' Union and how you can get involved, please contact us (see information above). For information on the Canadian Federation of Students, please visit www.cfs-fcee.ca or www.cfs.bc.ca.

COLLEGE STORE

Ph: 250-561-5808
Toll-free: 1-800-371-8111, ext. 5808
Fax: 250-561-5822

www.cnc.bc.ca/bookstore

At the College Store, you can buy textbooks, stationery, and supplies for all your courses. Three times a year, the store holds used-book buy-backs. The store stocks gifts, magazines, snacks, and College-crested sportswear, glassware, and mementos. They also offer special discount prices on computer software and supplies.

COMMUNICATION SERVICES

Ph: 250-561-5859
Toll-free: 1-800-371-8111, ext. 5859
Fax: 250-561-5876
Room 2-380
E-mail: communications@cnc.bc.ca

Our department has two main goals:

- To present CNC in its best light (public relations/media relations)
- To attract and retain students

What we do:

- Advertising
- Alumni/fundraising
- College events
- Internal communications
- Public relations/media relations
- Publications/Graphic design
- Web design

Communication Services is the place to

come to find out about upcoming college events such as Convocation, free movie nights, or information fairs. Tell us about your event and we'll help promote it.

You can also call our friendly recruiters if you have questions about CNC programs, or to arrange a tour of the Prince George campus.

COUNSELLING

Ph: 250-561-5818 or
250-562-2131 ext. 5377
Toll-free: 1-800-371-8111,
ext. 5818, or 5377
Fax: 250-561-5879

Health and Wellness Centre
Room 1-460 (next to dental entrance)
www.cnc.bc.ca/counselling

The Counselling Department provides clinical counselling services to assist students to maximize their chance of success at the College of New Caledonia.

Counsellors are available when students require assistance with

- Barriers to personal and academic success;
- Personal problems or crises;
- Mental health issues;

DELI

Ph: 250-561-5807
Toll-free: 1-800-371-8111, ext. 5807

The Deli (in the Brink Building) provides hot and cold snacks and light meals.

FINANCIAL AID & AWARDS

Ph: 250-561-5838
TF: 1-800-371-8111 ext 5838
Fax: 250-561-5879
Email: finaid@cnc.bc.ca
Student Services: room 1-753
www.cnc.bc.ca/financialaid

Getting a post-secondary education is an investment in your future. You may need to find a number of sources of funding to help reach your educational goals. Become familiar with the resources available and eligibility criteria. We can help – book an appointment.

- Student Loans – provincial loans offered by StudentAid BC for both full and part time studies. A comprehensive loan repayment assistance program is available. Online applications at www.studentaidbc.ca
- Canada Apprentice Loans, Apprenticeship Incentive Grant, Apprenticeship Completion Grant – government of Canada helps supports students registered in Red Seal Trade Apprenticeship courses. https://www.canada.ca/en/employment-social-development/services/apprentices.html.
- Adult Upgrading Grants (AUG) – provincial government-funded program providing needs-based grants to students enrolled in Academic Upgrading, English Second Language (ESL) for domestic students, and developmental/special education programs (JET/TARGET). Funds help offset the costs associated with tuition, fees, books, unsubsidized childcare and possible transportation expenses for students most in need of financial assistance. Eligibility criteria must be satisfied. https://studentaidbc.ca/explore/grants-scholarships
- Youth in Care – Provincial Tuition Waiver program for former Youth in Care students. Eligibility criteria must be satisfied. See the Office of the Registrar or Financial Aid & Awards for a MCFD verification application.
  - Youth Educational Assistance Fund (YEAF) – bursaries to help with books, supplies and other expenses. Eligibility criteria must be satisfied. https://studentaidbc.ca/explore/grants-scholarships/youth-educational-assistance-fund-former-youth-care
  - Youth Futures Education Fund (YFE) – in collaboration with MCFD and CNC, to help former Youth In Care students who may need additional supports to meet financial emergencies. By appointment with the Financial Aid Advisor.
- Students with Disabilities – contact with our Accessibilities Services Department 250-561-5838 http://www.cnc.bc.ca/Exploring/Services/student_services/Accessibility_Services.htm .
- Hardship Assistance and Emergency Loan funding: for full-time students registered and attending in current post-secondary (Certificate/Diploma) or Trades programs, to help meet unforeseen, financial emergency situations. Eligibility criteria must be satisfied. By appointment with the Financial Aid Advisor.
- Other sources of funding and information:
  - Service Canada - https://www.canada.ca/en/services/finance.html
  - WorkBC – https://www.workbc.ca/ PG, contact Kopar Administration http://www.koparadmin.ca/
  - Single Parent Employment Initiative - https://www2.gov.bc.ca/gov/content/family-social-supports/income-assistance/on-assistance/employment-planning/spei
  - Financial Institutions - Banks/Credit Unions https://www.canada.ca/en/employment-social-development/services/education/student-loan/bank.html
  - Individual First Nations funding – contact the education coordinator of your band
  - Metis Nation BC – education funding - https://www.mnbc.ca/documents-resources/education
- External Funds – community, private sectors, province and national based awards. External funds/awards are not administered or awarded through CNC. A partial list is available http://www.cnc.bc.ca/financialaid
- CNC Awards Program – through the generous contributions of our donors (individuals, memorial, corporate, community, faculty and alumni), CNC offers over $250,000 in student scholarships & bursaries each year. Students must be registered/attending in both the Fall & Spring semesters. Foundations Trades students must be registered/attending their current course, to be eligible to apply. The program does not include entrance-type awards. Student's use their CNC Login at www.cncn.bc.ca/financial The self-directed online application system opens in early October.

FINANCIAL ASSISTANCE

Students are advised to become familiar with the funding resources and determine if they meet the eligibility requirements.

- Student Loans: The main source of educational funding is from StudentAidBC which is a broad program of educational financial assistance through student loans (full-time and part-time learners), grants and scholarships for post-secondary students to ensure that BC residents have an opportunity to reach their education objectives.

A comprehensive loan repayment program is available to all students.

Applications are accessed online and submitted electronically through www.studentaidbc.ca

- Adult Upgrading Grant: AUG is a provincial government–funded program that provides needs-based grants to students enrolled in Upgrading, ESL and Developmental programs (JET, TARGET). These grants are intended to offset the costs associated with tuition, fees, books, unsubsidized childcare and possible transportation for students most in need of financial assistance.

Applications are available online at studentaidbc.ca/explore/grants-scholarships/adult-upgrading-grant

- External Awards Funding: Students are encouraged to access awards offered outside of the College Awards program. A partial list is available at: www.cnc.bc.ca/financialaid
- CNC Awards Program – Scholarships and Bursaries: CNC offers over $250,000 in student awards each year. Students must be registered in the Fall and Spring semesters to be eligible to apply for most awards (these are not program entrance type awards). Trades students need to be registered in their current program. Applications will open early October and are available using the self-directed online process and the student's CNC Connect account at www.cnc.bc.ca/financialaid

HEALTH AND SAFETY

The College is committed to providing a safe and healthy environment for employees and students. Therefore, all health and safety regulations are enforced, unsafe conditions are promptly corrected, and safety education is provided on a continual basis. The College's Occupational Health and Safety Committee, comprising employee and management representatives, meets monthly. Students must comply with WorkSafeBC safety regulations as outlined elsewhere in this calendar, where applicable.

WORKSAFEBC COVERAGE

WorkSafeBC coverage extends to all students while participating in the practicum components of all programs offered by BC colleges and institutes, regardless of the source of funding for these programs.

A practicum is defined as

- An integral component of a program which is required for program completion and certification
- Unpaid and supervised work experience which takes place at the host employer's premises or place of business

This coverage does not apply to workplaces established specifically for the purpose of experiential training that is established within a program by an institution. Practicums outside BC are not covered.

WorkSafeBC coverage covers student apprentices only while attending the classroom/lab/shop for the technical training component of an apprenticeship program. This coverage does not extend to non-apprentice students in any other programs.

HEALTH AND WELLNESS CENTRE

Ph: 250-562-2131, ext. 5377
Toll-free: 1-800-371-8111, ext. 5377
Fax: 250-561-5887
E-mail: health@cnc.bc.ca

Room 1-460 (next to dental entrance)
www.cnc.bc.ca/wellness

As part of the Northern Health Authority Services, the College has a family nurse practitioner and a physician who are available to provide CNC students with primary health care services during the week.

Nurse practitioners are registered nurses with advanced practice education that prepares them to diagnose/treat common health problems including prescribing medications, ordering tests and giving referrals to other health care providers, including physician specialists. Nurse practitioners can also order and interpret X-rays, lab work and other medical tests.

Hours

The centre is open 5 days a week.For a complete schedule of clinic hours, visit www.cnc.bc.ca/wellness

HOMESTAY PROGRAM (INTERNATIONAL STUDENTS)

Ph: 250-561-5857
Toll-free: 1-800-371-8111, ext. 5857
Fax: 250-561-5856
E-mail: intl_edu@cnc.bc.ca
Website: www.cnc.bc.ca/ined

Homestay gives you the opportunity to live with a Canadian family to improve your English and to learn about living in Canada. You'll have a private bedroom and share the rest of the house with your family. Your English will improve quickly as you use English each day with your family. The homestay program is the first choice for many students because it allows you to learn about Prince George and Canadian culture in a supported family environment.

You can apply to the homestay program at the same time you apply to the College. The non-refundable homestay application fee is $200. Students also pay a security deposit of $700 which is returned after leaving homestay (if all terms of the homestay agreement have been met). The fee paid by students to the family is $700 per month, which covers accommodation and meals.

INFORMATION TECHNOLOGY SERVICES

Ph: 250-561-5812
Toll-free: 1-800-371-8111, ext. 5812
E-mail: helpdesk@cnc.bc.ca

The College has many student computer labs containing microcomputers, laser printers and overhead projectors. All labs are fully networked. Most labs run Windows, however, there are also Macs available.

There are a variety of microcomputers and printers located in the public access areas in the library. These are accessible to all students during library hours. Users have access to a variety of software and to the Internet.

The College is connected to the Internet with a 100-megabyte fibre optic feed. As well, the entire Prince George campus, including the Brink building, has wireless access. The following regional campuses also have wireless access:

- CNC Burns Lake
- CNC Fort St. James
- CNC Mackenzie
- CNC Quesnel
- CNC Vanderhoof

INTERNATIONAL EDUCATION DEPARTMENT

Ph: 250-561-5857
Toll-free: 1-800-371-8111, ext. 5857
Fax: 250-561-5856
E-mail: intl_edu@cnc.bc.ca

The staff at the International Education Department are pleased to welcome international students to the College of New Caledonia. Their goal is to help you adjust to life in Canada, and studies at the College of New Caledonia. A full range of services is available to you, including airport pickup, a comprehensive orientation to the College, academic advising, homestay placement, personal and career counselling, and assistance with visa and study permit extensions. Each semester, the International Education Department organizes activities to help you meet new friends, learn about life in Canada and have fun.

Program choices

International students may work with our academic advisor to plan a program path to meet their goals. As an international student, you must meet program admission requirements as outlined in the calendar for your specific program. After completing appropriate ESL coursework and/or program prerequisites at the College of New Caledonia, international students can begin earning diploma, certificate, or degree credits. The availability of seats varies with each program. International students must check with the International Education Department concerning availability in the program of their choice and to plan their academic paths.

If you're planning a university degree, you can begin at the College of New Caledonia with a two-year associate degree, and transfer to any one of the many excellent universities in BC and across Canada for your final two years. Two years at CNC and two years at university equals your degree.

If your career dreams include business administration, accounting and finance, or advertising and public relations, then CNC's business program may be for you. Check out the many choices offered to help you reach a rewarding career in the world of business.

CNC also offers excellent specialized programs that are attractive to many international students, such as

- Dental Hygiene Diploma
- Engineering (Applied Science) Certificate
- Fine Arts Certificate
- Human Resources Management Post-Diploma
- Post-Diploma in Information Technologies

The college's International Education department also works with schools abroad to offer internship experiences and short-term language and cultural studies. Find out how your resumé can be globalized with a work-language partnership at CNC.

KODIAKS RESTAURANT

Ph: 250-562-2131, ext. 5623
Toll-free: 1-800-371-8111, ext. 5623

Here's where Professional Cook students work to create a gourmet dining experience. The restaurant is open several times each academic year for lunch and dinner. For more information, visit www.cnc.bc.ca/kodiaks

LIBRARY

Ph: 250-561-5811
Toll-free: 1-800-371-8111, ext. 5811
Fax: 250-561-5845
E-mail: cnclibrary@cnc.bc.ca

The goal of the library is to help you succeed in your studies. In addition to the main library in Prince George, there are regional campus libraries in Burns Lake, Fort St. James, Mackenzie, Quesnel, and Vanderhoof.

Visit your nearest CNC library to access collections and online resources.

At the Prince George library you can also relax in the reading lounge, reserve a study room, or borrow one of 2,200 movies from the Cinema CNC collection. You can use e-mail, access online journals and the Internet, or choose a book from our collection of 180,000. All services are free.

MEDIA SERVICES

Ph: 250-561-5805
Toll-free: 1-800-371-8111, ext. 5805
Fax: 250-561-5872
E-mail: buksa@cnc.bc.ca

Media Services offers a wide range of services, including equipment loans, video, audio and digital duplication, format transfers, and help with layout and design projects. In the media lab, users can access digital art/photo collections, light tables, b&w and colour printers, an 11x17 scanner and a laminator for poster-size projects. Two bookable rooms are available for class video assignments and web-based meetings. There is also a new 3D printing service.

OFFICE OF THE REGISTRAR

Ph: 250-561-5800
Toll-free: 1-800-371-8111, ext. 5800
Fax: 250-561-5861
E-mail: admissions-info@cnc.bc.ca

The Office of the Registrar is responsible for maintaining the integrity of the student academic records and providing academic support services to prospective and current students. Some of the services we are responsible for include admissions,

registration, records, transcripts, timetables, exam scheduling, graduation audit, and enrolment verification. We strive to implement continuous improvements to these services and assist you with excellence from initial application through to graduation. You can access our services online, in person, by phone or by fax.

RECREATION

Ph: 250-561-5803
Toll-free: 1-800-371-8111, ext. 5803
Room 2-380 (Communication Services)
E-mail: gym@cnc.bc.ca

To enjoy CNC's gymnasium, squash court, weight room, and other recreational facilities, please call us.

SECURITY 250-561-5827

There are several ways to contact CNC Security and First Aid:

- Phone: 250-561-5827 or ext. 200
- Use any of the emergency phones located throughout the campus or in the parking lots

CNC Security is available 24 hours a day, 7 days a week, including statutory holidays. The Security office is located on the main floor in Room 1-302.

CNC Security is also available via e-mail during regular business hours, (Monday to Friday, 8 am to 4pm) through fixit@cnc.bc.ca for non-emergency issues.

SAFEWALK

Security will walk you safely to your vehicle, a bus stop, Student Residence, or other on-campus locations. SafeWalk is available 24 hours a day, 7 days a week. If the guard has been called away on an emergency, you may need to wait till he/she is available.

To access SafeWalk, contact Security through one of the methods as described above.

FIRST AID

CNC maintains qualified first aid attendants on staff. For first aid emergencies: pick up any red emergency phone and call local 200 from any internal college phone or call 250-561-5827. All first aid incidents must be reported to CNC Security/First Aid within 24 hours of occurrence.

For non-emergencies, call 250-561-5821 or email fixit@cnc.bc.ca

STUDENT RESIDENCE

Ph: 250-561-5849
Toll-free: 1-800-371-8111, ext. 5849
Fax: 250-561-5882
E-mail: residence@cnc.bc.ca

Stay in our comfortable student residence — it's right on campus. Apply early to have the best chance for acceptance. The residence has 92 private rooms, each with a fridge, microwave, closet, desk, and bed. Most share a bathroom with one other room. There are also four units accessible to students with disabilities.

In the spacious shared common areas there are two comfortable lounges, a main floor kitchen area (including a stove, fridge and sink), laundry facilities on both floors, and park-like grounds with a patio, picnic tables, and barbecue. During the school year, six student advisors live in the residence and assist with programs. The rates can be found online and cover the room, high-speed Internet, cable television, heat, light, and all other utilities except telephone and parking. Parking rates are approximately $47.25 per month, payable at Impark. Parking spaces are available on the residence property site.

You can apply in person, by mail, or online at www.cnc.bc.ca/residence

TUTORING AND TESTING SERVICES

Ph: 250-561-5837
Toll-free: 1-800-371-8111, ext. 5837
Fax: 250-561-5883
E-mail: tts@cnc.bc.ca

Student Services: Room 1-725
www.cnc.bc.ca/tts

Student Services offers tutoring and helpful support on study techniques, test-taking strategies, time management, and more. You can connect with an English/math instructor or take a short course in basic English or math. Computers and a quiet study area are also available. Most of these services are free to CNC students.

Test centre services

1. Student Readiness Assessment (SRA) in English and/or Math: After you write your SRA, you will be contacted regarding the next steps you can take to be successful in your course of studies at CNC. Many students take advantage of the resources available. Please note that the SRA may only be taken once every 6 months.

2. SRA at another test centre: Students may make arrangements through Student Services to write their SRA at an authorized test centre. Visit the Student Services website for complete details and requirements to arrange to write this assessment at other locations.

3. Other testing services: If you need an exam invigilated, we can help with that during non-peak times at CNC. Student Services offers both paper-based and secure, web-based testing services in a professional environment. Visit the Student Services website for details. The fee for this service is $50 (plus taxes), payable at the Admissions or Financial Services offices.

ADMISSIONS, FEES AND POLICY INFORMATION

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ADMISSION INFORMATION

This section outlines policy and procedure information related to Admission at CNC.

Basis of Admission

Eligibility of admission is based on satisfying citizenship, age, and academic requirements. Specific program admission requirements take precedence over general admission requirements and should be checked at the time of application.

- Applicants must provide all required documentation proving that they meet the entry requirements.
- Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.
- Applicants may only be admitted to one program at any one time.
- CNC reserves the right to limit admission to those applicants who, in the opinion of the College, possess the requisite capabilities for success.

General Admission

The following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

- BC Adult Graduation Diploma;
- Secondary School Graduation Diploma; or
- Senior Alternate Education (SAE) with English 12. Applicant must be 18 years of age or older.

Special Admission

Applicants who do not meet the general admission requirements may meet the requirement for admission through one of the following avenues:

- Students without Grade 12
- Mature Students
- Underage Students
- Home Educated Students

Former Students

Students returning without interruption to their program of study need not complete an application form. They will automatically be given Permission to Register. Students returning after an interruption of one or more semesters must complete and submit an application along with an application fee.

Citizen and Immigrant Requirements

The College of New Caledonia accepts applications for admission from prospective students only if they

- Are citizens of Canada,
- Hold status granted by Citizenship and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted, or
- Meet the International Applicant definition.

International Students

Applicants who are neither Canadian citizens nor Permanent Residents apply as International Students.

Applicants must possess a valid study permit for programs exceeding 6 months.

Admission requirements for English as a Second Language (ESL) program:

- Must complete a placement test to determine levels of comprehension and writing.

Admission requirements for non-ESL programs:

- Must have completed high school or equivalent of Grade 12 in British Columbia
- Must meet all program admission requirements
- Must have a minimum TOEFL score of 550 (PBT), 213 (CBT) 80 (IBT), a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC or equivalent language.

Please go to www.cnc.bc.ca for more information on requirements.

If an International student's status changes on or after the first day of classes in any given semester, the resulting change in requirements and tuition fees will occur the following semester. Students must show proof of the status change.

Admission Processes

There are three different admission processes at CNC. Please refer to the specific program of interest to learn if it has an open, limited or selective admission process.

Open Admission

Any program of study that does not have a selective admission process or fixed capacity and is on a "first qualified, first admitted" basis.

Limited Admission

Any program with a limited number of seats per intake and is on a "first qualified, first admitted" basis.

Selective Admission

Any program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessment, portfolio submissions, interviews and grade point average. Meeting the minimum requirements for admission does not guarantee acceptance to the program.

Application Dates and Deadlines

Applications generally open September 15 in the year prior to September start and on March 1st in the year prior to February start. Deadlines for admission and documentation requirements vary by program.

Priority deadline for applications to limited and selective programs is generally March 31st for September start and October 31st for February start. Applications received after these dates may be accepted as space permits.

Please refer to the Applications Dates and Deadlines document at www.cnc.bc.ca for specific information regarding your program of choice.

Documentation Requirements

Applicants are required to submit the following documents to support their application.

- Official transcripts for ALL secondary and/or post-secondary education or training must be submitted. These transcripts must come directly from the validating institution either electronically, via mail, or provided in an unopened envelope from the validating institution.

- Current Grade 12 students must submit an official verification report of secondary school subjects and subsequently complete their application by forwarding an official final transcript as soon as they become available. Alternatively, BC students may request that their official final transcript be provided electronically by the BC Ministry of Education to the College. Secondary school counsellors can provide information on this process.
- Other supporting documents for specific programs: Some programs have specific document requirements. Students are encouraged to check specific program document requirements at the time of application.

Applications will not be considered complete until all official transcripts and required documents are received. The documentation deadline for most programs is April 30th for September start and October 31st for February start. Please refer to the Applications Dates and Deadlines document at www.cnc.bc.ca for specific information regarding your program of choice.

Criminal Record Searches

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applications to program areas that involve working with children or other vulnerable persons. Upon acceptance to certain programs, the College of New Caledonia will require prospective students to undergo a criminal record search. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter or continue in the program. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced. Check program requirements for criminal record search and criminal record review requirements.

Application Procedures

Domestic Students

Apply online at www.applybc.ca or obtain an Application Form from one of the following sources

- Your local CNC campus (see contact information for all campuses at the front of this document).
- The College's website at www.cnc.bc.ca

Applicants will be notified by mail of their admission to the College. Detailed registration information, including the date and time for registration, will be specified in the Permission to Register notice. This information by be sent by mail or email.

International Students

Please go to www.cnc.bc.ca for more information on applying as an International student.

Change of Program

As entry qualifications vary between programs, a student who wishes to change his or her program of study must submit a new application along with an application fee to the Office of the Registrar. This will ensure that the student is adequately qualified, is classified properly, and receives appropriate registration information and other materials.

Please advise the Office of the Registrar of any change of name, address, email, or telephone number. Unless requested otherwise, all correspondence will be sent to the applicant's permanent home address and/or email.

REGISTRATION INFORMATION

This section outlines policy and procedure information related to registration at CNC.

Registration Procedures

Permission to Register

Applicants who have been accepted for admission to the College are encouraged to register on the date and at the time specified in the Permission to Register notice.

Course Selection

Students are advised to select their courses in consultation with an Academic Advisor prior to the registration period.

Registration

Students can register at any of the CNC Campuses or online through CNC Connect.

Fees

Students must pay the applicable tuition/ seat deposit at the time of registration. The remainder of fees must be paid in full by specified deadline, otherwise students will be deregistered from all courses. Students who obtain sponsorship from an outside agency are required to have confirmation of sponsorship prior to registration.

Change in Registration

Students can modify their registered courses at any of the CNC Campuses or online on CNC Connect, but are advised to consult with an Academic Advisor in advance.

Wait lists

Wait lists for full courses are maintained up to the first day of classes. Please note that the College reserves the right to manage its wait lists.

Identification Cards

Student identification cards are issued by the Office of the Registrar upon full payment of fees and after the fee payment deadline day.

Students who attend a course, even with instructor's permission, but who do not officially register in the course or make a payment of relevant tuition and other fees by the applicable deadline, will not be considered "enrolled" in the course, regardless of whether or not the course is successfully completed and will not be assigned a grade.

Credit Programs

Course Load

A full course load is normally five courses per semester, or 15 credits per semester. Students are encouraged to enrol in no more than five courses per semester and may not enrol in more than six courses without the permission of the program Dean. Some programs may require students to enrol in more than five courses. Please consult your program page for further details.

Full-time Enrolment

A full-time student is enrolled in 60% or more of the full or standard course load for their program of studies. For university credit and most business management programs, this is 9 semester credits – usually three courses.

Part-time Enrolment

A part-time student is enrolled in less than

60% or more of the full or standard course load for their program of studies.

Students who wish to apply for a student loan should consult the Financial Aid and Awards Office for more information about the minimum course load required to qualify.

Audit Status

Students are permitted to audit courses. For more information on auditing courses, and a list of provisions, see the Audit Status Policy #E-1.08 on the CNC Policy web page.

Attendance

Students attending the College with the assistance of a sponsoring agency or group should be aware that many of these agencies and groups have attendance requirements which go beyond those enforced by the College. It is the students' responsibility to be fully aware of any such policies that may apply to them. The College of New Caledonia bears no responsibility for any sanctions or penalties that may be imposed by sponsoring agencies or groups that may result due to a lack of attendance. College of New Caledonia attendance policies, where applicable, are listed under specific course descriptions.

RECORDS INFORMATION

This section outlines policy and procedure information related to student records at CNC.

Grading System

Alphabetic symbols are used to report academic achievement. Each grade is assigned a numerical grade point used in determining the grade point average. Grade points are calculated by multiplying the credit hours of the course by the numerical equivalent of the letter grade. Grade point averages are calculated by dividing the total number of grade points by the total number of credit hours, and are reported on each statement of grades. The cumulative grade point average is also reported on the transcript.

Letter grade		Grade points
A+	Excellent performance	4.33
A		4.00
A-		3.67
B+	Good performance	3.33
B		3.00
B-		2.67
C+	Satisfactory performance	2.33
C	The lowest standing permitted for a course to serve as an acceptable prerequisite unless specifically noted following a course description or within the program requirements.	2.00
C-		1.67
D	Marginal performance	1.00
F	Unsatisfactory performance (fail)	0.00
N	A student who completes no assignments for grading and who fails to officially withdraw from the course or program of studies.	0.00
S	Successful achievement of determined learning requirements in a competency-based course.	NC*
U	Unsuccessful achievement of determined learning requirements in a competency-based course.	NC*
I	Incomplete. Grade and credit withheld until all requirements of the course have been met. Students must complete all required work within 4 weeks from the last day of semester term and within 3 weeks from the last day of trimester term or an "F" grade will be assigned.	NC*
CS	Continuing Status. Student may continue in the same level. This grade may be used only once per course. Applicable to Academic Upgrading (ABE) Fundamental Level students only.	NC*
AUD	Audit status. No credit granted.	NC*
W	A "W" grade will be assigned to students completing the withdrawal procedure within the time limits specified in the calendar.	NC*
AG	Students who have completed a modified program. An annotated report is available.	NC*
TER	This letter grade signifies that the student was terminated from the applicable course(s) and requires the permission of the appropriate dean to re-enrol.	NC*
PL	A PL grade will be assigned to students who have successfully received credit for that course through the PLA process.	NC*
CIP	Course in progress.	NC*

*NC: Not included in the calculation of the grade point average (GPA)

Grading system

Prior to August 31, 1994, the following grade system was applied to courses:

	Grade points	Percent conversion	Dental programs
A	4.00	88–100%	90–100%
B+	3.50	81–87%	85–89%
B	3.00	74–80%	80–84%
C+	2.50	67–73%	75–79%
C	2.00	60–66%	70–74%
D	1.00	50–59%	N/A
F	0.00	0–49%	0–69%

Calculating a grade point average (GPA)

The GPA is calculated by multiplying the grade points earned by the number of credits, and then dividing the result by the number of credit hours taken. Example:

	Credit hours	Letter grade	Grade points	Grade points Credit hours
Course #1	3	A	4	12
Course #2	3	B	3	9
Course #3	4	C	2	8
Course #4	2	D	1	2
Course #5	3	F	0	0
Total	**15**			**31**

GPA: 31 ÷ 15 = 2.07

GRADING SCALES

Majority of programs:

A+ 90–100% C+ 64–67.9%

A 85–89.9% C 60–63.9%

A- 80–84.9% C- 55–59.9%

B+ 76–79.9% D 50–54.9%

B 72–75.9% F 0–49.9%

B- 68–71.9%

Applied Business Technology, Dental Assisting:

A+ 95–100% C+ 75–79.9%

A 90–94.9% C 70–74.9%

B+ 85–89.9% F 0–69.9%

B 80–84.9%

Competency-Based Courses:

A 90–100% C 63–69.9%

B+ 85–89.9% D 55–62.9%

B 76–84.9% F 0–54.9%

C+ 70–75.9%

Dental Hygiene:

A+ 90-100% B 72-75.9%

A 85-89.9% B- 68-71.9%

A- 80-84.9% F 0-67.9%

B+ 76-79.9%

Medical Radiography Technology Diploma:

A+ 90-100% B 72-75.9%

A 85-89.9% B- 68-71.9%

A- 80-84.9% C+ 64-67.9%

B+ 76-79.9% C 60-63.9%

For more information on the grading system, see the Grading and Evaluation of Student Performance Policy #E-1.22 on the CNC Policy web page.

Repeating a Course

Courses may be repeated for the purpose of raising grades. If a student has received three failures in a course, he/she must apply to the appropriate Dean for special permission to take the course again. Individual programs may have different limitations.

Students who intend to transfer to another educational institution should be aware that other institutions may recalculate grade point average (GPA) in accordance with their own policies on admission.

Change of Enrolment

It is recognized that there are circumstances where a student may find it necessary or desirable to add courses, change courses or course sections, request a change of status (credit to audit or audit to credit) or withdraw from a course(s) and/or a complete withdrawal from the College of New Caledonia, and they may do so in accordance with established College policies and procedures. **Students are responsible for ensuring they are aware of all rules, regulations and deadlines, and ensuring they have the means to complete the change of enrolment procedure.** Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

For more information, please see the Change of Enrolment Status Policy #E-1.14 and Student Refund Policy #E-1.15 on the CNC Policy web page.

Medical and Personal Withdrawals

The College recognizes that there can be medical reasons and/or extenuating personal circumstances that may result in a student requesting a withdrawal from course(s) and/or a program. Withdrawal and refund requests after deadline dates will normally only be considered prior to the beginning of the next term. **It is highly recommended that a student meet with an Academic Advisor or the appropriate Educational Administrator to discuss any ramifications of a course or program withdrawal prior to doing so.**

For more information on withdrawing from courses or programs, see the Student Refund Policy #E-1.15 on the CNC Policy web page.

Academic Probation and Requirement to Withdraw for Academic Reasons

The College of New Caledonia strives to create an environment that promotes and supports academic excellence and personal success for students as they progress toward their educational and career goals. The Academic Probation and Requirement to Withdrawal for Academic Reasons Policy describes CNC's standards of academic performance expected of all students, lists the potential avenues to help improve academic standing, and defines the consequences for failure to achieve minimum standards of academic performance.

For more information, see the Academic Probation and Requirement to Withdrawal for Academic Reasons Policy #E-1.03 on the CNC Policy web page.

Transcripts

Official

An official transcript of a student's academic record will, on written request of the student, be mailed directly to the institution indicated in the request or given to the student in a sealed envelope bearing the inscription "Official transcript enclosed. Invalid if seal broken on envelope."

Release

Official transcripts will not be released if financial or other obligations to the College are outstanding.

In accordance with the Freedom of Information and Protection of Privacy legislation in the province of BC, the College of New Caledonia will not accept transcript requests without the student's signature. Parents or partners wanting to order or pick up transcripts for a student must have that student's signed authorization specifically requesting the release and including the name of the person who will be acting for them.

Ordering

There is a fee for each copy ordered and this fee is payable in advance. Transcripts may be ordered in one of four ways:

- Online: Through CNC Connect with your student account.
- In person: Requests may be made at any of the CNC campuses.
- By mail: Written requests should be mailed to:

- College of New Caledonia
  Admissions and Registration Office
  3330 – 22nd Avenue
  Prince George, BC
  V2N 1P8
- By Fax: Requests for fax should be sent to 250-561-5861.

Graduation Honours

Any student in a program where GPAs are calculated who has a cumulative GPA of 3.50 or higher at the time of graduation will be considered to have graduated with honours.

Any student in a program where GPAs are not calculated will receive graduation honours upon recommendation of the faculty and dean.

All students who have graduated with honours will have this noted on the transcripts and diplomas.

Convocation

Students who have completed their requirements for a credential (e.g. certificate, diploma, or associate degree) are eligible to take part in the Convocation ceremony held each spring. Students will receive a Letter of Achievement at the ceremony. To attend, students are required to complete an application to attend the Convocation ceremony. See Communications Services for details. Students are encouraged to attend this celebration of their achievement.

Transfer of Credits to CNC

A student who has completed courses at other post-secondary institutions may request that these credits be transferred to the College of New Caledonia. In order to verify the transferability of these credits, students should consult a CNC Academic Advisor as well as the British Columbia Transfer Guide online at www.bctransferguide.ca.

To initiate the transfer credit process, students should:

- Request an official transcript from the sending institution.
- For all courses not appearing on the BC Transfer Guide (above), print off detailed course outlines from the same year and/or month that you took the course.
- Make an appointment with a CNC Academic Advisor.

Only courses in which a grade of "D" or higher was earned may be considered for transfer credit. Courses transferred from other post-secondary institutions are not included in the calculation of grade point average at the College of New Caledonia. Unassigned credit will be granted on a course-by-course basis in consultation with the program in which the credit apply. Although transfer credit may be granted, the applicability of the credits toward admission requirements for a program, or course pre-requisite requirements, or graduation requirements, is dependent upon the particular program.

Transfer of Credits to Other Institutions

A student who has completed courses at CNC may request that these credits be transferred to other post-secondary institutions. In order to verify the transferability of credits taken at CNC, students planning to transfer to another institution should consult the calendar of that institution as well as the British Columbia Transfer Guide online at www.bctransferguide.ca.

CNC Academic Advisors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student, as transfer agreements are continually being negotiated and changed. Any student planning to transfer to a university or other post-secondary institution should be aware that transfer credits granted by the College of New Caledonia are not binding on another post-secondary institution.

Prior Learning Assessment

Many adults have college-level knowledge or skills gained through their work and/or life training. Prior Learning Assessment (PLA) allows students to demonstrate this knowledge. The College of New Caledonia may grant credit for a courses(s) towards a certificate or diploma for this learning if it fulfills the program requirements.

Prior Learning Assessment is the assessment of knowledge skills, and attitudes acquired through life skills, work, and study not previously associated with conventional college credit. PLA measures and evaluates what has been learned, regardless of the source of learning, and translates this into course credit towards a certificate or diploma.

The maximum number of credits that can be awarded through the prior learning assessment process is 50% of the number required to complete the program.

For more information on PLA, including criteria and fees, see the Prior Learning Assessment Policy #E-1.07 on the CNC Policy web page.

Protection of Privacy and Access to Information

The College of New Caledonia treats all student records with confidentiality. Only those administrators, faculty, and staff who have a need to view them as part of their normal duties will be permitted access to student records. All employees are expected to respect the confidentiality of the student information with which they work.

All required admission and registration documentation is collected for the purpose of meeting the data requirements for admission, registration, research, alumni and development, statistical analysis, locker and U-Pass administration, and the student health plan. It is collected under the authority of the College and Institute Act and your privacy is protected under the Freedom of Information and Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the Freedom of Information Coordinator, College of New Caledonia.

All hard copied materials/information provided by you in support of your application to CNC becomes the property of the College and will not be returned and may be destroyed within six months of receipt.

Disclosure of student information files is authorized only in response to

- A written request and presentation of photo identification from a student for information from his/her record.

- A written request from a student to release information contained in their file, with the exception of documents submitted in support of their application or for transfer credit evaluation.
- A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;
- Requests from government departments where the College is required by law to provide the requested information, and;
- A valid court order, search warrant, subpoena, summons, or a request by a law enforcement agency.

Personal Education Number

Student personal information contained on the application form will be used to verify your Personal Education Number (PEN) or assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation, but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the information and privacy commissioner. Students are required to supply this information to complete their registration in courses or programs at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) coordinator at CNC.

APPEALS, COMPLAINTS AND DISCIPLINE

This section outlines policy and procedure information related to appeals, complaints and discipline at CNC.

Grade and Clinical Appeal Policy

The purpose of this policy is to provide a process for students who have reason to believe that they have grounds to appeal their final grade or their removal from a clinical placement. The appeal must be of sufficient substance to warrant a review of a final grade or their removal from a clinical placement. The grounds for appeal are limited to

a. The course objectives have not been adhered to by the instructor(s) and/or;
b. The evaluation criteria have not been applied by instructor(s) according to the Grading Policy and/or clinical placement protocols; and/or
c. The evaluation criteria have not been applied by the course instructor(s) in a reasonable, fair and just manner.

The grade and clinical appeal process begins with a student-initiated discussion that must be initiated within ten (10) working days of either the last day of the official exam period for courses with scheduled final exams, or the last official day of a cohort program. For more information, including the procedures, guidelines, and additional timelines, see the Grade and Clinical Appeal Policy #E1.20 on the CNC Policy web page.

Rewriting Final Examinations

If the grade of a final examination results in a failing grade for the course, a student may apply to rewrite his or her final examination if

- He/she has written the final examination in the course; and
- The final examination is worth 40% or more of the final course grade; and
- He/she has received a passing average in all other work in the course.

Only one rewrite of a final examination is permitted in any one course, to a maximum of three rewrites per academic year. The rewrite examination will be structured as per the final examination outlined in the course description. The maximum final grade for the course, after successful completion of the rewrite examination, will be the minimum passing grade allowed to proceed to the next level course.

Standards of Conduct: Student Responsibility and Accountability

The College of New Caledonia, as a comprehensive community college, provides access to lifelong learning, and facilitates the achievement of personal and educational goals. In order to promote student success, the College of New Caledonia has established standards of conduct which contribute to a successful learning environment.

All College students, operational staff, faculty and administrators are expected to interact with colleagues, other students and operational staff in a mature, honest, and respectful manner. Academic integrity and honesty, as well as personal accountability and responsibility, are expected and valued.

Students, operational staff, faculty and administrators are encouraged to seek mutual resolution to problems that arise within the context of their College experience. Disregard for personal responsibility, accountability and academic honesty are viewed as jeopardizing the effectiveness of the learning environment and the mission of the College and may be considered academic misconduct and/or personal misconduct.

Academic misconduct includes, but is not limited to, cheating and plagiarism. Sanctions for academic misconduct range from a failing grade on an assignment/ test/ project, etc. to expulsion from the College.

Personal Misconduct includes, but is not limited to

- Damage to property;
- Assault on individuals and threatening or dangerous behaviour;
- Misrepresentation;
- Disruptive behaviour;
- Verbal or non-verbal harassment.

Offences covered by the Criminal Code of Canada shall also be dealt with through the courts of law. Sanctions for personal misconduct range from miscellaneous consequences to expulsion from the College. Although each situation is considered on an individual basis, repeated violations of the policies and guidelines of the College are taken into consideration when consequences for personal misconduct are determined. As well, because the College represents a community of people, the welfare of the community will be balanced against the rights of the individual when sanctions are imposed. The sanction assigned will also depend on:

a. whether the personal misconduct was accidental or deliberate,
b. the seriousness of the offence, and
c. whether a student has committed a

previous offence.

Student Complaint and Resolution Policy

Consistent with the College of New Caledonia's aim to provide high quality services to every student, the College welcomes students' feedback about their College experience and provides a complaints resolution process designed to address effectively and fairly every complaint formally brought forward by a student about any aspect of that experience. Resolution of student complaints begins with the students informally attempting resolution of their complaint within ten (10) working days of the incident which led to the complaint.

For more information including the procedures, guidelines, and additional timelines, see the Student Complaint Resolution Policy #E1.27 on the CNC Policy web page.

FEE INFORMATION

For the most recent tuition and fee information, please see the Fee Schedule posted in the Office of the Registrar section at www.cnc.bc.ca. Please note that fees may change without notice.

Application Fees

- $40 Canadian Citizens and Permanent Residents
- $125 International students

CNC Students' Union Fees

The following Students' Union fees are charged to students (may not apply to all campuses)

- Students' Union: $10.99 per month
- Canadian Federation of Students Fees: $2.24 per month
- Students' Union Building Fund Fee: $6.60 per semester or term
- Child Care Fee: $2.50 per semester or term
- Newspaper Fee: $3.67 per semester or term
- Recreation Fee: $2.50 per semester or term
- Medical/Dental Fee: $260 per year (charged in Fall semester or term only. Students must be considered full time in Fall, either by being enrolled in 3 courses or more, or by full-time program status.)
- U-Pass: $14.38 per month

Service Fees and Other Charges

Prices include PST and GST, where applicable.

- Registration fee: $16.22 per term
- Technology fee: $5.84 per course
- Technology Fee Foundation-Level Trades: $58.40 per intake
- Transcripts: $16.80 per copy (GST and PST included)
- Courier fee: $9.50
- Faxing documents: $10
- External typing tests: $52.50
- Rush service—official transcripts: $25
- Student Readiness Assessment $15.30
- Academic Upgrading placement test: $5
- ID Replacement: $15
- Enhancement fee: $41.61
- Development fee:
- 1 to 2 courses: $10.40
- 3 or more courses: $20.80
- Transferring in courses from international institutions: $157.50 (per transcript) (GST and PST included)
- Transferring in courses from Canadian institutions: $31.50 (per transcript) (GST and PST included)
- Prior Learning Equivalent to Assessment (PLA) fee: course tuition
- Invigilation of external exams: $52.50
- Exam re-write fee: $52.50 per rewrite
- Enrolment verification letter: $10 per copy

International Student Fees

(Canadian funds)

- English Language Training: $4,700 per semester
- Academic Upgrading: $1560 per course
- University-level classes and other career programs: $1195 per course
- Labs: $160 each
- Trades: please contact the International Education department

Fees for Senior Citizens

CNC will waive tuition fees for senior citizens (65 years of age and over). This exemption does not apply to application fees, registration fees, tech fees, Students' Union fees, textbooks or embedded costs. For more information, see Tuition Waiver for Seniors Policy #E-1.38. Refunds will not be issued to those who have prepaid tuition to ensure a seat.

Fees for Sponsored Students

A number of agencies, such as Human Resources and Social Development Canada (HRSDC) and WorkBC, sponsor students by purchasing spaces in some programs or by paying tuition fees. Students who have been admitted as sponsored students may be required to pay Students' Union and other fees not covered by the sponsorship and must present written confirmation of sponsorship prior to registration.

For more information on refunds, see Student Refund Policy E-1.15. Please consult the Office of the Registrar section of www.cnc.bc.ca for dates and deadlines.

DEFINITIONS

Academic Standard: Defined as the demonstrated mastery of course/program material deemed sufficient to meet a predetermined level for the purpose of assigning credit, establishing prerequisites for subsequent course/programs, gaining admission to university, and/or successfully completing professional programs.

Applying: Is Step 1 in the admissions process. It's when the College decides if you can take the program you've chosen. Depending on the program, we might look at whether there's room in the program, the date you applied, courses you've taken in the past and grades achieved, and your work experience.

Clinical: Refers to the clinical placement components of Health Science programs as well as components of other College programs that involve a 'work placement' or 'practicum' as part of course work.

Educational Administrator: Refers to Deans, Regional Principals, Associate Deans, Directors or their designate.

Educational Plan: A plan jointly developed between an Academic Advisor and the student, that addresses any issues or barriers to academic success the student might be experiencing. On Regional campuses without Advisors, an educational plan may be developed by the Regional Principal or their designate along with the student.

Important Dates and Deadlines: Advertised dates throughout a term which for the purpose of this policy indicate final dates for changing your enrolment status. The dates indicated are dates for courses of 15 weeks in length, for courses and programs which are less or greater than 14 weeks please consult the Office of the Registrar or Academic Advising at your campus for the appropriate date.

International Applicant: An applicant who is not a domestic applicant and meets the guidelines established by Citizenship and Immigration Canada for international students studying in Canada.

Registering: Is when you sign up for specific classes.

Tuition and Student Fees: Those fees controlled and managed by the College, including tuition, technology, application, enhancement, development and registration fees. The Students' Union levies other fees for student, and any refunds must be requested through the Student Union.

Withdrawal: The means by which a student officially discontinues their registration in a course(s) or program at the College.

Withdrawal Deadline Date: Published deadline date within each term in which an official withdrawal can be granted without academic penalty. Student will receive a 'WD' grade. For courses and programs which are less or greater than 15 weeks please consult the Office of the Registrar or Academic Advising at your campus for the appropriate date.

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IMPORTANT DATES FOR THE ACADEMIC YEAR

Program start/end dates

Are you looking for important dates for your program — start dates, exam periods, or reading breaks? Most program pages in this document have a section called "Important dates" with the information you need. You can also visit our website at www.cnc.bc.ca and search "academic schedule" for more information or contact your local campus.

When to apply

September 15: This is the earliest you can apply for programs that start the following fall. For example, apply on or after September 15, 2018 for programs starting in fall 2019.

October 31: Deadline date for priority admission to Trades programs starting in January/February. Note: Applications are still accepted after this point, as space permits.

March 15: Deadline to submit documents (including reference letters and Candidate's Questionnaire) for early conditional acceptance to the Dental Hygiene program.*

March 31

- Applications for limited enrolment programs for the upcoming fall semester received after this date will be processed as space permits. However, we'll continue to accept applications as long as there are seats available.
- Submission deadline for application and all qualifying documentation for the Medical Radiography Technology program.

April 30: Submission deadline for supporting documents for admission to fall limited enrolment programs. This includes secondary school progress reports, mid-term grades or final transcripts.

May 18: Submission deadline for final transcripts for all prerequisites for the Dental Hygiene program.*

Important dates

Your program's dates may be different! Please check individual programs in this calendar. These dates apply to CNC Prince George. Some dates may be different at other CNC campuses.

Fall 2018 semester

BC Day, all campuses closed	August 6
Labour Day, all campuses closed	September 3
Orientation / Evening classes begin university credit and business	September 4
Daytime classes begin, university credit and business	September 5
Thanksgiving, all campuses closed	October 8
Remembrance Day, all campuses closed	November 12
Boxing Day observed, all campuses closed	December 26
Christmas Day observed, all campuses closed	December 25

Spring 2019 semester

New Year's Day observed, all campuses closed	January 1
Family Day, all campuses closed	February 18
Study break: See your specific program for dates	Varies by program
Good Friday, all campuses closed	April 19
Easter Monday, all campuses closed	April 22
Victoria Day, all campuses closed	May 20
Convocation	TBD
Canada Day observed, all campuses closed	July 1

Fall 2019 semester

BC Day, all campuses closed	August 7
Labour Day, all campuses closed	September 4
Orientation / Evening classes begin university credit and business	September 5
Daytime classes begin, university credit and business	September 6
Thanksgiving, all campuses closed	October 9
Remembrance Day observed, all campuses closed	November 13
Christmas Day, all campuses closed	December 25
Boxing Day, all campuses closed	December 26

Spring 2020 semester

New Year's Day, all campuses closed	January 1
Family Day, all campuses closed	February 17
Study break: See your specific program for dates	Varies by program
Good Friday, all campuses closed	April 10
Easter Monday, all campuses closed	April 13
Convocation	TBD
Victoria Day, all campuses closed	May 18
Canada Day observed, all campuses closed	July 1

College of New Caledonia

British Columbia Canada

Prince George Burns Lake Fort St. James Mackenzie Quesnel Vanderhoof

Business and management Community and continuing education Health sciences Human services Technologies Trades and industry University studies Upgrading and access