1999/2000

Calendar

COLLEGE OF New Caledonia

PRINCE GEORGE
British Columbia

1999/2000

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British Columbia

THE FINE PRINT

DISCLAIMER

All fees and charges were under review at the time of publication and may change at any time throughout the year.

DECLARATION OF WAIVER

The information presented in this Calendar is accurate as of February 1, 1999. The College reserves the right to implement changes as required, including the cancellation or adjustment of programmes and courses, changes in organizational structure, regulations, services, and fees. The College expressly denies responsibility or liability to any person or persons who may suffer loss or may be otherwise adversely affected by any modification to the information herein.

ACKNOWLEDGEMENTS

Calendar design by Jordan Bacon, Instructional Media Services, College of New Caledonia.

This calendar was jointly produced by staff, faculty, and administrators to provide a comprehensive and accurate publication of programmes and services at the College of New Caledonia.

PHOTO CREDITS

All photographs (except front cover) by Stuart Berry and Victoria Nunweiler, Instructional Media Services, College of New Caledonia

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TELEPHONE DIRECTORY inside front cover

PRINCE GEORGE CAMPUS MAP inside back cover

Welcome TO CNC

The College of New Caledonia has been serving this region for 30 years with campuses located in Prince George, Burns Lake, Vanderhoof, Quesnel, and Mackenzie. CNC offers a full range of programmes and services for adult learners. College Foundations (adult upgrading), trades, technologies, career/vocational, and academic programmes are all offered. The College has extensive offerings through the Community and Continuing Education and Contract Training Division.

Our major focus is quality instruction and services to support our student population. Class sizes are limited to assist instructors in providing quality instruction. A wide range of support services is available: the Centre for Student Success; career and academic counselling; financial aid for student loans, bursaries, scholarships, and emergency loans; sports and recreation facilities and activities; Student Disability Services; First Nations Support Services; and Cooperative Education for student work placement. These services are designed to meet the needs of the diverse student population that attends CNC.

CNC students have a record of success. Student follow-up studies tell us students rate their studies at CNC very high, and report a high rate of success in attaining employment and in future studies. CNC graduates rate their experience higher than graduates of other colleges. CNC is proud of its record. Our pledge to students is for continued growth and change, improving our services to the adult learners in our region.

Welcome to an exciting, positive learning environment.

Dr. Terence A. Weninger
President

THE COLLEGE BOARD

Marilyn Harkness, Chair
Frank M. Everitt, Vice-Chair, Prince George
Monty Palmantier, Vice-Chair, Regions
Surinder Bhatti, Prince George
Murry Krause, Prince George
Bridget Moran, Prince George
Glenda Olson, Vanderhoof
Steve Reynolds, Mackenzie
Sheryl Noel, Support Staff Representative
Carole A. Whitmer, Faculty Representative
Chris Schloegl, Student Representative
Rindy Crampton, Education Council Chair
Catherine Giles, Administrative Representative
Terence A. Weninger, President

MISSION STATEMENT

The College of New Caledonia, as a comprehensive community college, provides access to lifelong learning and facilitates the achievement of personal and educational goals. We are responsive to the diverse needs of our students, our employees, and the communities in our region. In a dynamic, consultative environment, we deliver quality programmes and promote the success of every student.

INTRODUCTION TO CNC

The College of New Caledonia has been an institution of "first choice" for students of B.C.'s Central Interior since 1969. As one of nineteen community colleges in the province, CNC consists of five campuses, serving a region spanning 117,500 square kilometers with a population of approximately 145,000.

The past 30 years have seen the College grow from a fledgling institution housed in a portable building adjacent to Prince George Secondary School, to a larger, modern facility with campuses in Prince George, Burns Lake, Mackenzie, Quesnel, and Vanderhoof. Dedicated to the pursuit of excellence in education, and to the provision of an intellectually challenging environment, CNC offers a wide range of university credit, technical, vocational, and general interest programmes. Educational opportunities are further enhanced with the operation of CNC's Co-operative Education Programme and the Enterprise Development Centre.

COAT OF ARMS

The College received its Coat of Arms in an historic joint ceremony with the City of Prince George in 1996.

Coats of Arms are grants of honour from the Crown. Symbols used in the design represent unique features of the College and its region. Elements from an earlier College "crest" form an important part of this new design.

Shield of Arms

The "Y" in the Shield represents the confluence of the Fraser and Nechako Rivers at Prince George, where the College was first established. On the "Y" are **five Cross Crosslets**, taken from the Coat of Arms of Simon Fraser—the explorer who gave the region its early name of New Caledonia, later adopted by the College. The number **Five** honours the original School Districts which helped to establish the College and also represents the five main campuses of the College today. At the top of the Shield is an **Open Book**, a traditional symbol of learning.

Crest (above the shield)

A closed Helmet means the wearer is "ready for battle." Above the Helmet is a gold **Coronet** or crown, a link to the royally-named City of Prince George. The Coronet is rimmed with **Pine Cones**, representing the forests of the region. At the top is a **Beaver**, an animal associated with diligence and in an historical context, symbolic of the early fur trade of the region and its native heritage.

Supporters

On either side of the Shield are Supporters, chosen from animals indigenous to the region. On the left is a **Bear** wearing a blue collar and pendant disc on which is displayed a **Pair of Dividers**, representing Design and Technical Studies. On the right is a **Fox**, wearing a disc on which is displayed a **Lamp of Learning**.

College Colours

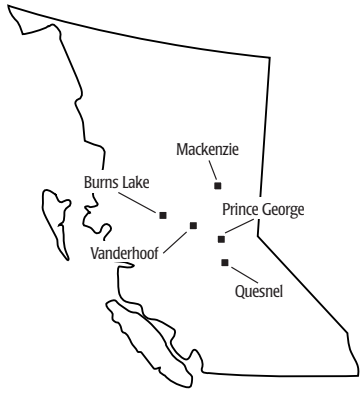
Blue ("loyalty and achievement") and **Gold** ("prosperity").

Motto

"Toujours la Vérité" (The Truth Always). The motto is in French, in recognition of the bilingual nature of our country.

Badge and Flag

Both the Badge and Flag have a **Cross Crosslet**, taken from the Shield. The Cross Crosslet is surrounded by a golden sun or **Sun in Splendour**. This represents the light of learning. It also associates the College with the Province of British Columbia, which has a Sun in Splendour on its Coat of Arms.



CAMPUS PROFILES

PRINCE GEORGE

The Prince George campus expansion officially opened to students in September 1997. The new look has received great feedback from students, staff, and community users. Student Street will enable you to have convenient access to all of the services you require.

The Prince George campus offers the full range of College programmes. For further information, contact:

Office of Admissions, Registration and Records
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131
1-800-371-8111
Fax: (250) 561-5861
E-mail: askcnc@cnc.bc.ca
Website: www.cnc.bc.ca

LAKES DISTRICT

The Lakes District campus, established in 1976, is centred in Burns Lake and serves a large geographical area of approximately 4,000 square miles and a population of 6,000. Programmes and courses are offered throughout the region from Ft. Babine in the extreme northwest section to the boundary of Tweedsmuir Park in the south. In addition to Burns Lake, there are offices in Granisle and the area south of Francois Lake (Southside).

Regular College offerings at this campus include College and Career Preparation, Office Administration, Business Management, and University Credit. The campus also designs and delivers programmes in conjunction with First Nations organizations, community agencies and groups, industries, and businesses to meet the educational and training needs of the Lakes District. There are 3,000–5,000 course registrations annually in various programme areas. The campus is housed in a large, renovated facility with a daycare for students, staff, and community users.

Lakes District Programme Profile

- College and Career Preparation (formerly Adult Basic Education)
- Family Centre
- Office Administration
- Business Management
- University Credit
- Special Funded Vocational
- Part-time Vocational
- General Interest
- FAS/FAE Prevention/Intervention/ Employment Training
- Job Readiness/Assisted Job Search
- Supported Work Placement
- English as a Second Language (ESL)
- Access Centre
- VALT

For further information, contact:

College of New Caledonia
Lakes District Campus
545 Highway 16
Box 5000
Burns Lake, BC VOJ 1E0
Canada
Telephone: (250) 692-1700
Fax: (250) 692-1750

MACKENZIE

The Mackenzie campus of the College of New Caledonia serves a population of approximately 5,500 and provides educational opportunities in Mackenzie and surrounding areas.

The campus in Mackenzie is located on the second floor of the Evergreen Mall and includes five classrooms of varying sizes; there is also a 700 square foot seminar room available to community groups. The Mackenzie campus is pleased to offer community access to four computer labs equipped with current technology and full Internet access. As well, the campus supports students and the community with an on-site 2,000 volume library complemented with a Web-based Electronic Library Network (ELN). The ELN provides access to on-line documents used to support student research. Also, students and the public can browse library selections at CNC Prince George, UNBC, UBC, Prince George Public Library, and other libraries on the Internet.

The Mackenzie campus hosts the Community Networking Centre, which is jointly sponsored by Human Resources Development Canada and the Ministry of Advanced Education, Training and Technology. The Centre provides employment assistance services to both individuals and employers. Advisors assist clients in reaching employment and educational goals. For the success of clients, services are free and the Centre is well equipped with computers, a fax machine, reference materials, and a job posting board.

The Mackenzie campus has two full-time programmes: Office Administration and College and Career Preparation.

The Office Administration Certificate Programme is 8½ months in length and trains people on automated office systems for employment in today's business, government, and industrial offices. Students receive comprehensive training, enabling them to successfully compete for a variety of office positions.

The College and Career Preparation (CCP) Programme accommodates people wishing to upgrade math and English skills. CCP pre-

pares students to enter business, dental, forestry, nursing, technical, university transfer, and vocational programmes. Self-paced, self-directed learning is offered with classes during the day and in the evening to meet shift workers' needs. Registrations are open from September to January.

As well, the Mackenzie campus offers a variety of business management, general interest, university transfer, and vocational courses in response to requests from the community. To meet market needs and trends, the Mackenzie campus tries, whenever possible, to partner training between community and industry.

The Business Administration Certificate, Teaching Assistant Certificate, Forestry Crew Person Certificate, and the Women's Initiatives Now Certificate have been offered on a part-time basis. Community needs are assessed when determining the certificate courses offered. Please call the Mackenzie campus for the current programme offerings.

The strength of the Mackenzie campus is in its ability to develop and deliver programmes to specific target audiences. Programme needs are identified by local agencies and community groups.

For further information, contact:

College of New Caledonia
Mackenzie Campus
Evergreen Mall
Box 2110
Mackenzie, BC V0J 2C0
Canada
Telephone: (250) 997-4333
Fax: (250) 997-3779

NECHAKO

CNC Nechako serves 12 communities of varying size in an area extending from Takla Landing to the north, Stoney Creek to the south, Bednesti to the east, and Endako to the west. These communities are diverse in history, culture, and economy, and include a large rural farming community. Eight communities throughout the region comprise people from the Carrier Nation. The region's total population numbers at about 10,000.

One of the ways people try to come to terms with their changing worlds is to "go back to school." Education is the most common tool sought by people and communities wanting to achieve a measure of control over their environment. The challenge before CNC Nechako is to assist people and communities to imagine what is possible and articulate their educational needs in light of their visions for the future. CNC Nechako's mandate is to provide educational opportunities that enable people to upgrade existing skills, catch up on new technology, begin new careers, start new businesses, and thereby take a place in the world.

CNC Nechako, on Hospital Road, is housed in a large, comfortable building which overlooks the community of Vanderhoof and the spectacular Nechako River. The facility affords many classrooms, a resource centre, administration offices, and space is shared with the Nechako Career Centre and the Yinka Dene Language Institute. A satellite CNC Nechako office with a part-time coordinator is located in Fort St. James.

In response to community needs, CNC Nechako designs and delivers a variety of specialized programmes. These programmes may include Short Order Cook Training, Forestry Preparation, Forest Technology, Early Childhood Education, Home Support/Resident Care, Media Skills, First Aid, Small Business Training, and numerous computer courses. In response to the time constraints of adult learners, a wide variety of part-time and/or short-term courses are available with weekend and evening instruction.

For further information, contact:

College of New Caledonia
Nechako Campus
R.R.#2, Hospital Road
Vanderhoof, BC V0J 3A0
Canada
Telephone: (250) 567-3200
Fax: (250) 567-9584

QUESNEL

The Quesnel campus of the College of New Caledonia serves a population of approximately 30,000 in the Quesnel, Wells/Barkerville, Nazko/Kluskus, and Alexandria communities. The campus is located in the Rigsby Building in downtown Quesnel, and CNC shares facilities and partners in programme offerings with the University of Northern British Columbia to serve this region. The campus includes 14 classrooms (including two 16-station computer labs and a science lab) as well as a library and student service facilities and administrative and staff offices.

The Quesnel campus offers several full-time programmes on a regular basis and other full- and part-time programmes on a community-request basis. Annually offered full-time programmes include:

- University Credit: Associate Degree—Arts
- Social Service Worker Certificate
- Administrative Assistant Certificate Programme
- Marketing and Management Diploma
- College and Career Preparation
- Community Access Programme/ Job Education Training

The College and Career Preparation Department at the Quesnel campus offers a full range of adult basic education courses leading to certificate and diploma levels. The department also has a Centre for Student Success and associated services as well as the Volunteer Adult Literacy programme. The Social Service Worker Programme trains paraprofessionals to work in a wide range of community and social services agencies. University Credit courses are offered toward an Associate of Arts degree in close collaboration with UNBC course offerings in the region.

A broad range of student services are available at the Quesnel campus. These include counselling and academic advising services, a Learning Assistance Instructor, disability services, and several other support services.

Part-time credit and non-credit courses are also offered in Quesnel and are developed and/or scheduled depending upon community request. CNC Quesnel's community programming department may be contacted for further information on courses and programmes in management, computer skills, trades, health sciences, and other areas.

For more specific information on programmes, courses, services, and schedules at the Quesnel campus, request a copy of the CNC Quesnel calendar or contact:

College of New Caledonia
Quesnel Campus
488 McLean Street
Quesnel, BC V2J 2P2
Canada
Telephone: (250) 991-7500
Fax: (250) 991-7502

COMMUNITY & CONTINUING EDUCATION

- Community Education
- Continuing Education
- First Nations Education Support Services
- Canoe Robson Education Development Association

In its commitment to education as a lifelong process, the College offers a broad spectrum of professional development, career oriented, transition, and community-based programming services. The Community & Continuing Education Division works closely with community partners and funding agencies to provide timely, current, and responsive education and training opportunities.

COMMUNITY EDUCATION

The College works with government and community partners to provide a number of transitional and employment-oriented training services to specific student groups, such as people who are unemployed. These services include career vocational assessment and decision-making programmes, access and support services for students entering CNC, skills specific training in fields such as forestry, security, and hospitality, as well as longer-term career skills and upgrading programmes.

CONTINUING EDUCATION

The Continuing Education department delivers public courses on a regular basis in addition to working with industry and professional groups on custom training. **Detailed calendars are published in August for fall courses and in December for winter/ spring sessions. To receive a calendar or request specific course details call (250) 561-5801.**

The department can assist employers, employee groups, and professional associations in conducting needs assessments and developing customized educational and training programmes. In addition to delivery of programmes, specific resources and facilities may be coordinated to facilitate specific needs. For further information please call (250) 561-5801.

FIRST NATIONS EDUCATION SUPPORT SERVICES

CNC works closely with its First Nations partners throughout the region. Through the First Nations Education Support Services office and drop-in centre, students can receive information on entering college, choosing career paths, and accessing funding to attend school. They can provide and receive peer tutoring and academic support to be successful, counselling and peer support, and participate in cultural and academic activities. FNESS staff also provide a cultural link for other CNC instructors and programmes integrating First Nations studies and learning into their classes. FNESS is a joint initiative of the College and the Carrier Sekani Tribal Council. CNC also works with CSTC, the Prince George Native Friendship Centre, and other Aboriginal organizations to develop and deliver appropriate transition and support programmes and support services for First Nations people attending the College.

CANOE ROBSON EDUCATION DEVELOPMENT ASSOCIATION

The communities of Valemount and McBride actively support adult learning activities through their CREDA offices. The College provides base funding for these operations, supporting continuing education courses and the development of longer term training programmes and services.

For more information on any of the Community & Continuing Education services contact:

Community & Continuing Education
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Phone: (250) 561-5846
Fax: (250) 561-5862

CO-OPERATIVE EDUCATION

STATEMENT OF PURPOSE

The purpose of the Co-operative Education department is to deliver quality service to students, employers, and the community by delivering programmes that prepare and assist students for transition to their career.

Co-operative Education integrates academic and on-campus programmes with career oriented paid work experience. A student who graduates from a co-operative education programme is much better prepared to enter the work force, benefiting from career related experience, employment contacts, and references.

Co-operative Education offers four options for students to complete the number of work terms required by the various programmes.

1. **Co-op programmes** must have a minimum of 3 academic terms resulting in the length of each academic term and each work term being approximately equal in weeks.

2. **Co-op internship programmes** must place the work term portion of the programme after completion of 50 percent of the academic portion of the programme. Co-op internship programmes, with a work term longer than 4 months, must monitor within the first 4 months and at least once subsequent to the initial 4 months.

3. **Co-op international programmes** must provide a minimum of eight months and no more than 12 months of work term experience while simultaneously completing the equivalent of a full-time academic term.

4. **Co-op parallel programmes** must provide for year-round work experience; and the parallel work/academic term must not exceed eight months, which would be equivalent to a typical full-time work and academic term. The concurrent work term must be 15–20 hours a week. Students must be visited each 3–4 month period.

Currently, the following programmes offer students the opportunity to integrate work experience with their academic studies:

- Accounting and Finance Diploma
- Automotive Service Programme Certificate
- Computer Information Systems Diploma
- Electronics Engineering Technology Diploma

- Engineering Design Technology Diploma
- Geographic Information Systems
- Hospitality Administration
- Marketing/Management Diploma
- Writing and New Media Technologies

All work placement opportunities are subject to College approval and are monitored by the Co-operative Education programme staff. Students must apply for the Co-operative Education Option and must be hired by a participating employer. Students registered in a Co-operative Education programme include the following work terms in their programmes:

- Co-op 150 First work term—all Co-op programmes
- Co-op 250 Second work term—all Co-op programmes except GIS
- Co-op 298 Third work term—Technologies and Business
- Co-op 299 Fourth work term—Optional and as scheduled

Work terms typically consist of 13 to 16 weeks of full-time employment. The number of work terms varies depending on the programme of study. Refer to Co-operative Work Term Schedules for an outline of each programme.

The Co-operative Education office is staffed on a year-round basis to offer assistance to students participating in the programme. Employment skills courses are offered to prepare students for their work placements. Seminars in résumé preparation, interviews, and job search techniques are also provided.

TRANSFERABLE WORK TERMS

Co-operative education work terms successfully completed at a British Columbia post-secondary institution will be eligible for transfer credit if they meet the following requirements:

a) the student must be accepted into the College of New Caledonia Co-op programme;

b) the programme in which the work term(s) was undertaken is provincially approved under the Co-operative Education Fund of British Columbia;

c) the work term is officially recognized, i.e., noted on the transcripts, by the institution where the work term originated;

c) the work term(s) was granted for experience in the same discipline into which the student is transferring.

Regardless of the number of work terms accepted, students will be required to complete at least 50% of the required work terms in the new programme into which they are transferring. Acceptance into a co-op programme at one institution does not guarantee acceptance in the College of New Caledonia's Co-op programme. Application for transfer of work terms must be made to Co-operative Education prior to undertaking any additional work terms at the College of New Caledonia.

DISTRIBUTED LEARNING INITIATIVES

Access for all students is an important part of the CNC mandate. New developments in distributed learning are increasing this access and equity of opportunity throughout north-central B.C. CNC uses a variety of distributed learning initiatives to reach students, including computer conferenced courses, multimedia technology, audio and videoconferencing, and correspondence. This means that more and more CNC courses—and courses from other institutions—are available to learners in their home community, supported by College and community resources.

The Distributed Learning logo beside course descriptions in this calendar indicates that the course may also be available via distributed learning. Contact the Distributed Learning Coordinator at (250) 562-2131 or the CNC campus nearest you for more information.

STUDENT ELECTION INFORMATION FOR EDUCATION COUNCIL AND THE COLLEGE BOARD

The following information is taken from the **College of New Caledonia Education Council Handbook**.

Rules for the election are intended to be in accordance with the **College and Institute Act** amended by Bill 22.

The rules and regulations shall guide elections to fill vacancies in the following positions:

- Board: One faculty—three-year term, one support staff—three-year term, two students—one-year term
- Education Council: Ten faculty—two-year term, two support staff—two-year term, four students—1-year term

1. Election—Dates and Notice

b) Students

Election Dates—Normally, elections to the College Board and Education Council shall be conducted in the Fall term.

2. Eligibility to Vote and Serve

c) Students—In order to be eligible to vote and serve on the College Board or Education Council, a student must be registered and in good standing in a course or programme (excluding CE or Contract courses or programmes) at the time of the election.

3. Nominations

a) Number of Nominations

iii) Students—all nominations of candidates for membership on the College Board or Education Council shall be signed by not less than five (5) students entitled to vote in the particular election along with the name and signature of the candidate.

c) Nomination Paper—All nomination forms must be submitted to the Registrar's office within the time nominations are open. The signature of the candidate will indicate an intention to stand for election, as well as indicating ability and intent to fulfil the term.

d) Election to College Board

iii) Students—Two students shall be elected at large by all eligible students.

Meeting Dates

Education Council meetings are held monthly from September to June on a Tuesday at 3:00 pm in the Board Room. College Board meetings are held monthly from September to June.

College Programmes
CAREER TECHNICAL VOCATIONAL

BUSINESS AND MANAGEMENT STUDIES

BUSINESS ADMINISTRATION DIPLOMAS

- Accounting and Finance*
- Business Administration
- Computer Information Systems*
- Hospitality Administration*
- Marketing and Management*

BUSINESS MANAGEMENT CERTIFICATES

- Business Administration
- Computer Information Systems
- Hospitality Operations Certificate
- Management Studies

COMPUTERIZED BOOKKEEPING CERTIFICATE

OFFICE ADMINISTRATION CERTIFICATE

- Administrative Assistant
- Legal Secretarial

COURSES FOR PROFESSIONAL CERTIFICATION

- Canadian Institute of Financial Planning
- Canadian Institute of Bookkeeping
- Certified General Accountants of BC
- Institute of Canadian Bankers
- Institute of Chartered Accountants of BC
- Institute of Traffic and Transportation
- Purchasing Management Association
- Society of Management Accountants of BC

COLLEGE FOUNDATION PROGRAMMES

- Adult Special Education Programmes:
  Target / Job Education and Training
- College and Career Preparation
- Early Childhood Education
- English as a Second Language
- General Education Development
- Volunteer Adult Literacy Tutoring

HEALTH SCIENCES

- Dental Assisting
- Dental Hygiene
- Home Support/Resident Care Attendant
- Northern Collaborative Baccalaureate Nursing Programme

TECHNOLOGIES

- Commercial Aviation
- Electronics Technician Common Core
- Drafting Technician
- Computer/Network Electronics Technician
- Electronics Engineering Technology*
- Engineering Design Technology*
- Forest Resource Technology
- Geographic Information Systems Technology*
- Wood Processing Technician
- Wood Processing and Engineering Technology
- Writing and New Media Technologies*

SOCIAL SERVICES

- Social Services Training:
  Social Service Worker
  Developmental Disabilities
  Pre-UNBC BSW
  Teaching Assistant

TRADES

Entry Level Programmes

- Automotive Service
- Carpentry
- Electrical
- Heavy Duty Mechanical Repair
- Millwright/Machinist

CERTIFICATE PROGRAMMES

- Automotive Service*
- Commercial Transport Vehicle Mechanic
- Culinary Arts Programme
- Power Engineering
- Welding

PROVINCIAL APPRENTICESHIP PROGRAMMES

- Automotive Mechanical Repair
- Carpentry
- Electrical
- Heavy Duty Mechanics
- Millwright
- Welding

***Denotes availability of Co-operative Education programmes**

College Programmes

UNIVERSITY CREDIT CAREER PATHS

ARTS AND SOCIAL SCIENCES

- Anthropology
- Criminology
- Economics
- English
- First Nations Studies
- Geography
- History
- Human Kinetics (Physical Education)
- Industrial Relations
- Mathematics
- Philosophy
- Psychology
- Social Services
- Sociology
- Women's Studies

APPLIED SCIENCE

- Bio-Resource Engineering
- Chemical Engineering
- Civil Engineering
- Design and Computer Aided Engineering
- Electrical Engineering
- Engineering Manufacturing and Business Management
- Medical Laboratory Science
- Metallurgical Engineering
- Mining and Mineral Process Engineering
- Ocean Engineering

COMMERCE AND BUSINESS ADMINISTRATION

- Accounting and Management Information Systems
- Commerce and Economics
- Commerce and Law
- Computer Science
- Finance
- Industrial Administration
- Industrial Relations Management
- Marketing
- Transportation and Utilities
- Urban Land Economics

AGRICULTURAL SCIENCE

- Agricultural Economics
- Agricultural Mechanics
- Animal Science
- Food Science
- Plant Science
- Poultry Science
- Soil Science

PROGRAMMES FOR ADMISSION TO PROFESSIONAL SCHOOLS

- Architecture
- Chiropractic Medicine
- Criminology
- Dental Hygiene
- Dentistry
- Education
- Engineering
- Forestry
- Home Economics
- Human Kinetics (Physical Education)
- Law
- Medical Laboratory Technology
- Medicine
- Pharmaceutical Science
- Rehabilitation Medicine
- Social Work
- Wood Products Processing

SCIENCE

- Astronomy
- Biochemistry
- Biology
- Biophysics
- Chemical Physics
- Chemistry
- Computer Science
- Forest Science
- Geography
- Mathematics
- Microbiology
- Oceanography
- Pharmacology
- Physics
- Physiology
- Wood Sciences

Academic SCHEDULE

1999 SCHEDULE

May 24
Victoria Day
- College closed

June 5
Convocation

July 1
Canada Day
- College closed

August 2
B.C. Day
- College closed

August 3
Classes start
- Culinary Arts Programme—Level I

August 23
Classes start
- Developmental Disabilities
- Office Administration (See October 15)

August 25
Classes start
- College and Career Preparation

August 30
Classes start
- Home Support/Resident Care Attendant
- Forest Resource Technology (first year only)

September 2 & 3
Orientation
- Dental programmes

September 6
Labour Day
- College closed

September 7
Orientation and evening classes

September 8
Classes start
- Early Childhood Education
- Semester Programmes (see October 29)
- Nursing (Northern Collaborative Baccalaureate)
- TARGET and JET
- Dental programmes

October 11
Thanksgiving Day
- College closed

October 15
Late application for limited enrollment programmes beginning in the Spring term (January). Applications received after this date will be processed as space permits.

October 29
Late application date for University Transfer and Business Administration programmes Spring term (January). Applications received after this date will be processed as space permits.

November 1
Classes start
- Culinary Arts Programme—Level II

November 11
Remembrance Day
- College closed

November 29
Trimester break
- Dental Hygiene

December 6
Classes start
- Dental Programmes—Trimester II

December 7
Fall Awards Ceremony

December 8
Last day of classes
- Semester programmes

December 9
First day of exams
- Semester programmes

December 10
Last day of classes
- Developmental Disabilities
- Home Support/Resident Care Attendant

December 13
First day of exams
- Early Childhood Education

Christmas break starts
- Home Support/Resident Care

December 17
Last day of exams
- Semester programmes
- College and Career Preparation
- Early Childhood Education
- Office Administration

Last day of classes
- TARGET and JET
- Dental programmes

December 20
Christmas break starts
- Majority of programmes

2000 SCHEDULE

January 1
New Year's Day
- College closed

January 3
College closed

January 4
Classes start
- College and Career Preparation
- Dental Assisting & Dental Hygiene
- Early Childhood Education
- Home Support/Resident Care
- Nursing (NCBNP)
- Office Administration
- Culinary Arts Programme—Level II
- TARGET and JET
- Semester programmes

January 10
Classes start
- Developmental Disabilities

January 31
Classes start
- Culinary Arts Programme—Level III

January 31–February 4
Exams start
- Home Support/Resident Care Attendant

February 1
Applications for open enrollment programmes (University Transfer) received before February 1 will be evaluated for Fall entry prior to applications received after this date.

Mid-February/Early March
Career Fair
- Non-teaching day (date to be determined)

February 21
Study break starts (February 21–25)
- College and Career Preparation
- Semester programmes

February 28
Study break starts (February 28–March 3)
- Early Childhood Education

March 3
Last day of classes
- Dental Hygiene
- Dental Assisting

March 6
Study break starts (March 6–10)
- Dental programmes
- Home Support/Resident Care Attendant
- JET

March 13
Classes start
- Dental programmes

March 20
Study break (March 20–24)
(break to coincide with School District 57)
- Office Administration
- TARGET

March 31
Late application date for all programmes. Applications received after this date will be processed as space permits

April 4
Spring Awards Ceremony

April 14
Last day of classes
* Semester programmes
- Social Services

April 17
Exams start
- Semester programmes

April 21 & 24
Good Friday and Easter Monday
- College closed

April 25–28
Exams start
- Home Support/Resident Care Attendant

April 28
Last day of exams
- Semester programmes

Last day of classes
- Developmental Disabilities

May 1–June 2
Intersession NURS 220

May 5
Last day of classes
- Office Administration

May 12
Last day of classes
- College and Career Preparation
- Culinary Arts Programme

May 19
Last day of classes and exams
- Engineering Design Technology

May 22
Victoria Day
- College closed

May 26
Last day of classes
- Home Support/Resident Care Attendant
- Early Childhood Education
- TARGET and JET

June 2
Last day of classes and exams
- Dental Hygiene

June 3
Convocation

June 16
Last day of classes and exams
- Dental Assisting

SEMESTER PROGRAMMES

Note: All programme dates subject to change. Students should confirm entry date well in advance of proposed registration.

- Business Administration
- Computerized Bookkeeping
- Social Services
- University Transfer
- Technology Programmes
- Nursing—Northern Collaborative Baccalaureate Programme

Orientation	Fall Semester	Exams	Christmas Break	Spring Semester	Exams	Study Break
September 7/99	September 7–December 8/99	December 9–December 17/99	December 20/99–January 3/2000	January 4/2000–April 14/2000	April 17–28/2000	February 21–25/2000

1st year Forest Technology—Fall semester starts August 30, 1999

TRIMESTER PROGRAMMES

- Dental Hygiene

Orientation	Fall Trimester	Trimester Break	Winter Trimester	Christmas Break	Trimester Break	Spring Trimester
September 2 & 3/99	September 7–November 26/99	November 29–December 3/99	December 6/99–March 3/2000	December 20/99–January 3/2000	March 6–10/99	March 13–June 2/2000

Dental Studies to be coordinated
with School District #57

COLLEGE AND CAREER PREPARATION AND VOCATIONAL PROGRAMMES

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Automotive Entry Level Training	Fall #1	September 7/99	September 7/99	December 20/99–January 3/00	N/A	February 4/00
	Spring #2	February 14/00	February 14/00	N/A	N/A	June 30/00
Carpentry Entry Level Training	Fall #1	September 7/99	September 7/99	December 20/99–January 3/00	N/A	February 11/00
	Spring #2	February 14/00	February 14/00	N/A	N/A	July 7/00
College and Career Preparation	Fall	August 25/99	August 25/99	December 20/99–January 3/00	N/A	December 17/99
	Spring	January 4/00	January 4/00	N/A	February 21–25/00	May 12/00
Culinary Arts Programme	Fall	September 7/99	August 3/99	December 20/99–January 3/00	N/A	May 12/00
Dental Assisting	Fall	September 2–3/99	September 8/99	December 20/99–January 3/00	March 6–10/00	June 16/00
Early Childhood Education	Fall	September 7/99	September 7/99	December 20/99–January 3/00	February 28/00–March 3/00	May 26/00
Electrical Entry Level Training	Fall #1	September 7/99	September 7/99	December 20/99–January 3/00	N/A	February 4/00
	Spring #2	February 14/00	February 14/00	N/A	N/A	June 30/00
Heavy Duty Entry Level Training	Fall #1	September 7/99	September 7/99	December 20/99–January 3/00	N/A	February 4/00
	Spring #2	February 14/00	February 14/00	N/A	N/A	June 30/00
Home Support/ Resident Care Attendant	Fall	August 30/99	August 30/99	December 13/99–January 3/2000	March 6–10/00	May 26/00
JET	Fall	September 7/99	September 7/99	December 20/99–January 3/00	February 21–25/00	May 26/00
Millwright/ Machinist Entry Level	Fall #1	September 7/99	September 7/99	December 20/99–January 3/00	N/A	February 18/00
	Spring #2	February 21/00	February 21/00	N/A	N/A	July 2/00
Office Administration	Fall	August 23/99	August 24/99	December 20/99–January 3/00	March 20–24/00	May 5/00
Power Engineering	Fall	September 7/99	September 7/99	December 20/99–January 3/00	N/A	June 23/00
TARGET	Fall	September 7/99	September 7/99	December 20/99–January 3/00	March 20–24/00	May 26/00
Welding	Fall	September 7/99	September 7/99	December 20/99–January 3/00	N/A	June 30/00

Admissions, REGISTRATION & RECORDS

ADMISSION REQUIREMENTS

The College of New Caledonia, as a comprehensive community college, provides access to lifelong learning.

Eligibility for admission is based on satisfying citizenship, age, and academic requirements. Specific programme or course prerequisites must be met in addition to any general admission requirements. In cases where applicants may not meet the specific admission requirements for a desired programme, the College offers a broad range of developmental programmes which lead to the qualifications necessary for specific programme entry.

1. General Admission

In all cases, specific programme admission requirements or course prerequisites take precedence over general admission requirements and should be checked at the time of application.

While many programmes at the College do not require Grade 12 or equivalent, and students are encouraged to examine specific programme or course requirements for more information, the following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

a) students who have graduated from a B.C. Secondary School;

b) students who have completed the GED meet the general admission requirements for Grade 12 or equivalent, but are subject to specific programme or course requirements;

c) students who have completed the Adult Basic Education (ABE) Advanced Certificate meet general admission requirements for Grade 12 or equivalent, but are subject to specific programme or course requirements. To qualify for this admission status, students must have completed English 045; Math 044 or 045; **one** of Chemistry 045, Biology 045 or Physics 045; and **one** other course such as an additional Science at the 045 level, Computer Studies 045, or Canadian Studies 045. Option also includes a language, science, social science, or computerized science at the advanced level or higher;

d) students who have completed the Senior Alternate Education (SAE) with English 12 and who are 18 years and over meet general admission requirements for Grade 12 or equivalent, but are subject to specific programme or course requirements. To qualify for this admission status, students must have completed English 11; English 12; Social Studies 11; **one** of Mathematics 11, Introductory Mathematics 11, Mathematics 11A, or Applications of Mathematics 11; and **one** of Biology 11, Chemistry 11, Physics 11, Earth Science 11 or Science and Technology 11.

At this time, Senior Alternate Education has not been articulated for specific programme requirements admission. Students requesting admission using Senior Alternate Education must receive specific programme approval.

2. Citizenship and Immigration Requirements

The College of New Caledonia accepts applications for admission from prospective students only if they:

a) are citizens of Canada, or

b) hold status granted by Employment and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted, or

c) hold a valid Student Authorization issued by Immigration Canada, proof of which must be submitted. Students applying under this section are specifically referred to the sections of this calendar dealing with International Students and International Student Fees.

3. Age Requirements

In general, students must be at least 19 years of age or turn 19 during their first year of study. Specific programme requirements, such as in the case of College and Career Preparation (formerly ABE), take precedence over the general age requirement. Persons under the age of 18 years can be admitted and are referred to the Special Admission section of this calendar.

4. International Students

The College of New Caledonia offers full-time programmes in English Language Training and access to other College programmes subject to Canadian student enrollments. In addition, English Language Training programmes (designed for specific international institutions and areas of study), summer immersion programmes, short-term English Language Training, and cultural education study tours are also offered. Students from outside of Canada planning to attend CNC should contact the International Education Department at (250) 562-2131. The International Education Department also provides orientation programmes, housing services, and personal advising and assistance to International Students.

Policy on International Students

Notwithstanding these benefits, both the provincial Ministry of Advanced Education, Training and Technology and the College of

New Caledonia Board recognize their primary responsibility is to the education of British Columbians. Guidelines have been established to ensure International Students benefit from the opportunity to study at CNC without restricting education for BC residents. Current guidelines suggest the following:

- Colleges and institutes exist for the education of Canadian citizens and permanent residents.
- International Students will be accepted into limited enrollment programmes if, by their acceptance, places are not denied to qualified Canadians and permanent residents or the College has added seats for International Students to specific programmes, in addition to those regularly available for Canadians.
- International Students admitted to the College of New Caledonia must satisfy the English Language requirements of the programme they have been admitted to as outlined under the heading "Requirements." The College of New Caledonia in-house assessment and a Test of English as a Foreign Language (TOEFL) score results are used to assess English skills.
- International Students whose academic success would be enhanced by further English study will be placed in an appropriate level of English Language Training.
- Programmes designed for International Students, which also create course opportunities for British Columbians, are encouraged.
- Costs of educating International Students (including administrative, management, and direct instructional costs) must be borne by the International Student, or their sponsoring agency, on a cost-recovery basis.

Where possible, International Students will be admitted based on these guidelines. If the College of New Caledonia is unable to provide the educational opportunity requested, effort will be made to recommend an alternate institution.

Admissions Policy

All International Students at CNC must adhere to the programme admissions requirements as outlined in this calendar.

All students must use the International Student Application Form which is available from the International Education Office or Registrar's Office. As enrollment is limited in all programmes, students are advised to apply as early as possible.

Students must submit a completed application form and $100 (Cdn) non-refundable application processing fee. Assuming that all documents are in order, CNC will issue an admission letter which will allow the applicant to apply for a Student Authorization through the nearest Canadian Embassy or Immigration Centre.

Programmes of less than 90 days' duration do not require a student authorization although it is advisable to obtain an authorization for students who may wish to continue on to the next semester.

Application Deadlines

September entry:	June 1
January entry:	October 1

Immigration Requirement

International Students must submit a valid Student Authorization issued by the nearest Canadian embassy or Canada Immigration Centre.

Medical Insurance

International Students registering for a semester or longer are required to provide proof of health insurance coverage for the period of their study. The College administers an insurance plan which offers comprehensive coverage at a reasonable rate until such time as regular coverage is available. The current premium is approximately $115 (Cdn) for three months' coverage, after which time students are eligible for the British Columbia Medical Plan, at a current rate of $216 (Cdn) for six months. **Please note these rates are subject to change.** Both premiums are to be paid upon arrival at CNC.

Age Requirements

Applicants must be at least 18 years of age or turn 18 during their first semester at CNC and have completed the equivalent of British Columbia Grade 12 as evaluated by CNC or the International Credential Evaluation Services (ICES). Applicants who are 17 years of age may be admitted to English Language Training programmes of less than one semester in length.

Document Requirements

A valid Student Authorization is the only document needed for entry into English Language Training.

Official (i.e., signed and sealed) transcripts for all secondary and/or post-secondary education (issued within the past six months) must be submitted with an Application for Admission.

Applicants from outside Canada, or whose documents are not in English will be required to provide a certified translation.

Transcripts and other original documents submitted become the property of the College of New Caledonia and will be returned to the student only upon request and only at the time of submission. In this event, true copies of non-replaceable documents will be made by CNC and the original documents returned.

Academic Requirements

To apply to English Language Training programmes, applicants must at minimum:

- Be 17 years of age or turn 17 during the first semester at CNC if the programme is less than six months in length;
- Be 18 years of age or turn 18 during the first semester at CNC if the programme is more than six months in length;
- Meet Canadian student authorization requirements.

To apply for all other programmes, applicants must at minimum:

- Be 18 years of age or turn 18 during the first semester at CNC;
- Have graduated from high school (or equivalent of British Columbia Grade 12);
- Have a minimum TOEFL score of 550;
- Meet all programme admission requirements;
- Meet Canadian student authorization requirements.

Application Process

International Students should follow these steps when applying to the College of New Caledonia:

1. Complete an International Student Application Form.

2. Enclose a $100 (Cdn) non-refundable application processing fee.

3. Enclose a certified copy of all educational documents in the original language, and a certified copy translated into English if applying for programme entry other than English Language Training.

4. Arrange to have an original copy of the TOEFL results sent to the College of New Caledonia.

The address to apply is:

Education Testing Service
Code Control, 18-Q
Princeton, New Jersey
USA 08541

Applicants must enter the code number on the answer sheets when sitting for the examination. (For tests previously taken, enter the code on score Report Request Forms. **Our institutional TOEFL number is 9053.**

5. No TOEFL is required for English Language Training.

6. Enclose five passport-size photographs.

Continuing International Students

Continuing International Regular Programme students will register with domestic students for all courses during the registration period designated for their particular programme.

All Continuing English Language Training students applying for admission to a regular programme will register at a designated time scheduled subsequent to the registration period for continuing regular programme students. This registration period will be prior to new International Students who are applying for access to regular programmes. At this time, continuing English Language Training students will be restricted to registering in courses and/or sections of courses in regular programmes for which international seats have been purchased or reserved.

Academic Standing

International Students shall be subject to all academic and disciplinary policies at the College of New Caledonia.

Tuition (subject to change)

• English Language Training	$3200.00 (Cdn) per semester $800.00 (Cdn) per month
• Other programmes	$3200.00 (Cdn) per semester
• Trades	$900.00 (Cdn) per month

Tuition fees will not be pro-rated for students choosing to take less than a full programme. If a student's status changes after the first day of classes in a semester (e.g., changes from student authorization to landed immigrant) the change in tuition fees will occur the following semester. Students will be required to show proof of the status change.

The College of New Caledonia reserves the right to change fees without notice.

All fees must be paid a minimum of six weeks prior to the first day of classes (new students) or at the time of registration (continuing students).

Additional Fees

International Students will also be levied Student Association and other applicable fees in addition to tuition. International Students are also responsible for such expenses as textbooks, housing, food and transportation costs as well as required medical insurance.

Refund Policy for International Students

The College's tuition refund policy for International Students is as follows:

- a 50% refund, if a student withdraws from the College prior to the commencement of classes
- a 25% refund, if a student withdraws from the College during the first or second week of classes
- no refund after the second week of classes
- Student Activity Fees are not refundable.

There is a $100 (Cdn) administrative fee on all refunds. Students who are unable to obtain a student authorization will be entitled to a full refund minus any administrative fees.

Accommodation

Homestay: College of New Caledonia staff will find accommodation for students with hospitable families in the community. Average costs, including room and meals, is approximately $450 (Cdn) per month. Alternately, students may choose peerstay-living with a family or individual who provides a bedroom and use of kitchen facilities. With this arrangement, the student does his/her own cooking. Cost is approximately $450–$550 (Cdn) per month for accommodation and $150–$200 (Cdn) for food. The College of New Caledonia will not be responsible for arranging peer stay-living. Homestay programmes require an initial $100 (Cdn) non-refundable fee to cover homestay recruitment services.

Off-Campus: From September to April, nearby motels rent their units to students. A selection of apartment accommodation is also available in the community, but students must pursue this on their own. (Lists are available at the CNC Student Association office.)

Dormitory: Dormitory accommodation with single, twin, and pod rooms is available and costs between $325–$375 (Cdn) per month. Students must apply directly to the Student Residence for dormitory accommodation on their own. For further information please contact:

Student Residence Inquiries
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 561-5849
Fax: (250) 561-5816

Contracts for International Student Groups

Contracts for International Education programme services can be designed and negotiated to meet the educational needs of specific groups of students. Tuition fees and other financial arrangements are dependent on the nature of the programme.

A Co-ordinator is available to provide International Students with assistance in programme planning, application and registration, transportation, accommodation, medical insurance, etc.

Individuals, agents, and governments or their institutions are invited to submit their requests for educational services and inquiries to:

Coordinator of International Programmes
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131
Fax: (250) 561-5816

Further Information

International Education
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131
Fax: (250) 561-5816
Web site: www.cnc.bc.ca
E-mail: askcnc@cnc.bc.ca

International student applicants should apply early to allow for reference verification, transcript evaluation, and correspondence with immigration authorities. International students

will be required to present a valid student visa with approval to attend a post-secondary institution in Canada for the duration of their studies and provide evidence of health insurance coverage for the duration of their studies. Applicants are cautioned that all applications and supporting documentation must be in English or notarized translations to be considered.

5. Special Admission

In addition to meeting General Admission requirements, many students may gain entry to the College through other avenues:

a) students without Grade 12 who are deficient by no more than two courses or eight credits for B.C. Secondary School graduation, but do have English 12, English 045 or equivalent may be admitted as having Grade 12 or equivalent, but are subject to specific programme or course requirements.

b) students who are at least 19 years of age on the first day of the term for which admission is sought and have been out of the regular school system for at least one year may gain entry as Mature Students. Students wishing to be considered for admission to College programmes as a Mature Student must consult with a CNC Counsellor, or in the case of Regional Campuses, an appropriate Counsellor, administrator, or instructor, before submitting an application. Individual course prerequisites listed for the programme or course being applied for must be met or exempted by the appropriate department/ programme.

c) students who are under 18 years of age may be granted special admission to a programme or course upon the written recommendation of a College of New Caledonia Counsellor and upon the authorization of the specific programme Division Chair. Such students will generally have an outstanding academic record and will complete Grade 11 in the year in which they are applying for admission. They will also require the authorization of the appropriate Secondary School Principal and will be admitted as Early Entry students. The College of New Caledonia reserves the right to determine whether an under-aged student will be permitted to register.

d) students without specific programme or course prerequisites may be granted permission to enter a programme or course upon the written recommendation of a College of New Caledonia Counsellor and the Instructor with the signed authorization of the appropriate Dean.

e) a student wishing to be considered for admission to College programmes as a Home Educated Student must consult with a CNC Counsellor, or in the case of Regional Campuses, an appropriate Counsellor, administrator, or instructor before submitting an application. Individual course prerequisites listed for the programme or course being applied for must be met.

Note: The College of New Caledonia reserves the right to limit admission to those applicants who, in the opinion of the College, possess the requisite capabilities for success.

APPLICATION PROCEDURES

1. New Students

a) Obtain an Application for Admission form by writing to or contacting:

Office of Admissions, Registration and Records
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131 or (250) 561-5800
Toll-free 1-800-371-8111

Application forms may also be obtained at any of the College's Regional Centres.

b) For programmes beginning September 1999, students may apply anytime after September 15th. Submit the completed application as early as possible (seats are limited in many programmes) along with the $15.00 application fee and official Secondary or Post-Secondary school transcripts. Secondary school students may initially submit an official verification of Secondary School Subjects, and subsequently complete their application by forwarding official transcripts as soon as they become available. Applicants are not officially accepted or placed on programme waiting lists until transcripts or secondary school status statements are received by the College. Applications received before March 31st for Fall entry into limited enrollment programmes will receive priority processing. Applications received before March 31st for Fall entry into open enrollment programmes will receive priority processing.

c) Applications received after March 31st for Fall entry into limited enrollment programmes are considered late and will be processed as space permits. Applications received after March 31st for Fall entry into open enrollment programmes are considered late and will be processed as space permits.

d) Advise the admissions office of any change of name, address, or telephone number. Unless requested otherwise, all correspondence will be sent to the applicant's permanent home address.

e) 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 letter.

2. Former Students

Students returning without interruption to their programme of study need not complete an application form. They will automatically be issued a Permission to Register letter. Students returning after an interruption of one or more semesters or trimesters must complete an application, however, no application fee is levied.

3. Documents Required

Applicants are required to submit the following documents with their applications.

a) Transcripts:

Official transcripts for all secondary and/or post-secondary education or training must be submitted with the Application for Admission.

Applicants from outside Canada, and whose documents are not in English, must provide a notarized translation.

Applicants who are currently attending Secondary School may initially submit an official vertification of Secondary School subjects at the midpoint of the final semester or term and subsequently complete their application by forwarding official transcripts as soon as they become available.

Applicants who have completed post-secondary courses in other institutions and who request Advance Credit must submit an official (i.e., signed and sealed) transcript for evaluation.

Applications will not be considered complete until all transcripts are received. Students who are unable to submit transcripts should contact the Admissions office or the College of New Caledonia Counselling Department.

b) Documents for Specific Programmes:

Some programmes have specific document requirements and these should be checked at the time of application.

4. Change of Programme

As entry qualifications vary between programmes, a student who wishes to change his or her programme of studies must submit a new application 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.

5. Protection of Privacy and Access to Information

The College of New Caledonia gathers and maintains information for the purposes of admission, registration, and other fundamental activities related to being a member of the College of New Caledonia community and attending a public post-secondary institution in the Province of British Columbia. In signing an application for admission, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992). See also Confidentiality of Student Records (Page 23).

6. 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 programme 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 programmes at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) coordinator at CNC.

ADMISSION PROCEDURES

After applications are finalized, eligible applicants will be processed for admission. For most programmes starting in the Fall, the selection process normally begins May 1st for September intakes. (For additional information refer to specific programme descriptions.)

LIMITED ENROLLMENT PROGRAMMES

For limited capacity College programmes, students may be admitted on a selective basis. Eligible applicants must meet specific educational and general programme prerequisites and are evaluated to assess their potential for success in the programme. Applicants to over-subscribed programmes will be accepted based on the Student Selection Procedures described below.

REGISTRATION PROCEDURES

Applicants who have been accepted for admission to the College must register on the date and at the time specified in the Permission to Register Letter. Students are advised to select their courses in consultation with a College Counsellor prior to the registration period. The registration is complete once all fees have been paid. Students who obtain sponsorship from an outside agency must present written confirmation of sponsorship prior to registration.

a) Late Registration: Students who do not register at the time specified in their notice of admission must register by the tenth instructional day following the beginning of classes. A late registration fee of $10.00 per course (to a maximum of $50.00) will be levied. Students with extenuating circumstances are advised to contact the Registrar.

b) Change in Registration: Students wanting to modify their registered courses are advised to consult with a College Counsellor. All course and section changes require College approval and will only be permitted during the ADD/DROP periods specified at the time of registration.

c) Identification Cards: Student identification cards are issued by the Admissions, Registration and Records Office upon full payment of fees. Replacement cards can be obtained from the Office of Admissions and Registration for a fee of $5.00.

STUDENT SELECTION PROCEDURES

On April 22nd, all programmes (with the exception of Dental Hygiene) will be reviewed, and at this date it will be established whether a programme is over- or under-subscribed. Specific admissions procedures for Dental Hygiene and Early Childhood Education are noted under section 3 and 4 of this policy.

1. For limited enrollment programmes that are not over-subscribed, selections will be made as follows:

a) Applicants who meet admission requirements will be accepted on April 22nd or thereafter until the programme is fully subscribed.

b) Where possible, registrations will be conducted by mail.

c) All applicants must demonstrate that they have completed or are in the process of completing admission requirements for the programme for which they have applied. Applicants who have not completed the admission requirements or have not demonstrated that they are in the process of completing the necessary requirements will not be considered.

d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will be given 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose his/her seat.

e) All remaining fees to be paid not later than the normal programme registration date.

f) All acceptances are conditional pending proof that the admission criteria have been satisfied.

2. For limited enrollment programmes that are deemed to be over-subscribed, selections will be made as follows:

a) On May 1st, 50% of all acceptable applicants for these programmes will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria for most programmes have been published under the programme area in this calendar. Selection criteria are available at the divisional level and students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.

b) Following those selections, the admission of the remaining 50% of acceptable applicants will be determined randomly. More specifically, all remaining, acceptable applicants will be identified by number. The Admissions Officer, in consultation with the Registrar, will be responsible for randomly selecting the remainder of the applicants.

c) All applicants must demonstrate that they have completed or are in the process of completing admission requirements for the programme for which they have applied. Applicants who have not completed the admission requirements or have not demonstrated that they are in the process of completing the necessary requirements will not be considered.

d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will have 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose his/her seat.

e) All remaining fees to be paid not later than the normal programme registration date.

f) All acceptances are conditional pending proof that admission criteria have been satisfied.

3. For the **Dental Hygiene Programme**, the following procedure will apply as approved by the CNC Board:

a) Commencing June 1st, for Fall 1998 entry, 50% of all acceptable applicants for this programme will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria for this programme has been published under the programme area in this calendar. Selection criteria is available at the divisional level and students are encouraged to review this criteria and respond to it if they wish to increase their chances of acceptance.

b) Following those selections, the admission of the remaining 50% of acceptable applicants will be determined randomly. More specifically, all remaining, acceptable applicants will be identified by number. The Admissions Officer, in consultation with the Registrar, will be responsible for randomly selecting the remainder of the applicants.

c) Commencing Fall 1999, applicants who have not completed the admission requirements and who have not submitted official transcripts on or before May 22 will not be considered.

d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance, will be given 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose his/her seat.

e) All remaining fees to be paid not later than the normal programme registration date.

f) All acceptances are conditional pending proof that admission criteria have been satisfied.

4. For the **Early Childhood Education Programme**, the following procedure will apply as approved by the CNC Board:

a) On May 1st, all eligible applicants for this programme will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria are published under the Early Childhood Education section of this calendar. Students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.

b) All eligible applicants must demonstrate that they have completed or are in the process of completing admission requirements for the programme. Applicants who have not completed the admission requirements or have not demonstrated that they are in the process of completing the necessary requirements will not be considered.

c) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will be given 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose his/her seat.

d) All remaining fees to be paid not later than the normal programme registration date.

e) All acceptances are conditional pending proof that admission criteria have been satisfied.

ADVANCED STANDING

Students who have completed post-secondary courses in other institutions may be given advanced standing for those courses at CNC.

Unassigned credit will be granted on a course by course basis in consultation with the programme in which the credits apply.

The College does maintain a list of acceptable substitute or equivalent courses for those listed as necessary under the Admission Requirements for each programme. Students are advised to ask the Admissions Office or Counselling and Academic Advising to determine acceptable substitutes or equivalents. In those cases where a determination has not already been made, the student may request a review of course(s) they wish to use as equivalents or substitutes. Once determinations have been made on new requests, these will be added to the list maintained by the Admissions Office.

In addition, students who have completed Advanced Placement or International Baccalaureate courses may receive exemption or credit. Students are advised to consult with a Counsellor well before classes begin, and to obtain a written acceptance of their advanced standing.

Specific advanced standing for dental programmes is outlined in the dental studies section.

INTERNATIONAL BACCALAUREATE PROGRAMME

The International Baccalaureate Programme is a comprehensive curriculum including Languages, Science, Mathematics, and Humanities. It is sponsored by a Swiss foundation headquartered in Geneva with North American offices in New York and a BC coordinator in Vancouver. Students who have completed part or all of the programme with a standing of 6 or greater, upon admission to CNC, may be granted credit as outlined below.

International Baccalaureate Course	College of New Caledonia
Biology	BIO 103/104 (6)
Chemistry	CHEM 113/114 (6)
English—Lang. A	ENG (3)
Geography	GEOG (3)
Mathematics	MATH 100/101 (6)
Physics	PHYS 105/106 (6)

AUDIT STATUS

Students may audit courses under the following conditions:

1. The class has a vacancy. Students taking the course for credit are given priority on class lists.

2. The student must request audit status at the time of registration.

3. Students may change, with written approval from the instructor, from regular to audit status prior to 40% completion of a course. Specific dates for each term are available from the Registrar's Office or the Counselling and Academic Advising Centre.

After this date, approval from the instructor and Dean is required.

4. Credit is not awarded for audited courses.

5. The student must pay the regular fee for audited courses.

6. Audited courses are not considered part of the student's official work load.

CERTIFICATE/ DIPLOMA/DEGREE APPLICATION

Students anticipating completion of their certificate, diploma, or degree programme are required to apply to the office of Admissions, Registration and Records to receive their certificate, diploma, or degree. Students are encouraged to apply during their final term and will be considered pending final grades.

Certificates

Certificates are official CNC qualifications which are awarded to recognize academic studies which generally take one year to complete. The following programmes award official College of New Caledonia Certificates:

- ABE (3 levels)
  - Fundamental, Intermediate, Advanced
- Automotive Service Programme
- Business Management:
  - Business Administration
  - Computer Information Systems
  - Computerized Bookkeeping
  - Hospitality Operations
  - Management Studies
- Community Health Representative (Nechako)
- Culinary Arts
- Dental Assistant
- Drafting Technician
- Early Childhood Education (Basic)
- Early Childhood Education (Post-Basic)
- English as a Second Language (Beginners)
- Entry Level Trades:
  - Automotive Mechanical Repair
  - Carpentry
  - Electrical
  - Heavy Duty Mechanical Repair
  - Millwright/Machinist
- Hand Falling (Mackenzie)
- Home Support/Resident Care Attendant
- Kaleidoscope
- Office Administration:
  - Administrative Assistant
  - Legal Secretarial
- Power Engineering (4th Class)
- Social Services Worker Programmes:
  - Social Service Worker Programme
  - Developmental Disabilities
  - Teaching Assistant
- Welding ("C" Level)

Diplomas

Diplomas are official CNC qualifications which are awarded to recognize academic studies which generally take two years to complete. The following programmes award official College of New Caledonia Diplomas:

- Business Administration:
  - Accounting and Finance
  - Computer Information Systems
  - Hospitality Administration
  - Marketing and Management
- Commercial Aviation
- Dental Hygiene
- Electronics Engineering Technology
- Engineering Design Technology
- Forest Resource Technology
- Geographic Information Systems
- Social Services Programmes:
  - Social Service Worker Programme
  - Pre UNBC BSW
- University Credit:
  - Criminology
  - Human Kinetics
- Writing and New Media Technologies

Degrees (Associate)

Associate Degrees are official CNC qualifications which recognize two full years of University Credit study and which meet the specific requirements of the degree. Specific requirements are listed under the University Credit section of this calendar.

- University Credit:
  - Arts
  - Science

Degree

- Nursing (in collaboration with UNBC)

CONVOCATION

Students who have completed or will be completing their requirements for a certificate, diploma, or associate degree and students who have accumulated 60 or more credit hours are eligible to take part in the Convocation ceremony held each spring. Students will receive a "Certificate of Achievement" at the ceremony. To attend, students are required to complete an "Application to Attend the Convocation Ceremony." These forms are available after April 1 from the Admissions, Registration and Records office, Counselling & Advising department, Library, Student Association, or through the Deans. Students are encouraged to attend this celebration of their achievement.

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 course(s) towards a certificate or diploma for this learning if it fulfills the programme 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 programme.

CRITERIA

1. Applicants requesting PLA must be admitted to the programme for which they are seeking credit before PLA will proceed. If the applicant has been **admitted and enrolled** in a programme and wishes to challenge a course in which he/she is registered, application must be made within three weeks following the commencement of the course.

The PLA fee is equivalent to the course tuition fee for which credit is being sought. If credit is granted, the course tuition fee will be refunded. **The PLA fee is non-refundable.** Where there is no course fee established, e.g., CCP, a PLA fee of $110 will apply.

2. Learning must be measurable. Credit will be awarded only for learning and not for the experience itself.

3. Credit will be awarded only for prior learning that is considered to be college level and is consistent with College of New Caledonia offerings.

4. The learning must have a theoretical and an applied component where applicable. In the latter, the student must demonstrate the integration of theory and practice.

5. The learning must be relevant to the current course objectives.

6. The determination of competency and of credit to be awarded will be made by appropriate subject matter and academic experts.

7. Students seeking PLA credit for experiential learning must demonstrate attainment of course objectives using one or more of the following methods:

a) the development of a portfolio

b) demonstration of a particular skill

c) performance testing

d) challenge exam

e) structured interview

f) submission of assignments

FEES

The PLA fee will be equivalent to the course tuition fee in effect at the time of assessment. The PLA fee is non-refundable. Where there is no course fee established, a fee of $110 will apply.

GRADE ASSIGNMENT

If credit is awarded, a "**PL**" (PLA) grade will be assigned to the course and will appear on the student's permanent record. While credit is awarded, the "PL" grade is not calculated into the student's GPA.

The College's grade appeal process will be applied to any appeal on Prior Learning assessment.

Important: Students should be aware that universities or colleges may **not** grant transfer credit for courses completed through prior learning assessment. Students are responsible for determining whether the university or college to which they intend to transfer will grant transfer credit. CNC is not responsible for ensuring that licensing bodies accept PLA credit.

Students who would like more information on Prior Learning Assessment or who feel they are ready to begin the process should contact the Prior Learning Assessment Coordinator at (250) 561-5815.

CREDIT HOURS

One credit hour usually represents one hour per week of classroom lectures. Most courses include three credit hours. As such, they require three hours of lecture per week, together with required study in laboratories, seminars, or tutorials. To achieve full-time status a student is normally enrolled in ten or more credit hours of courses each semester/trimester.

GENERAL STUDIES AWARD

The General Studies Award is an unofficial recognition which is available to students who have accumulated 60 credit hours of general studies at the College but who do not have the appropriate combination of credits to qualify for an official College Certificate, Diploma, or Associate Degree. As this is an unofficial recognition, students may apply credits that have been used to earn this award to qualify for official College qualifications at a later date.

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 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 on which to base further study in a discipline unless specifically noted in a course description.	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 programme 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. Applicable to CCP (formerly 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 programme. 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 Divisional Chair to re-enroll.	NC*
PL	A PL grade will be assigned to students who have successfully received credit for that course through the PLA process	NC*

***NC: Not included in the calculation of the grade point average (GPA)**

Grading Scales

Majority of programmes

A+	90–100%
A	85–89.9%
A-	80–84.9%
B+	76–79.9%
B	72–75.9%
B-	68–71.9%
C+	64–67.9%
C	60–63.9%
C-	55–59.9%
D	50–54.9%
F	0–49.9%

Dental Studies, Office Administration, and Cooking Programmes

A+	95–100%
A	90–94.9%
B+	85–89.9%
B	80–84.9%
C+	75–79.9%
C	70–74.9%
F	0–69.9%

Competency Based Courses

A	90–100%
B+	85–89.9%
B	76–84.9%
C+	70–75.9%
C	63–69.9%
D	55–62.9%
F	0–54.9%

Grading System

Prior to August 31, 1994 the following grade system was applied to courses:

	Grade Points	Percent Conversion	For Nursing, Dental, & Cook Programmes
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%

Grade Point Average (GPA) Calculation

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
3	A	4	12
3	B	3	9
4	C	2	8
2	D	1	2
3	F	0	0
15			31

GPA: 31 ÷ 15 = 2.07

Statement of Grades

At the end of each semester/trimester, or at the end of a programme, a Statement of Grades is made available to each student enrolled in a course for credit. All obligations relating to fees, library books or fines, rentals, loans, etc. must be met before any statement of grades, transcript, certificate, diploma, or associate degree will be released.

Repeating a Course

Courses may be repeated for the purpose of raising grades. Students who intend to transfer to another educational institution should be aware that other institutions may re-calculate grade point average (GPA) in accordance with its own policies on admission.

Confidentiality of Student Records

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.

Disclosure of information from student files is authorized only in response to:

a) A written request and presentation of photo identification from a student for information from his/her record;

b) 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;

c) The Ministry of Advanced Education, Training and Technology request for information for the purpose of statistical analysis or research provided that confidentiality is assured;

d) Government departments where the College is required by law to provide the requested information, and;

e) A valid court order, search warrant, subpoena, summons, or a request by a law enforcement agency.

Note: Confidentiality is also covered on page 19, Protection of Privacy and Access to Information.

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 programme 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 programmes at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) coordinator at CNC.

GRADUATION HONOURS

Any student in a programme where GPAs are calculated, such as University Transfer and Career Technical, who has a cumulative GPA of 3.50 or better at the time of graduation will be considered to have Graduated With Honours.

Any student in a programme where GPAs are not calculated, such as Vocational or College and Career Preparation (formerly ABE), who were included on the President's List upon completion of their programme will also be considered to have Graduated With Honours.

All students who have graduated with honours will have this noted on their transcripts and their diplomas.

PRESIDENT'S LIST

The College annually recognizes students on the basis of academic achievement in the form of inclusion of their name on the President's List. Inclusion on the President's List is governed by the following regulations.

1a. Eligibility—Full Time:

All University Credit and Career Technical students who complete an academic year and who have maintained a full-time enrollment status in every trimester or semester of the year.

All Vocational or College and Career Preparation (formerly ABE) students who have completed a full-time programme of at least four months' duration between August 1st and July 31st of any year.

Credits or course work recognized through Prior Learning Assessment is eligible towards President's List qualification.

1b. Eligibility—Part Time

All University Credit and Career Technical students who have not maintained full-time status but who reach either 30 or 60 credits during the course of the academic year.

All Vocational and College and Career Preparation (formerly ABE) students who have not maintained full-time status but who complete a certification for a programme of at least four months' duration at any time between August 1st and July 31st of any year.

Credits or course work recognized through Prior Learning Assessment is eligible towards President's List qualification.

2. Criteria

Students in programmes where GPAs are calculated, such as University Credit and Career Technical, must have an overall GPA of 3.50 or higher for the academic year. Part-time students must have an overall GPA of 3.50 or higher at the point where they complete 30 or 60 credits.

Students in programmes where GPAs are not calculated, such as College and Career Preparation (formerly ABE) and Vocational, can be included on the President's List upon the recommendation of the Faculty and Dean upon completion of a programme of at least four months' duration. These recommendations will generally recognize the top 10—15% of eligible students or those with an "A- to B+" or better standing where appropriate.

3. Recognition

Students who earn a place on the annual President's List will receive the following forms of recognition for their achievement:

- letter of congratulations signed by the President;
- publication of their names in local newspapers if they are from the College region, in a Prince George newspaper for all students, and in the College student newspaper for all students;
- annual posting of their names on a College Honours Wall;
- notation on their transcripts that they have earned a spot on the President's List for the year in question.

Note: Any student not wishing to be considered for inclusion on the President's List should inform the Registrar.

TRANSCRIPTS

An official transcript is a copy of a student's permanent academic record which is signed by the Registrar and embossed with the College seal. Transcripts are released by the Registrar's office only on the written request of the student. A request for an official transcript should be submitted no later than Thursday noon for mailing or pick-up on Friday.

A fee of $5.00 for the first copy and $1.00 for each additional copy on the same order is charged. Official transcripts may be withheld if financial or other obligations to the College have not been fulfilled.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer their credits to another institution should consult the calendar of that institution and the British Columbia Transfer Guide published by the British Columbia Council on Admissions and Transfer (available in the CNC Counselling and Academic Advising Department) to verify transferability of credits. CNC Counsellors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student as transfer agreements are continuously being negotiated and changed.

TRANSFER FROM OTHER INSTITUTIONS

A student who has completed courses at other post-secondary institutions may request that these credits be transferred to the College of New Caledonia. An official transcript from each institution at which the courses were taken must accompany the request. Only courses in which a minimum grade of "D" or equivalent was earned will 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.

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.

WITHDRAWAL FROM COURSES

A student may withdraw from a course without academic penalty under the following conditions:

1. Prior to 40% completion of the course—the instructor's signature is not required;

2. Prior to 60% completion of the course, provided a "D" grade or above has been maintained—the instructor must sign the withdrawal form;

3. Students are advised to see a Counsellor/Advisor when considering withdrawing from a course.

Students who withdraw from a course without meeting these conditions will receive an "F" grade which will be accounted for in the calculation of the grade point average. This grade may be appealed through the Grade Appeal procedure. A student seeking re-admission to a course, from which he/she has withdrawn more than once, will be assigned the lowest priority on the course waiting list.

REFUND/ WITHDRAWAL DATES

FALL 1999 SEMESTER

(Classes start September 7, 1999
except for 1st Year Forestry which starts
August 30, 1999)

Business Administration
Electronics Engineering Technology
Engineering Design Technology
Early Childhood Education
Forest Resource Technology
Geographic Information Systems Technology
Social Services
University Transfer

September 15, 1999
- Last day to receive 75% refund

September 17, 1999
- Last day to **add** courses without the appropriate Dean's signature

September 22, 1999
- Last day to receive 50% refund. After this date **no refund** available

October 14, 1999
- Last day to **withdraw** from courses without instructor's permission or possible academic penalty

October 14, 1999
- Last day to **audit**

November 4, 1999
- Last day to **withdraw** with instructor's permission without academic penalty providing a "D" grade has been maintained. After this date students withdrawing will receive an "F" grade.

FALL 1999 TRIMESTER

(Start date September 7, 1999)

Dental Assisting
Dental Hygiene

September 15, 1999
- Last day to receive 75% refund

September 22, 1999
- Last day to receive 50% refund
  After this date **no refund** available

October 7, 1999
- Last day to **withdraw** from courses without instructor's permission or possible academic penalty

October 7, 1999
- Last day to **audit**

October 26, 1999
- Last day to **withdraw** with instructor's permission without academic penalty provided a "D" grade has been maintained. After this date students withdrawing will receive an "F" grade

CRIMINAL RECORDS SEARCHES

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants to programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must have completed the Criminal Records Search process in order to be considered admissible to the programme. The result of a Criminal Records Search **which identifies relevant criminal convictions** may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme. **Students may be unable to obtain registration or a license to practice and may be unable to obtain employment in their chosen field. It is therefore imperative that students with criminal records provide documentation regarding the timing and nature of the offense(s) and, where possible, seek a pardon.**

Criminal Records Searches are required for the following programmes:

- College Foundation programmes:
  Early Childhood Education
- Health Science programmes:
  Dental Assisting
  Dental Hygiene
  Home Support/Resident Care Attendant
  Nursing
- Social Services programmes:
  Social Service Worker Certificate
  Social Service Worker Diploma
  Teaching Assistant Certificate
  Developmental Disabilities Certificate

Criminal Record Reviews under the **Criminal Records Review Act** are required for the following programmes:

- Social Service Worker Certificate
- Social Service Worker Diploma
- Developmental Disabilities Certificate
- Early Childhood Education
- Nursing
- Teaching Assistant Certificate

Fee INFORMATION

At the time of the publication of the 1999/2000 College Calendar, the tuition and laboratory fees were frozen at previous levels. Other charges were under review at the time of College Calendar publication. The fee calculation examples outlined below are based on 1996/97 rates and are reproduced here only to explain how fees are calculated.

SEMESTER PROGRAMMES

- Business Administration
- Computer Information Systems
- Computer/Network Electronics Technician
- Computerized Bookkeeping
- Electronics Engineering Technology (first year)
- Electronics Technician Common Core
- Electronics Technology Bridge
- Engineering Design Technology
- Forest Resource Technology
- Geographic Information Systems Technology
- Hospitality Administration
- Bachelor of Science in Nursing
- Social Services Training
- University Credit
- Writing and New Media Technologies

All fees are payable at the time of registration. Fees are charged by course based on lecture plus lab contact hours.

The programme fee consists of:

- Tuition $117.00 per course (Standard lecture—45 hours)
- Lab Fees $57.00 per course (Standard lab—45 hours)
- Student Association $7.50 per course ($30.00 per semester max.)
- Registration Fee $15.00 per semester
- Student Building Fund $10.00 per year
- Computer Account Application Fee $30.00 per year (see Note)

Note:

1. Courses not offered in standard format will have their fees pro-rated.

2. Maximum total lecture and lab fees for Forest Resource Technology, Business Administration, and Engineering Design Technology are $700.00 per semester.

3. An additional coastal field trip fee will be charged to Forest Resource Technology students in the 4th semester. The fee will range between $300 and $400 depending on the number of field trip participants.

4. There is no maximum fee level for a University Credit Programme.

5. FORS 202 (Forest Ecology) and FOR 251 (Forest Management 1) students will be charged an additional $50.00 field trip fee for a two-day field trip to the Robson Valley. The fee will be collected in class prior to the field trip.

6. First year Forestry students who do not have a Level 1 first aid certificate or who presently hold a ticket which expires prior to graduation of the two-year course will be required to attend a one-day certification course scheduled at a specified training facility. The cost will be approximately $60.00 and will be paid directly to the training facility.

7. Computer accounts are required for students who use computers in class, and optional for other students. For more details, see the Computer Account Application Form available in the Admissions Office.

CALCULATION OF COURSE FEES

Individual course fees include both lecture fees and lab fees (if applicable), and are calculated by the following formula:

[Duration (in weeks)] x [contact hours per week] x [$ per contact hour]

Examples:

ANTH 101 (3,0)
Lecture Fee: [15] x [3] x [$2.61] = $117.00
Lab Fee: (not applicable)
Total Course Fee $117.00

BIO 101 (3,3)
Lecture Fee: [15] x [3] x [$2.61] = $117.00
Lab Fee: [15] x [3] x [$1.27] = $57.00
Total Course Fee $174.00

MATH 101 (4,0)
Lecture Fee: [15] x [4] x [$2.61] = $157.00
Lab Fee: (not applicable)
Total Course Fee $157.00

TRIMESTER PROGRAMMES

- Dental Assisting
- Dental Hygiene

All fees are payable at the time of registration.

Fees are charged by course based on lecture plus lab contact hours up to the trimester maximum. Fees for each trimester are:

- Lecture and Lab Fees $465.00 maximum
- Student Association $5.00 per course ($20.00/trimester max.)
- Registration Fee $15.00 per trimester
- Student Building Fund $10.00 per year
- Computer Account Application Fee $30.00 per year (see Note)

Note: Computer accounts are required for students who use computers in class, and optional for other students. For more details, see the Computer Account Application Form available in the Admissions Office.

CALCULATION OF COURSE FEES

Individual course fees include both lecture fees and lab fees (if applicable), and are calculated by the following formula:

[Duration (in weeks)] x [contact hours per week] x [$ per contact hour]

Examples:

DHYG 155 (2,2)

Lecture Fee:	[12] x [2] x [$2.61] =	$63.00
Lab Fee:	[12] x [2] x [$1.27] =	$30.00
Total Course Fee		**$93.00**

ASSESSMENT FEES

- College and Career Preparation Placement Test $5.00
- English & Math Achievement Test (EMAT) $5.00

COMPUTER ACCOUNT APPLICATION FEE

The College provides computer accounts to any student who has a current CNC ID number and provides written proof of this (CNC ID Card or Registration Form with ID Number). Students must fill out a Computer Account Application Form to apply for an account. There is a $30.00 fee for the account. The fee is tax-deductible and non-refundable. The account is active for one year (365 days) from the date of set up. Accounts are required for students who use computers in class, and optional for other students. For more details, see the Computer Account Application Form, available in the Admissions Office.

CONTINUING EDUCATION REFUND POLICY

A full refund of fees will be given if:

1. A course is cancelled by the College, or

2. A student withdraws from a course/programme one or more days prior to the advertised course registration deadline.

No refund of fees will be given if a student cancels their enrollment on or after the advertised course registration deadline.

Note:

1. The registration deadline date for all Continuing Education courses is one week prior to the course start date unless otherwise stated.

2. Registrations are welcome after the advertised course deadline, based on seat availability.

3. Non-attendance does not constitute a formal withdrawal.

4. The original receipt is required when requesting a refund.

INTERNATIONAL STUDENT FEES

In keeping with the Ministry of Advanced Education, Training and Technology policy on Tuition Fees for International Studies at BC Colleges and Institutes, the following fees are set at a rate which covers all direct costs and overhead.

TUITION (subject to change)

- English Language Training $3200.00 (Cdn) per semester $800.00 (Cdn) per month
- Other programmes $3200.00 (Cdn) per semester
- Trades $900.00 (Cdn) per month

Tuition fees will not be pro-rated for students choosing to take less than a full programme. If a student's status changes after the first day of classes in a semester (e.g., changes from student authorization to landed immigrant) the change in tuition fees will occur the following semester. Students will be required to show proof of the status change.

The College of New Caledonia reserves the right to change fees without notice.

All fees must be paid a minimum of six weeks prior to the first day of classes (new students) or at the time of registration (continuing students).

ADDITIONAL FEES

International Students will also be levied Student Association and other applicable fees in addition to tuition. International Students are also responsible for such expenses as textbooks, housing, food and transportation costs as well as required medical insurance.

REFUND POLICY FOR INTERNATIONAL STUDENTS

The College's tuition refund policy for International Students is as follows:

- a 50% refund, if a student withdraws from the College prior to the commencement of classes
- a 25% refund, if a student withdraws from the College during the first or second week of classes
- no refund after the second week of classes
- Student Activity Fees are not refundable.

There is a $100.00 (Cdn) administrative fee on all refunds. Students who are unable to obtain a student authorization will be entitled to a full refund minus any administrative fees.

SENIOR CITIZEN FEES

It is CNC policy to waive tuition, identification card, registration, and Student Association fees for senior citizens (over the age of 65). This exemption applies to all credit courses and non-credit courses provided that the tuition fee is not required to cost-recover the course.

SERVICE FEES AND OTHER CHARGES

- Application Fee: $15.00 per programme
- Registration Fee: $15.00 per term
- Transcripts: $5.00 for first copy; $1.00 for each additional copy
- EMAT (English & Math Achievement Test): $5.00
- College and Career Preparation (formerly ABE) Placement Test: $5.00
- Late Registration Fee: $10.00 per course (maximum $50.00)
- ID Replacement: $5.00
- Calendar: $2.00 (pickup); $3.00 (mail)
- Prior Learning Assessment: PLA fee equivalent to course tuition

SPONSORED STUDENT FEES

A number of agencies, such as Human Resources Development Canada (HRDC), sponsor students by purchasing spaces in some programmes or by paying tuition fees. Students who have been admitted as sponsored students are required to pay Student Association and other fees not covered by the sponsorship and must present written confirmation of sponsorship prior to registration.

TUITION REFUND POLICY

Fees are totally refunded when a course or programme is cancelled. Once full fees have been paid and a student withdraws from a course or programme, fees are refunded as follows:

a) A refund of 75% is granted if a student withdraws before the end of the first week of classes, or prior to 7% completion of a course in a programme/course which is less than four months in duration.

b) A refund of 50% will be granted if a student withdraws before the end of the second week of classes, or prior to 14% completion of a course in a programme/course which is less than four months in duration.

c) Special consideration is given for medical withdrawal. Withdrawals for medical or personal reasons must have the signed recommendation of a Counsellor and the approval of the Director, Student Services.

If a student withdraws more than two weeks after classes start, or after 14% completion of courses in a programme of less than four months in duration, **no refund will be granted**. Students enrolled in English 155 and/or Math 155 who complete the programme in less than 15 weeks will have their tuition fees refunded on a pro-rata basis.

FEE INFORMATION FOR VOCATIONAL AND OTHER PROGRAMMES

The following are 1996/97 fees and are subject to change.

Programme	Tuition	Student Association	Registration	Lab Fees	Other	Total
Administrative Assistant & Legal Secretary	$700.00 (per semester) maximum	$30.00 (per semester)	$15.00			$745.00 (per semester)
Centre for Student Success Courses	$102.00 (per course)		$15.00 (per session)			
College and Career Preparation	No tuition fee	$7.50 (per course)	$15.00			Variable
Co-operative Education	$234.00 (per Co-op term)		$15.00 (per Co-op term)			$249.00
Co-op Education Certificate: Auto Service	$676.00 ($169.00/month)	$25.00 ($6.25/month)	$15.00		$50.00 tool deposit (refundable)	$766.00 (for 4-month programme)
Culinary Arts	$1326.00	$62.50	$45.00		Students are required to purchase their own uniforms	$1433.50
Dental Assisting	$1395.00	$60.00	$45.00			$1500.00
Early Childhood Education	$700.00 (per semester) maximum	$30.00 (per semester) maximum	$15.00			Variable
English as a Second Language (6-month programme)	$292.00	$37.50 ($6.25/per month)	$15.00			
Entry Level Trades (5-month programme)	$495.00 ($99.00/month)	$31.25 ($6.25/month)	$15.00	$173.00	$50.00 tool deposit (refundable)	$764.25
Entry Level Trades (part-time)	Variable ($34.00/week)	$6.25 (per course)	$15.00		$50.00 tool deposit (refundable)	Variable
Home Support/ Resident Care Attendant	$1232.00	$56.25 ($6.25/month)	$15.00			$1303.25
Power Engineering	$1180.00 ($118.00/month)	$62.50 ($6.25 month)	$15.00			$1257.50
Welding Level A & B extensions	Variable ($34.00/week)	Variable ($6.25 month)	$15.00 (per programme) (Not applied to extensions)	Variable ($8.00/week)		Variable
Welding Level C Beginner Full-time	$980.00 ($118.00/month)	$60.00 ($6.25 month)	$15.00	$121.00		$1176.00
Extensions	$36.00 (per month)	$6.25 (per month)				Variable

Note: Totals *do not include* **$30.00 Computer Account Application Fee or $10.00 Annual Student Association Building Fund Fee or Canadian Federation of Students Fees (maximum of $6.24 per semester).**

Financial Aid & STUDENT AWARDS

SCHOLARSHIPS, AWARDS, AND BURSARIES

The College of New Caledonia offers scholarships, awards, and bursaries to recognize academic achievement and to provide financial assistance to those in need who maintain satisfactory academic status. The Financial Aid Catalogue, available after September 1 at the Financial Aid and Student Awards Office (located in the main entrance building on the ground floor) and the Regional Campuses, provides complete information on all financial awards. Below is a listing of awards currently administered by CNC; information with regard to other awards from external agencies is also available. **Award recipients are expected to attend the award presentation ceremonies held regularly, in the Fall and Spring, to receive their awards.**

Failure to attend without a legitimate excuse may result in the withdrawal of the scholarship, award, or bursary.

ANNUAL AWARDS

FALL AWARDS
Deadline: September 30

Aizlewood Endowment Bursaries
Auxiliary to the Associated Canadian Travellers Bursary
Auxiliary to Prince George Regional Hospital Endowment Bursary
B.C. Gas Scholarship
B.C. Lung Association Bursary
B.C. Telephone Company Bursaries
Canadian Welding Society, Central British Columbia Chapter, Prince George, B.C. Scholarship
Central Interior Logging Association Scholarship
CNC Endowment Gourmet Dinner Scholarship
CNC Forestry Society Bursary
Don Flynn Endowment University Transfer Forestry Scholarship
Elks and Royal Purple Endowment Bursaries
Finning Ltd. Business Administration Bursary
FMC of Canada Ltd. Endowment Scholarships
Human Resource Management Association Bursary
Husky Oil Scholarship
Industrial Forestry Service Ltd. Annual Scholarship
Industrial Forestry Service Ltd. Annual Bursary
Institute of Chartered Accountants of B.C. Bursary
Knights of Columbus, Council 8927 Bursary
Laureen Ens Endowment Scholarship
Logging Seminar Steering Committee Endowment Scholarships
Marilyn Comeau Memorial Endowment Bursary
Northern Forest Products Association Scholarship
Northern Institute for Resource Studies Endowment Bursaries
Northern Institute for Resource Studies Endowment Scholarships
Northland Chrysler Automotive Bursary
Northwood Inc. Computer Information Systems Scholarship
Novak Bros. Contracting Ltd. Endowment Bursary
Novak Bros. Contracting Ltd. Endowment Scholarship
Pacific Regeneration Technologies Silviculture Scholarship
P.G., Cariboo and Central Interior Transportation Club Scholarship
P.G. and District Dental Society Bursary for Dental Hygiene
P.G. Savings Credit Union Endowment Scholarships
Pulp, Paper & Woodworkers of Canada, Local 9 Bursaries
Pulp, Paper & Woodworkers of Canada, Local 29 Endowment Bursaries
Real Estate Foundation Endowment Fund for Student Aid Bursaries
Real Estate Foundation Endowment Fund for Student Aid Scholarships
Rotary Club of Prince George Endowment Scholarships
Sam Ketcham, Phil Bodman Memorial Bursaries
Vancouver Stock Exchange Scholarship
Weldwood of Canada Ltd. Bursaries

SPRING AWARDS
Deadline: January 31

Adult Basic Education Association of B.C. Scholarship
Ann McQuaid Endowment Scholarship
Anthony Karpicius Endowment Forestry Scholarships
Arthur and Cora Buchi Memorial Endowment Bursary
B.C. Hydro Annual Scholarship
B.C. Hydro Endowment Scholarship
Bob Martin Endowment Trades Scholarship
Canadian Federation of University Women—Prince George—Janet E. King Memorial Endowment Bursary
Canadian Forest Products Ltd. Scholarship
Canadian Hospital Engineering Society B.C. Chapter Scholarship
Canadian Welding Society, Central British Columbia Chapter, Prince George, B.C. Scholarship
Certified General Accountants Association of B.C. Scholarship
City of Prince George Endowment Bursary
CNC Endowment Co-operative Education Bursaries
CNC Endowment Bursaries—Full-time Prince George Students
CNC Endowment Bursaries—Part-time Prince George Students

CNC Endowment Gourmet Dinner Scholarships
CNC Endowment Scholarship for College and Career Preparation—English Language Training
CNC Endowment Scholarship for Engineering Design Technology
CNC Endowment Scholarship for Health Sciences
CNC Endowment Scholarship for Trades Training
CNC Endowment Scholarship for Social Services and Early Childhood Education
CNC Endowment Scholarship for Office Administration
CNC Faculty Association Scholarships
CNC Forestry Society Bursary
CNC Student Association Endowment Bursaries
CNC Student Association Endowment Scholarships
CNC Woodlot Bursaries
College and Career Preparation Bursaries
Credit Union Foundation Bursaries
Credit Union Pioneer's Memorial Bursary
Cris Hallett Memorial Endowment Bursary
David Sali Memorial Bursary
Don Flynn Endowment Forest Resource Technology Scholarship
Don Flynn Endowment University Transfer Forestry Scholarship
Dr. John De Rosario Memorial Endowment Bursary
Dr. Nalini Murthy Memorial Endowment Scholarship
Dustin Lee Bullock Memorial Endowment Scholarship
Duz Cho Logging Ltd. Endowment Forestry Scholarship
Ed Berry Memorial Endowment Bursary
Finning Ltd. Forest Resource Technology Bursary
FMC of Canada Ltd. Endowment Scholarship
Forest Expo Academic Achievement Endowment Scholarship
Forest Expo Part-time Student Endowment Bursaries
Guru Gobind Singh Temple Scholarship
Heather Sadler Jenkins Scholarship
Hongkong Bank of Canada Endowment Scholarship
Howie Toane Memorial Endowment Bursary
Janet Peters Memorial Endowment Bursary
Janet Peters Memorial Endowment Scholarship
Jean Humphreys Memorial Endowment Bursary
Jeanette Beaulieu Memorial Scholarship
Jennifer Revel Annual English Scholarship
Jim Damiano Memorial Endowment Scholarships
Justin Scott Memorial Scholarship
Kevin St. Dennis Memorial Endowment Bursary
Knights of Columbus, Council 8927 Bursaries
KPMG Peat Marwick Thorne Chartered Accountants Endowment Bursary in Memory of Travis Todd Klose
KPMG Peat Marwick Thorne Endowment Scholarship
Lakeland Mills Endowment Scholarship
Lion's Quest Endowment Bursary
Lloyd Anderson/Steve Burgess Endowment Trades Scholarship
Mike Reid Northern Studies Endowment Scholarship
Northern Institute for Resource Studies Endowment Bursaries
Northern Institute for Resource Studies Endowment Scholarships
Northern Interior Cruising Committee Scholarship
Northern Interior FoodSafe Council Along with the Restaurant and Food Services Association of British Columbia Northern and Central Branch Endowment Bursary
Northern Silviculture Endowment Scholarship
Northland Chrysler Automotive Bursary
Northwood Inc. Forest Resource Technology Scholarship
Pat Earle Memorial Bursary
P.E.O. Sisterhood Bursaries
P.G. Alzheimer's Society Bursary
P.G. Branch of the Association of Professional Engineers and Geoscientists of the Province of B.C. Endowment Bursary
P.G. Business and Professional Women's Club Bursary
P.G. Business and Professional Women's Club Disabled Student Bursary
P.G. Chartered Accountants Association Scholarship
P.G. District Certified Dental Assistant Society Bursary
P.G. and District Dental Society Bursary for Dental Assisting
P.G. Savings Credit Union Endowment Athletic Bursaries
P.G. Savings Credit Union Endowment Athletic Scholarships
P.G. Savings Credit Union Endowment Scholarships
Prince George Chapter of PSI The Association for Office Professionals Endowment Bursary
Prince George Cougars Hockey Club Endowment Bursary
Pulp, Paper & Woodworkers of Canada Local 29 Bursaries
Ray Small Memorial Endowment Scholarship
R.C.M.P. Prince George Subdivision Commercial Crime Section Endowment Bursary
Real Estate Foundation Endowment Fund for Student Aid Bursaries
Real Estate Foundation Endowment Fund for Student Aid Scholarships
Regional District of Fraser—Fort George Bursary
Robert Fulton Memorial Scholarship
Society of Vocational Instructors of B.C. (CNC Chapter) Bursary
Spruce City Lion's Club Endowment Bursary
Timberline Forest Inventory Consultants Scholarship
Tyler Urquhart Memorial Endowment Bursary
Women's Equality Bursary

AWARDS
Miscellaneous Deadlines

Donor	Application Deadline
Association of B.C. Professional Foresters Endowment Natural Resources Studies Scholarship	April 30
Canadian Federation of University Women—Prince George—University Transfer Endowment Scholarship	April 30
Canadian National Scholarships for Women	October 15
Certified General Accountants Academic Excellence Scholarship	April 30
Certified Management Accountant Society of B.C. Scholarship	April 30
CNC Endowment Admission Bursaries	May 31
CNC Endowment Bursary—Full-time Regional Students	February 27
CNC Endowment Bursaries—Part-time Regional Students	February 27
CNC Endowment Entrance Scholarships	December 1
CNC Recruitment Scholarships	
CNC Recruitment Scholarships for Independent Schools	
CNC Retention Scholarships	
Don Flynn Endowment Forest Resource Technology Scholarship	April 30
Dr. Hu Stephen Memorial Endowment Bursaries	May 31
Dunkley Lumber Ltd. Endowment—Quesnel Campus Scholarship	February 27
Dunkley Lumber Ltd. Endowment—Quesnel Campus Bursary	February 27
George D. Brown Memorial Bursary	September 15
Lionel Lamoureaux Memorial Bursary	February 27
Mackenzie Community Endowment Bursary	February 27
Martina Johnnie Adult Basic Education Memorial Bursary	February 27
Martina Johnnie Memorial Endowment Bursary	February 27
Nechako Community Endowment Bursary	February 27

Northland Chrysler Automotive Training Bursary	Open
Northwood Inc. University Transfer Scholarships	April 30
P.G. Home Builders Association Endowment Scholarship	Open
Quesnel Campus—CNC—Quesnel Students Council Bursaries (Full-time)	February 27
Quesnel Campus—CNC—Quesnel Students Council Bursaries (Part-time)	February 27
Quesnel Campus—CNC—Vending Machine Bursary	February 27
Robson Valley Community Endowment Bursary	February 27
Rod Eckland Memorial Endowment Bursary	May 15
Rotary Club of Mackenzie Bursary	February 27
Rotary Club of Prince George Endowment Bursaries	April 30
Rotary Club of Vanderhoof Endowment Bursary	August 15
Russell Kenneth Dillabough Memorial Scholarship	April 30
Sadie Merrick Memorial Endowment Bursary	April 30
Seleen Denluck Memorial Endowment Scholarship	Open

STUDENT LOANS

The Financial Aid Catalogue is the most comprehensive source of information on student loans. Students are advised to submit their loan applications well in advance of their programme start date to allow for processing, which can take up to six weeks. The British Columbia Student Assistance Programme (BCSAP) was established to supplement financial resources for post secondary education. Awards are provided to students based on calculated financial need. The Ministry of Advanced Education, Training and Technology establishes financial need from the information provided in the student loan application. BCSAP allows for a modest student life-style and does have a ceiling on the level of available assistance.

REQUIREMENTS FOR LOAN ASSISTANCE

To be eligible for a B.C. Student Assistance Program loan, a student must:

1. Be a Canadian citizen or a landed immigrant and a permanent resident of British Columbia twelve months before starting school

2. Possess a valid social insurance number

3. Maintain a specified course load in a full-time programme for credit at an eligible post-secondary institution and work towards a certificate, diploma, or degree

4. Establish financial need by a standard BCSAP assessment of total costs, less student resources

5. Complete an application from the Financial Aid Office at the College of New Caledonia, to be forwarded to the Ministry of Advanced Education, Training and Technology

6. Accept responsibility to read the information on all documents upon acceptance of BCSAP funds

7. Inform the bank of any changes and provide proof of ongoing full-time student status

Default on payments of student loans bears serious consequences. If you encounter difficulties contact your bank or the CNC Financial Aid Office for information.

Note: All students applying for a loan are strongly encouraged to attend a student loan workshop.

English 155 and Math 155 are not eligible to be included in the course load requirement for student loan programmes.

Further explanation of programme course loads may be provided by the Financial Aid and Student Awards Office.

ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM

The Adult Basic Education Student Assistance Program (ABESAP) provides tuition funding for:

- Basic literacy
- Academic upgrading
- English as a Second Language
- Pre-vocational Adult Special Education

The ABESAP program is given to students demonstrating a lack of financial resources. Upon acceptance into a programme an appointment with the Financial Aid Officer is required to complete an application to determine financial need.

TRAINING ASSISTANCE BENEFITS PROGRAM

The Training Assistance Benefits Program (TAB) is provincially funded and designed to provide direct educational costs for approved Youth Works (YW) and Welfare to Work (WW) clients enrolled in programmes for:

- Required Academic Upgrading
- Pre-Vocational
- English Language Training
- Adult Special Education
- Basic Literacy
- Education and Career Planning

It is intended for clients who require upgrading in order to move into the work force or pursue post-secondary training.

Upon acceptance into a programme, an appointment with the Financial Aid Officer is required with a completed Employability Agreement form from a Training Consultant.

SPECIAL OPPORTUNITY GRANTS PROGRAM

The Special Opportunity Grants (SOG) Program for High Need Part-time (HNPT) students is designed to assist single parents who are **unable** to meet the eligibility requirements of the full-time student loans programme. Students must be taking course(s) on a part-time basis in any post-secondary programme offered at CNC to be eligible for assistance. College and Career Preparation (formerly Adult Basic Education) courses are not eligible for funding from this Program. An appointment with the Financial Aid Officer is required.

The procedures and policies for BCSAP, ABESAP, TAB, or SOG are determined by the federal and provincial governments. The College of New Caledonia has no control of the policies or the upper limit of funds awarded.

EMERGENCY LOANS

The College of New Caledonia offers limited emergency loan assistance to students encountering major unexpected expenses while attending school. It is assumed that the student has exhausted all other resources of financial assistance before coming to the Financial Aid and Student Awards Office. An application to and discussion with the Financial Aid Officer is required before any such assistance can be provided. Students are required to sign a promissory note; which is a commitment to repay the interest-free loan on or before a specified date agreeable to the College. A 24-hour waiting period is necessary for the processing of the loan. All arrangements for repayment of the loan must be made with the Financial Aid Officer and be approved by the Financial Services Department of the College.

Appeals, COMPLAINTS & DISCIPLINE

GRADE APPEALS

A student may request reconsideration of **final** course grades under the Grade Appeals procedure. Problems regarding all other grades should be discussed with the instructor shortly after the grade is issued. Grounds for appeal include prejudicial or capricious grading by the instructor or clerical error. The appeal must be of sufficient substance to warrant a change to the grade if the appeal is successful.

1. The student must initiate the appeal process within thirty (30) calendar days following the receipt of the final grade by discussing the matter with the instructor.

2. If the matter cannot be satisfactorily resolved with the instructor, the student may pursue the appeal by forwarding a written outline of the appeal to the instructor's Dean. If the Dean is the instructor, or if the Dean or designate is absent, the written appeal should be forwarded to the Vice-President, Academic. The appeal must specify the course, the instructor, the evidence upon which the appeal is based, and the resolution being sought.

3. Failing resolution with the Dean or designate, the student may pursue the appeal by forwarding it to the Vice-President, Academic who will verify that the appeal process has been properly adhered to, and will submit the appeal to the Grade Appeal Committee. In general, fourteen (14) calendar days will be allowed for the appeal to progress from the instructor to the Vice-President, Academic.

Within seven (7) days following receipt of the appeal, the Grade Appeal Committee will review the appeal, and will conduct hearings with the instructor and the appellant. When reviewing the appeal, the Committee may request additional written submissions. When conducting its hearings, the Committee will generally schedule the student for the first interview, and the instructor for the second. Joint interviews may be conducted if deemed appropriate by the Committee and if acceptable to both the student and the instructor. The student and the instructor both have the right to proxy representation at the interview, and may be accompanied by one additional person. If further clarification is required, the committee may interview, jointly or individually, the student and the instructor.

The Committee will pursue all avenues appropriate to the resolution of the appeal. If a consensus is reached, the Committee will submit, to the instructor, a report outlining recommended action and its rationale. If the instructor does not support the recommendation, the Committee will then forward the report to the Vice-President, Academic for final decision. The Committee will never recommend that a lower grade be assigned. If the Committee cannot reach a consensus, it will prepare a report outlining the issues involved and will forward it to the Vice-President, Academic for decision.

CLINICAL PRACTICE– APPEAL PROCEDURE

A student who feels that he or she may have been unfairly treated in the evaluation of progress in the clinical component of the programme may lodge an appeal of the final grade using the Clinical Practice Appeal Procedure. Clinical grade appeals are only allowed in cases where either a failure or an unsatisfactory final evaluation has been received.

1. Upon receipt of an unsatisfactory grade or final evaluation, as set by the programme, the student should attempt informal resolution by discussing the assigned grade or evaluation with the clinical instructor. If informal resolution cannot be reached at this stage the student must initiate the appeal process normally within seven calendar days following receipt of the final clinical grade.

2. If the matter cannot be satisfactorily resolved with the instructor, the student pursues the appeal by forwarding a written outline of the appeal to the Dean. If the Dean is the instructor, or if the Dean or designate is absent, the written appeal should be forwarded to the Vice-President, Academic. The appeal must specify the course, the instructor, the issues upon which the appeal is based, and the resolution being sought.

3. Failing resolution with the Dean or designate, the student pursues the appeal by forwarding it to the Vice-President, Academic who will verify that the appeal process has been properly adhered to, and who will submit the appeal to the Clinical Grade appeal Committee.

4. The clinical grade appeal committee will include:

- Chairperson—Director of Student Services (permanent appointment)
- Two students from the programme (appointed annually)
- Two faculty from the Health Science Division, one of whom must be from the programme area (whenever possible, the faculty member from the programme area should not have been involved with previous clinical evaluations of the student)
- One clinical practitioner employed in a clinical setting outside the College (appointed annually)

The Dean will assist the Chairperson in convening the Clinical Grade Appeal Committee by identifying possible participants. When

conducting the hearing, the Committee generally will encourage joint interviews with the student and instructor present; although separate meetings may be scheduled if circumstances warrant. The student and the instructor may be accompanied by one additional person. If further clarification is required, the committee may interview, jointly or individually, the student and the instructor. When reviewing the appeal, the Committee may request additional written submissions as appropriate.

If consensus is reached, the committee will submit a report outlining recommended action and the rationale to the Vice-President, Academic. If the committee cannot reach consensus, they will prepare a report outlining the issues involved and will forward this to the Vice-President, Academic. The Vice-President, Academic makes the final decision and forwards this information to the student, the instructor, and the Dean.

Normally 14 calendar days will be allowed for the appeal to progress from the letter to the Dean to the final decision of the Vice-President, Academic.

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.

The rewrite of the final examination will normally be within 15 working days following the last day of the examination week.

A fee of **$50.00** will be charged for each rewrite.

In those circumstances where programmes are governed by external bodies, the policies/procedures of those external bodies will prevail.

If the student meets these criteria, he/she should advise the Dean/Regional Manager who will make the appropriate arrangements and apply to the Registrar to rewrite.

ACADEMIC MISCONDUCT

College students are expected to conduct themselves honourably and maturely in the pursuit of their academic goals. Academic misconduct includes, but is not limited to, cheating, plagiarism, and the disruption of instructional activities. Sanctions for academic misconduct may include a warning, a re-assessment of a student's work, failure in a programme, denial of admission or re-admission, forfeiture of College financial aid, and suspension or termination.

1. **Cheating** includes, but is not limited to, dishonest or attempted dishonest conduct at tests or examinations in which books, notes, diagrams, or other unauthorized aids are used.

2. **Plagiarism** includes the presentation of another person's work or ideas without acknowledgment. Students should caution themselves against unintended plagiarism by learning proper scholarly procedures. Normally, a plagiarized assignment will not be graded, and may result in failure of the course.

3. **Disruption of instructional activities** includes, but is not limited to, behaviour which interferes with lectures, laboratories, seminars, tutorial group meetings or other related activities, and examinations or tests.

Sanctions imposed for academic misconduct, other than those involving denial of admission or re-admission, suspension or termination, will be made by the appropriate Faculty member in consultation with the appropriate Dean or Regional Manager. Students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal, and the procedures for an appeal.

In those cases where denial of admission or re-admission, suspension or termination is not the sanction imposed, students may appeal to the Vice-President, Academic within five (5) working days of the receipt of the sanction.

The Vice-President, Academic will undertake appropriate review procedures to explore the appeal. The decision of the Vice-President, Academic shall be final.

In those cases where the sanction imposed involves denial of admission or re-admission, suspension or termination, the Vice-President, Academic must approve. Students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal, and the procedure for an appeal.

In those cases where denial of admission or re-admission, suspension or termination is imposed as the appropriate sanction, students have the right to appeal through the Suspension or Termination Appeal process.

Students denied admission or re-admission, suspended or terminated indefinitely for academic misconduct must have the prior written approval of the Vice-President, Academic before being considered for re-admission. The Vice-President, Academic may impose such restrictions and conditions as are deemed appropriate to ensure appropriate academic conduct if a student were to be re-admitted.

PERSONAL MISCONDUCT

College students are expected to conduct themselves honourably and maturely and show respect for the College, students, and employees. Personal misconduct includes, but is not limited to, damage to property, assault on individuals, threatening and dangerous behaviour, misrepresentation, disruptive behaviour, or verbal or non-verbal harassment. Offences covered by the Criminal Code of Canada shall be dealt with through the courts of law. Sanctions or payment for personal misconduct may include a warning, restitution through work or payment, denial of admission or re-admission, forfeiture of College financial aid, mandatory mediation or counselling, and suspension or termination.

1. **Damage to property includes**, but is not limited to, behaviour leading to vandalism of College, staff, or student property.

2. **Assault on individuals and threatening and dangerous behaviour includes**, but is not limited to, assault, subjecting or threatening to subject any student or employee to physical, mental, or emotional harm, injury, indignity, harassment, written or spoken abuse, physical intimidation of any stu-

dent or employee and action that deliberately endangers students or employees. As appropriate, the Sexual Harassment or Personal Harassment procedures may be followed as alternatives to this procedure.

3. Misrepresentation includes, but is not limited to, the fraudulent representation of information and the falsification of documents and academic records. Also, included in misrepresentation is the impersonation of others.

4. Disruptive behaviour includes, but is not limited to, speech or action that seriously detracts from the task at hand, speech or action that is not part of a learning process that creates an atmosphere of hostility, intimidation, ridicule, or anxiety among other students or employees, action that impedes the delivery of College services, action that abuses College property and services by using them for unauthorized purposes, excessive or unreasonable demands for attention or special treatment from faculty or staff to the detriment of other students, or hindrance of other's work by failure to complete one's own work.

Formal complaints about a student's behaviour as outlined above and pertaining to personal misconduct shall be made to the Director, Student Services or the appropriate Regional Manager. The Director, Student Services or Regional Manager may at this point, undertake such measures as deemed appropriate to resolve the complaint informally. Such measures may include the use of both internal and external resources. If informal measures are unsuccessful, or if the Director, Student Services or Regional Manager feel the complaint is of sufficient merit in the first instance an immediate sanction may be imposed. Such sanctions may include, but are not limited to, a written warning, a personal conduct/performance contract, personal misconduct probation, restriction through work or payment, denial of access to specific College areas, facilities or services, forfeiture of College financial aid, mandatory mediation or counselling, denial of admission or re-admission and suspension or termination.

Sanctions imposed for personal misconduct shall be transmitted to the student in writing, outlining the sanction being imposed, the reasons for the sanction, the right to appeal and the procedure for appeal. With the exceptions of sanctions involving the denial of admission or re-admission, suspension or termination, the student has the right to appeal the sanction to the Vice-President, Academic within five (5) working days of the receipt of the sanction. The Vice-President Academic will undertake appropriate review procedures to explore the appeal. The decision of the Vice President, Academic shall be final. For those cases where the sanction involves the denial of admission or re-admission, suspension or termination, the student has the right to appeal the sanction through the Suspension or Termination Appeal procedure. Students who have been denied admission or re-admission, suspended or terminated for personal misconduct, must have the prior written approval of the President before being considered for re-admission. The President may impose such restrictions and conditions as are deemed approriate to ensure appropriate personal conduct if a student were to be re-admitted.

The above procedure is not intended to interfere with an instructor's right to impose normal classroom discipline for disruptive behaviour to ensure the orderly conduct of classes in an environment conducive to learning. An instructor who feels that normal classroom discipline has not been effective has recourse to the Academic Misconduct Procedure.

The above procedure is not intended to interfere with an administrator's right to impose sanctions for personal misconduct, where this sanction is seen as detrimental to the operations of a College facility, area, or service. Such sanctions may include, but are not limited to, the restriction of access or denial of access and service. The Personal Misconduct procedure is available to any College employee who wishes to make a formal complaint about personal misconduct on the part of a student.

A student who has received a sanction related to a specific facility, area or service, may appeal to the Director, Student Services within five (5) working days of the receipt of the sanction. The Director, Student Services will undertake appropriate review procedures to explore the appeal. The decision of the Director, Student Services shall be final.

SUSPENSION OR TERMINATION APPEAL

A student may be denied admission or re-admission, suspended or terminated from the College for disciplinary reasons such as Academic or Personal Misconduct for a specified period or indefinitely. A student who has been denied admission or re-admission, suspended or terminated from the College and who feels the decision is unjust has the right to appeal the decision.

1. The student must initiate the appeal process within two (2) working days of the receipt of the sanction by notifying the President of his or her intention to appeal. This notification must be in writing.

2. The President will establish an ad hoc Suspension or Termination Appeal Committee to hear the appeal within five (5) working days of receipt of the student's notification. This committee will consist of one (1) Student named by the Student Association, one (1) Counsellor named by the Director, Student Services, one (1) Faculty Member named by the Vice-President, Academic, and one (1) Administrator named by the President. The President will name the Chair of the Committee.

3. The ad hoc Suspension or Termination Appeal Committee will conduct hearings within five (5) working days of the establishment of the Committee. The Committee will interview and do such other research as it feels necessary to fully explore the appeal.

4. The Chair of the ad hoc Suspension or Termination Appeal Committee will advise the President within two (2) working days of the Committee's recommendation. The President will review the recommendation and make a final judgement on the appeal.

5. If the student finds the final judgement to be unsatisfactory, he or she may appeal to the College Board. The College Board will ensure that the proper procedures have been followed and may recommend a review if such has not been the case.

ACADEMIC PROBATION AND DISMISSAL

PROGRAMMES WHERE GRADE POINT AVERAGE APPLIES

A student registered in any number of credit hours who receives less than a 1.0 Grade Point Average (G.P.A.) in a term will be placed on probation in the next term or when the student next registers. A student placed on probationary status will be required to see a Counsellor to discuss his/her academic progress.

To have probationary status removed a student must obtain a G.P.A. of 1.0 or greater at the end of the probationary term.

If a student's G.P.A. is below 1.0 at the end of the probationary term, the student will be prohibited from re-registering in the same programme in the next term. Probationary status continues upon registering in an alternate programme.

A student who achieves a G.P.A. of less than 1.0 in more than two consecutive terms will be required to withdraw from the College for one term.

In the case of dismissal on the basis of failure to meet the requirements of academic probation, the appropriate Dean or Regional Manager may dismiss the student.

CREDIT PROGRAMMES WHERE GRADE POINT AVERAGE DOES NOT APPLY

In programmes where Grade Point Average (G.P.A.) does not apply, a student whose performance is at an unsatisfactory level may be placed on probation for a specified period. If his/her performance continues to be unsatisfactory beyond a specified period, the student may be suspended from the programme.

Re-admission will be subject to programme policy. Where specific divisional policies exist for students on Academic Probation, these will supercede the general policy.

In the case of dismissal on the basis of failure to meet the requirements of academic probation, the appropriate Dean or Regional Manager may dismiss the student.

APPEAL

Students dismissed for failure to meet the requirements of academic probation may appeal to the Vice-President, Academic within two (2) working days of the receipt of the dismissal notice. This appeal must be in writing. The Vice-President, Academic will undertake appropriate review procedures to explore the appeal. The decision of the Vice-President, Academic shall be final. Students dismissed for failure to meet the requirements of academic probation do not have recourse to the Suspension or Termination Appeal process.

SEXUAL HARASSMENT AND PERSONAL HARASSMENT

The College of New Caledonia is committed to the principle that all employees and students have the right to work and learn in an environment free of harassment. This policy direction specifically includes cases of sexual harassment.

COMPLAINT PROCEDURE

1. Informal complaints of harassment shall be made to the Director of the Human Resources Department (Local 339) or through an external counselling service at 1-800-268-5211.

2. The Director of the Human Resources Department may recommend that the complainant meet with the alleged harasser or respondent to try to informally resolve the complaint, or may refer the matter to a counsellor for mediation.

3. At this point, the Director of Human Resources shall also inform the complainant of the full complaint procedure, of his/her right to seek redress without fear of reprisal under human rights or other related statutes and the time-lines involved. Time-lines may be extended in special circumstances.

4. In the event the complaint is not settled through informal means, and the complainant wishes to proceed with a formal hearing, he/she shall submit a signed statement to the appropriate Vice-President, outlining the complaint and requesting a hearing.

STUDENT COMPLAINT PROCEDURE

Any student who perceives that he or she may have been unjustly treated regarding the application of a College policy or procedure, or regarding the action of a College employee, may seek recourse.

Matters that are not academic in nature may be brought to the attention of appropriate College officials through Counselling and Academic Advising Services or the appropriate Regional Manager. Complaints such as misconduct, incompetence, discrimination, or other inappropriate behaviour by any College employee can be considered.

1. The student must first attempt to resolve the issue with the College employee on an informal basis within thirty (30) calendar days following the incident.

2. If the matter cannot be satisfactorily resolved, the student may pursue the complaint by forwarding a written outline of the appeal through Counselling and Academic Advising Services or the appropriate Regional Manager or the appropriate administrator.

3. If the complaint cannot be resolved by the administrator, the complaint may be forwarded to the President.

4. Complaints will be resolved by the President based on recommendations provided by an ad hoc committee comprised of one (1) Student appointed by the Student Association, one (1) Faculty Member named by the Vice- President, Academic, one (1) Counsellor named by the President, and one (1) Administrator named by the President.

5. If either party involved disputes the final judgement of the President, he or she may appeal to the College Board. The College Board will ensure that the proper procedures have been followed and may recommend a review if such has not been the case.

Regulations

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 appropriate, are listed under specific divisional descriptions.

CLEAN AIR POLICY

The College of New Caledonia, in an effort to promote the physical health and the intellectual well-being of its constituent members, prohibits smoking in all College facilities except in designated areas.

Areas designated for smoking:

- Academy I.
- One area may be designated in each of the Regional campuses provided the area is in compliance with local by-laws and does not entail costly expenditure.
- One area may be designated in each of the Danson and Ogilvie campuses provided the area is in compliance with local municipal by-laws.
- Smoking is not permitted at designated entrances. Alternate smoking gazebos have been provided.

WORKERS' COMPENSATION BOARD COVERAGE

Effective January 1, 1994, Provincial Workers' Compensation Board coverage was extended to all students while participating in the **"practicum"** component of all programmes offered by the provincial colleges and institutes regardless of the source of funding for the programmes.

A **practicum** is defined as:

- an integral component of a programme which is required for programme completion and certification;
- unpaid and supervised work experience which takes place at the host employer's premises or place of business.

The Workers' Compensation Board coverage does not extend to work places established specifically for the purpose of experiential training that is established within a programme by an institution.

Effective September 1, 1994, Provincial Workers' Compensation Board coverage only covers student apprentices while attending the classroom/lab/shop instruction for the technical training component of an Apprenticeship Programme. This coverage will no longer be in place for non-apprentice students in any other programmes.

BASIC INSURANCE COVERAGE

The College of New Caledonia does provide basic insurance coverage for students registered in credit programmes at the College. Information with regard to this coverage is available at Admissions, Registration and Records.

Services & FACILITIES

ATHLETICS AND RECREATION

The College is a member of the B.C. Colleges' Athletics Association (BCCAA), and is presently participating in men's and women's basketball and volleyball on an intercollegiate level. All students registered in three or more 3 credit courses, or in full-time Vocational or College and Career Preparation (formerly ABE) programmes, are eligible to participate on the intercollegiate Kodiaks' teams.

In co-operation with the Student Association, the College offers a full range of scheduled intramural sports. Basketball, racquetball, soccer, softball, squash, tennis, and volleyball are a few of the sports offered in past years. Fitness classes are offered from September to April and clinics are held in weight lifting, racquetball, and squash throughout the academic year. Recreational activities of a non-competitive nature are also held. The Athletics and Recreation department will assist students in establishing or offering most types of recreational activities.

The College has a large gymnasium, one racquetball and one squash court, and a weight training facility available to all students. Equipment, services, and facilities are also available to the public. The gym and washrooms are wheelchair accessible to all, with the showers and change rooms wheelchair accessible to some. The weight room located on level 2 is accessible to students with mobility problems from the upper hall. Further information regarding the gym may be obtained by calling (250) 561-5803.

SPORT ACADEMY

The College of New Caledonia Sport Academy is a programme for elite athletes and is designed to offer the opportunity to pursue a high performance athletic career and post-secondary education. The programme involves assistance with academic scheduling and exposure to sport science resources. For more information, and an application, contact the programme coordinator at (250) 562-2131, local 292.

CENTRE FOR STUDENT SUCCESS

STATEMENT OF PURPOSE

- To provide a foundation of basic skills in math, English, and study skills to the student body; these courses are designed to meet the basic requirements in math and English for various disciplines
- To provide and evaluate an entrance exam for the college student body
- To provide a testing centre for students who miss regular test dates
- To provide a drop-in centre for studying
- To provide essay critiques as staffing permits
- To provide individual assistance as staffing permits
- To provide noon-hour seminars designed for student enrichment
- To provide Student Success 800 courses
- To provide support and encouragement to all students

The goal of the Centre for Student Success is to help all college students be more successful in their studies and to provide assistance in a variety of ways. For some students who have been identified as having weaknesses in math and/or English, the Centre provides remediation. Many others, feeling insecure about their skills, take advantage of the Centre's English and math courses to brush up on their skills.

Offered periodically throughout the semester are several Academic Success Seminars which deal with specific study and learning skills. These seminars are available to **all** College students. For more information on these seminars, call the Centre at (250) 562-2131, local 384.

ADMISSION REQUIREMENTS

Placement Testing: All students entering Career Technical programmes and certain Vocational programmes must take the English and Math Achievement Test (EMAT) **prior** to their first semester. The results of this test are used to assess and prescribe upgrading requirements for those students whose English and/or math skills are weak. Students falling below the criteria for the programme in which they are enrolled may be required to take developmental courses. The EMAT is administered approximately once a month. For more information contact the Centre For Student Success (Prince George); Admissions, Registration, and Records; or any Regional Campus office.

Students who are not required to take the EMAT, or who scored above the criteria have equal access to the Centre's resources and are encouraged to make use of the many services and seminars that the Centre offers.

COURSE DESCRIPTIONS

ENGL 155

Developmental English

Based on the results of the EMAT and the requirements of the programme in which they are enrolled, students will be 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 comprehension and critical analysis skills.

Basic Study Skills

This course is designed to help the student develop a systematic method of studying. Skills demonstrated include study reading, listening to lectures, note taking, time management, review techniques, and exam writing.

Writing

This course is designed to help the student acquire the basic skills of writing. Students are assigned work on punctuation, and grammar. Structure and style are practiced and then are incorporated into organized paragraphs and essays.

Spelling

This course helps the student to apply basic spelling rules and to spell commonly misspelled words.

MATH 155

Developmental Mathematics

Based on the results of the EMAT and the requirements of the programme in which they are enrolled, students will be 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, percent, simple graphs, and an overview of the metric system.

Basics of Algebra

Basics of Algebra is a review of signed numbers, real numbers, polynomials, equations with one variable, formulas, exponents, factoring, the Cartesian coordinate system, word problems, and manipulating and deriving formulas.

Student Success 800

This credit course is strongly recommended for all students who wish to improve their learning skills. It is appropriate for those students who feel they need help as well as those who are already successful who wish to be more so. Students who have been away from "formal" learning for any length of time will find it of great value.

This course teaches the skills and attitudes required to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, notetaking, and tests. It also deals with a variety of topics such as creativity, relationships, health, resources, and career planning. It provides tools and techniques for students to become better organized and attain maximum success in school, business, and social life.

Corequisite: It is recommended that students be enrolled in at least one other academic course.

2 CR

COLLEGE DIRECTIONS

The College Directions Department assists students to identify education and training options. It is a free service for students who are unemployed, receiving Employment Insurance, or receiving Social Assistance. The College Directions Advisors provide students with individual support, assistance in accessing College courses and programmes, referral to College and community resources, information regarding funding options, and may be able to assist in paying some fees.

Students who are on Employment Insurance need to see an Advisor to complete a Return to Work Action plan **before** beginning classes.

For more information or to make an appointment, call 562-2131, local 474. College Directions is located across from Community and Continuing Education, Room 1–734.

COLLEGE STORE

The College Store, located off Student Street, stocks all required course-related texts and materials. The store also stocks reference materials and general interest books. Upon request, the store also places special orders on book titles. In addition to textbooks, the store sells a wide variety of sundry supplies and College crested sportswear, glassware, and gift items.

Hours of operation are from Monday to Thursday, 0800 to 1700, and Friday, 0830 to 1600. To accommodate students, evening hours are extended at peak periods. Summer hours are Monday to Thursday, 0800 to 1600, and Friday, 0830 to 1600. Looking forward to serving you!

COMPUTER FACILITIES

The College has several computer labs accessible to students:

1. VAX: Terminal Lab 2–312
The VAX lab contains terminals and a laser printer. The lab is accessible during posted hours to all students who have an active user account.

2. General Purpose Lab (GPL) 2–307
This lab contains microcomputers, laser printers, and colour overhead projection unit and is fully networked using the Novell operating system running Windows 95. Offering a wide variety of software applications, this lab is used primarily by Computer Information Systems.

3. Microcomputer Lab (MCL) 2–316
This lab contains microcomputers, laser printers, overhead projection unit, and is fully networked using the Novell operating system running Windows 95. This lab is primarily used by Engineering Design and Business and Management while offering general access to all students.

4. Word Processing Lab (WPL) 2–314
The Word Processing Lab contains microcomputers, laser printers, overhead projection unit, and is fully networked using the Novell operating system running Windows 95. Offering various word processing and business software applications, this lab is used primarily by the Office Administration programmes.

5. Multipurpose Lab (MPL) 2–315
The multipurpose lab contains microcomputers, laser printers, overhead projection unit, and is fully networked using the Novell operating system running Windows 95. Offering various word processing and business software applications, this lab is used primarily by the Office Administration programmes.

6. Network Lab (NET) 2–311
This lab is set up to teach and demonstrate the Novell and NT operating systems. Included are Novell and NT server workstations running Windows 95 and NT workstation, and laser printer. This lab is open access at all times.

7. Macintosh Lab (MAC) 2–313
The Macintosh lab contains microcomputers, laser printer, and overhead projection unit. These networked computers provide access to several software applications, including word processing, desktop publishing, graph, spreadsheet, draw, and accounting programmes.

8. Technologies Lab (TEC) 2–319
This lab is equipped with microcomputers, digitizing tablets, laser printers, colour inkjet printer, colour inkjet plotter, colour overhead projection unit, and is fully networked using the Novell operating system running Windows 95. This lab is primarily used by the Geographic Information Systems (GIS) programme using the applications PC Arc Info, and PC ArcView.

9. Open Access Lab (OAC) 2–310
The open access lab contains microcomputers, laser printer, overhead projector and is fully networked using the Novell operating system running Windows 95. This lab is open access at all times during posted hours. The software used is a combination of program products used in all other labs.

10. Other Lab Facilities
There are microcomputer facilities available as part of other specific labs: Physics, Chemistry, Forestry, Geography, Centre for Student Success, and the Math Lab.

11. Public Access Area—Library
There are a variety of microcomputers and printers connected to a Novell network, located in the public access area in the Library. These are accessible to all students during Library hours. Users have access to a variety of applications software and to the Internet.

The regional campus centres are also equipped with computer lab facilities. Common word processing and business applications software are available in all regional lab facilities.

Access to the Internet is available in all College lab facilities. All users of computer facilities must have an authorized user account and password.

In case of problems encountered contact a faculty member, security or Computer Services at (250) 561-5812.

The College is connected to the Internet with a 10 megabyte fibre optic feed. All microcomputer systems within the College have access to the Internet.

All of the computer facilities are available to all students during posted hours except during scheduled class time.

COUNSELLING AND ACADEMIC ADVISING

The Counselling and Academic Advising Department provides a comprehensive counselling and advising service to assist students and prospective students in successfully achieving their objectives. Professional Counsellors and Academic Advisors can provide assistance in dealing with academic, career, and personal concerns. Individuals are encouraged to consult with a Counsellor when:

- Entering college;
- Establishing career and life goals;
- Encountering barriers to personal and academic success;
- Transferring to another post-secondary institution;
- Entering the job market;
- Encountering personal problems and crisis;
- Requiring assistance with appeals;
- Withdrawing from courses/programmes.

Academic Advising is available to assist students in planning educational programmes, in obtaining information on career options and skill requirements, and in job search preparation and techniques. Anyone requiring assistance from the Counselling and Academic Advising Department is requested to make an appointment by calling (250) 561-5818. Department hours are Monday to Friday 0800 to 1600. Evening and drop-in times are regularly scheduled.

The Quesnel and Lakes District Campuses offer a part-time Counselling and Academic Advising Service. Contact the campus for an appointment.

CAREER EXPLORATION WORKSHOPS

These workshops are designed to assist participants to:

- Broaden their understanding of the issues in career exploration;
- Undertake an organized, meaningful self-appraisal;
- Evaluate career options on the basis of personal needs, preferences, and concerns;
- Identify and employ sources of occupational and educational information;

- Develop short and long term plans which will facilitate movement toward personal goals.

Participants in the workshops are introduced to an extensive collection of resource materials in the Career Centre in the Counselling and Academic Advising Department.

Workshops are open to both students and non-students.

DAY CARE

The demonstration daycare centre complex includes three centres which meet the needs of children aged 6 months to 5 years. The Centre offers full-time care only and is open from 0800 to 1700 year round except for statutory holidays. The daycare centres function as lab settings for the Early Childhood Education programme, and are available to students as well as community families. The centres are staffed by qualified early childhood educators. Fees are payable on a monthly basis. To obtain further information, call (250) 561-5834.

DESIGNATED PARKING

Designated parking spaces for persons with disabilities are in the main parking lot (entrance off 22nd Avenue) and by the Gym entrance in the Dental Parking Lot. Disabled parking placards must be displayed to prevent towing from these spaces.

Note: Limited reserved student parking spaces are available in addition to the open parking areas at $15.00 per month.

EMERGENCIES AND EVACUATION PROCEDURE– LOCAL 200

The College has several qualified first aid attendants on staff. In the event of any emergency including those requiring First Aid, call **Local 200**. All accidents **must** be reported to the Security and Safety Office (Room 2-332) within 24 hours of occurrence.

The College does not have a public address system that extends to the classrooms. Given the large number of students and classrooms, it is impossible to communicate messages, other than in emergencies. Students should not use the switchboard to relay messages. In some cases, messages may be relayed through the Student Association office at (250) 562-7415 or (250) 562-2131, local 365.

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 requiring assistance to evacuate are asked to go directly to the refuge areas located in the second and third floor stairwells.

EMPLOYMENT PLACEMENT

The Placement Services Officer, located in the Counselling and Academic Advising area, assists students and graduates in identifying career oriented employment opportunities. Providing a liaison between the College and prospective employers, the Placement Services Officer assists with full-time, part-time, temporary, and some summer employment opportunities.

Additional services include: the coordination of student interviews either on-campus or at an employer's premises, tutoring services, and participation in a work study programme.

Students may drop by the Student Placement Office to discuss employment opportunities or call (250) 561-5840.

Employment placement services are also available at Human Resources Development Canada (HRDC) Employment Telemessage: (250) 561-7974

FIRST NATIONS EDUCATION SUPPORT SERVICES (FNESS)

CNC works closely with its First Nations partners throughout the region. Through the First Nations Education Support Services office and drop-in centre, students can receive information on entering college, choosing career paths, and accessing funding to attend school. They can provide and receive peer tutoring and academic support to be successful, counselling and peer support, and participate in cultural and academic activities. FNESS staff also provide a cultural link for other CNC instructors and programmes integrating First Nations studies and learning into their classes. FNESS is a joint initiative of the College and the Carrier Sekani Tribal Council. CNC also works with CSTC, the Prince George Native Friendship Centre, and other Aboriginal organizations to develop and deliver appropriate transition and support programmes and support services for First Nations people attending the College.

FNESS coordinates a Study Centre for First Nations students at the Prince George Campus and supports the activities of the CNC First Nations Students Club. For more information contact (250) 562-2131, local 460.

FOOD SERVICES

Food Services is located on the first floor, and operates from September to June, 0730 to 2100 Monday to Thursday, and 0730 to 1500 on Fridays. It offers a salad bar, short order grill, complete full hot meals, and a variety of beverages and fresh bakery products.

Food Services is equipped to cater to all types of functions from small receptions and buffets, to large banquets. The professional staff can offer advice on planning menus, and other services suited to the occasion. For further information on services available, contact the Cafeteria Supervisor at (250) 561-5807.

HEALTH AND SAFETY

The College is committed to providing a safe and healthy environment for employees and students. To achieve this objective, all health and safety regulations are enforced, unsafe conditions are promptly corrected, and safety education is provided on a continuous basis. The College's Occupational Health and Safety Committee meets monthly and is comprised of employee, management, and Student Association representatives. Students must comply with the Workers' Compensation Board safety regulations as outlined in the Programmes section where applicable. The College has a full-time Security and Safety Manager who can be reached at (250) 562-2131, local 854.

INFORMATION CENTRE/ SWITCHBOARD

The Information Centre houses the Switchboard in addition to providing general directional information. All calls to (250) 562-2131 are handled by the switchboard from Monday to Friday 0800 to 1600. Departments may be contacted after hours by dialing the numbers listed in the city telephone directory or by dialing the general number and then dialing the local. As the College does not have a paging system, it cannot take messages for, or make contact with students except in the case of an emergency. However, most areas of the College now have access to a voice messaging system whereby messages can be left for return calls.

INSTRUCTIONAL MEDIA SERVICES AND DESKTOP PUBLISHING CENTRE

Instructional Media Services (IMS), located on the second floor of the new expansion, offers equipment, media, and desktop publishing services to staff, **students**, and community groups, businesses, and organizations.

Located off the Library, the Desktop Publishing Centre has scanners, digital cameras, and computer equipment used for desktop publishing. Graphic collections for use in class, course, and business presentations are available to **students,** staff, and faculty.

IMS offers video and audio dubbing services in addition to loaning various types of audio-visual equipment, including videotape recorders and cameras (these are not available for off-campus use), audio equipment, projectors (slide, filmstrip, 8 mm & 16 mm projectors), and data display projectors.

From September to May, opening hours are:

Monday to Friday	0745–1700

From June to August, the opening hours are:

Monday to Friday	0800–1600

Special arrangements can be made for equipment and film loans on weekends and after normal opening hours.

Direct line for all services:
(250) 561-5805

Equipment and film loans:
(250) 562-2131, local 860

Publishing services:
(250) 561-5805

Department Manager:
(250) 562-2131, local 247

LIBRARY

The main Library is located in a modern facility on the second floor of the entrance building. Open to the general public as well as to students, the Library offers a broad range of resources including books, periodicals, newspapers, federal and provincial government documents, audio-visual materials, a computer job bank and other computer and Internet resources. The holdings of other libraries are available through the inter-library loan programme.

Assistance in locating information and in using the Library's resources is available from the staff at the Information Desk. Orientation tours are provided to groups as well as to individuals upon request. Library patrons have access to study carrels, small tables, informal reading lounges, and group study and meeting rooms. Photocopiers, typewriters, audio-visual equipment, microcomputers, scanners, and a public fax machine are available.

From September (after Labour Day) to May, the opening hours are as follows:

Monday–Thursday	0800–2200
Friday	0800–2000
Saturday–Sunday	1000–1830

From June to September (Labour Day), the opening hours are as follows:

Monday—Thursday	0800—1800
Friday	0800—1700

The College Library network extends to the region, and there are collections at each Regional Centre. Further information may be obtained from the Regional Librarian at 1-800-371-8111, or by contacting the Regional Centre.

RESIDENCE

A 92-unit Student Residence is available on the Prince George campus. Each single room has a private outside access; most of the rooms are connected to an adjacent room through a shared washroom, although eight units have private washrooms. Wheelchair-accessible rooms are available. The housing fees include heat, utilities, and basic cablevision, while private telephone service is available through BC Tel. Each room is equipped with a bed, desk, chair, wardrobe, microwave, and fridge. Any student registered at the College is eligible to live in residence, although preference will be given to full-time students with a permanent address outside Prince George. The rooms are assigned based on the date of receipt of application; applying early provides your best chance of acceptance. Students should not wait for confirmation of College acceptance before applying for residence. Registration packages are available at Admissions, Registration and Records or contact the Residence Manager at (250) 561-5849.

The Residence also has rooms available—from one night to four months—from May to August. Group enquiries are welcome.

SAFEWALK

The Security Guard on duty will provide a **SafeWalk** service from the Security Office beside the main entrance between ten minutes before the hour and ten minutes after the hour **on evenings and weekends** provided the guard has not been called away on an emergency. In addition, a SafeWalk programme involving students is also available Monday through Thursday evenings during October through April.

SECURITY

The Security Department operates from 1600 to 0700, Monday to Friday and 24 hours a day on Saturdays, Sundays, and statutory holidays. Security can be reached at (250) 561-3217 **or** local 200 **or** through safety phones located at most entrances **or** the button marked "S" on most pay phones. Emergency phones are located in the parking areas.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The College provides a variety of support services to assist individuals with disabilities in attending College programmes and participating in all facets of College life. These services are delivered by the College Access Instructor and the Learning Assistance Instructor.

College Access Services include assistance for students entering the institution. Learning Assistance support is available for students registered in College programmes.

Services are available from September to May and should be requested as soon as possible but **at least six months in advance** of anticipated attendance.

Current documentation of disability may be required to ensure that appropriate services can be provided. The College also offers employment preparation programmes for adults with developmental disabilities (refer to the programmes section, College Foundation).

SERVICES

College Access

Statement of Purpose

The purpose of College Access Services is to facilitate the inclusion of individuals with disabilities into the college setting. These services are available to prospective students who require assistance in making the transition into the College of New Caledonia.

Service Description: The provision of the College Access educational services may include the following:

- assistance with admission into the College
- assistance with developing student centred educational/vocational goals
- assistance with programme/course selection
- assessment of learning strengths and difficulties
- identification of and assistance with obtaining support critical to successful student participation in a chosen programme
- provision of adaptive equipment through the Adult Services Project
- referral to external support agencies and other College resources
- curriculum adaptations for students who do not meet regular entrance criteria
- alternative assessment for programme placement.

Note: Integration opportunities may exist for individuals with disabilities who do not meet entrance requirements into a limited range of entry-level programmes. Acceptance into the programmes is subject to instructor approval and available support services.

Learning Assistance

Statement of Purpose

The purpose of Learning Assistance Services is to ensure that all students who meet regular entrance requirements have equal access to programmes and services at the College of New Caledonia.

Learning Assistance services are available to registered students with disabilities. These services are in place to make College programmes accessible to all community members, regardless of disability.

Services are individualized to meet specific disability related needs. Current documentation of disability may be required to ensure that appropriate services can be provided. **Individuals are encouraged to contact Disability Services at least six months prior to programme start date.** Every effort will be made to accommodate individual requests for service required, however, early contact is essential as some accommodations require significant time to arrange.

Services are provided according to need. They may include:

- diagnostic testing for educational planning
- alternative assessment for programme placement
- learning strategy instruction
- instructor and community agency liaison
- provision of support services including notetakers, tutors, scribes, taped texts, exam accommodations, interpreters, short-term equipment loans, or other learning support to meet individual needs.

Equipment available:

- Visualtek magnification
- Speech Plus calculator
- Large print computer software
- Reading Edge reader
- Four-track tape recorder
- Closed caption decoder for videotapes and television programmes
- Laptop computer

Learning assistance is available between September and May each year. Self-referrals, as well as instructor or counselling referrals, are welcome. Individuals requesting learning assistance must be registered CNC students. Documentation of disability may be required. There is no charge for this service.

For further information, contact the Counselling and Advising Centre at (250) 561-5818, Disability Services at (250) 561-5848, local 250. Information contact: (250) 562-2131, local 250, or TDD/TTY at (250) 561-5852.

SPECIAL RESOURCES

- Visualtek magnification system
- Speech plus calculator
- Large print computer software
- Laptop computers
- Reading Edge Reader
- Four-track tape recorder

Every effort is made to provide services as requested, however, the range of these services is dependent upon availability of resources.

STUDENT ASSOCIATION

The Student Association is an organization comprised of all registered students. The Executive is elected annually to direct the operations of the Association. With the assistance of an Office Manager, the Executive provides various services such as locker rentals, accommodation listings, used book sales, and the organization of social/athletic events. The Association also sponsors the student newspaper, and acts as representatives on several College committees. Additional information regarding the Association may be obtained at its office located in Room 1–201 in the Vanderhoof Building or by calling (250) 562-7415 or (250) 562-2131, local 365.

CNC FREE PRESS

The Free Press is a bi-monthly newspaper, funded by the Student Association, and published by the students for the College community. Its objective is to keep students apprised of events, issues, and developments at the College and to provide students a vehicle for voicing their comments and concerns. Free Press staff members are all students who volunteer their time and talents to publish a reputable paper. Anyone interested in acquiring experience in writing, artwork, desktop publishing, or photography is encouraged to participate in the production of the newspaper. For more information, inquire at the Free Press office, located in Room 1–120 Vanderhoof Building, (250) 562-7441.

TELEPHONES

Lowered public telephones are available for wheelchair users throughout the College. At each bank of public telephones, one is marked for emergency use. One telephone is equipped with an amplification device for individuals who are hearing impaired. TDD service, for people with hearing impairments, is available through the main switchboard: (250) 562-2131.

TEST SUPERVISION

The Regional Centres provide supervision for various tests required for admission to universities, other institutions, or professions. Further information may be obtained from the Regional Centres.

TRANSPORTATION

Full-time students with a valid student card are eligible to receive the Prince George Transit student rate. Bus schedules are available at the College Store.

VANDERHOOF BUILDING LEVEL 3 CLASSROOMS

The third floor of the Vanderhoof Building consists of two levels which are connected by stairs. The floor containing the 3–200 and 3–300 series classrooms is wheelchair accessible by the elevator which is centrally located in the Vanderhoof Building. In order to access classes at opposite ends of the third floor, it is necessary to ride one elevator to either the first or second level, switch to the other elevator, and return to the third floor.

VOLUNTEER ADULT LITERACY TUTORING (VALT)

The College offers a free tutoring programme to assist adults who wish to acquire or improve basic literacy skills. This one-to-one tutoring is provided by community volunteers, trained by the College to serve as tutors. Based on an initial assessment, students are matched with a tutor. Student-tutor pairs usually meet two or three times per week, according to a schedule and location convenient to both the student and the tutor.

The VALT programme is offered by some regional campuses. More information may be obtained by contacting the VALT office at (250) 561-5835 or a Regional Campus.

WASHROOMS

Most washrooms in the main building are wheelchair accessible and are so marked. Washrooms in the Mackenzie Building and Academy (Student Pub) are not wheelchair accessible. There is a unisex washroom located on level I and level 2 in the main entrance area which is wheelchair accessible.

Business & MANAGEMENT STUDIES

DIVISIONAL CONTACT

Bob Miller
Dean, Business Division
Telephone: (250) 561-5814
Fax: (250) 561-5866
E-mail: miller@cnc.bc.ca

Business Administration
- Accounting and Finance
- Business Administration
- Computer Information Systems
- Hospitality Administration
- Marketing and Management

Business Management
- Business Administration
- Computer Information Systems
- Hospitality Operations Certificate
- Management Studies

Office Administration
- Administrative Assistant
- Legal Secretarial

Computerized Bookkeeping

BUSINESS ADMINISTRATION

The Business Administration Diploma programmes are designed to equip students with a broad understanding of business practices, in preparation for entry-level management trainee and specialist positions in a variety of institutions, such as manufacturing, wholesaling, retailing, financial, and service enterprises, as well as government agencies. In addition, the Business Administration programmes provide a solid base in preparation for further education towards professional designations. Studies focus upon the application of computers within business. The students develop skills through intensive hands-on training with industry standard equipment. The training labs are equipped with Novell Networks and microcomputers. The instructional staff maintain constant contact with industry ensuring the student receives relevant, current, and practical training. Students interested in furthering their business education are advised to consult the transfer guide in the Calendar, and to discuss their programmes with a Counsellor.

Graduation Requirement: Students must achieve a minimum overall grade point average of 2.0 ("C") based on the courses required for graduation.

CO-OPERATIVE EDUCATION

The Business diploma programmes can be structured according to the Co-operative Education format, offering students the option to integrate career-oriented work experience placements into their academic programmes. Students earn a salary during their work terms, and gain valuable understanding and experience directly related to their chosen field. MGT 154 is a prerequisite for participation in Co-op. A GPA of 2.67 must be maintained.

Accounting and Finance Diploma

Statement of Purpose: To provide a practical accounting programme that meets the needs of the students and the community and to maximize articulation with the professional accounting bodies.

The Accounting and Finance Diploma programme may qualify you for entry level positions in public practice and private industry. Further study and work experience can lead to such careers as controller, treasurer, public accountant, and auditor. Many of the courses taken in the Accounting and Finance Diploma are recognized for credit by the Society of Certified Management Accountants (CMA), the Institute of Chartered Accountants of B.C. (CA), and the Certified General Accountants Association (CGA). Block transfer available to UNBC.

Computer Information Systems Diploma

Statement of Purpose

To prepare students for an entry level technical role in a business computing environment and provide a foundation for future educational opportunities.

Programme Accreditation

The Computer Information Systems programme prepares students for careers in the diverse field of computer information systems. The CIS Diploma Programme focuses on the application of computers in business. Hands-on training takes place in modern labs equipped with networked microcomputers. Systems analysis and design, software development, testing, documentation, user training, communications, and network administration are cornerstones of the programme. These goals are reached using industry standard software packages and system tools. The programme also focuses on technical writing and presentation, personal skills, and group dynamics.

The Computer Information Systems Diploma Programme has been accredited by the Canadian Information Processing Society's (CIPS) College Program Accreditation Council (CPAC). The CPAC works with academic institutions to ensure that educational programmes prepare students for the demands of the Information Systems profession. Completion of accredited computer science programmes, assist

graduates in pursuing the Information Systems Professional of Canada (ISP) designation. More information about CIPS and the professional certification programme can be obtained at http://www.cips.ca or (416) 861-2477.

Hospitality Administration

Statement of Purpose

To train people for careers in the Hospitality Industry. Tourism worldwide has become the world's largest and fastest growing industry. With the shift away from traditional resource-based industries, tourism and hospitality have assumed a new prominence in the world economy.

The Hospitality programme is designed to provide training not only for people desiring to enter the hospitality industry but also for those in the industry who wish to further their qualifications for advancement. The programme contains a core of relevant business courses to provide a solid understanding of the fundamentals of any business. Practical work is matched with an underpinning of pertinent theory. Students will be exposed to industry standard software tools and packages.

The certificate programme is normally completed in one year, the diploma programme normally in two years. Students may enroll part-time, subject to seat availability. Students may, in cooperation with a counsellor, set up a modified plan where they may need to accommodate heavy commitments to developmental math and English, family obligations, or to part-time employment.

Marketing and Management Diploma

Statement of Purpose

To prepare students for careers in business, with a focus on marketing and management positions.

The Marketing and Management Diploma programme provides specific career employment areas including personal selling, advertising, sales promotion, marketing research, purchasing, product/brand management, physical distribution, public relations, and consumer affairs and protection.

ADMISSION REQUIREMENTS FOR ALL DIPLOMA PROGRAMMES

1. Successful completion of Grade 12 (with English 12, Communications 12 or Technical and Professional Communications 12) or ABE Advanced Certificate or GED Certificate.

2. Successful completion of Principles of Mathematics 11 or Applications of Mathematics 12 or Math 044 or 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)

4. Applicants must take the English and Math Achievement Test (EMAT), administered by the College, prior to attending the first semester. Students below a certain level in this test will be required to complete work in English and/or math. It is strongly recommended that students write the EMAT early and that they complete any required English and math work prior to attending the first semester.

5. Applicants to the Hospitality Administration Programme must provide a work/volunteer experience résumé outlining experience in the field or in a related educational programme such as the BC Tourism Career Preparation Programme.

6. Applicants to the Hospitality Administration Programme: Graduates of Tourism 11 and Tourism 12 courses with at least a "C+" grade in each course and at least 120 hours of relevant work experience are eligible for preferential admission. Applicants who meet the criteria must apply to CNC before February 1 of the calendar year to qualify and must meet all other admission requirements as presented in the college calendar. Preferential admission will be limited to 12 students per year. In no case will an applicant be eligible for preferential admission after 4 years from completion of Tourism 11 and Tourism 12 with at least a "C+" grade in each course at at least 120 hours of relevant work experience.

7. Applicants to the CIS Diploma programme must submit a statement outlining computer courses already completed and the date of their completion.

SELECTION CRITERIA

First qualified, first served.

For the Computer Information Systems Diploma:

In the event that the Computer Information Systems Diploma Programme is oversubscribed on the review date, the following guidelines for the selection of students to fill half of the available seats will be used:

1. Math 11, Math 044, Math 045, or Applications of Math 12 or equivalent with a grade of "B" or better contributes 2 points

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

For the Hospitality Administration Programme Diploma:

1. In those cases where more than 12 applicants meet the criteria for preferential admission to the programme, selection will be done on the basis of date of application. Applicants not selected will be placed in the general selection pool for the balance of seats available in the programme.

2. In those cases where the programme is oversubscribed on the review date, selection will be made on the basis of the résumé submitted with an emphasis for selection placed on the relevancy and extent of the work experience background provided.

APPLICATION PROCEDURE

Application forms are available at Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. Acceptance to the programme begins in May. All programmes begin the first week of September. Applicants are advised to consult with a counsellor to enter a programme at other times of the year.

PROGRAMME SCHEDULES

All diploma programmes are two years in duration. Students may, in consultation with a Counsellor, structure their programme over a longer period. Modified programmes are available.

PROGRAMME OUTLINE: ACCOUNTING & FINANCE DIPLOMA

(programme currently under review)

Semester I	**September to December**
ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 152	Macroeconomics
ENGL 155	Developmental English*
MATH 155	Developmental Math*
MGT 154	Applied Interpersonal/ Career Development Skills
MKT 152	Principles of Marketing

***Note: Students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155 (refer to item 4 of admission requirements)**

Semester II	**January to April**
ACC 152	Accounting II
CIS 160	Introduction to Systems Analysis & Design
ECON 251	Microeconomics
ENGL 190	Business Communications 1
MATH 157	Business Statistics

Semester III	**September to December**
ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I
ACC 264	Simply Accounting Lab
ENGL 191	Business Communications 2
FIN 257	Finance I
LAW 294	Business Law

Semester IV	**January to April**
ACC 252	Intermediate Accounting II
ACC 256	Management Accounting II
ACC 265	ACCPAC PLUS Lab
FIN 258	Finance II
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development

PROGRAMME OUTLINE: COMPUTER INFORMATION SYSTEMS DIPLOMA

This programme has been re-structured. Students expecting credit for CIS courses prior to Fall 1996 are advised to contact the Business Division office or CIS faculty to fill out a course planner.

Semester I	**September to December**
CIS 158	Business I
CIS 163	Systems Analysis
CIS 175	Windows Programming I
CIS 179	Operating Systems Fundamentals
MGT 154	Applied Human Relations

Semester II	**January to April**
CIS 159	Business II
CIS 186	Database Systems I
CIS 176	Windows Programming II
CIS 181	Microcomputer Systems and Operations
CIS 183	Word Processing and Spreadsheet Lab
ENGL 190	Business Communications I

Semester III	**September to December**
CIS 255	Data Communications
CIS 256	Training Workshop
CIS 277	Windows Programming III
CIS 282	Database Systems II
ENGL 191	Business Communications II

Semester IV	**January to April**
CIS 262	Information Systems Project
CIS 264	System Architecture
CIS 265	Local Area Networks
CIS 266	Client Server Computing
MGT 254	Applied Group and Leadership Skills

PROGRAMME OUTLINE: HOSPITALITY OPERATIONS CERTIFICATE (YEAR ONE)

Semester I	
MKT 152	Marketing I
HOSP 150	Introduction to Tourism
HOSP 160	Food and Beverage Service
CIS 152	Introduction to Computing Systems
MGT 154	Applied Interpersonal Skills (Human Relations)

Semester II	
ACC 151	Accounting I
ENGL 190	Business Communications I
HOSP 190	Work Experience
HOSP 170	Accommodations
HOSP 165	Beverage Operations
HOSP 168	Food and Beverage Cost Control

HOSPITALITY ADMINISTRATION DIPLOMA (YEAR TWO)

The Hospitality Programme has been set up to accommodate a double Co-op work term so that after Term 3, students will have a semester off as either a Co-op work term or to pick up available courses. Diploma students must consult with faculty to design their schedules.

Semester III	
ECON 152	Economics I
ACC 152	Accounting II
ENGL 191	Business Communications II
MGT 263	Human Resource Management
HOSP 270	Accommodations II
HOSP 280	Hospitality Law

Semester IV	
MGT 254	Applied Group Dynamics (Organizational Behaviour)
ACC 255	Management Accounting
MKT 281	Personal Selling (Marketing II)
HOSP 260	Food Production Principles
HOSP 265	Food Operations Management

Co-op Work Terms

Co-op work terms will be scheduled to take advantage of the peaks in the hospitality industry.

PROGRAMME OUTLINE: MARKETING AND MANAGEMENT DIPLOMA

Semester I	**September to December**
ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 152	Macroeconomics
ENGL 155	Developmental English*
MATH 155	Developmental Math*
MGT 154	Applied Interpersonal/ Career Development Skills
MKT 152	Principles of Marketing

***Note: Students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155 (refer to item 4 of admission requirements)**

Semester II	**January to April**
ACC 152	Accounting II
MATH 157	Business Statistics
ENGL 190	Business Communications 1
MKT 276	Retailing and Merchandising
MKT 281	Personal Selling

Semester III	**September to December**
ENGL 191	Business Communications 2
LAW 294	Business Law
MKT 251	Marketing Management Theory & Application
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods

Semester IV	**January to April**
ACC 255	Management Accounting I
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
MGT 256	Entrepreneurial Development
MKT 266	Promotions

BUSINESS CERTIFICATES

The Business Management Certificate programmes are designed for students seeking to complement their current business experience with academic training.

The programmes may only be taken on a part-time basis, and are designed to provide mature students the opportunity to add accounting, computer information systems, and general administration courses to their skill mix.

A wide selection of courses are available allowing students to tailor programmes to their needs and educational background.

Courses are offered during the day and evening on a rotating basis to accommodate those students working full-time.

ADMISSION REQUIREMENTS

Programmes vary according to a student's interests and requirements, and are planned on an individual basis in consultation with the Counselling and Advising Centre and the Dean of Business. A student may start his/her programme at any time, as agreed upon between the student and a CNC Counsellor. Courses start in September and January.

BUSINESS ADMINISTRATION CERTIFICATE

The programme consists of six required courses, plus four electives.

Required Courses

ACC 151	Accounting I
ACC 152	Accounting II
CIS 152	Introductory Computing Systems
FIN 257	Finance I
MGT 151	Management I
MKT 152	Principles of Marketing

Electives

The four elective courses may be selected from Accounting, CIS, Commerce, Economics, Finance II, Law, Management, Marketing, MATH 157, or ENGL 190.

COMPUTER INFORMATION SYSTEMS (CIS) CERTIFICATE

Statement of Purpose

To prepare students for an entry level technical role in a business computing environment and provide a foundation for future educational opportunities.

The CIS Certificate is awarded to students who have completed half the course credits needed for a CIS Diploma. There are two approaches to a CIS Certificate.

1. Most candidates complete Year 1 of the CIS Diploma. It provides basic skills in micro applications, computer programming, and systems analysis as well as general business knowledge and interpersonal and communication skills. They would be capable of assisting in microcomputer information systems.

This approach is attractive to students who wish to combine CIS "cross-over" skills with a specialty such as accounting or forestry. Students with cross-over skills would easily adjust to, if not actually lead, technology advances in their specialty area. This is the approach too, for students who need to postpone further study towards a Diploma.

2. Candidates already possessing basic CIS skills can choose courses at a more advanced level. Students can tailor individual programmes to expand their skill base according to their specific needs and interests.

Students then can receive recognition for managing their careers in the face of rapidly changing technology and their need to update or upgrade skills.

Both approaches are appealing to candidates already employed and wanting to expand their job prospects.

Entry requirements are the same as for the CIS Diploma programme, and allow for either full-time or part-time study. Students must have all the course prerequisites or equivalents to enroll in a course. The Certificate requires at least 50% of the credits that count towards a CIS Diploma.

MANAGEMENT STUDIES CERTIFICATE

The programme consists of the following nine required courses, plus one elective.

Required Courses

ACC 151	Accounting I
ACC 152	Accounting II
CIS 152	Introductory Computing Systems
COM 222 or MGT 262	Organizational Behaviour
MGT 151	Management I
MGT 152	Management II
MGT 261	Human Relations
MGT 263	Personnel
MGT 264	Industrial Relations

Elective

The elective course may be selected from Accounting, CIS, Commerce, Economics, Law, Management, Marketing, or ENGL 190.

DIPLOMA LADDER FOR BUSINESS CERTIFICATE GRADUATES

Statement of Purpose

To provide a path for business certificate graduates to complete a diploma. The title of the diploma is a **Diploma in Business Administration**.

Programme Outline

Students need either a Business Administration Certificate or a Management Studies course plus enough additional courses to make a total of 60 credits that also meet the following requirements.

Required courses:

ENGL 190	Business Communications I
ENGL 191	Business Communications II
MATH 157	Business Statistics
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

One or more of:

FIN 257	Finance I
ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I

One or more of:

MKT 281	Personal Selling
MKT 276	Retailing and Merchandising
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods

One or more of:

Macro-economics:	one of ECON 102, 152, or 202
Micro:-economics:	one of ECON 101, 201 or 251

Plus: Sufficient electives chosen from Accounting, CIS, Economics, Law, Marketing, or Management to make up a total of at least 60 credits.

OFFICE ADMINISTRATION

STATEMENT OF PURPOSE

To provide the educational foundation for office professionals entering or re-entering the workforce , enabling them to have a positive impact on the business community.

The Administrative Assistant and Legal Secretarial programmes consist of two full-time 17-week semesters and are designed to provide students with the necessary skills for entry into the work force. Programmes are structured for the high school graduate or mature student with typing competency but little or no office experience. Those who are interested in a career in the business world may wish to pursue one of these programmes.

Certificates will be awarded to students who successfully complete all courses in the programme.

Note: In order to proceed to the second semester of the office administration programmes, courses in the preceding semester must be successfully completed. Check prerequisites for courses offered in each term.

CAREER OPPORTUNITIES

Administrative Assistant

Graduates of the Administrative Assistant Programme find employment in business, government, and industrial offices in a wide variety of positions. Examples are junior secretaries, word processing operators, clerk-typists, and receptionists.

Legal Secretarial

Graduates of the Legal Secretarial Programme have found employment in private law firms; federal, provincial, and municipal offices; real estate companies; and accounting firms.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate or mature student status.

2. A keyboarding proficiency assessment. This assessment may take the form of a transcript or a letter on institutional letterhead from a teacher of typing, or other typing test documentation—any of which is to be dated within the previous three years—or an assessment by a CNC Office Administration instructor. An assessment by a CNC Office Administration instructor may be arranged between October 1 and April 30 of each academic year. Contact your local campus for regional assessment dates.

3. Applicants must take the English and Math Achievement Test (EMAT) administered by the College, prior to the first semester. Students below a certain level in this test will be required to complete work in English and/or math.

4. A résumé or other documentation outlining past work experience.

GRADUATION REQUIREMENTS

Certificates will be awarded to students who successfully complete all courses in the programme. (The Office Administration department will be following the grading scale as outlined in the College Calendar under "Dental Studies and Cooking Programmes".)

SELECTION CRITERIA

In those cases where the programme is oversubscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Verified typing speed with preference given to those with a higher documented level of achievement.

2. Work experience that is relevant to the programme.

APPLICATION PROCEDURE

Applications will be accepted beginning September 15 for the following September intake.

PROGRAMME OUTLINE: ADMINISTRATIVE ASSISTANT CERTIFICATE

Semester 1 (17 weeks)

B-070	Electronic Calculations
C-074	Business Communications I
H-070	Human Relations
P-072	Office Procedures
W-045	Computer Keyboarding/ Document Production Levels I and II
W-073	Microcomputer Applications
ENGL 155	Developmental English*
MATH 155	Developmental Math*

***Note: Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155.**

Semester 2 (17 weeks)

A-075	Secretarial Bookkeeping
C-075	Business Communications II
D-070	Machine Transcription
P-076	Office Simulations in the Electronic Office
W-078	Introduction to Desktop Publishing
W-042	Document Production Level III
V-075	Work Experience*

***Note: This course is currently under development. It may not be offered in the academic year 1999/2000 although every effort will be made to do so.**

PROGRAMME OUTLINE: LEGAL SECRETARIAL CERTIFICATE

Semester 1 (17 weeks)

B-070	Electronic Calculations
C-074	Business Communications I
H-070	Human Relations
L-070	Introduction to Legal Office Procedures
P-072	Office Procedures
W-045	Computer Keyboarding/ Document Production Levels I and II
W-073	Microcomputer Applications
ENGL 155	Developmental English*
MATH 155	Developmental Math*

***Note: Students must receive an exempt or satisfactory standing in ENGL 155 and Math 155.**

Semester 2 (17 weeks)

C-075	Business Communications II
D-070	Machine Transcription
L-076	Legal Processes
A-076	Legal Office Bookkeeping
W-042	Document Production Level III
V-075	Work Experience*

***Note: This course is currently under development. It may not be offered in the academic year 1999/2000 although every effort will be made to do so.**

COMPUTERIZED BOOKKEEPING

STATEMENT OF PURPOSE

To produce a computer-literate graduate who is capable of functioning independently; one who could look after all the bookkeeping and office functions of a small office, or one who could start a home-based business of keeping books for clients; or one who could fill effectively a bookkeeping or accounting position.

This programme consists of two 15-week semesters beginning each January and ending in December of the same year.

It is intended for people who wish to: keep books for clients; be the bookkeeper in a small office, or work as an accounting clerk in a larger office. It is not intended for students who wish to pursue an accounting designation. Extensive exposure to spreadsheets and accounting packages should prepare the student for today's computerized environment.

Note: Subject to approval, the next offering of the programme will commence in September of the year 2000.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 (with English 12, Communications 12 or Technical and Professional Communications 12) or ABE Advanced Certificate or GED Certificate.

2. Applicants must take the English and Math Achievement Test (EMAT), administered by the College, prior to the first term. Students below an established level in this test will be required to complete work in English and/or math. It is strongly recommended that students write the EMAT in the fall, BEFORE attending CNC. Students are also strongly advised to complete any required English or math work during the fall, before their first semester.

Note: Students entering the Computerized Bookkeeping programme are strongly advised to have keyboarding skills of at least 20 wpm prior to commencement of the programme.

SELECTION CRITERIA

Where the programme is over-subscribed, the selection criteria will be:

1. Completion of English 12 or English 045

2. Completion of Math 155 and English 155 or exemption from Math 155 and English 155

APPLICATION PROCEDURE

Applications will be accepted beginning February 15 for the following January intake.

PROGRAMME OUTLINE: COMPUTERIZED BOOKKEEPING CERTIFICATE

Semester I	**January to April (15 weeks)**
BOOK 161	Bookkeeping I
BOOK 162	Production Keyboarding I
BOOK 163	Communications I
BOOK 164	Computer Applications I
BOOK 165	Business Mathematics
BOOK 167	Human Relations
ENGL 155	Developmental English*
MATH 155	Developmental Mathematics*

***Note: Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155**

Semester II	**September to December (15 weeks)**
BOOK 171	Bookkeeping II
BOOK 172	Production Keyboarding II
BOOK 173	Communications II
BOOK 174	Computer Applications II
BOOK 176	Office Procedures
BOOK 190	Work Experience (optional)

COURSE DESCRIPTIONS

A-075
Secretarial Bookkeeping

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 both manual format and in a computer programme such as Simply Accounting. This course was previously offered as A-070 and A-071.

Prerequisite: B-070

(6)

A-076
Legal Office Bookkeeping

This course is designed to give the legal student an understanding of the accounting process in a law office. The student will be taught a basic accounting system, with an emphasis placed on the client accounting. The expectations and demands in the law office are continually in a state of change, with the accounting in law firms being done either manually or on any one of several computer systems. Law firm employees require a sound understanding of both accounting procedures and basic accounting principles, thinking skills, and general computer literacy. This course is designed to prepare the student to meet these needs.

Prerequisite: Successful completion of B-070 with a "C" grade or better or equivalent as evaluated by the instructor

(3)

ACC 151
Accounting I

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. Payroll is introduced. The current asset section of the balance sheet is studied in detail, including cash, investments, receivables, and inventory methods.

3 CR / (3,0)

ACC 152
Accounting II

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include: plant assets, depreciation methods, current and long-term liabilities, partnership accounting, bonds, and shareholders equity. The statement of changes in financial position is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic spreadsheet software.

Prerequisite: ACC 151

3 CR / (3,2)

ACC 251
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, marketable securities, accounts receivable, inventories, capital assets, and investments. The preparation of the Balance Sheet, Income Statement, and Statement of Retained Earnings is thoroughly reviewed.

Prerequisite: ACC 152

3 CR / (4,0)

ACC 252
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 Statement of Changes in Financial Position is thoroughly reviewed.

Prerequisite: ACC 251

3 CR / (4,0)

ACC 255
Management Accounting I

An introduction to Managerial Accounting. Emphasis is placed on cost for planning and control. The following topics are included: job-order and process costing, cost-volume-profit relationships, cost behaviour, segmented reporting, and contribution approach to costing. The computer lab component utilizes spreadsheet software.

Prerequisite: ACC 152 with spreadsheet software

3 CR / (3,1.5)

ACC 256
Management Accounting II

A continuation of Management Accounting I. Topics include: profit planning, standard costs, flexible budgets, control in decentralized operations, pricing of products, and allocation of service department costs. The computer lab component utilizes spreadsheet software.

Prerequisite: ACC 255

3 CR / (3,1.5)

ACC 264
Simply Accounting Lab

This course provides a practical, hands-on introduction to Simply Accounting software. Students learn how to set up a company's books, enter historical information, process current transactions, and produce financial statements.

Prerequisite: ACC 152

2 CR / (0,2)

ACC 265
ACCPAC PLUS Lab

This course provides a practical, hands-on introduction to ACCPAC PLUS accounting software. The General Ledger, Accounts Receivable, and Accounts Payable modules are used. Students learn how to set up a company's books, enter historical information, process current transactions, and produce financial statements.

Prerequisite: ACC 152

2 CR / (0,2)

ACC 354
Advanced Accounting

This course covers in depth: accounting for intercorporate investments via the Cost and Equity Method, consolidated financial statements at date of acquisition and subsequent years, foreign currency transactions, and preparing consolidated financial statements that include a foreign operations component.

Prerequisite: ACC 252

4 CR / (4,0)

ACC 380
Auditing

This course in auditing covers the main topics of audit risk, documentation and evidence, evaluation of internal controls, sampling, transaction cycle auditing, substantive testing, EDP auditing, and legal liability.

Prerequisite: ACC 252

3 CR / (3,0)

BOOK 161
Bookkeeping I

This is the first semester of a two-semester practical bookkeeping course. This course will introduce students to the double-entry bookkeeping system. Next, students will receive an overview of bookkeeping up to financial statements. Students will then study the following topics in depth: accounts receivable, accounts payable, subsidiary ledgers, synoptic journal, special journals, and reconciliation of bank accounts. Guest lecturers may be presented to speak on related topics. Students will complete two realistic practice sets during this course.

(4,4)

BOOK 162
Production Keyboarding I

A basic beginner and/or refresher course in typing skills. Exercises include basic keyboarding, centering, tabulation, and simple business forms, as well as business and personal business letters, and envelopes.

(0,3)

BOOK 163
Communications I

Good communications skills are essential for business success. This course will introduce students to all aspects of communicating—speaking, listening, reading, writing, and non-verbal communications.

(3,0)

BOOK 164
Computer Applications I

This extensive, hands-on course will familiarize the students with computer applications in the Windows environment. Simply Accounting, an integrated accounting package, is used extensively. Students practice setting up a company's books, processing transactions, producing financial statements, and procedures for year-end. In addition, basic spreadsheet techniques are introduced.

Corequisite: BOOK 161

(1,6)

BOOK 165
Business Mathematics

This course provides a review of basic arithmetic and algebraic concepts and the application of these concepts to everyday business activities. It also covers the use of the electronic calculator in carrying out bookkeeping and other daily office tasks and in solving business problems.

(0,3)

BOOK 167
Human Relations

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 will explore strategies and techniques to positively influence their interactions with clients, financial institutions, and other personal and professional contacts.

(2,0)

BOOK 171
Bookkeeping II

This is the second semester of a two-semester practical bookkeeping course. Students will continue their study of bookkeeping, building on the skills they acquired in Bookkeeping I. The topics covered in this course include: merchandising businesses, returns and allowances, inventory and cost of goods sold, sales taxes and GST, and payroll. Guest lecturers may be presented to speak on related topics. Students will refine and practice their skills by working through a realistic, comprehensive, practice set during this course.

Prerequisite: BOOK 161

(4,4)

BOOK 172
Production Keyboarding II

This is a continuation of Production Keyboarding I, BOOK 162. Exercises include business and personal business letters and envelopes.

Prerequisite: BOOK 162 with a grade of 60% or better

(0,3)

BOOK 173
Communications II

Good communications skills are essential for business success. This course will cover all aspects of communicating, speaking, listening, reading, writing, and non-verbal communications. This course is a continuation of BOOK 163 and will concentrate on written documents in the world of work and oral presentations.

Prerequisite: BOOK 163

(3,0)

BOOK 174
Computer Applications II

This extensive, hands-on course is a continuation of Computer Applications I. A modularized computerized accounting package is used. The General Ledger and Financial Reporter, Accounts Receivable, and Accounts

Payable modules are covered. Students practice setting up a company's books, processing transactions, producing financial statements, and procedures for year-end. In addition, more advanced spreadsheet topics are covered.

Prerequisites: BOOK 164 and BOOK 161

(1,6)

BOOK 176
Office Procedures

Office procedures is an introductory study of office technology and practical business routines including banking, meetings and conferences, postal services, reprographics, telephone and telecommunications, reference resources, travel arrangements, work management, and office ergonomics. It also provides filing basics to meet business entry-level requirements.

(3,0)

BOOK 190
Work Experience

BOOK 190 is an **optional** course offered in the second semester of the programme. This course is a bridge for the student between school and work whereby the student is able to experience the real-life requirements of an office or other work environment, utilize skills already learned, and develop and practice new skills. It is a three-way partnership among the College, the student, and the host employer.

The student will attend a position with a local business in the workplace for one day per week during the fall semester. The remaining second semester courses have been scheduled to leave a day open in the student schedule for the work experience course.

Prerequisite: At least a "C" grade in all of the first-semester courses in the Computerized Bookkeeping programme.

B-070
Electronic Calculations

Mathematical problems in various business settings are examined. Following a review of basic addition, subtraction, multiplication, and division, electronic calculators are used to solve cases in mark-up, mark-down, simple interest, discounts, ratios, and other related business calculations.

Prerequisite: Math 155

(2)

C-074
Communications I

This course introduces the student to effective communication skills including listening, comprehending, and participating in oral communications; developing a comprehensive business vocabulary; reading rapidly and comprehending what is read; producing error-free communications by proofreading and editing; mastering the principles of grammar, punctuation, and style; learning the techniques for planning, organizing, and writing forceful messages.

(5)

C-075
Communications II

This is a continuation and expansion of C-074 Communications I. In addition, the student will develop oral business communications skills including formal speeches, informal talks, face-to-face conversation, telephone communication, non-verbal communication, and introductions.

Prerequisite: C-074

(5)

CIS 152
Introductory Computing Systems

Through extensive hands-on experience, the student acquires skills in applying generic microcomputer applications to common business problems. Supporting discussions include introductory theory on the types of computers, hardware, software, networks, communications, and the influences of the computer within society.

Prerequisite: None

3 CR / (3,3)

CIS 158
Business I

This is the first part of a two-course study of fundamental business processes and cycles. The major business applications, their interrelationships, control procedures, data needs, processing activities, documents, reports, and on-line dialogues are examined. Typical areas studied are: accounting, marketing, materials management, and personnel. The terminology and concepts of computerized applications are stressed. Both on-line and batch systems are covered.

Prerequisite: None

3 CR / (3,0)

CIS 159
Business II

In this second course of the two-part study of fundamental business processes and cycles, the focus shifts towards the role of technology in support of business practices.

Prerequisites: CIS 158 and 163

3 CR / (3,3)

CIS 160
Introduction to Systems Analysis and Design

An introduction to the theory and methodology of structured analysis and design of business information systems. Among the many topics introduced are: the systems development cycle, the problem definition and evaluation of existing systems, characteristics of good system design, system control, evaluation of benefits and alternatives, system documentation, conversion and testing, implementation, follow-up and evaluation. Throughout, human relations are emphasized as well as the goals, methodology, and particular tools and techniques of a top-down approach to analysis and design of business systems.

Prerequisite: CIS 152

3 CR / (3,0)

CIS 163
Systems Analysis

This course introduces the learner to the concepts, tools, and techniques of systems analysis. Topics include the systems development life cycle, the role of systems analysis, information collection, feasibility, the products of systems analysis, repository management, data modelling, and network modelling. Object oriented analysis concepts are also discussed.

3 CR / (3,1.5)

CIS 175
Windows Programming I

This course is for the beginning programmer. It is a hands-on approach to building skills in Windows software development including visual, event-driven, and "component"-oriented programming techniques using industry standards.

3 CR / (3,3)

CIS 176
Windows Programming II

This course progresses to more sophisticated Windows features and programming techniques. Discussions include interface guidelines and testing strategies. Students develop simple, but complete business applications with traditional file structures.

Prerequisites: Math 155, CIS 175

3 CR / (3,3)

CIS 179
Operating Systems Fundamentals

Through "hands-on" experience, the student acquires survival skills when working with industry standard operating systems and their user interface. Supporting discussions include

general computer theory and a working knowledge of basic operating system commands, and survival skills in the user interface.

3 CR / (3,3)

CIS 181
Microcomputer Systems and Operations

The student acquires the skills to provide technical support for the micro environment, including operating systems, control language, and basic hardware troubleshooting. Software package configuration and installation are included. The concepts of computer support services within an organization are stressed.

Prerequisite: CIS 179

3 CR / (3,3)

CIS 183
Word-processing and Spreadsheet Lab

This course provides the student with the necessary skills to apply industry standard word processing, spreadsheet, and presentation software to the solution of a variety of business problems.

Prerequisite: CIS 179

3 CR / (0,3)

CIS 186
Database Systems I

This course provides the learner with a conceptual foundation in database systems and practical experience developing microcomputer database solutions.

Prerequisites: CIS 163, CIS 175

3 CR / (3,3)

CIS 250
Information Systems Project

This course is the culmination of the certificate programme. The student will design, develop, implement, and document an operational information system. Depending upon the project, either mini- or microcomputers will be used, along with the most appropriate software. The student may be required to work in a team, depending on the scope of the project. Real cases will be developed where possible.

Prerequisites: CIS 152 and CSC 109 (old CIS Certificate only)

6 CR / (3,3)

CIS 255
Data Communications

This course introduces the student to the conceptual issues related to the establishment of data communications networks. Discussions include the current and future state of the communication industry, hardware and software, comparison of LANs and WANs, connectivity, and the various models used to analyze a business network.

Prerequisite: CIS 181

3 CR / (3,1)

CIS 256
Training Workshop

This course provides the learner with the knowledge, skills, and values to plan, deliver, and evaluate training workshops for computer users. Topics include identifying training needs, developing training plans, assessing computer tutorials, developing and using effective media, evaluating training, and delivering effective training sessions.

Prerequisites: CIS 163, CIS 181, ENGL 190

3 CR / (3,3)

CIS 262
Information Systems Project

This capstone course emphasizes team work and project management in building an information system from a comprehensive, "real-life" case study. Teams develop and monitor their own work plans. Each team works through the phases of the software development cycle to produce and demonstrate a working model of the target system.

Prerequisites: CIS 277 and CIS 282

Corequisite: MGT 254

3 CR / (0,6)

CIS 264
System Architecture

This course provides the learner with a technical understanding of computer hardware and system software, and how they interact to support modern information systems. Topics include the role of hardware and software, data representation formats, structure and function of the CPU, primary storage, secondary storage, communications technologies, I/O devices, and operating system components.

Prerequisites: CIS 176, CIS 255

3 CR / (3,0)

CIS 265
Local Area Networks

This course provides the learner with the knowledge and skills to effectively administer a network. Theoretical background on hardware, software, and installation are provided as well as extensive hands-on experience using Novell Netware or similar industry standard software.

Prerequisite: CIS 255

3 CR / (3,3)

CIS 266
Client/Server Computing

This course provides the learner with the knowledge, skills, and values to develop online transaction processing and decision support applications in a client/server environment. Topics include the role of client/server computing in the enterprise, client/server components, client/server architectures, middleware, server issues, client development environments, distributed applications, and data warehousing. Applications are developed providing extensive hands-on experience using industry standard software.

Prerequisites: CIS 255, CIS 282

3 CR / (3,3)

CIS 277
Windows Programming III

This course focuses on use of custom controls and working with existing databases. Discussions include developing multi-user and client/server applications. Students develop more sophisticated applications to solve typical business problems.

Prerequisite: CIS 176

3 CR / (3,3)

CIS 282
Database Systems II

The student studies the theory of database design concentrating on the relational model. Experience is gained through a series of lab exercises complementing the discussion of definition, design, data dictionaries, inquiry tools, development, and management.

Prerequisites: CIS 176, CIS 186

3 CR / (3,3)

D-070
Machine Transcription

This course integrates realistic transcription tasks with carefully planned grammar and usage drills and provides practice time to ensure that students develop the level of performance that is demanded in today's business environment.

Prerequisite: W-045

(2)

ECON 152
Canadian Macroeconomics

This is an introductory course which examines the major factors which influence the performance of a modern mixed economy; special emphasis is placed on economic policy-making in the Canadian context. The relevance of economics to the average citizen is also stressed. Major topics to be addressed include

economic indicators, measuring economic performance, GDP, unemployment, inflation, business cycles, and government stabilization policies. The economic role of government, unemployment, business cycles, and government stabilization policies.

3 CR / (3,0)

ECON 201
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 will be studied. Time will be spent looking at ways in which the market system "fails", leading to discussions about government's role, in certain circumstances, as 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.

3 CR / (3,0)

ECON 202
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.

3 CR / (3,0)

ECON 251
Canadian Microeconomics

An introduction to the operation of individual markets, consumer/producer behaviour, and government intervention at the market level. Major topics include supply and demand, elasticity, costs to firms, and industrial organization. Throughout the course, the relevance of microeconomic theory to the average citizen will be stressed.

3 CR / (3,0)

ENGL 190
Business Communications I

This course introduces students to the fundamentals of professional business communications. Upon completion of this course, students will be able to properly compose internal and external written communications in various business formats. This is a practical course involving a substantial number of assignments. In addition students will make several prepared as well as impromptu oral presentations to develop speaking skills through practice.

Prerequisite: ENGL 155

3 CR / (2,2)

ENGL 191
Business Communications II

This course introduces students to the principles and practice of formal report writing. Upon completion of the course students will be able to plan, research, and present business projects in appropriate formats. In addition students will make several prepared as well as impromptu oral presentations to develop speaking skills through practice.

Prerequisite : ENGL 190

3 CR / (2,2)

FIN 257
Finance I

This course provides an introduction to the role of financial management and the environment in which it operates. Topics include corporate and personal taxation, short and long-term financial assets, securities markets, financial mathematics, financial statement analysis, and financial forecasting and planning. The computer lab component will utilize spreadsheet software.

Prerequisite: ACC 152

3 CR / (3,1.5)

FIN 258
Finance II

This course continues the introduction to financial management which was presented in Finance I. Major topics covered include working capital management, determinants of interest rates and foreign exchange rates, capital budgeting, risk, security valuation, and the cost of capital. The computer lab component will utilize spreadsheet software.

Prerequisite: FIN 257

3 CR / (3,1.5)

HOSP 150
Introduction to Tourism

This course is designed to assist students considering or committed to a career in the tourism industry. The major topics are covered from an industry perspective and are tourism's: 1) history, 2) current scope, 3) macro environmental issues, and 4) future direction.

3 CR / (3,0)

HOSP 160
Food and Beverage Service

This course focuses on the philosophy and psychology of service as well as technical skills or the mechanics of service. Students will experience a combination of service theory reinforced in a controlled and practical environment where they can practice the concepts learned. Emphasis is on the concept of customer relations from its broadest perspective, ways these impact on the customer, and the interpersonal skills needed to manage situations. Students will understand and appreciate the areas of service that are important and critical from a management point of view.

3 CR / (3,2)

HOSP 165
Beverage Operations

This course is a systematic approach to beverage operations with emphasis on management and operational controls. Students will get practical experience in preparing and serving beverages.

3 CR / (3,2)

HOSP 168
Food and Beverage Cost Controls

This course focuses on the principles and procedures involved in an effective system of food, beverage, and labour controls used in the hospitality industry. Topics include: the basic control procedures used for food and beverage costing, labour cost analysis, pricing methods, internal controls, and computer applications. Students will apply concepts, principles, and skills gained in Accounting I to case studies in the hospitality industry.

3 CR / (3,0)

HOSP 170
Accommodations I

Accommodations I is an introductory course. Topics include travel patterns affecting the lodging industry, different types of lodging, functions of the various departments within a lodging operation, human resource management issues specific to hotel operations and management, current trends in guest services, competitive tactics that hotels use in their service and amenities, service philosophy and psychology, principles of front desk management, and relevant operational procedures.

3 CR / (3,0)

HOSP 190
Work Experience

The internship provides experiential, workplace-based learning opportunities. The experience builds employable competencies and

practices the principles and skills learned during classroom study. Internships connect the learner with industry managers and employees, building employment linkages and establishing the foundations of an individual's employment history. In a workplace environment, educators can provide students with skills that are essential to their future success.

3 CR / (0,6)

HOSP 260
Food Production Principles

This course will provide a basic knowledge of food production principles. Topics include terminology, use of equipment, recipe and measurement analysis, cooking terms and concepts, safe food handling, and storage procedures. The provincial FoodSafe certificate is offered. The course is designed to broaden students' knowledge to become better managers by providing a hands-on experience. It introduces students to both the theoretical and practical basis of food preparation systems. They will acquire the basic skills of food preparation: classifying and preparing soups, stocks, sauces, fish and shellfish, meat, poultry, and egg dishes.

3 CR / (3,2)

HOSP 265
Food Operations Management

This course covers the theoretical application of food service management. Students develop competencies in management practices, menu making, purchasing, payroll systems, and merchandising and promotional techniques. They operate a licensed food service operation, rotating as manager, chef, sous chef, kitchen manager, purchasing agent, controller, steward, dining room manager, server, bartender, busperson, and host. Students learn to plan, organize, and cater functions through integrated teamwork and participation.

3 CR / (3,0)

HOSP 270
Accommodations II

Accommodations II is a continuation of Accommodations I. Topics include the principles of professional housekeeping operations, housekeeping procedures and practices, security controls, guest safety, contingency plans for emergencies, the role of the management team in the event of an emergency, energy and maintenance issues facing hospitality operations, and fundamentals of current hotel computer programmes.

Prerequisite: HOSP 170

3 CR / (3,0)

HOSP 280
Hospitality Law

This course outlines Canadian law applicable to the hospitality industry, identifies areas where there may be potential legal problems, and discusses rights and liabilities to relationships within the hospitality industry. Topics include constitutional law, the common law of contract, property law dealing with the sales of goods, methods of securing debts, human rights, working conditions, labour relations, liquor, health and licensing, definition of hotels and related establishments, and the safety of guests.

3 CR / (3,0)

H-070
Human Relations

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 will explore strategies and techniques to positively influence an employee's performance in an office position.

(2)

L-070
Introduction to Legal Office Procedures

Introduction to Legal Office Procedures will provide the student with a basic background to Canadian law, introduce the student to the Canadian and British Columbia Court System, and present the student with the necessary information to enable her/him to prepare general legal documents. The student will also learn about the role and responsibilities of a legal secretary, a lawyer, and all the other support staff who work in the legal profession.

(2)

L-076
Legal Office Procedures II

This course consists of the following modules: Litigation, Conveyancing, Family Law, Corporate, and Wills and Estates. The student will learn to use current precedents and follow proper procedures to prepare documents as well as learn the legal theory in each subject area.

Prerequisites: L-070 and W-045

(4,10)

LAW 294
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 / (4,0)

MATH 157
Business Statistics

This course introduces the student to basic statistical methods for analyzing both quantitative and qualitative information, including graphic methods, sampling, descriptive statistics and differential statistics. The relationship of statistics to research methods is discussed; applications to business decisions are stressed.

Prerequisite: MATH 155

3 CR / (3,0)

MGT 151
Management I

An introduction to the principle functions of modern management. Topics include: organizational objectives, planning, decision making, organizing, staffing, as well as organizational change. Students will obtain a good understanding of how an organization functions and will develop their skills in analyzing, communicating, deliberating, and proposing solutions to typical business problems.

3 CR / (3,0)

MGT 152
Management II

This course continues the study of functions of management introduced in Management I, and provides further insight into the practice of management. Topics include: the functions of direction and control, communication, supervision, and leadership.

Prerequisite: MGT 151

3 CR / (3,0)

MGT 154
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. **Students who plan to participate**

in Co-op must complete MGT 154 prior to their first scheduled work term.

3 CR / (2,2)

MGT 160
International Business

Learners will 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)

MGT 254
Applied Group and Leadership Skills

Teamwork is a vital part of organizational life. Participating effectively in teams requires the ability to use leadership skills when appropriate. Areas covered include: group dynamics, communication in groups, conflict management, and problem solving. Classroom participation and discussion are a necessary part of this course.

An important component of this course is an in-depth analysis of a current group experience. For this reason, it is recommended that Accounting and Marketing students take MGT 255 at the same time as MGT 254.

Prerequisite: MGT 154 or AIS 151

Corequisite: CIS 262 for CIS students

3 CR / (2,2)

MGT 255
Small Business Development

This course is specifically designed to provide 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 and methods of financing, government obligations, franchising, strategic planning and control. Case studies and simulations are used in the course.

It may be helpful to consider taking MGT 254 concurrently with this course for the group component.

3 CR / (2,2)

MGT 256
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 programmes culminating in an interdisciplinary project.

3 CR / (2,2)

MGT 261
Human Relations in Business

This course is designed to develop an awareness of the importance of human relations skills in the organization. Topics covered include: managerial assumptions about human behaviour, personality, occupational maladjustment (stress, job burnout), perception, motivation, communication skills, leadership, effective management, interviewing, performance appraisals, conflict and problem solving, time management, and decision making. Human relations skills will be examined through lectures, discussion, and laboratory assignments.

3 CR / (3,0)

MGT 262
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, culture and climate, organizational change, power, stress and time management, and human resource management/development issues. Organizational behaviour will be examined through lecture, discussion and practical applications of learned materials.

4 CR / (4,0)

MGT 263
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 management's responsibilities to employees.

3 CR / (3,0)

MGT 264
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, as well as discipline procedures.

3 CR / (3,0)

MGT 266
Management Skills for Supervisors

Students can only receive credit for this course through successful completion of the three modules of the certified Management Skills for Supervisors Programme.

3 CR

MKT 152
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)

MKT 251
Marketing Management Theory and Applications

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)

MKT 266
Promotion

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 newer forms of promotion, such as special events and telemarketing.

Prerequisite: MKT152

3 CR / (3,0)

MKT 271
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)

MKT 272
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)

MKT 276
Retailing and Merchandising

This course will examine the field of retailing, with particular emphasis on the application of marketing concepts, approaches, and methods. Topics include: understanding retail target markets, buying, merchandising and promoting for retail markets, creation of an exciting retail environment, and financial management.

Prerequisite: MKT 152

3 CR / (3,0)

MKT 281
Personal Selling

An introduction to personal selling. A practical course emphasizing role playing, case studies, and write-ups as a means to developing selling skills. Subject areas will include communications principles, buyer behaviour, prospecting potential customers, sales presentations, overcoming objections and closing the sale.

Prerequisite: MKT 152

3 CR / (3,0)

P-072
Office Procedures

This course introduces the student to a variety of office procedures including basic file management, banking and financial management, data processing, meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements.

(3)

P-076
Office Simulations in the Electronic Office

Using information from the text and varied reference materials, the students will acquire and apply keyboarding, word processing, and business knowledge and skills in simulated office environments. This course polishes administrative skills and provides realistic office experiences. Skills developed will include editing, proofreading, composition, computational skills, etc. In addition, the student will gain experience working as part of a team.

Prerequisites: Completion of W-045 with a "C" or better average or equivalent as evaluated by the programme and completion of P-072 with a "C" or better or equivalent as evaluated by the programme.

(5,0)

TAX 361
Taxation I

This course focuses on the calculation of net income for tax purposes. Topics include the taxation of employment income, business income, capital gains income and other sources of income. This course reviews the calculation of taxable income and taxes payable for individuals.

Prerequisite: ACC 152

3 CR / (3,0)

TAX 362
Taxation II

This course focuses on the calculation of taxable income and taxes payable for corporations, taxation aspects of corporate reorganizations, taxation of partnerships, taxation of trusts and income tax compliance issues.

Prerequisite: TAX 361

3 CR / (3,0)

V-075
Employment Placement

Employment placement is a bridge for the student between the academic present and the professional future. It is a three-way partnership between the college, the student, and the host employer. All parties in the relationship assume definite responsibilities, perform specific functions, and derive benefits as a result of their involvement.

Prerequisite: A grade average of at least a B- in Office Administration programmes.

(3,0)

W-042
Document Production Level III

In this course, the advanced level functions of a word processing software programme will be covered. The course will also continue to develop speed and accuracy in keyboarding skills.

Prerequisite: W-045

(5)

W-045
Computer Keyboarding/Document Production Levels I and II

This course combines a beginner and/or refresher course in basic keyboarding skills with an introduction to basic document formatting functions of a word processing software programme. In addition, the course will cover intermediate functions of a word processing software programme. A portion of the course will develop speed and accuracy in keyboarding skills.

(10)

W-073
Microcomputer Applications

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.

(4)

W-078
Introduction to Desktop Publishing and Advanced Features of Word Processing

This is an introductory hands-on course designed to teach the student the advanced functions of word processing and how to prepare professional looking printed material. Such topics as publishing concepts and elements of page design, the production process of producing camera-ready copy, and the basic design principles and production techniques of a variety of printed material are included.

Prerequisite: W-045 with a "C" or better or equivalent as evaluated by the programme.

Corequisite: W-042

(5)

BUSINESS ADMINISTRATION TRANSFER GUIDE

Students are responsible for verification of course equivalency with the accounting bodies. Minimum grade required is "B-" for all courses. Students are advised to consult with these associations prior to course registration.

Society of Management Accountants of B.C.

(CMA)

Accounting Technologist and Pre-Professional Programme		CNC Course Requirements
(FA1)	Financial Accounting 1	ACC 151/152 or COM 204
(CL1)	Commercial Law	LAW 294
((OB1)	Organizational Behaviour	COM 222 or MGT 262 or MGT 254
(EC1)	Economics	ECON 201/202 or ECON 152/251
(FA2)	Financial Accounting II	ACC 251/252
(MA1)	Management Accounting I	ACC 255/ACC 256/ENGL 191 or COM 212/ENGL191
(TX1)	Taxation	TAX 361/362
(QM1)	Quantitative Methods	MATH 157
(FA3)	Financial Accounting III	ACC 251/252
(MA2)	Management Accounting II	ACC 255/ACC 256/ENGL 191
(FM1)	Financial Management	FIN 257/258
(AS1)	Accounting Information Systems	CIS 160
((IA1)	Internal Control & Audit	ACC 380
(MA3)	Advanced Management Accounting	
(FA4)	Advanced Financial Accounting	ACC 354

Certified General Accountants of B.C.

(CGA)

Programme 90		CNC Course Requirements
(FA1)	Financial Accounting I	ACC 151/152 or COM 204
(ECI)	ECON I	ECON 201/202 or ECON 152/251
(LW1)	Law I	LAW 294
(FA2)	Financial Accounting II	ACC 251/252
(MA1)	Managerial Accounting I	ACC 255/256 or COM 212
(FA3)	Financial Accounting III	ACC 251/252
(FN1)	Finance I	FIN 257/258
Management Information Systems I		CIS 152/160
Public Speaking		ENGL 190/191
Business Writing		ENGL 190/191
Auditing		ACC 380

Institute of Chartered Accountants of B.C. (ICABC)

(CA)

ICABC Programme	CNC Course Requirements
Introductory Financial Accounting	ACC 151/152 or COM 204
Intermediate Financial Accounting	ACC 251/252
Advanced Financial Accounting	ACC 354
Introductory Management Accounting	ACC 255 or COM 212
Cost Accounting	ACC 256
Finance	FIN 257/258
Computers	CIS 152
Management Information Systems	CIS 160
Commercial Law	LAW 294
Mathematics	MATH 101/102
Probability/Statistics	MATH 157
Economics	ECON 201/202 or ECON 152/251
Organizational Behaviour	COM 222 or MGT 254 or MGT 262
Introductory Tax	TAX 361/361
Auditing	ACC 380

Professional Institutes

Transfer credit has been established previously with the following institutions:
- Canadian Institute of Bookkeeping
- Canadian Institute of Traffic and Transportation
- Institute of Canadian Bankers
- Purchasing Management Association of Canada

UNBC Block Transfer

The University of Northern British Columbia will award 60 credits to business diploma graduates since 1990 and 54 credits to graduates in the 1980s. Graduates of the CIS programme since 1995 should confer with the Chair of Management and Administration at UNBC. At UNBC students will have to take some first or second year courses as part of their remaining 60 credits towards their degree in Commerce. For most courses a grade of "C" or better is required in each CNC course to achieve the block transfer. In addition, a "B" or better in ACC 251/252 is required for Accounting/Finance graduates. Block transfer students may have to take additional courses if they do not meet the English and Math requirements of the University. Calculus is a graduation requirement for the Bachelor of Commerce degree at UNBC.

University of Lethbridge Block Transfer

The University of Lethbridge will accept students who have graduated with a GPA of 3 or higher in Accounting & Finance into a 20-course Bachelor of Management completion programme. Other graduates of Accounting & Finance and Marketing & Management may enter a 25-course degree completion programme. Brochures are available in the Divisional Office.

Royal Roads University

Royal Roads University accepts diplomas in Accounting/Finance, Marketing/Management, CIS as 60 credits towards an undergraduate degree in entrepreneurship.

Athabasca University

Through the Athabasca University students with a two-year diploma in business can complete a three-year degree in Administration or Management with the equivalent of one additional year of study. Athabasca University is Alberta's equivalent of the Open University. For more information, visit Athabasca's website: http://www.athabascau.ca

British Columbia Institute of Technology

BCIT accepts graduates of the CIS Diploma Programme into their Bachelor of Technology programme. This agreement is currently under review. For more information, go to the CIS website at: http://www.cis.cnc.bc.ca

University College of the Fraser Valley

UCFV accepts graduates of the CIS Diploma Programme into their Bachelor of Computer Information Systems programme. This agreement is currently under review. For more information, go to the CIS website at: http://www.cis.cnc.bc.ca

College Foundation PROGRAMMES

DIVISIONAL CONTACT

Marcia Timbres
Dean, College Foundations Division
Telephone: (250) 561-5826

College and Career Preparation (CCP)
(formerly Adult Basic Education—ABE)

English as a Second Language (ESL)

General Education Development (GED)

Volunteer Adult Literacy Tutoring (VALT)

Early Childhood Education (ECE)

Adult Special Education Programmes:
- TARGET
- Job Education and Training

COLLEGE FOUNDATION PROGRAMMES

The College Foundation programmes are designed for people seeking to acquire basic language, literacy, and numeracy skills, to complete a secondary school education equivalent, or to acquire the skills prerequisite to College programmes. They prepare students for admission to vocational training, post-secondary studies and/or for employment requiring completion of a secondary school education.

All components of College Foundation programmes are offered at the Prince George Campus, and many are offered at the Regional Centres. Information on regional programmes may be obtained by contacting the Regional Centres directly.

COLLEGE AND CAREER PREPARATION

(FORMERLY ABE)

STATEMENT OF PURPOSE

To provide adults with knowledge and academic skills through the grade 12 level so that they can enter courses, pursue careers, or satisfy personal educational goals.

WHY THE NAME CHANGE?

The College and Career Preparation programmes help people upgrade their education for further educational studies and skills to advance along their chosen path and be better equipped to compete in the ever changing job market. We wanted to change the name to reflect the goals of our students. As well, we wanted to move away from the connotation of "basic" upgrading. Students bring different experiences, skills, and goals to the classroom and we want to ensure that they feel these experiences are valued. We help students to learn the skills that will help them be successful in the job market, such as problem solving, working with others, overcoming frustration, public speaking, listening effectively, and improving self-esteem.

PROGRAMME LENGTH

The programme is based on competence in specific skills. Generally, courses run four to four and one-half months in length. For start dates contact the Counselling and Academic Advising Centre or Admissions Office.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age. A placement test must be completed prior to admission in order to assign appropriate course work.

In cases where the admission requirements or course prerequisites have not been met, special admission to a programme or course may be granted upon written recommendation by a Counsellor and the Coordinator, and upon authorization by the programme Dean.

Note: For intake information for regional campuses please contact your regional office.

APPLICATION PROCEDURE

Application forms are available at the Office of Admissions, Registration and Records and may be submitted at any time. Admission to day programmes occurs in September and January. Evening CCP courses typically begin in September and January. Continuous intake/self-paced courses are also available.

ATTENDANCE POLICY

A student who accumulates five days of unexcused absences may be terminated from the course, by the Dean, upon the instructor's recommendation.

CCP–FUNDAMENTAL

STATEMENT OF PURPOSE

To provide adults with knowledge and academic skills through the grade 12 level so that they can enter courses, pursue careers, or satisfy personal educational goals.

English 010
Basic Literacy

This course covers language skills, spelling, vocabulary and reading development up to the Grade 6 level.

Prerequisite: As evaluated by a placement test or instructor's recommendation

Note: At the Prince George campus, English 010 is not a course for English as a Second Language students unless they are referred by an English as a Second Language instructor.

English 020
Basic Preparatory English

This English course includes fundamental skills in reading, writing, and grammar.

Prerequisite: English 010 or as evaluated by a placement test

Note: At the Prince George campus, English 020 is not a course for English as a Second Language students unless they have been referred by an English as a Second Language instructor.

Math 010
Whole Number Arithmetic

This course is an introduction to basic arithmetic, including addition, subtraction, multiplication, and division of whole numbers.

Prerequisite: Adequate reading and comprehension level for text required, as evaluated by placement test and instructor interview, with final determination by CCP department.

Math 015
Fundamental Mathematics

This is a course designed for the learner 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: Math 010 or as evaluated by a placement test

Math 020
Basic Preparatory Mathematics

This course is a review of basic operations in whole numbers, basic operations with fractions, decimals, and percent, as well as an introduction to metric measurement, geometry, and graphing.

Prerequisite: Math 015 or as evaluated by a placement test

CCP–INTERMEDIATE

Canadian Studies 030
The goal of the Canadian Studies course is to help students develop their knowledge of social and political issues and increase their general knowledge of Canada through the study of Canadian history and government, immigration and multi-culturalism in Canada, and the Canadian economic system. Gaining an understanding of Canada enables students to become more informed and active members of their community and citizens of Canada.

Prerequisite: English 020 or as evaluated by a placement test

English 030
Intermediate Preparatory English

CCP Intermediate English 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: English 020 or as evaluated by a placement test

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 right angle triangle trigonometry.

Prerequisite: Math 020 or as evaluated by a placement test

Math 035
Intermediate Business Mathematics

This course includes an introduction to the metric system, ratio and proportion, basic geometry, a brief introduction to algebra, plus business topics which include budgeting, interest, and retail transactions.

Prerequisite: Math 020 or as evaluated by a placement test

General Science 031

This course is an introductory study of Human Biology and Earth Science for students who are not interested in further science study. General Science is not a valid prerequisite for Biology 045, Chemistry 045 or Physics 045.

Prerequisites: English 020 and Math 020, or as evaluated by the CCP placement test

Corequisite: Math 030 or 035

Intermediate Science 035

This course covers units on introductory chemistry, pollution, introductory biology, nutrition, weather, and simple machines. Intermediate Science 035 is not a valid prerequisite for Biology 045 and 050, Chemistry 045, or Physics 045, but it can be used as the science requirement for a CCP Intermediate Certificate.

Prerequisites: English 020 and Math 020 or as evaluated by the CCP placement test

Corequisite: Math 030

Students enrolled in Science 030 can pursue one of the following:

Science 030 (Biology Option)

This course is an introductory study of Chemistry and Biology consisting of selected topics relating to science. It fulfills the prerequisite requirements for Biology 045 and Chemistry 045; however, it is not valid as a prerequisite for Physics 045.

Prerequisites: CCP English 020 and Math 020 or as evaluated by the CCP placement test

Prerequisite or Corequisite: Math 030

Science 030 (Physics Option)

This course is an introductory study of the interaction of matter and energy to cause change. This course consists of selected topics in introductory Chemistry and Physics. Physical Science 030 fulfills the prerequisite requirements for Chemistry 045 and Physics 045 but is not valid as a prerequisite for Biology 045 or 050.

Prerequisites: English 020 and Math 020, or as evaluated by a placement test

Prerequisite or Corequisite: Math 030

CCP–ADVANCED

Biology 045
Advanced Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. An emphasis will be placed on the study of ecology and will include a survey of the diversity of plant and animal life.

Prerequisites: Science 030 (Biology Option), or successful completion of an introductory science course such as Science 10 in the last three years, or by permission of the instructor; Math 030 or as evaluated by the CCP placement test

Canadian Studies 045

This course looks at Canada's role in contemporary society and examines a number of global issues such as population, food supplies, urbanization, and environmental damage and their effect on Canada.

Prerequisite: English 030 or as evaluated by a placement test

Chemistry 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: Math 030; Science 030 (Physics or Biology Option) or Science 10 in the last three years; or as evaluated by a placement test

Corequisite: Math 044 or Math 045

Computer Studies 045

An introductory computer studies course which introduces the possibilities and limitations of the computer as a tool and introduces the student to a variety of computer applications such as word processing, databases, and spreadsheets.

Prerequisites: At the 045 entry reading level and as evaluated by a placement test and Math 020

Ed Cp 045
Advanced Level Education and Career Planning

This course will prepare adult learners with life and employment readiness skills. Students will develop a realistic awareness of their interests, abilities, and potential as well as specific education and employment readiness skills. The exploration and development of a personal training plan will be an integral part of the course.

Prerequisite: ENGL 020 or equivalent as determined by assessment

Prerequisite or Corequisite: ENGL 030 or equivalent as determined by assessment

English 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 as determined by a placement test

Math 044
Advanced Developmental Mathematics

The course includes math for science, number and number operation, geometry, algebra—linear and quadratic equations, inequalities, factoring polynomials, simplification, addition, subtraction, multiplication and division of rational expressions.

Prerequisite: Math 030 or as evaluated by a placement test

Math 045
Advanced Algebraic Mathematics

This course includes a core of algebra; factoring; radicals; exponents; graphing; solution of linear, simultaneous, and quadratic equations; formulas; functions; and trigonometry.

Prerequisite: Math 030 with a grade of "B+" or better, Math 044, permission of the instructor, or as evaluated by a placement test

Physics 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 030 or Math 10 or as evaluated by a placement test

Prerequisite or Corequisite: Math 045 or Math 11

CCP–PROVINCIAL

Biology 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: BIO 045 or BIO 11 or by permission of the instructor, and MATH 030 or MATH 10 and as evaluated by a CCP placement test

Chemistry 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; organic chemistry. Lab work is an integral part of the course.

Prerequisites: CHEM 045 or CHEM 11, Math 044 or 045

Note: Placement test will be required if more than one year out of CHEM 11 and/or less than a grade of B attained in CHEM 11.

English 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 as evaluated by a placement test

Math 050
Provincial Preparatory Algebraic Mathematics

This course is a continuation of Math 045. Topics include polynomials, equations, functions, systems of equations, series and sequences, imaginary and complex numbers, and exponential logarithmic, circular, trigonometric and inverse functions.

Prerequisite: Math 045 or as evaluated by a placement test

Physics 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: Phys 045 or Physics 11, C or better, Math 045 or Math 11, C or better or as evaluated by the CCP placement test

ADULT BASIC EDUCATION (ABE) CERTIFICATION

The following CNC courses may be used to satisfy the requirements of the three ABE Certificate levels, and the Provincial Diploma level.

ABE Fundamental Certificate—
Two courses required

English: English 020
Math: Math 020

ABE Intermediate Certificate—
Four courses required

English: English 030
Math: Math 030 or 035

And two of the following:
Science: Science 030 or 035
Socials: Canadian Studies 030 or Education and Career Planning 045

ABE Advanced Certificate—
Four courses required

English: English 045
Math: Math 044 or Math 045
Science: Bio 045 or Chem 045 or Phys 045
Option: One additional course from List 1

List 1: Advanced Level Options. **Options must not be the same as the one to satisfy the Advanced Level Science, English or Math requirement.**

Chem 045
Bio 045
Phys 045
Canadian Studies 045
Computer Studies 045
EdCp 045

Option also includes a language, science, social science or computerized science at the advanced level or higher.

Minimum of two of the above courses must be taken through CNC's CCP department in order to obtain the above certificates. Articulated ABE courses taken at other post-secondary institutions may also be used towards these certificates, as well as provincially authorized secondary school courses. Any course used towards these certificates must have been completed within the past 10 years.

ABE Provincial Diploma—Four courses at the provincial level, plus a prerequisite mathematics or accounting at the advanced level*

English: English 050 (English with a literature component or equivalent**
Option: Three optional courses must be taken from Lists 2 or 3.

*Includes Math 044, Math 045, Math 11, Intro. to Math 11, Accounting 11

**Equivalent courses include provincial level courses articulated at other B.C. colleges and institutes or English 12.

List 2: A minimum of one and a maximum of three courses must be taken from the following:

Bio 050
Chem 050
Math 050

Any other Science, Language, Math, Social Science, Computer Science or Humanities course which is articulated at the provincial level.

All University Transfer courses (limit of 1).

List 3: A maximum of two courses may be selected from this list.

All 100 level Business Administration courses. Successful completion of a certificate in Office Administration will be counted as two courses.

Trades training at the specialty level.

Other post-secondary courses as approved by department.

Note: Students intending to use the Provincial Diploma for University Entrance, please check the latest university bulletins regarding the selections of provincial level options and for policy statements about the use of UT courses for this purpose.

A minimum of two of the four courses required must be taken at CNC. At least one must be taken through the CNC CCP department. Any course used towards the CCP Provincial Diploma must have been completed within the past 10 years.

A course can only be used for one certificate. You may use a higher level course in place of a lower level course for a lower level certificate.

The following is a list of secondary school courses, and their corresponding CNC CCP course. A high school course may be used in place of its corresponding CCP course for a certificate or diploma. If a high school course is being used to obtain a certificate or diploma, the course must have been taken within the past 10 years.

Secondary School Course	CCP Course
English 10	English 030
Math 10	Math 030 or 035
Science 10	Science 030 or 035
Social Studies 10	Canadian Studies 030
English 11	English 045
Intro. Algebra 11/ Intro. Math 11	Math 044
Math 11	Math 045
Chemistry 11	Chem 045
Biology 11	Biology 045
Physics 11	Physics 045
Social Studies 11/ History 11/Law 11	Canadian Studies 045
Computer Studies 11	Computer Studies 045
English 12/ Literature 12	English 050
Biology 12	Biology 050
Chemistry 12	Chemistry 050
Physics 12	Physics 050
Math 12	Math 050

APPLICATION FOR CERTIFICATES

Certificates will be automatically generated and sent to those students whose courses correspond with the main ones listed under the certificate.

A student may apply for a certificate or diploma by completing an application form available at Admissions, Registration and Records. The following cases require an application form to be filled out:

1. Anyone applying for the Provincial Diploma.

2. Anyone using a course from a different institution towards a certificate.

3. Anyone using a higher level course for a lower level certificate.

ADULT SPECIAL EDUCATION

The Adult Special Education department at the Prince George campus offers two programmes, Job Education and Training (JET) and Techniques for Access, Reaching Goals and Employment Training (TARGET). Both are designed to assist individuals with developmental disabilities.

Both programmes offer maximum flexibility to their students. These programmes are individualized to assist students in achieving specific personal and/or employment goals. Programme duration will vary depending on the goals identified, and on the scheduling which may be either full time or part time.

The Regional Campuses also offer special education programmes. Information on regional programmes may be obtained by contacting the Regional Campus directly.

ADMISSION REQUIREMENTS

Applicants must be 19 years of age or older. For information on programme criteria, contact the College Foundation Division at (250) 561-5826.

APPLICATION PROCEDURE

Applications to either of these programmes may be submitted at any time; all applicants are required to attend a personal interview. Although most programmes start in September, it may be possible for a student to enter at course start dates during the year depending on the seat availability. **Anyone seeking entry into these programmes is encouraged to contact the TARGET or JET instructors to obtain specific information.**

Job Education and Training (JET)

Statement of Purpose

The purpose of the Job Education and Training (JET) Programme is to prepare students for entry level positions in competitive employment.

JET 151	Job Orientation
JET 152	Assertiveness and Interpersonal Skills
JET 153	Interview Skills
JET 154	Job Maintenance
JET 155	Job Search

Students may apply for **all** courses or **select only those which pertain to their personal goals**. With student input, programme staff arrange job training with local employers to acquire job-specific skills and experience.

TARGET

Statement of Purpose

The TARGET Programme assists students in the acquisition of general and specific work skills and in the development of positive work-related behaviours which will help them succeed in future supported employment situations.

The programme combines classroom instruction with student work experience placements.

- Basic Employment Skills Training
- Communications and Interpersonal Relations
- Work Interests
- Success Strategies
- Work Adjustment

Work Practicum Placements

Students may participate in part-time Work Practicum Placements during designated programme segments. Work Practicum Placements will 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 the students while they are in placement.

ENGLISH AS A SECOND LANGUAGE

STATEMENT OF PURPOSE

ESL programmes provide students with the language and socio-cultural skills to begin functioning, participating, and contributing in Canadian society.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age, and may be asked to have an interview with an instructor.

APPLICATION PROCEDURE

Application forms are available at Admissions, Registration and Records and may be submitted at any time. Courses start in September and end in May. Some students may wish to join in the beginning of January (second semester), but we encourage you to start in September and stay until classes end at the end of May. Additional courses may be started during the year in response to demand. Further information on the courses offered may be obtained by contacting the Admissions Office at (250) 561-5867 or the English Language Training Department at (250) 562-2131, local 206, or the Regional Centres.

COURSE DESCRIPTIONS

The English Language Training programme has a long history of successful teaching to people from around the world.

Our ELT programme offers three levels:

- English 011 (beginner level)
- English 012 (intermediate level)
- English 015 (advanced level)

ENGL 011

This programme offers listening, speaking, reading, and writing at a beginner level. You will also learn and practice some English idioms, new vocabulary, and communicative grammar. Some knowledge about Canadian culture and the community will be introduced through films, music, books, and local field trips.

Prerequisite: Literacy in native language and knowledge of the English alphabet

ENGL 012

This programme offers conversation, listening, speaking, reading, and writing at an intermediate level. You will also learn and practice many new English idioms, new vocabulary, and communicative grammar. You will have the opportunity to meet and interview Canadian students, prepare and present short talks, and to learn about Canadian culture and community through films, music, books, theatre, and local field trips.

Prerequisite: Basic speaking, writing, reading, and listening skills

ENGL 015

This programme offers conversation, listening, speaking, reading, and writing at an advanced level. You will also learn and practice many new English idioms, new vocabulary, and communicative grammar. You will have the opportunity to meet and interview Canadian students, prepare and present short talks, and to learn about Canadian culture and the community through films, music, books, theatre, and local field trips. This level also includes TOEFL preparation.

GENERAL EDUCATION DEVELOPMENT (GED)

The General Education Development (GED) tests are used to assess whether an individual meets the basic academic skills required to obtain a secondary school (Grade 12) equivalency certificate. This certificate is often used for employment, job advancement, and admission to educational programmes. The tests evaluate writing, social studies, science, reading, and mathematical skills. As this certificate may not meet certain College programme requirements, a counsellor should be consulted to obtain clarification.

ADMISSION REQUIREMENTS

Applicants must meet the following three requirements at the time of application:

1. Be at least 19 years of age at the time of application;

2. Be a British Columbia resident for at least six months immediately prior to the application date; and

3. Be out of school for at least one full academic year.

APPLICATION PROCEDURE

Application forms are available at Admissions, Registration and Records and may be submitted at any time.

VOLUNTEER ADULT LITERACY TUTORING (VALT)

(PRINCE GEORGE, QUESNEL, BURNS LAKE, MACKENZIE)

This programme accepts students who are non-readers as well as those who wish to improve their basic literacy and numeracy skills. Students receive free one-to-one instruction, from a trained volunteer literacy tutor. Time and place of instruction can be arranged to accommodate the student. Programmes are individually designed for each student, and often serve as a "bridge" to other College programmes. Students who achieve success in this programme are those who are able to work independently on assigned materials between tutoring sessions.

ADMISSION REQUIREMENTS

Students must be at least 18 years of age, and must personally recognize the need to acquire or improve basic literacy skills. Other requirements may apply. Students can be accepted any time between September and May. Contact the VALT office at (250) 561-5835, or a Regional Centre office for further information.

EARLY CHILDHOOD EDUCATION

Statement of Purpose

To provide a learner-centred environment that, through a balance of practice and theory, enables graduates to adhere to exemplary models of child care which reflect and respect the diverse needs of children, families, and the community.

This programme provides the training required for working with young children in a variety of early childhood education settings. It integrates sixteen weeks of intensive observation and work experience with academic training.

Students who successfully complete the programme are eligible for registration with the Community Care Facilities Licensing Board of B.C. upon completion of a further 500 hours of work in an approved facility. Graduates must be at least 19 years of age to apply for registration.

CAREER OPPORTUNITIES

Graduates find employment in a variety of early childhood settings: day care centres, nursery schools, parent co-operative preschools, childminding centres, centres for children with physical and mental challenges, social service agencies, libraries and hospital playrooms. Some graduates are owners of their own day care centres, nursery schools and childminding centres.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 (with English 12 with a minimum "C" grade) or ABE Advanced Certificate plus English 050 with a minimum "C" grade or GED Certificate.

2. a) Preference will be given to applicants who have successfully completed 30 hours paid or volunteer experience in an early childhood setting (e.g. group day care centre, nursery school, family day care centre). A form signed by the programme supervisor will outline hours of work and attest to the applicant's ability as demonstrated during this experience. The signed form will accompany the completed application.

b) A second letter of reference from an employer, educator or other professional commenting on the applicant's personal suitability for working in the field of early childhood education must accompany the completed application.

3. All entering students must write the English component of the English and Math Achievement Test (EMAT) administered by the College prior to the first semester. Students whose test results indicate difficulties in English will be required to take a developmental programme.

4. Attendance at a Spring orientation session.

5. A written statement describing career goals, special interests and reasons for seeking entrance to the programme (at least 300 words in length) must accompany the completed application.

6. Documents certifying current immunization, TB screening, dental and health examination. The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of the programme.

7. Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

APPLICATION PROCEDURE

Application forms are available at the Office of Admissions, Registration and Records and may be submitted after September 15 for the following year. Applicants are advised to submit their application early in the academic year. Applications should be completed by April 22nd to be eligible for the first selection process. Acceptance into the programme commences mid-May for the intake in September. Only completed applications will be considered in a selection process.

PROGRAMME OUTLINE: Early Childhood Education

Semester I	**September to December**
ECE 151	Child Growth and Development
ECE 154	Theories and Practices of ECE
ECE 165	Programme Development
ECE 170	Observing and Recording Behaviour
ECE 176	Human Relations in Early Childhood Settings
ECE 190	Practicum I
ENGL 155	Developmental English*

Note: Students MUST receive an exempt or satisfactory standing in ENGL 155 prior to continuing with the second term

Semester II	**January to May**
ECE 153	The Child in Society
ECE 155	Theories and Practices of ECE
ECE 166	Programme Development
ECE 172	Health, Safety and Nutrition in ECE
ECE 174	Interacting with Families
ECE 177	Human Relations in Early Childhood Settings
ECE 199	Practicum II

COURSE DESCRIPTIONS

ECE 151
Child Growth and Development

Human development in the years from conception through the pre-school years with emphasis on the interaction between heredity and environment.

ECE 153
The Child in Society

A study of the many social, cultural and political influences on children and their families. The role of the early childhood educator as an advocate for children is emphasized.

ECE 154 & 155
Theories and Practices of ECE

A two-semester course covering the major theories of Early Childhood Education and the resulting practices such as classroom management, planning for groups and individual children.

Prerequisite: ECE 170 is a prerequisite for ECE 155

ECE 165 & 166
Programme Development

Two semesters studying the planning of young children's curriculum in fields such as art, music, movement, science, math, social studies, language and literature.

ECE 170
Observing and Recording Behaviour

A study of methods of accurately and objectively observing, recording and interpreting child behaviour using the College Demonstration Day Care and other centres.

Prerequisite or Corequisite: ECE 190

ECE 172
Health, Safety and Nutrition in Early Childhood Education

In addition to the study of health, safety and nutrition of young children, the ECE student is expected to take a certified first aid training course.

ECE 174
Interacting with Families

A study of effective parent-teacher and home-classroom communication and co-operation.

Prerequisite: ECE 170

ECE 176 & 177
Human Relations in Early Childhood Settings

A course to assist the student to explore her or his own values, goals and skills and to help improve communication and problem-solving skills.

ECE 190 & 199
Practicum I and II

Practical experience working with young children under qualified supervision in conjunction with classroom follow-up seminars. Students plan and implement learning activities. ECE 190 is divided into Level I and II. Students must maintain a GPA of 2.0 in order to proceed to Practicum II. ECE 199 is divided into Levels III and IV. Level IV includes six weeks of full-time work experience which can only be undertaken after all other course work has been completed.

PROGRAMME OUTLINE: Post Basic

These programmes provide graduates of the Basic ECE programme with the post-basic training necessary to qualify as "Infant and Toddler" or "Supported Child Care" Supervisors. Courses are offered on a part-time basis in response to demand. For more information, contact the Admissions, Registration and Records office.

Core Courses

These core courses are required for both specialties.

Post-Basic Course Descriptions

ECE 251
Infant Growth and Development

A study of contemporary theories in growth and development of the child from conception to 36 months.

ECE 252
Administration of ECE Programmes

A study of basic administrative skills including the management of personnel, centre administration and finances.

ECE 272
Health, Safety and Nutrition

The students will learn to establish healthy, safe environments for young children.

ECE 274
Interacting with Families

The student will learn to coordinate home and programme goals for typical and atypical infants in child care settings.

Infant and Toddler Courses

ECE 255
Care and Guidance of Infants and Toddlers

In this course the student will develop programme planning and implementation skills for application in the infant or toddler group care setting.

ECE 290 & 291
Practicum

The student will demonstrate skills in observation and the presentation of age-appropriate activities for children in an infant centre and in a toddler centre.

SUPPORTED CHILD CARE COURSES

These courses are pending final approval.

ECE 254	Introduction to Inclusive Child Care
ECE 256	Programming for an Inclusive Classroom
ECE 292	Practicum
ECE 293	Practicum

Health Sciences PROGRAMMES

DIVISIONAL CONTACT

Melba Holm
Dean, Division of Health Sciences
Telephone: (250) 561-5841

- Dental Assisting
- Dental Hygiene
- Home Support/Resident Care Attendant
- Northern Collaborative Baccalaureate Nursing Programme

DENTAL STUDIES

STATEMENT OF PURPOSE

To provide the educational foundation for oral health care providers entering practice so they are able to have a positive impact on the health of the community and on their profession.

DENTAL STUDIES 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 programme. Students will have the opportunity to demonstrate that they have previously met the goals and objectives of a particular course.

The student must approach the Curriculum Co-ordinator or Dean with the request to have his/her credentials evaluated as they relate to a course. The Curriculum Co-ordinator (or Dean) 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 3 weeks of the first day of the academic year. 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 programme acceptance letters.

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

DENTAL ASSISTING

The one-year Dental Assisting Certificate programme combines lectures and clinical practice in preparation for a career in private practice, dental clinics, and other public health facilities.

Students gain extensive clinical experience throughout the programme. In addition to working at the CNC Dental Clinic (open to the general public), the curriculum includes a six-week practicum of full-time experience in a dental office.

The programme is accredited by the Commission on Dental Accreditation of Canada, hence the graduates are eligible for registration with the College of Dental Surgeons of British Columbia.

CAREER OPPORTUNITIES

The person with ability to accept direction and supervision from others, with a sincere interest in people and with the ability to work well with others can find great satisfaction as a Dental Assistant.

The Certified Dental Assistant works under the supervision of a dentist and may perform all of the duties of the chairside assistant as well as additional duties which he/she must be licensed to perform.

Criminal Records Search

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches: one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must acquire and maintain a valid CPR Level C certificate throughout the programme.

1. Successful completion of Grade 12 with English 12 or Technical and Professional Communications 12, and Biology 12 or BIO 050, or ABE Advanced Certificate with Biology 12 or BIO 050, or GED Certificate with Biology 12 or BIO 050.

2. Biology 12 or BIO 050 with a grade of "C" or better required.

3. Documents certifying current immunization, TB screening, and dental and health examinations. Documentation needs to be on official College of New Caledonia forms (supplied with acceptance package) and submitted prior to commencement of the programme. Hepatitis B vaccination is required of all students accepted into the programme. Students can have completed this vaccine prior to entering the programme or have it done while in the programme. (The Hepatitis B vaccine will be supplied at no cost to the student, however, a minimal administration fee will be charged and immunization scheduled on entry.)

4. Some experience, volunteer or paid, in a dental office/clinic is very beneficial. Applicants should include a statement describing the length, type, and location of previous dental experience. Applicants with no previous dental experience may wish to consider the Introduction to Dentistry course offered by the College (See DENO 150 Course Description). The DENO 150 course may not be run if there are insufficient numbers of students for this course. As an alternative to DENO 150, the Introduction to Dental Assisting is offered by the Open Learning Agency (OLA): 1-800-663-9711.

Note: In addition to disbursements for tuition, textbooks, and uniforms, students will be 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 items will be provided during the first week of class.

RE-ADMISSION

A student who is unsuccessful in a dental assisting course once, will be allowed to apply for re-admission to the programme. Multiple course failures or a subsequent failure in dental assisting courses will exclude the student from further study and re-admission to the programme; that student may **not** apply again to the programme under the new student category. The dental assisting programme must be completed within a 3-year period.

Re-admission to the programme 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 better, 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 programme; 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.

SELECTION CRITERIA

In those cases where the programme is oversubscribed, the following selection criteria will be used to select one-half of the class.

1. The letter grade for English 12 or English 045 will contribute its actual points to the selection process—e.g., an "A" = 4.0, "B+" = 3.33, etc.

2. The letter grade for Biology 12 or Biology 050 will contribute its actual points to the selection process—e.g., an "A" = 4.0, "B+" = 3.33, etc.

3. Geographic Location: Residents of British Columbia or the Yukon will be awarded 1 point.

4. Persistent interest in the programme as a result of continuing completed applications contributes 1 point to the selection process.

5. Relevant experience such as volunteer work, completion of Deno 150, chairside experience, Introduction to Dental Assisting offered by OLA or completion of Dental Receptionist programme contributes 1 point to the selection process.

Maximum Points Available = 11.66

APPLICATION PROCEDURE

Application forms are available from the Office of Admissions, Registration and Records and may be submitted after September 15 for the following year. Applications received after March 15 will be considered late and will be processed as space permits. Applicants are advised to submit their applications as early as possible in the academic year. Acceptance into the programme commences May 1st for the intake in September. (Applications must be completed before April 22 to be considered in the selection process).

PROGRAMME OUTLINE: DENTAL ASSISTING

Term I	**September to December**
DEN 150	Prevention I
DEN 151	Dental Assisting I
DEN 152	Dental Assisting Clinic I
DEN 153	Head and Neck Anatomy
DEN 154	Dentition
DEN 155	Infection Control
DEN 156	Client Assessment
DENT 158	Communications I
DEN 159	Professional Issues I
Term II	**December to March**
DEN 160	Prevention II
DEN 161	Dental Assisting II
DEN 162	Dental Assisting Clinic II
DEN 163	Oral Surgery
DEN 164	Periodontics for Dental Assisting
DEN 165	Restorative Dentistry
DENT 168	Communications II
DEN 169	Professional Issues II
DHYG 144	Radiology
Term III	**March to June**
DEN 171	Dental Assisting III
DEN 172	Dental Assisting Clinic III
DEN 173	Oral Pathology
DEN 174	Prosthodontics
DEN 178	Communications III
DEN 180	Practicum I
DEN 190	Practicum II

DENTAL HYGIENE

The two-year Dental Hygiene Diploma programme provides education in the application of preventative and therapeutic methods of oral disease control, and in the promotion of oral health. It combines lectures and clinical experience acquired in the CNC Dental Clinic under the supervision of faculty. All programme requirements must be completed within five years of initial enrollment.

CAREER OPPORTUNITIES

The dental hygienist has many employment settings from which to choose. The services of the dental hygienist are utilized in general and specialty practices, in the armed forces, in programmes of public health, school health, industrial health, and teaching. The scope of

dental hygiene practice is expanding with increased opportunities for employment in non-traditional settings. Dental Hygiene is a young and viable profession and the dental hygienist is one of the key members of the modern oral health team.

Criminal Records Search

Dental Hygiene graduates are required to undergo a criminal records search as part of the process of joining their respective professional groups. The cost of the search is the responsibility of the student.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must acquire and maintain a valid CPR Level C certificate throughout the programme.

1. First year University level with a full year of each of the following:
- BIO 111 and 112 (Human Anatomy and Physiology with labs)
- Chemistry
- English (one course must be ENGL 103 or equivalent)
- Psychology
- Electives (must be at University level)

Note: Applicants must have an overall GPA of 3.0 or "B" grade average or better to qualify for admission

2. Documents certifying current immunization, TB screening, and dental and health examinations. Documentation needs to be on official College of New Caledonia forms (supplied with acceptance package) and submitted prior to commencement of the programme. Hepatitis B vaccination is required of all students accepted into the programme. Students can have completed this vaccine prior to entering the programme or have it done while in the programme. (The Hepatitis B vaccine will be supplied at no cost to the student. A minimal administration fee will be charged and immunization scheduled on entry.)

3. Some experience, volunteer or paid, in a dental office/clinic is beneficial. Applicants should include a statement describing the length, type, and location of previous experience. Applicants with no previous experience may wish to consider the Introduction to Dentistry course offered by the College (See DENO 150 Course Description). The DENO 150 course may not run if there are insufficient numbers of students. As an alternative to DENO 150, applicants may consider taking the Introduction to Dental Assisting Programme offered by the Open Learning Agency (1-800-663-9711).

Note: In addition to disbursements for tuition, textbooks and uniforms, students will be 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 items will be provided during the first week of class.

RE-ADMISSION

A student who is unsuccessful in a dental hygiene course once, will be allowed to apply for re-admission to the programme. Multiple course failures or a subsequent failure in dental hygiene courses will exclude the student from further study and re-admission to the programme; that student may **not** apply again to the programme under the new student category. The dental hygiene programme must be completed within a 5-year period.

Re-admission to the programme 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 better, 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 "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 hygiene programme; 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.

SELECTION CRITERIA

In those cases where the programme is oversubscribed, the following selection criteria will be used to select one-half of the class.

1. Overall Grade Point Average as prescribed in the Admissions Requirements contributes its actual points—e.g., a GPA of 3.2 will contribute 3.2 points to the selection process.

2. Geographic location: Residents of British Columbia or the Yukon will be awarded 1 point.

3. Relevant work or educational experience including completion of the Dental Receptionist programme, a certified Dental Assistant designation, completion of DENO 150 or completion of Introduction to Dental Assisting offered by OLA contributes 2 points to the selection process.

Volunteer experience only contributes 1 point to the selection process.

4. Persistent interest in the programme as a result of continuing completed applications contributes 1 point to the selection process.

Maximum Points Available = 8.33

Effective 1998 the Dental Hygiene programme will no longer select the entire class for the programme. In keeping with the majority of programmes that are oversubscribed, this programme will select 50% of the class from the qualified applicants while the balance will be selected randomly from the remaining qualified applicants.

APPLICATION PROCEDURE

Application forms are available from the Office of Admissions, Registration and Records and 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 programme commences mid-June for the intake in September. Official transcripts with final grades must be submitted by May 22. Only completed applications will be considered in the selection process. Applications received after March 31 will be considered late and will be processed as space permits.

PROGRAMME OUTLINE: DENTAL HYGIENE

Trimester I	**September to December**
DHYG 130-6	Dental Hygiene I
DHYG 132-1	Oral Anatomy
DHYG 133-3	Histology and Embryology
DENT 158-3	Communications
DHYG 136-2	Head and Neck Anatomy
DHYG 137-3	Professional Issues I

Trimester II December to March
DHYG 140-6 Dental Hygiene II
DHYG 144-3 Radiology I
DHYG 145-2 Dental Health Education I
DHYG 149-3 Dental Biomaterials
DENT 168-3 Communications

Trimester III March to June
BIO 150-3 Microbiology
DHYG 150-3 Dental Hygiene III
DHYG 151-3 Dental Hygiene Clinic III
DHYG 152-2 Periodontics I
DHYG 153-2 General Pathology
DHYG 155-2 Dental Health Education II
DHYG 157-2 Pain and Anxiety Control

Trimester IV September to December
DHYG 230-3 Dental Hygiene IV
DHYG 231-4 Dental Hygiene Clinic IV
DHYG 234-1 Radiology II
DHYG 235-3 Community Dental Health I
DHYG 237-3 Pharmacology
DHYG 238-3 Nutrition
DHYG 242-2 Periodontics II

Trimester V December to March
DHYG 233-3 Oral Pathology
DHYG 240-3 Dental Hygiene V
DHYG 241-4 Dental Hygiene Clinic V
DHYG 245-2 Community Dental Health II
DHYG 256-2 Dental Practice
DHYG 247-2 Professional Issues II

Trimester VI March to June
DHYG 250-3 Dental Hygiene VI
DHYG 251-5 Dental Hygiene Clinic VI
DHYG 255-2 Community Dental Health III
DHYG 249-2 Health Promotions
DHYG 257-2 Contemporary Issues

COURSE DESCRIPTIONS

BIO 150
Microbiology
A study of the morphology, growth, modes of transmission, and relationship to diseases of pathogenic microorganisms. Emphasis is placed on the relationship to dental health. This course is only pertinent to students enrolled in dental programmes.

Prerequisites or Corequisites: BIO 112, DHYG 140

3 CR / (3,2)

DEN 150
Prevention I
A study of content essential to familiarize the student with the methods and materials used to prevent oral disease. Emphasis will be placed on plaque, methods to control oral diseases, devices, and other components of preventive dentistry.

Prerequisite or Corequisite: DEN 151

3 CR / (3,0)

DEN 151
Dental Assisting 1
This course introduces basic principles of dental assisting care and technique. Emphasis is placed on basic instrumentation and fundamental skills associated with dental assisting. Students will also receive the theoretical knowledge pertaining to dental anesthesia and an introduction to biomaterials.

Prerequisites or Corequisites: DEN 152, 153, 154, 155, 156, 159, and DENT 158

2 CR / (2,0)

DEN 152
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, and the manipulation of a variety of dental materials. Performance evaluations will measure student progress.

Prerequisite or Corequisite: DEN 151

3 CR / (0,10)

DEN 153
Head and Neck Anatomy
A study of form, structure, and interrelationships of the head and neck. This course will provide the student with a working knowledge of head and neck anatomy for assisting in clinical practice.

Prerequisite or Corequisite: DEN 151

2 CR / (2.5,0)

DEN 154
Dentition
The study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to teeth. Anatomical landmarks and understanding of the relationship between structure and function will be provided.

Prerequisite or Corequisite: DEN 151

3 CR / (3,0)

DEN 155
Infection Control
This course will provide awareness of the infectious nature of some oral organisms, modes of transmission and their relationship to diseases of dental importance. Emphasis will be placed on managing disease transmission through the use of high standards of asepsis.

Prerequisite or Corequisite: DEN 151

3 CR / (3.5,0)

DEN 156
Client Assessment
This course introduces the student to the assessment phase of client care. The theory is inclusive of the rationale for and the obtaining of medical and dental histories, vital signs, initial client observations, and dental photography. Students will also receive didactic information on medical emergencies in the dental environment and the needs of specific individuals.

Prerequisite or Corequisite: DEN 151

2 CR / (2,0)

DEN 159
Professional Issues I
This course will provide the student with an overview of the dental profession. Included will be the dental health team, jurisprudence, professional issues, and an introduction to ethical situations.

Prerequisite or Corequisite: DEN 151

1 CR / (1,0)

DEN 160
Prevention II
This course will provide the student with the knowledge that will enable them to differentiate various deposits and discuss their nature, formation, and significance. A series of lectures will also be given dealing with the etiological fundamentals of dental caries and methods used to prevent caries.

Prerequisite or Corequisite: DEN 161

2 CR / (2,0)

DEN 161
Dental Assisting II
This course provides the student with didactic information for isolation techniques and oral prophylaxis techniques. An introduction to dental office practice procedures in relation to the clinical setting will be provided prior to Practicum I. This course is the study of oral health and the role of the dental assistant in community health.

Prerequisites: DEN 151, 152, 153, 154, 155, 156, 159, and DENT 158

Prerequisites or Corequisites: DEN 162, 163, 164, 165, 169, DHYG 144, and DENT 168

3 CR / (3,0)

DEN 162
Dental Assisting Clinic II

The second course in the clinical sequence, the student's clinical experience builds on the foundation from DA Clinic I and expands clinical and laboratory experiences. Performance evaluations continue to assist students in measuring their progress.

Prerequisite or Corequisite: DEN 161

3 CR / (0,11)

DEN 163
Oral Surgery

This course has a didactic emphasis on the dental specialty oral surgery. It will provide 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.

Prerequisite or Corequisite: DEN 161

2 CR / (2,0)

DEN 164
Periodontics for Dental Assisting

The theory provided in this course relates to the diagnosis, treatment, and prevention of disease of the supporting structures of the teeth. The student will be provided with an outline of the fundamentals of periodontics.

Prerequisite or Corequisite: DEN 161

2 CR / (2,0)

DEN 165
Restorative Dentistry

This theoretical component will provide the student with background into cavity preparation and design, restorative instruments, and a contemporary knowledge of the dental materials utilized in the prevention and treatment of oral disease.

Prerequisite or Corequisite: DEN 161

2 CR / (2,0)

DEN 169
Professional Issues II

This course will expand the student's knowledge in jurisprudence and ethical dilemmas. As health care providers, dental assistants can be faced with ethical questions which lead to moral dilemmas. The study of ethical theory and principles helps the dental assistant to appreciate the moral perspective and leads to ethical decision making.

Prerequisite or Corequisite: DEN 161

1 CR / (1,0)

DEN 171
Dental Assisting III

A theoretical course whose didactic emphasis is placed on the dental specialties of nutrition, endodontics and orthodontics.

Prerequisites: DEN 161, 162, 163, 164, 165, DENT 168, and DHYG 144

Prerequisites or Corequisites: DEN 172, 173, 174, 178, 180, 190

5 CR / (5,0)

DEN 172
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. Performance evaluations continue to measure student progress. Clinical activities will include treating scheduled clients for prescribed services. Laboratory field trips, providing dental health education to members of the community and computer skills are inclusive of this course.

Prerequisite or Corequisite: DEN 171

3 CR / (0,13)

DEN 173
Oral Pathology

The oral pathology course introduces information concerning oral lesions, their etiology, and their clinical descriptions. Emphasis will be placed on being able to observe and describe clinical oral lesions.

Prerequisite or Corequisite: DEN 171

2 CR / (2,0)

DEN 174
Prosthodontics

This course introduces the student to the branch of dentistry devoted to the restoration of function and the form of the dentition including fixed and removable appliances and implants.

Prerequisite or Corequisite: DEN 171

4 CR / (4,0)

DEN 180
Practicum I

This practicum experience provides the student with the opportunity to assist in a general dentistry office. The focus will be on professional conduct, communication skills, clinical support procedures, and basic chairside assisting.

Prerequisite or Corequisite: DEN 161

3 CR

DEN 190
Practicum II

This experience furthers the opportunity the student has for dental assisting in a dental office. Emphasis on professionalism and communication skills continues. Advanced chairside assisting, direct client care procedures, and laboratory skills may also be included in the experience.

Prerequisite or Corequisite: DEN 171

3 CR

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)

DENT 158
Communications I

This course will focus on the self-management and interpersonal skills that are required in the dental office. Areas to be covered include stress and time management, perceptions, effective communication, and problem solving.

Prerequisite or Corequisite: DEN 151 or DHYG 130

3 CR / (3,0)

DENT 168
Communications II

The purpose of this second course is to continue to develop skills that enhance working relationships. Assertiveness skills, client motivation, instructional techniques, and group dynamics will also be covered in this section.

Prerequisite: DENT 158

Prerequisite or Corequisite: DEN 161 or DHYG 140

3 CR / (3,0)

DENT 178
Communications III

This course is designed to prepare the student with job search skills. During this final course the student will be exploring the communications of an effective job search, including résumé writing, cover letters and interview skills.

Prerequisite: DENT 168

Prerequisite or Corequisite: DEN 171

1 CR / (4,0)

DHYG 130
Dental Hygiene I

A clinical and theoretical course introducing basic principles of dental hygiene care. Emphasis is placed on asepsis, initial client evaluation/assessment, basic instrumentation, and other fundamental skills associated with dental hygiene practice. Clinic sessions will be used to practice performing fundamental clinical procedures.

Prerequisites or Corequisites: DHYG 132, 133, 135, 136

6 CR / (4,6)

DHYG 132
Oral Anatomy

This course discusses oral anatomic landmarks and establishes an understanding of the relationship between structure and function. Emphasis is placed on tooth morphology, basic supporting structures of the mouth and occlusion, and on tooth identification.

Prerequisite or Corequisite: DHYG 130

1 CR / (1,2)

DHYG 133
Histology and Embryology

Offers information on general and orofacial histology and embryology featuring the development of the oral cavity: histology of the teeth and supporting structures, and the calcification and eruption of the teeth.

Prerequisite or Corequisite: DHYG 130

3 CR / (3,2)

DHYG 136
Head and Neck Anatomy

A detailed study of head and neck anatomy and the relationship of these structures to the body's major organ systems. Emphasis is placed on application to dental hygiene practice.

Prerequisite or Corequisite: DHYG 130

2 CR / (2,2)

DHYG 137
Professional Issues I

This course is designed to familiarize the student with the profession of dental hygiene. The concepts of being a member of a health care profession, ethics, professional associations, and regulatory bodies are introduced. A historical perspective of dental hygiene is provided. Information access and evaluation of information are also emphasized. Students will be required to utilize an e-mail address and the Internet. A CNC computer account is helpful for this course.

Prerequisite or Corequisite: DHYG 130

3 CR / (3,0)

DHYG 140
Dental Hygiene II

A clinical and theoretical course designed to provide opportunities necessary for the development of professional skills and attitudes required for dental hygiene practice. Clinic sessions will be used to introduce and further develop clinical procedures needed prior to treating clients.

Prerequisites: DHYG 130, 132, 133,135, 136

Prerequisites or Corequisites: DHYG 144, 145, 146

6 CR / (3,10)

DHYG 144
Radiology

This course has been designed to provide the student with theory in the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience will emphasize radiation hygiene and technique.

Prerequisites or Corequisites: DHYG 140, DEN 161

3 CR / (3,2)

DHYG 145
Prevention

A study of content essential to familiarize the student with the prevention of oral disease. Emphasis is placed upon plaque, oral disease control methods, devices, and programmes, as well as other components of preventive dentistry. Students will develop a chairside manual to utilize in the dental hygiene clinic.

Prerequisite or Corequisite: DHYG 140

2 CR / (2,0)

DHYG 149
Dental Biomaterials

A theoretical and laboratory course designed to acquaint the dental hygiene student with dental materials commonly used in the dental office. Emphasis is placed on the adaptation of materials in the prevention and treatment of oral disease, and the possible effects of dental materials on human tissue. Laboratory time will allow for manipulation of a variety of dental materials.

Prerequisite or Corequisite: DHYG 140

4 CR / (3,4)

DHYG 150
Dental Hygiene III

A theoretical course allied with the clinical component focusing on theories and philosophies related to power scaling, air polishing, caries, and prevention. Course materials and activities are closely associated with clinical activities to enhance continuity and build on previous knowledge and skill base.

Prerequisites: DHYG 140, 144, 145, 146

Prerequisites or Corequisites: BIO 150, DHYG 151, 152, 153, 155, 157

3 CR / (3,0)

DHYG 151
Dental Hygiene Clinic III

A clinical course designed to allow students to continue to develop the skills necessary for the practice of Dental Hygiene. Students will regularly schedule clients for assessment, planning, implementation, and evaluation of treatment.

Prerequisite or Corequisite: DHYG 140

3 CR / (0,10)

DHYG 152
Periodontics I

An introductory course that discusses the structure and function of the periodontium and reviews the development and progression of periodontal diseases. Sufficient information is presented to enable the dental hygiene student to differentiate periodontal health from disease, and to identify both local and systemic factors responsible for, or contributing to, periodontal pathology.

Prerequisite or Corequisite: DHYG 150

2 CR / (2,0)

DHYG 153
General Pathology

An introduction to the basics of pathology, with emphasis on the nature of disease, its causes, development, and consequences.

Prerequisite or Corequisite: DHYG 150

2 CR / (2,0)

DHYG 155
Education for Dental Health

A study of content essential to familiarize the students with the basic principles of teaching/learning and the methods and materials for instructional design/planning, instructional media production, and education preparation. Emphasis is placed upon goal and objective writing, approaches for various age groups, lesson plan development, individual versus group presentations, and the use of appropriate visual aids.

Prerequisite or Corequisite: DHYG 150

2 CR / (2,2)

DHYG 157
Pain and Anxiety Control

Introduces the dental hygienist to the basic knowledge and practical application of the

study of local anesthesia and analgesia. Course materials will include the understanding, psychology, and prevention of pain; alternate methods of pain control; pharmacology of local anesthesia; prevention and handling of complications and emergencies.

Prerequisite or Corequisite: DHYG 150

2 CR / (2,2)

DHYG 230
Dental Hygiene IV

This course places emphasis on clinical preparation and action in the event of a medical complication in the dental environment. An introduction to ancillary clinical competencies completes the format.

Prerequisites: BIO 150, DHYG 150, 152, 153, 155, 157

Prerequisites or Corequisites: DHYG 233, 234, 235, 237, 238

3 CR / (3,0)

DHYG 231
Dental Hygiene Clinic IV

A clinical course designed to allow for the continued development of professional skills and attitudes necessary for the practice of Dental Hygiene. Students are introduced to more complex skills in planning, implementation, and evaluation.

Prerequisite or Corequisite: DHYG 151

4 CR / (0,13)

DHYG 233
Oral Pathology

Those principles of general pathology in relation to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity are discussed. The importance of early recognition of abnormal conditions in the mouth by the dental hygienist is emphasized.

Prerequisites or Corequisites: DHYG 153, 240

3 CR / (3,0)

DHYG 234
Radiology II

Introduces the dental hygiene student to additional information and techniques in dental radiography. Emphasis is on the utilization of dental radiographs in dental hygiene treatment planning and in the performance and evaluation of client care. Dental photography is also introduced.

Prerequisites or Corequisites: DHYG 144, 230

1 CR / (1,2)

DHYG 235
Community Dental Health I

The study of oral health and the role of the dental hygienist from a community perspective. This course also introduces students to basic concepts of research and epidemiology.

Prerequisite or Corequisite: DHYG 230

3 CR / (3,0)

DHYG 237
Pharmacology

The study of drugs with consideration given to those used in the practice of dentistry. The study is to acquaint the student with the origin of these drugs, their physical and chemical properties, modes of administration, and effects upon the body systems.

Prerequisite or Corequisite: DHYG 230

3 CR / (3,0)

DHYG 238
Nutrition

A survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutritional status. The relationship of nutrition to the practice of dental hygiene is emphasized.

Prerequisite or Corequisite: DHYG 230

3 CR / (3,0)

DHYG 240
Dental Hygiene V

Dental specialties are investigated, thereby highlighting a variety of settings in which treatment may be provided, and dental hygienists may practice clinically. The educational requirements of the specialist are identified, unique terminology defined, particularly armamentarium described, and treatment approaches outlined.

Prerequisites: DHYG 230, 233, 234, 235, 237, 238

Prerequisites or Corequisites: DHYG 242, 245, 246, 249

3 CR / (3,0)

DHYG 241
Dental Hygiene Clinic V

A clinical course designed to provide the opportunity for the continued development of professional skills and attitudes required for Dental Hygiene practice. A comprehensive caries case study is required.

Prerequisite or Corequisite: DHYG 231

4 CR / (0,13)

DHYG 242
Periodontics II

Introduces dental hygiene students to advanced knowledge and practical application of clinical periodontology. Instruction is planned to enable the dental hygiene student to formulate treatment plans, and to provide initial nonsurgical periodontal therapy and periodontal maintenance therapy; and, to recommend referral of clients with periodontal pathology as appropriate.

Prerequisites or Corequisites: DHYG 152, 230

2 CR / (2,0)

DHYG 245
Community Dental Health II

A continuation of Community Dental Health I. Programme planning for health education and promotion is emphasized. Students gain field experience by planning and implementing school lesson plans.

Prerequisites or Corequisites: DHYG 235, 240

2 CR / (2,2)

DHYG 247
Professional Issues II

This course builds on DHYG 137 course material, further developing ethical principles governing health care and governance issues. Ethical dilemmas are explored, the relationship of values to professional behaviour, risk management, regulation of dental hygiene, and practice standards are discussed.

Prerequisite: DHYG 137

Prerequisite or Corequisite: DHYG 240

2 CR / (2,0)

DHYG 249
Health Promotion Issues

An overview of health problems that face mankind today: emotional problems, drug abuse, alcohol abuse, nutrition, diet and weight control, smoking, heart disease, and stress management, to mention a few. Emphasis will be placed on the responsibilities of a dental health care professional toward promotion of general health.

Prerequisite or Corequisite: DHYG 250

2 CR / (2,0)

DHYG 250
Dental Hygiene VI

The final theoretical course designed to concentrate on the utilization of all competencies. A comprehensive periodontal case study is presented and discussed in detail in class. This course will also focus on the special needs client in regards to dental hygiene care.

General characteristics, clinical adaptations, information to be presented to the client and/or caretaker are considered.

Prerequisites or Corequisites: DHYG 255, 256, 249

3 CR / (3,0)

DHYG 251
Dental Hygiene Clinic VI

The final clinical course designed to concentrate on the utilization of all competencies in order to assess, plan, implement, evaluate, and reassess client care.

Prerequisite or Corequisite: DHYG 241

5 CR / (0,16)

DHYG 255
Community Dental Health III

The final course in the Community Dental Health sequence with study of specialty groups from a community perspective. Students have field experience in a long term care facility and also plan and implement an oral health project for a community group.

Prerequisites or Corequisites: DHYG 245, 250

2 CR / (2,4)

DHYG 256
Dental Practice

This course emphasizes various business aspects of a modern dental practice as they relate to dental hygiene including recall systems, insurance plans, supplies, and equipment. Job search skills, compensation, employment standards, and disability insurance are also discussed. The role of each member of the dental team is identified and the use of dental computers is introduced.

Prerequisite or Corequisite: DHYG 240

2 CR / (3,0)

DHYG 257
Contemporary Issues

This course explores issues that dental health care practitioners face in today's society. Current trends and issues concerning the profession, and the practice of dental hygiene in Canada are presented, as well as some exploration of future trends. Career development is also discussed. Students will participate in researching and presenting a specific topic.

Prerequisite: DHYG 247

Prerequisite or Corequisite: DHYG 250

2 CR / (2,0)

HOME SUPPORT/ RESIDENT CARE ATTENDANT PROGRAMME

STATEMENT OF PURPOSE

The Home Support/Resident Care Attendant programme is designed to provide students with opportunities to develop knowledge, skills, attitudes, and values necessary to provide assistance to individuals and families in the community and long-term care settings.

This 29-week certificate programme is spread over a 35-week instructional period. It provides training in home management skills and the personal care of individuals located in the community plus in extended and intermediate care facilities.

The programme incorporates theory, lab, and clinical experiences related to health, healing, human relations, home management, and work role. There is emphasis on the development of skills to assist residents, clients, and consumers with personal hygiene, movement, safety, and nutrition. Special skills and special needs, such as the care of persons with cognitive impairments, are included in the new curriculum.

The 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.

The students are expected to provide their own transportation to various community agencies and long term care facilities. Approximately 50% of this programme 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.

Students are strongly advised that a history of back problems may prevent completion of the course or success in finding and maintaining employment. The students are strongly encouraged to participate in a fitness programme while enrolled in the course.

In addition to disbursements for tuition and textbooks, students will be expected to purchase their own uniform and supplies, provide funds for travel to community agencies, and to cover the cost of the Safety Oriented First Aid Emergency Level 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.

CAREER OPPORTUNITIES

Employment opportunities exist for trained personnel to provide care in community agencies and long term care facilities with various agencies, group homes, school systems, and independently with clients in their home.

Employers of the graduates of this programme require workers who are eligible to be bonded. Students interested in this programme but are unsure of their bondability should make an appointment with a counsellor.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must have a Safety Oriented First Aid Emergency Level Certificate and FoodSafe Level I Certificate prior to the Home Support clinical component. It is strongly recommended that applicants obtain these certificates prior to entrance to the programme. The SOFA Certificate must also be valid at time of graduation. It is also beneficial for applicants to have some experience, volunteer or paid, related to the field.

1. Grade 10 reading level (at a minimum). Testing is administered by the College.

2. Documents certifying current immunization, TB screening, health examination, and Hepatitis B vaccination. (**The Hepatitis B vaccine will be supplied at no cost to the student. A minimal administration fee will be charged and immunization scheduled on entry.**) The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of the programme.

3. A handwritten statement describing career goals, interests related to aging and the elderly and reasons for seeking entrance into the programme (300 words) is required upon application.

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

PART-TIME STUDY

The Home Support/Resident Care Attendant Programme is pleased to offer a limited number of seats for part-time study. Those students wishing to take longer than the 29 weeks to complete the certificate may do so provided that all eight courses are normally completed in a maximum of four years. It is suggested that students enroll in a minimum of two courses each year. Students applying for part-time study must do so before **each** academic year to be considered for the programme. 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, special selection criteria will give priority to those persons who have already started the certificate programme.

SELECTION CRITERIA

Full-time students

In those cases where there are more qualified applicants than available spaces, the following criteria will be used in selecting half the class:

1. Demonstration of continuing interest in entering the programme (1 point).

2. Successful completion of Safety Oriented First Aid prior to programme application (1 point).

3. Successful completion of FoodSafe Level I prior to programme application (1 point).

4. Recent educational background or volunteer work in the health care field. (1 point).

5. Evaluation of **handwritten** statement describing career goals, interests related to aging and the elderly and reasons for seeking entrance into the programme (content = up to 2 points; neatness and grammar = 1 point).

6. Reading level as determined by the English and Math Achievement Test (Level 10.0 to 10.9 = 1 point, Level 11.0 and above = 2 points).

7. In the case of ties using the above criteria, the date of application will be the deciding criteria.

Part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection criteria:

1. First priority is given to those students who have successfully completed a Home Support/Resident Care Attendant Certificate course in the previous year.

2. Second priority is given to those students who have successfully completed a course in the Home Support/Resident Care Attendant Certificate programme.

3. Last priority is given to new part-time applicants.

When all of the above criteria are exhausted, the final selection will be done randomly.

APPLICATION PROCEDURE

Application forms are available from the Office of Admissions, Registration and Records and may be submitted after September 15th for the following academic year. Acceptance into the programme commences in May. The programme begins in August.

ATTENDANCE POLICY

A student who accumulates five days of unexcused absences may be terminated from the programme, by the Dean, upon the instructor's recommendation.

COURSE DESCRIPTIONS

HSRC 150
Health: Lifestyle and Choices

This course provides an introduction to the concept of health and the components of a health-enhancing lifestyle. Participants will be invited to reflect on their own experiences of health, recognizing challenges and resources that may impact on their lifestyle choices and consequently, their health.

2 CR

HSRC 151
Human Relations: Interpersonal Communications

This course focuses on the development of self-awareness and increased understanding of others. Participants will explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

2 CR

HSRC 152
Health and Healing: Concepts for Practice

This course provides the opportunity to develop a theoretical framework for practice. Participants will examine the significant philosophical beliefs and theoretical understandings underlying competent practice.

3 CR

HSRC 155
Healing: Personal Care Skills for Home Support and Resident Care

This practical course offers the opportunity for participants to acquire the basic personal assistance skills in line with the Personal Assistance Guidelines required of the Home Support/Resident Care Attendant. These skills are aimed at maintaining and promoting the comfort, safety and independence of older adults and individuals with disabilities whether at home or in continuing care settings.

4 CR

HSRC 160
Home Management

This course offers the opportunity to acquire the basic home management skills necessary for beginning home support and resident care attendant practice.

1.5 CR

HSRC 161
Work Role: Introduction to Home Support/Resident Care Attendant Practice

This course provides an introduction to community care, the home support industry, and the role of the Home Support/Resident Care Attendant. The course builds upon content in other courses to further develop the knowledge, attitude, and values required for practice as a Home Support/Resident Care Attendant.

1.5 CR

HSRC 165
Healing: Special Needs in Home Support and Resident Care

This course builds on other course materials to provide an introduction to the basic concepts and approaches involved in the care of clients/residents experiencing changes in mental functioning and other disabilities. The course also explores the role of the Home Support/Resident Care Attendant in special needs family situations.

3 CR

HSRC 199
Home Support/Resident Care Attendant: Clinical Experience

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle, with an emphasis upon interaction with older adults. Experience may be obtained in community and institutional settings with a focus on the application and integration of knowledge and skills learned in other courses.

This practical/clinical component of the Home Support/Resident Care Attendant Programme may be divided into two or more segments, with increasing levels of proficiency required at each level.

The final transitional practice experience provides an opportunity for the learner to become better prepared to take on the role of the Home Support/Resident Care Attendant. Opportunities will be provided for the learner to gain increased self-confidence in the work setting and to become socialized into the work role.

6 CR / Total Credits 23

NORTHERN COLLABORATIVE BACCALAUREATE NURSING PROGRAMME (NCBNP) BACHELOR OF SCIENCE IN NURSING (BSN)

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.

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 Programme: This programme is offered collaboratively between UNBC and the College of New Caledonia (CNC) and provides entry into the nursing profession. The integrated programme of studies leads to a Bachelor of Science in Nursing (BSN), awarded by UNBC. Graduates are eligible to write the Canadian Nursing Achievement Testing Services (CNATS) examinations and to apply for registration with the Registered Nurses Association of British Columbia (RNABC) after passing the exams.

AIMS OF THE BSN PROGRAMME

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

- practice with cultural sensitivity
- practice with awareness of particular health needs of northern populations
- practice 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 application of current nursing research and research from related disciplines
- practice 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
- practice 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 RNABC **Nursing Competencies and Skills Required of the New Graduate**

SPECIFIC PROGRAMME 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 programme follow.

Northern Collaborative Baccalaureate Nursing Programme: Admission is based on academic qualifications and available space.

Applicants from BC and Yukon secondary schools must:

- meet UNBC admission requirements, and
- have completed Math 11, English 12, Biology 12, Chemistry 12 with a minimum "C+" (65%) in each course

Other applicants must:

- meet UNBC admission requirements, and
- have completed the equivalent of Math 11, English 12, Biology 12, Chemistry 12 with a minimum "C+" (65%) in each course

Basic word processing skills are highly recommended for all applicants.

ACADEMIC POLICIES FOR NURSING STUDENTS

Health Assessment, Immunization, and CPR Certification

All students accepted into the undergraduate nursing programme will be sent documentation and information regarding health status

and immunization policies. Prior to registration in courses, **all** students must submit:

- a health assessment completed and signed by a physician within 12 months prior to the commencement of course work which testifies that the applicant is able to undertake nursing studies, including clinical practica
- evidence of current immunization status for diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, and Mantoux test (PPD) for tuberculosis; Hepatitis B immunization is highly recommended
- documentation of CPR certification, level C, which must be maintained throughout the programme

Student Professional Membership

NCBNP students are required to become student members of the RNABC, the cost of which will be the responsibility of the student. In addition to membership benefits, this requirement will provide student malpractice insurance.

Criminal Records Search

NCBNP students are required to undergo a criminal records search during the course of study in the programme, the cost of which will be the responsibility of the student.

PROGRAMME COSTS

Costs associated with study in the BSN programme 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 experiences at sites other than Prince George. Provision 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. To fulfill the requirements of graduation, the student must:

- 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 nursing courses for credit towards the degree
- complete all requirements for the BSN programme within eight years of admission into the programme or from the first nursing course used for credit towards the degree.

TRANSFER CREDIT

Transfer credit and/or advanced standing may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BSN programme will be evaluated at the request of the student, and applied at the time of initial registration in the programme. Once admitted to the nursing programme, course work taken in other institutions for transfer credit towards the degree requires a letter of permission **prior** to registration in the course.

Northern Collaborative Baccalaureate Nursing Programme: The total transfer credit awarded on the basis of acceptable work completed at other recognized institutions may not exceed 60 credit hours. Nursing courses must have been completed within the 5 years prior to admission to be eligible for transfer credit into the nursing programme.

PART-TIME STUDIES

The NCBNP may be taken on a part-time basis; however, students will be required to enroll full-time during a portion of their studies.

CLINICAL PRACTICA SCHEDULING AND EXPECTATIONS

Clinical practica may be configured and offered outside the existing timetable structure and sessional dates, such as a 4- or 6-week block. The students in the NCBNP must complete a nursing practicum during spring intersession immediately following both their 4th and 6th semesters of study in the programme.

Attendance in each nursing practicum course is mandatory. Students who miss more than 10% of their practicum experience will be considered at risk for failure and may be required to withdraw from the course.

ACADEMIC PERFORMANCE

The student is subject to all policies and regulations of the institution(s) where they are registered for courses. In matters related to academic appeals and academic dishonesty, students are subject to the policies and rules of the institution where they are registered for courses. Issues related to progression through the programme, such as probation, are governed by UNBC guidelines on academic standing and continuance.

STANDARDS OF PROFESSIONAL CONDUCT

All students are expected to abide by professional standards as set forth in the RNABC **Standards for Nursing Practice for BC** and the Canadian Nurses Association (CNA) **Code of Ethics**. Violation of professional standards may result in suspension or dismissal from the programme or the educational institution.

REQUIREMENTS

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

Northern Collaborative Baccalaureate Nursing Programme: Consists of 140 credits with 98 required credits in nursing. In order to meet the graduation requirements for a BSN, the student must successfully complete the following courses.

100 Level
Nursing 101
Nursing 102
Nursing 103
Anthropology 101 or equivalent
Psychology 101 or equivalent
Health & Human Science 110 at UNBC or Basic Microbiology 105 at CNC or equivalent
Health & Human Science 111 at UNBC or Biology 111 at CNC or equivalent
Health & Human Science 112 at UNBC or Biology 112 at CNC or equivalent

200 Level
Nursing 201
Nursing 202
Nursing 203
Nursing 204
Nursing 205
Nursing 206
Nursing 210
Nursing 211
Nursing 220
Mathematics 242 at UNBC or Mathematics 104 at CNC or equivalent

300 Level
Nursing 304
Nursing 306
Nursing 308
Nursing 310
Nursing 311
Nursing 312
Nursing 313
Nursing 314
Nursing 320

400 Level
Nursing 403
Nursing 408
Nursing 415
Nursing 416
Political Science 403

At least **one** of the following areas of clinical focus:
- both Nursing 420 and Nursing 440 or
- both Nursing 422 and Nursing 441 or
- both Nursing 424 and Nursing 442 or
- both Nursing 426 and Nursing 443

Electives
Of the electives, there must be:
- 3 credit hours in First Nations Studies
- 3 credit hours in Humanities
- at least 6 credit hours at the 200 level or above
- at least 3 credit hours at the 300 level or above
- 3 credit hours at 200 level or above and related to focus area (with permission of programme)
- additional electives to total 140 credits (normally, 6 credit hours)

COURSE DESCRIPTIONS

The following nursing courses are required in the NCBNP:

NURS 101
The Art and Science of Nursing
Introduces the beginning student to the dimensions of nursing practice and to individuals accessing health care. Through group and individual learning activities the student is introduced to concepts, practices, issues, and trends in nursing and health care. Observational experience with a health care practitioner is incorporated.

Admission of non-Nursing students by the permission of the instructor.

Pre- or Corequisite: None

3 CR / (3,0)

NURS 102
Communication Theory and Practice
Introduces the student to communication theory and concepts. The student has the opportunity to increase awareness of self and to explore perceptions, culture, language, and non-verbal messages. Opportunities exist for the development of communication skills.

Admission of non-Nursing students by the permission of the instructor.

Pre- or Corequisite: None

3 CR / (2,2)

NURS 103
Introduction to Lifespan Development
Provides an overview of normal lifespan development from the infant to the elderly. Opportunities exist to interact with well individuals of various ages.

Admission of non-Nursing students by the permission of the instructor.

Pre- or Corequisite: None

3 CR / (3,0)

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.

Admission of non-Nursing students by the permission of the instructor.

Prerequisites: All 100 level nursing courses; HHSC 111 & 112 or BIO 111 & BIO 112 at CNC

4 CR / (3,2)

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.

Admission of non-Nursing students by the permission of the instructor.

Prerequisites: HHSC 111 & 112 and HHSC 110 or BIO 111 & 112 and BIO 105 at CNC

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, child rearing, and caring for an elderly parent is included.

Admission of non-Nursing students by the permission of the instructor.

Pre- or Corequisites: NURS 101, NURS 103, HHSC 111 & 112 at UNBC or BIO 111 & 112 at CNC

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.

Admission of non-Nursing students by the permission of the instructor.

Pre- or Corequisite: NURS 202

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 by the permission of the instructor.

Pre- 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.

Pre- or Corequisite: None; admission of non-nursing students by permission of the instructor

3 CR / (3,0)

NURS 210
Nursing Practice with the Adult

Examines principles and practices of nursing adults with health problems. Focus is on the application of knowledge in planning nursing care of clients requiring medical and surgical intervention. Holistic health care of individuals is highlighted.

Restricted to students in the NCBNP.

Pre- or Corequisites: NURS 201; NURS 202; NURS 203; NURS 204; NURS 206

3 CR / (3,0)

NURS 211
Clinical Practicum: Adult

Enables the student to apply previously learned theory and skills in practice and acquire basic psycho-motor skills needed to provide nursing care. This course provides the opportunity to care for the adult with health problems requiring hospitalization. The course includes laboratory instruction in psychomotor skills necessary to provide nursing care.

Restricted to students in the NCBNP.

Pre- or Corequisite: NURS 210

5 CR / (0,2,12)

NURS 220
Extended Clinical Practicum I

Provides the opportunity for consolidated clinical nursing practice with adults who have health problems. This course builds on previous clinical practice with the adult and will occur in various settings in northern BC.

Restricted to students in the NCBNP.

Prerequisites: NURS 205; NURS 211

5 CR (0,0,32.5)

NURS 304
Introduction to Nursing Knowledge

Provides an overview of the types of knowledge or theory in the profession, and how such knowledge is developed. Encourages a critical analysis of trends in knowledge development and highlights the crucial relationship of knowledge to practice.

Prerequisite: Upper division standing in BSN programme

3 CR / (3,0,0)

NURS 306
Introduction to Epidemiology

Applies epidemiological principles in the examination of patterns of disease and disability among populations, particularly those in northern latitudes. Introduction to the interpretation of vital statistics, the critique of cross-sectional, case-control and cohort design, and the principles of screening.

Prerequisite: Upper division standing in the BSN programme; admission for non-nursing students by permission of the instructor

3 CR / (3,0)

NURS 308
Ethics and Law in Nursing

Examines ethical reasoning and the use of ethical theory in nursing practice decisions. Health care law as it relates to nursing practice is explored. Special focus is on the meaning and use of nursing practice acts, professional standards of practice and nursing codes of ethics.

Prerequisite: Upper division standing in BSN programme

3 CR / (3,0)

NURS 310
Nursing Practice with the Childbearing Family

Nursing Practice with the Childbearing Family, the Child, and the Adolescent examines knowledge, skills, and attitudes required to provide holistic nursing care for pregnant women, infants, growing children, adolescents, and their families. Relevant theory needed to care for clients during the intrapartum as well as theory related to the care of clients with common complications during childbearing is addressed. The most frequent health and developmental problems encountered in children and adolescents in the north, including acute and chronic illnesses, are explored.

Pre- or Corequisite: Upper division standing in NCBNP

3 CR / (3,0,0)

NURS 311
Clinical Practicum: Childbearing Family

Clinical Practicum: Childbearing Family, Child and Adolescent integrates content from NURS 310–3 in the clinical setting. Opportunities are provided to manage nursing care for individuals and families in labour and delivery, including low risk childbearing and perinatal situations, and for a child or adolescent with acute or chronic health problems.

Pre- or Corequisite: NURS 310

5 CR / (0,2,12)

NURS 312
Mental Health Nursing Practice

Introduces the theory and concepts of mental health nursing and examines the role of the mental health nurse in northern nursing practice settings. Attention is given to historical, current, and projected trends with a focus on the unique concerns of the north.

Prerequisite: Upper division standing in NCBNP

3 CR / (3,0)

NURS 313
Nursing Practice with the Elderly Adult

Examines the knowledge, skills, and attitudes required to provide holistic care to the older adult. The course focuses on the older adult's strengths and wisdom in adjusting to the aging process as well as acknowledging the effect of acute and chronic physical and psychological conditions.

Pre or Corequisite: Upper division standing in the NCBNP

3 CR / (3,0)

NURS 314
Clinical Practicum: Mental Health and Elderly Adult

Provides opportunity for students to integrate concepts and theory related to mental health and the aging process as they care for individual and family clients with a variety of acute and long-term care needs. Working with families and groups that support individuals dealing with specific aging or mental health conditions is highlighted.

Pre- or Corequisites: NURS 312 and 313

5 CR / (0,2,12)

NURS 320
Extended Clinical Practicum II

Provides opportunity for consolidated clinical nursing practice with clients who have multiple health care needs. Previous clinical practice experience is considered when determining placement. The practicum occurs in various health care settings in northern BC.

Pre- or Corequisite: All 300 level required nursing courses in NCBNP

5 CR / (0,0,32.5)

NURS 403
Introduction to Nursing Research

Covers the empirical approach to the development of nursing knowledge and reviews aspects of quantitative and qualitative methods.

Prerequisites: NURS 304; MATH 242 at UNBC or MATH 104 at CNC

3 CR / (3,0)

NURS 408
Nursing Leadership

Discusses nursing as a profession within the health care delivery system. Theory regarding organizational structure, leadership, change, power, accountability, and decision-making processes is included and is related to a specific clinical setting.

Pre- or Corequisite: Normally, this course will be taken in the final semester of study

3 CR / (3,0)

NURS 415
Introduction to Community Health and Nursing

Provides an introduction to the concept of community and nursing in the community and builds upon previous experiences in community health nursing practice. Nursing theory and practice of working with individuals, families, and population groups in health and in illness are addressed. The trend to more community care in British Columbia is explored.

Prerequisite: All 300 level required nursing courses in NCBNP

3 CR / (3,0)

NURS 416
Clinical Practicum: Community Nursing

Promotes the integration and application of community health nursing and primary health care theory in nursing practice in northern communities.

Pre- or Corequisite: NURS 415

4 CR / (0,0,12)

NURS 420
Community Health Nursing

Focuses on theory, roles, and practices required for community health nursing in a changing system in Northern and isolated settings. Emphasis is placed on a population-focused approach to nursing care which includes the promotion of health and prevention of disease and disability.

Prerequisite: Normally, this course will be taken in the final semester of study in the BSN programme

3 CR / (3,0)

NURS 422
First Nations Health and Nursing

Examines historical and current social, political, and economic factors influencing the health of First Nations people in Canada. Current health issues and related nursing implications are emphasized. Topics include: the impact of colonization on health, effects of rapid cultural changes, nursing management of specific health issues, culturally sensitive approaches to nursing care, the health transfer process, and special topics related to health.

Prerequisite: Normally, this course will be taken in the final semester of study in the BSN programme

3 CR / (3,0)

NURS 424
Rural Nursing

Provides content relevant to the practice of nursing in small, rural hospitals, clinics, and health centres in northern settings. The course focuses upon the nursing management of health problems frequently encountered in ambulatory and emergency settings, including mental health, and obstetrical considerations. Referral mechanisms and standards of practice are emphasized.

Prerequisite: Normally, this course will be taken in the final semester of study in the BSN programme

3 CR / (3,0)

NURS 426
Acute Care Nursing

Explores the concepts and practices of acute care nursing with various client populations. Problem solving complex client situations and expanding the professional role of the nurse are central themes of the course.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme

3 CR / (3,0)

NURS 430
Community Continuing Care Nursing

Explores a multidisciplinary approach to caring for individuals, groups, and families, in the context of community continuing care. The practice of home-care nursing, long-term care assessment, community referral and liaison, and case management are addressed.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme

3 CR / (3,0,0)

NURS 432
Mental Health Nursing

Examines mental health and mental illness in depth with particular attention to identified high-risk groups in the northern nursing practice setting. Cultural, developmental, and treatment setting variables are examined using a mental health nursing framework.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme

3 CR / (3,0,0)

NURS 434
Maternal and Child Nursing

Examines the theory and practice of maternal and child nursing in depth, with particular attention to northern nursing practice. Nursing management of clients at risk or with complex health and psychosocial problems is included. Ethical and cultural issues relevant to maternal and child nursing are addressed.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme

3 CR / (3,0,0)

NURS 440
Practicum: Community Health Nursing

Facilitates the integration and application of concepts and models related to community health nursing. The opportunity for students to acquire skills needed to contribute to services and programmes in the community is provided. Emphasis is on the nurse as a partner with the community.

Pre- or Corequisite: NURS 420 or equivalent; all courses in the NCBNP must be completed prior to or concurrently with NURS 440

8 CR / (0,0,24)

NURS 441
Practicum: First Nations Health and Nursing

Provides clinical experiences for nursing students interested in working with First Nations clients, families, and communities. Clinical experiences are in agencies within First Nations communities, or in agencies that primarily serve First Nations clients.

Pre- or Corequisite: NURS 422; all courses in the NCBNP must be taken prior to or concurrently with NURS 441

8 CR (0,0,24)

NURS 442
Practicum: Rural Nursing

Facilitates the integration and application of knowledge and skills in rural nursing. Clinical experiences are located in rural hospitals, treatment and diagnostic centres, or community mental health agencies serving rural communities.

Pre- or Corequisite: NURS 424; all courses in the NCBNP must be taken prior to or concurrently with NURS 442

8 CR / (0,0,24)

NURS 443
Practicum: Acute Care Nursing

Enables the student to consolidate and extend knowledge and ability in acute care nursing practice. Clinical practice occurs with client populations requiring acute treatment and interventions.

Pre- or Corequisite: NURS 426 or equivalent; all courses in the NCBNP must be taken prior to or concurrently with NURS 443

8 CR / (0,0,24)

The following non-nursing courses are required in the NCBNP:

HHSC 110 at UNBC or BIO 105 at CNC
Basic Microbiology

Presents the basic principles of microbiology with an emphasis on the relevance of these principles to human health. A survey of the major types of microoorganisms and a discussion on how they are classified and identified is addressed. An introduction to virology and bacterial metabolism including environmental factors which affect microbial growth and survival, is presented. A laboratory component is included.

Prerequisites: Biology 12 and Chemistry 11

3 CR / (3,1,0)

HHSC 111 at UNBC or BIO 111 at CNC
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. A laboratory component is included. This course is appropriate for students who intend to enter Health Sciences programmes.

Prerequisites: Biology 12 and Chemistry 11

3 CR / (3,3)

HHSC 112 at UNBC or BIO 112 at CNC
Anatomy and Physiology II

This course is a continuation of Anatomy and Physiology I. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis is on the importance of homeostasis and how it is maintained by the concerted proper functioning of the body systems. A laboratory component is included.

Prerequisite: Anatomy and Physiology I

3 CR / (3,3)

ANTH 101 at UNBC
Linguistic and Sociocultural Approaches

Examines the diversity of human cultures and languages through the comparison of contemporary societies, patterns of social organization, and the categories of linguistic theory.

3 CR / (3,0)

or

ANTH 101 at CNC
Introduction to Socio-Cultural Anthropology

This course examines major institutions in a variety of societies: subsistence, belief, power, law, health, marriage, family, language, and change. It also explains the theories used by anthropologists to understand human behaviour cross-culturally.

3 CR / (3,0)

PSYC 101 at UNBC
Psychology as a Science

This course describes psychology as a basic science in two logical modules: psychology as a natural science and psychology as a social science.

3 CR / (3,0)

or

PSYC 101 at CNC
Introduction to Psychology

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)

MATH 242 at UNBC
Statistics for Social and Health Sciences

This course provides an introduction to the principles of statistical inference for students in the social and health sciences. Credit not normally given for both MATH 340 and 242.

Prerequisite: Math 11

Recommended: Math 12

3 CR / (3,0)

or

MATH 104 at CNC
Introduction to Statistics

This course is designed to provide 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: Math 11 or Math 045

3 CR / (3,0)

POLS 403
Social and Health Policy and Administration

The evolution of social and health services in Canada in a comparative context. The provision of public services, federal–provincial relations and the development of community health and social services.

Prerequisite: Restricted to 4th year students or by permission of the instructor

3 CR / (3,0)

The following courses are offered as nursing electives in the NCBNP:

NURS 404
Programme Development and Evaluation

Presents the process of programme development and evaluation from the identification of a need for programming in various settings, to planning, implementing, and evaluating a programme.

Prerequisites: MATH 242, NURS 306; admission for non-nursing students by permission of the instructor

3 CR / (3,0)

NURS 410
Transcultural Nursing

Examines concepts and theories of transcultural nursing and their application to the care of culturally diverse clients and communities. Strategies for developing culturally sensitive nursing approaches are explored. Emphasis is on respecting and responding to clients in ways that acknowledge and incorporate cultural differences and similarities.

Prerequisite: Upper division standing or by permission of the instructor

3 CR / (3,0)

NURS 411
Medical Diagnostics for Nurses
Provides information, interpretation, and implications of commonly ordered diagnostic tests. Aspects of specimen collection and test performance are covered. Areas of study include serum chemistry, hematology, microbiology, radiological imaging, and electrography. Emphasis is upon problem solving and decision making for nurses in acute care settings and in remote and rural areas.
Prerequisite: Upper division standing or by permission of the instructor
3 CR / (3,0)

NURS 412
Women and Health
Examines health issues of northern women within a holistic perspective. Students will explore general and specific health concerns of women using research literature, including epidemiology.
Prerequisite: Upper division standing or by permission of the instructor
3 CR / (3,0)

NURS 413
Oncology Nursing
Incorporates an understanding of carcinogenesis into the study of current management and treatment modalities: surgery, radiation therapy, chemotherapy, biotherapy, and bone marrow transplantation. Focus is upon nursing management of pain, administration of chemotherapeutic agents, palliative care, and assessment and prevention of complications.
Prerequisite: Upper division standing or by permission of the instructor
3 CR / (3,0)

NURS 414
Nursing Continuing Education
Examines principles and practices of continuing education and staff development in the context of implementing organizational and practice changes within health care organizations and agencies. Particular attention will be paid to special educational requirements of nurses in rural, remote, and northern settings.
Prerequisite: Upper division standing and by permission of the instructor
3 CR / (3,0)

NURS 428
Nursing Management
Examines nursing management and leadership theory, issues, and practice in hospitals, health care agencies, and communities. Special focus is on first-line nursing management within rural and northern communities in a changing health care system. Discussion and explorations are grounded in current health care and nursing management practice and research knowledge.
Prerequisite: Normally, this course will be taken in the final semester of study
3 CR / (3,0)

NURS 430
Community Continuing Care Nursing
Explores a multidisciplinary approach to caring for individuals, groups, and families, in the context of community continuing care. The practice of home-care nursing, long-term care assessment, community referral and liaison, and case management are addressed.
Prerequisite: Normally, this course will be taken in the final semester of study
3 CR / (3,0)

NURS 432
Mental Health Nursing
Examines mental health and mental illness in depth with particular attention to identified high-risk groups in the northern nursing practice setting. Cultural, developmental, and treatment setting variables are examined using a mental health nursing framework.
Prerequisite: Normally, this course will be taken in the final semester of study
3 CR / (3,0)

NURS 434
Maternal and Child Nursing
Examines the theory and practice of maternal and child nursing in depth, with particular attention to northern nursing practice. Nursing management of clients at risk or with complex health and psychosocial problems is included. Ethical and cultural issues relevant to maternal and child nursing are addressed.
Prerequisite: Normally, this course will be taken in the final semester of study
3 CR / (3,0)

NURS 498
Special Topics in Nursing
A course on a special topic in nursing. The topic will vary, depending on student interest and faculty availability. No more than 6 credit hours in Special Topics courses may be applied towards a BSN degree.
Prerequisite: Upper division standing and by permission of the instructor
3 CR / (3,0)

NURS 499
Independent Study in Nursing
A course on a selected topic based on readings and learning experiences directed by an instructor. The course format and requirements will be based on a formal contract with the instructor. No more than 6 credit hours in Independent Study courses may be applied towards a BSN degree.
Prerequisite: Upper division standing and by permission of the instructor
3 CR / (3,0)

FOR FURTHER INFORMATION

College of New Caledonia
Melba Holm, Dean
Health Sciences
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Telephone: (250) 561-5841
http://www.cnc.bc.ca

College of New Caledonia
Counselling Centre
Telephone: (250) 561-5818

University of Northern British Columbia
Dr. Martha MacLeod, Chair
Nursing Programme
3333 University Way
Prince George, BC V2N 4Z9
Telephone (250) 960-6666
http://www.unbc.ca

Social Services PROGRAMMES

DIVISIONAL CONTACT

Catherine Giles
Dean, Arts & Social Services Division
Telephone (250) 561-5815

Social Services Programmes:

- Social Service Worker Certificate
- Developmental Disabilities (SSTP)—Certificate
- Teaching Assistant Certificate
- Social Service Worker—Diploma
- Pre-UNBC BSW Diploma

SOCIAL SERVICES PROGRAMMES

STATEMENT OF PURPOSE

The Social Services programmes provide students with educational opportunities and practical skills in order to develop as paraprofessionals in the social service field. It is the belief of the programme that students will be effective in their future helping roles through acquiring:

- a commitment to a professional code of ethics
- a sound knowledge of human behaviour and social issues
- an ability to develop self-awareness and critical thinking skills

The Social Services Programmes are designed for students seeking to become, or who are currently working as, social service paraprofessionals. There are three certificate options and two diploma options for students interested in this field. The Social Service Worker Certificate, the Teaching Assistant Certificate, and the Social Service Worker and Pre-BSW Diploma are classroom based programmes. Courses are available for both full- and part-time study. The Developmental Disabilities Certificate is offered in a distance education format for part-time study only.

Students interested in continuing their studies to the Bachelor degree level in Social Work or Child and Youth Care should discuss these plans with a CNC Counsellor prior to registering.

SOCIAL SERVICE WORKER CERTIFICATE

This one-year certificate programme provides the student with the basic knowledge and skills necessary to work as a social service paraprofessional. It combines theory and skill development courses with supervised practical experience.

All Social Service students must attain a "C" grade in all their SSWK courses with a cumulative G.P.A. of 2.0 in order to obtain the certificate.

Those students who entered the programme prior to September 1995 will be exempt from this criteria.

Note: This full certificate is also offered at the Quesnel campus.

SOCIAL SERVICE WORKER DIPLOMA

Students enrolling in this diploma programme have completed the one-year Social Service Worker Certificate. The Social Service Worker Diploma is designed to train individuals to work with children and families experiencing difficulties in the community. Students trained at the diploma level will work in situations that require greater independence and a higher level of skill than expected in the Social Service Worker Certificate.

Career Opportunities

Graduates find employment in a variety of social service agencies including: financial assistance offices, school districts, residential child/adult care services, supported employment programmes, corrections agencies, women's programmes, sexual assault victim treatment services, alcohol treatment or support services, First Nations social services organizations, and a variety of other services, agencies, and programmes.

PRE-UNBC BSW DIPLOMA

Students enrolling in the Pre-UNBC BSW Diploma must have successfully completed all the first year Social Service Worker courses with a "C" or better. This stream is designed for students wanting to apply to UNBC School of Social Work programme. However, there is no guarantee that students completing this programme will be accepted in the Bachelor of Social Work programme at UNBC.

Career Opportunities

Graduates find employment in a variety of social service agencies including: Ministry of Human Resources, financial assistance offices, school districts, residential child/adult care services, supported employment programmes, corrections agencies, women's programmes, sexual assault victim treatment services, alcohol treatment or support services, First Nations' social service organizations, and a variety of other services, agencies, and programmes.

Upon completion of the BSW Degree at UNBC, career opportunities can include the following: child protection, probation,

mental health, school district social worker positions, residential treatment, alcohol and drug programmes, and First Nations social service organizations.

TEACHING ASSISTANT CERTIFICATE

This one-year programme prepares students to work in the public school system as teaching assistants. Teaching assistants work with children who are experiencing emotional, physical, behavioural, and/or learning difficulties in an integrated setting.

Career Opportunities

Career opportunities for graduates of the Teaching Assistant Certificate are: teaching assistants in the public school districts and community services for people with disabilities.

Note: All Social Service programme students must attain a "C" grade in all their SSWK courses with a cumulative GPA of 2.0 in order to obtain the certificate. Those students who entered the programme prior to September 1995 will be exempt from this criteria.

ADMISSION REQUIREMENTS
Social Service Worker Certificate
Social Service Worker Diploma
Pre-UNBC BSW Diploma
Teaching Assistant Certificate

1. Successful completion of Grade 12 with English 12 with a minimum "C" grade **or** ABE Advanced Certificate plus English 045 with a minimum "C" grade, **or** GED Certificate with English 045 or English 12 with a minimum "C" grade.

2. All applicants must write the English component of the EMAT.

3. Two reference forms from an employer, volunteer supervisor, teacher, or social service professional, attesting to the applicant's personal suitability for work in the social service field.

4. A work/volunteer experience résumé. Applicants must have at least 65 verifiable hours of volunteer experience in the past 3 years. A form for recording this is available at Admissions, Registration and Records.

5. A written statement answering questions that focus on the applicant's interest in the field, his/her understanding of what the social service field is about, and types of attributes he/she possesses that would make him/her a viable candidate for this programme. This is limited to four pages in length.

6. All applicants must attend a programme orientation or undertake suitable prior consultation with the programme.

Note: Students may be required, dependent upon their practicum placement, to submit a medical certificate with TB testing and up-to-date immunization and/or a police records check.

It is **strongly** recommended that applicants to the Social Services programmes have a one-day Safety Oriented First Aid (SOFA) Certificate.

SELECTION CRITERIA FOR ALL PROGRAMMES

1. Reference forms
(two forms are required)
Each reference form will be evaluated on the basis of appropriateness of reference (5 points)
Reference view of applicant's readiness (5 points)
(Maximum 5 points per letter) 10 points

2. Previous Academic Experience
Relevant post-secondary courses with a "C" or better (2 points per course to a maximum of 10 points)
Completion of a preparatory or career skills course (5 points to a maximum of 5 points)
Transcripts or other proof of academic achievement must be provided 15 points

3. Previous Volunteer and Work Experience
Applicants to the SSWK Programme must have at least 65 verifiable hours of volunteer experience in the past 3 years. Applicants with relevant work experience within the social service field in the past 3 years may be exempt from this volunteer requirement
(Maximum 20 points) 20 points

4. Personal Statement
The applicant must write in a clear and concise manner when answering questions that pertain to the following: why he/she is interested in the field; an understanding of what the social service field is about; and what personal attributes the applicant brings to the field. 25 points

Total (Maximum 70) 70 points

Note: Please obtain from Admissions, Registration and Records an admissions packet which includes a College Application form, two Reference Forms, and Personal Statement Form.

APPLICATION PROCEDURE FOR ALL PROGRAMMES

Application forms are available from the Admissions, Registration and Records Office and may be submitted after September 15 for entry in the following Fall.

Only students who have completed their applications for the Social Service Worker Certificate, the Social Service Worker Diploma, and the Teaching Assistant Certificate by April 22 will be eligible for selection into these programmes in Prince George. In Quesnel, May 31st is the application deadline. These programmes begin annually in September.

Students applying to the Developmental Disabilities Certificate must complete a special Social Services Training Programme form in addition to the regular College admission form. This programme may be started in August or January.

IMPORTANT NOTICE FOR ALL PROGRAMMES

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

PROGRAMME OUTLINE– COMMON FIRST YEAR FOR:

Social Service Worker Certificate
Social Service Worker Diploma
Pre-UNBC BSW Diploma

Semester 1	**September to December**
ENGL 103	Composition and Style
SSWK 145	Communication and Interpersonal Relationship Skills

SSWK 171	Introduction to Social Service Practice
SSWK 181	Community Seminar I
SSWK 197	Practicum
UT Elective*	One of PSYC 101 or SOC 101 or CRIM 103 or FNST 100

Semester 2	**January to April**
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 182	Community Seminar
SSWK 198	Practicum
UT Elective*	One of PSYC 102 or SOC 102 or CRIM 106 or FNST 101

In order to continue with practicum, students must obtain a "C" grade or better in all SSWK courses.

Intersession	**May**
SSWK 199	Practicum

Note: For University Credit course descriptions, refer to the University Credit section of this calendar.

Upon completion of the Social Service Worker Certificate, students may choose from one of the two options listed below:

I. Social Service Worker Diploma

II. Pre-UNBC BSW Diploma

PROGRAMME OUTLINE– SECOND YEAR

I. Social Service Worker Diploma Option

Note: Students enrolling in this option must have successfully completed all of the first year Social Service Worker courses and must have achieved a grade of "C" or better in all SSWK courses.

Semester 3	**September to January**
SSWK 255	Counselling Theories
SSWK 225	Introduction to Disabilities
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
SSWK 282	Behaviour Management
SSWK 295	Practicum
Semester 4	**January to April**
SSWK 232	Loss and Grief
SSWK 242	Community Development
SSWK 252	Social Welfare Policy: Children and Families
SSWK 272	Family Systems
SSWK 296	Practicum

Intersession	
SSWK 299	May—Practicum

II. Pre-UNBC BSW Diploma Option

Note: Students enrolling in this option must have successfully completed all of the first year Social Service Worker courses and must have achieved a grade of "C" or better in all courses.

Semester 3	**September to December**
SSWK 255	Counselling Theories
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
UT Elective*	Two courses
SSWK 290	Pre-UNBC BSW Seminar

Semester 4	**January to April**
SSWK 232	Loss and Grief
SSWK 242	Community Development
SSWK 252	Social Welfare Policy II
SSWK 272	Family Systems
UT Elective*	One course
SSWK 290	Pre-UNBC BSW Seminar

Note: For University Credit course descriptions, refer to the University Credit section of this calendar.

Students intending to transfer to UNBC's Social Work programme are advised to select electives as follows:

1. SOC 220 or WMST 101

2. SOC 204 or FNST 100 and 101

3. One of ENGL 101 or 104 or 107

PROGRAMME OUTLINE– Teaching Assistant Certificate

Semester 1	**September to December**
ENGL 103	Composition and Style
PSYC 101	Introduction to Psychology
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 225	Introduction to Disabilities
SSWK 282	Behaviour Management

Semester 2	**January to April**
PSYC 102	Introduction to Psychology II
SSWK 222	Social Issues
SSWK 232	Loss and Grief
SSWK 273	Classroom Assisting
SSWK 297	TAC Practicum

Intersession	**May**
SSWK 298	TAC Practicum

The Teaching Assistant programme is offered on a part-time basis on the Quesnel campus.

DEVELOPMENTAL DISABILITIES CERTIFICATE

The purpose of the Developmental Disabilities Certificate is to help support staff and primary caregivers develop the skills and attitudes necessary for providing services to people with developmental disabilities. **The programme is offered through distance learning (correspondence and teleconferencing).** This programme follows a semester schedule. It is not self-paced.

The programme is based on the following values:

- People with developmental disabilities have the right to support services that are respectful of their individual dreams and abilities
- People with developmental disabilities have the right to receive services from skilled support staff in community settings

Students have five years to complete the certificate.

Note: Students who entered the Developmental Disabilities Certificate Programme for the first time in Fall 1995, please note the addition of SSTP 172, Supporting Adults with Developmental Disabilities, and SSTP 186, Behaviour Change which are required courses for the certificate. Students who entered the programme prior to Fall 1995 are not affected by these changes.

Career Opportunities

Graduates of the Developmental Disabilities Certificate are employed as residential support staff, community access workers, job coaches, teaching assistants, and other paraprofessionals providing direct service to people with developmental disabilities.

ADMISSION REQUIREMENTS

Applicants may be admitted to this programme in one of three ways:

1. Applicants must be employed as a paraprofessional providing support services to people with disabilities;

or

2. English 12, or Communications 12 or English 045 with a minimum of a "C."

Applicants must submit a letter of reference from a volunteer supervisor attesting to the applicant's suitability for working with people with disabilities;

or

3. Applicants who are primary caregivers such as parents, guardians, or siblings over 19 years of age, of a person with a disability may be admitted as mature student.

In those cases where the programme is over-subscribed, students will be admitted on a first-qualified, first-admitted basis until the programme is full.

PROGRAMME OUTLINE

Note: Students who entered the programme prior to August 1995 are not required to take SSTP 172 Supporting Adults with Developmental Disabilities or SSTP 186 Advanced Behaviour Change as part of the basic certificate.

Required Courses

SSTP 130	Physical Care
SSTP 140	Communication Skills for Social Service Workers
SSTP 150	Programming and Planning (8 weeks—first half of semester)
SSTP 160	Ethics and the Para-professional
SSTP 170	Social Service Provision: History and Systems (8 weeks—second half of semester)
SSTP 172	Supporting Adults with Developmental Disabilites
SSTP 181	Introduction to Behaviour Change: Principles and Practices
SSTP 186	Advanced Behaviour Change: Principles and Practices
SSTP 199	Practicum

Optional Post-Basic Courses

Note: Students who entered the programme prior to Fall 1995 will still be awarded an Advanced Specialty Certificate for completing these courses.

SSTP 182	Introduction to Verbal Behaviour
SSTP 183	Teaching Language to the Developmentally Delayed
SSTP 185	Employment Facilitation

COURSE DESCRIPTIONS

ENGL 103
Composition and Style

A study of grammar, composition, and style. A vigorous programme 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)

SOC 206
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.

3 CR / (3,0)

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)

SSWK 145
Communication and Interpersonal Relationship Skills

Course material will provide 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. This course provides opportunities to increase self-awareness and to improve and develop effective interpersonal communication skills. This course will also provide the student with the opportunity to develop confidence in public speaking.

3 CR / (3,1)

SSWK 151
History and Philosophy of 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 policy. Students will critically analyze the effect of social welfare policies on client populations and upon themselves as social service workers. Class discussions focus on Northern issues.

3 CR / (3,0)

SSWK 171
Introduction to Social Service Practice

Students are introduced to the practice of social service, its values, knowledge, and skill foundations. The principles and contributions of mutual aid, self-help, and natural helping networks are examined. The relationship between social service practice and the communities and organizations in which it takes place is a focus of discussion. Other discussion topics include current trends in the field of paraprofessional services, ethics, and the basic structure and function of social service agencies.

3 CR / (3,0)

SSWK 181
Community Seminar I

SSWK 182
Community Seminar II

Students are introduced to the social service agencies of North Central B.C. The services these agencies provide, the problems they seek to address, their criteria for service, funding structure, and relationship to other services will be discussed in a seminar format.

1 CR each / (0,1)

SSWK 197
Practicum and Seminar
SSWK 198
Practicum and Seminar
SSWK 199
Practicum and Seminar

Students will work one day a week starting in September until the end of April in an agency under the supervision of an agency supervisor. Starting in late April the students will complete a three-week block placement. A weekly one-hour seminar will be offered. The practicum is intended to provide students with an opportunity to familiarize themselves with the agency

and the community it services. The object of the seminar is to help students integrate the knowledge and skills acquired in their academic setting with their work in the field.

Pre- or Corequisites (SSWK 197): SSWK 145, 171, 181

Pre- or Corequisites (SSWK 198): SSWK 142, 151, 182, 197

Pre- or Corequisites (SSWK 199): SSWK 197, 198

Note: In order to continue with the practicum, students must obtain a "C" or better in all SSWK courses.

SSWK 197:
2 CR / (0,1)

SSWK 198:
2 CR / (0,1)

SSWK 199:
4 CR / (0,2)

SSWK 222
Social Issues

This course will look at specific problems related to children and youth. Issues discussed will include family violence, teen suicide, physical and sexual abuse, and a variety of other issues affecting children and youth in the schools (i.e., Childhood AIDS, drug use, etc.).

1.5 CR / (1.5,0)

SSWK 225
Introduction to Disabilities

This course will examine the various types of emotional and physical disabilities in children and adolescents. An emphasis will be placed on the classification and the etiology of these disabilities as well as the behavioural and physical care issues associated with them. Competence in handling prosthetics and other devices used to assist children with physical disabilities will be emphasized. Also, students will be introduced to alternate forms of communication and technical aids. Students will study the issue of normalization and its application in the community and classroom.

Prerequisite: Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme.

3 CR / (3,0)

SSWK 232
Loss and Grief

This course will explore the various dimensions of death, loss, and bereavement. Various topics that will be explored are: dynamics of mourning, children and death, abnormal versus normal grief, grief and the family, suicide, last rites, funerals, etc. As a result of this course students will learn to face and accept loss as a natural part of life and thereby learn how to be more supportive and helpful in encountering loss situations in both professional and personal spheres.

Prerequisite: Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme.

3 CR / (3,0)

SSWK 241
Group Process and Practice

The course will provide 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 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.

Prerequisites and Corequisites: SSWK 142, 145, 255. Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme.

3 CR / (3,3)

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 world-wide. Special emphasis is placed on local/northern community development, and on the capacity of social services paraprofessionals to participate in community development initiatives.

Prerequisite: Successful completion of first year

3 CR / (3,0)

SSWK 252
Social Welfare Policy II

This course will focus on the social policies affecting children and families in Canada. Legislation concerning the protection of children, children in conflict with the law, special needs children, poverty, education, and health will be examined in detail.

Prerequisite: Successful completion of first year

1.5 CR / (1.5,0)

SSWK 255
Counselling Theories

Students become acquainted with the values, assumptions, and issues underlying various approaches to helping. An emphasis is placed upon the students developing a better understanding of their own personal helper values, assumptions regarding human behaviour, and styles of helping. The various ethical issues relating to being a helper are also examined.

Prerequisite: Successful completion of first year

3 CR / (3,0)

SSWK 263
Chemical Dependency

This course will provide students with a basic introduction to the issue of chemical dependency. An emphasis is placed on understanding theories used to explain the etiology of chemical dependency and various patterns of drug use and its impact on various groups in society. In addition, students will learn about the psycho-social impact of drug use on individuals and families and students will learn basic skills of assessment and intervention with this population. Professional and ethical issues in working with the chemically dependent will be examined as well.

Prerequisite: Successful completion of first year

3 CR / (3,0)

SSWK 272
Family Systems

Students will study the dynamics of family systems. The stages of family development, communication patterns, rule setting, discipline, and problem solving will be presented and discussed. The role of the child/youth care worker in the provision of service to families will be examined in detail. Skills in the facilitation of family functioning and development will be emphasized.

Prerequisite: Successful completion of first year

3 CR / (3,1.5)

SSWK 273
Classroom Assisting

Students will learn general educational principles and techniques for classroom assistance with exceptional children in primary, elementary, and secondary school settings. Emphasis will be 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 will be presented and discussed.

Note: This course will be offered if there are a minimum of ten students registered.

Corequisite: SSWK 297

4.5 CR / (3,0)

SSWK 282
Behaviour Management: Techniques for Working with Children and Youth

This course surveys the various aspects of social service work with children. The three main theoretical models of child helping—the Adlerian model, behaviour modification, and general systems theory—will be examined in detail. Students learn how to apply these techniques in response to common behavioural problems in a variety of settings including the family, the community, and the school.

Prerequisite: Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme.

3 CR / (3,0)

SSWK 290
(UNBC) Pre-BSW Seminar

This course is designed for students registered in the (UNBC) pre-BSW Diploma. Students will be responsible for completing a major paper as well as discussing assigned course readings throughout the term. The purpose of the assignments is to develop critical thinking skills and to demonstrate a personal integration of theory and practice as it relates to the student's future goals in the social services field.

Prerequisite: Students must successfully complete all the course work for the first year of the Social Service Worker Certificate Programme with a "C" grade or better

Note: In order to continue into the second semester portion of SSWK 290, students must obtain a "C" grade or better in all SSWK courses.

2 CR / (1,0)

SSWK 297
Teaching Assistant/Classroom Aide Practicum

Students will work one day per week in a classroom setting under the supervision of a teacher and classroom aide. A weekly 1½-hour seminar is included. The practicum is intended to provide students with an introduction to the role and responsibilities of a classroom aide.

Corequisite: SSWK 273

Note: Part-time students must complete or be enrolled in all SSWK courses prior to taking the practicum. There must be a minimum of ten students registered for the practicum to be offered.

4 CR / (0,1.5)

SSWK 298
Teaching Assistant/Classroom Aide Practicum

As a continuation of SSWK 297, students will work five days per week for three weeks in a classroom setting. A weekly one-hour session will be offered. Students will establish specific learning objectives and, under the supervision of a teacher and classroom aide, apply the skills and knowledge they have learned throughout the year. The practicum must be completed for the certificate.

Prerequisite: SSWK 297

4 CR / (0,3)

SSWK 295
Practicum and Seminar
SSWK 296
Practicum and Seminar
SSWK 299
Practicum and Seminar

Students will work one day a week starting in September until the end of April, in an agency under the supervision of an agency supervisor. Starting in late April the students will complete a three-week block placement. A weekly two-hour seminar will be offered. The students establish specific goals and objectives and work toward attaining these in their practicum. The object of the seminar is to help students integrate classroom skills into their work in the field.

Pre- or Corequisites (SSWK 295): SSWK 225, 255, 241, 263, 282

Prerequisite (SSWK 296): SSWK 295

Prerequisite (SSWK 299): SSWK 296

Note: In order to continue with the practicum, students must obtain a "C" grade or better in all SSWK courses.

SSWK 295:
2 CR / (0,1)

SSWK 296:
2 CR / (0,1)

SSWK 299:
4 CR / (0,2)

Social Sciences Elective

Students are advised to consult with programme staff before making their selection. See the University Transfer section of the Calendar for descriptions.

3 CR / (3,0)

DEVELOPMENTAL DISABILITIES CERTIFICATE

SSTP courses are offered primarily by correspondence with telephone instructional support

SSTP 130
Physical Care

The goal of this course is to provide the information needed to assist in the maintenance of optimum physical health. A variety of topics are covered. These include: nutrition, body mechanics, medication, common handicapping conditions, and safety requirements. In addition, a number of procedures to use when dealing with medical emergencies are reviewed: e.g., how do you assist an individual who is having an epileptic seizure?

SSTP 140
Communication Skills for Social Service Workers

This course introduces and helps participants develop effective intrapersonal, interpersonal, group, and public communication skills appropriate for a variety of social service settings. Themes include perception of self and others, verbal and nonverbal communication, managing conflict, communication (including written communication) in work relationships, effective participation in work groups and teams, oral presentations, and the ethics of communication. Consideration will also be given to the influence of disability, gender, and culture on communication. Students need access to video camera equipment to complete two assignments for this course. Participation in a teleconference is also required.

SSTP 150
Programming and Planning

The coordinated effort of many individuals working in several different domains of services is critical to effective and efficient service delivery. This course reviews some of the planning mechanisms currently in use to

ensure the coordination of the services system. This course also explores some potential pitfalls to programme implementation and suggests how they might be overcome.

Prerequisite for students admitted prior to Fall 1995: SSTP 181

Prerequisites for students admitted after Fall 1995: SSTP 181 and 186

SSTP 160
Ethics and the Paraprofessional

This course blends the theory of ethical issues with practical guidelines for facilitating ethical conduct. Much of the material is applicable to any social service setting. Issues such as professional conduct and informed consent will be presented. An important aspect of the course is training the practitioner to recognize ethical concerns as they occur during the normal course of each day. Once we become aware of potential violations of ethical conduct, we can act accordingly to safeguard the rights and dignity of our clients.

Note: Participation in one teleconference is required.

SSTP 170
Social Service Provision: History and Systems

This course is meant to provide a balanced historical perspective of trends in social services provision. The information reviewed is broadly applicable to the social services area. However, in keeping with our current focus on working with mentally handicapped persons, a thorough discussion of normalization, mainstreaming, the least restrictive alternative, and related concepts are included. In addition, an overview of services provided by various B.C. Provincial Government Ministries is presented.

SSTP 172
Supporting Adults with Developmental Disabilities

This course provides an overview of the major developmental disabilities and syndromes, including autism, cerebal palsy, blindness, deafness, mental handicapping conditions, Down's Syndrome, fetal alcohol syndrome, seizure disorders, and multiple disabilities. Using personal profiles, major life transitions faced by people with disabilities and their families will be discussed. The role of the paraprofessional is also examined.

SSTP 181
Introduction to Behaviour Change: Principles and Practices

This course introduces the student to the principles and procedures of behaviour change. The intent of this course is to provide a thorough exposure to training principles and procedures, while alerting the student to the potential for productive use and possible abuse of the training technique.

SSTP 182
Introduction to Verbal Behaviour

The goal of this course is to provide the theoretical and technical framework necessary for understanding the many practical applications of this training methodology to the development of language.

Prerequisites for students admitted prior to Fall 1995: SSTP 181/186

Prerequisite for students enrolled after Fall 1995: completion of Development Disabilities Certificate

SSTP 183
Teaching Language to the Developmentally Delayed

The purpose of this course is to translate verbal behaviour theory into concrete and effective procedures for assessment and training. Students will implement a language assessment and participate in a teaching programme with a child aged 18–24 months. The course builds on the basic principles in the behaviour change courses to give the student a comprehensive and highly effective set of skills for language training.

Prerequisite for students admitted prior to Fall 1995: SSTP 182

Prerequisites for students enrolled after Fall 1995: SSTP 182 and completion of Development Disabilities Certificate

SSTP 185
Employment Facilitation

This course describes the philosophical and theoretical basis of supported employment and integrates this with practical guidelines and skills necessary to assist individuals with disabilities in realizing their full potential in the workplace. Students will learn how to work effectively within the various roles of an employment facilitator (marketer, on-site trainer, advocate, etc.) and to facilitate education, government, employer, and labour networks. The course will include an overview of services and programmes currently operating in the field.

Prerequisites for students admitted prior to Fall 1995: SSTP 140, 160, 181, and 186 (or 180)

Prerequisite for students enrolled after Fall 1995: completion of Development Disabilities Certificate

SSTP 186
Advanced Behaviour Change: Principles and Practices

A continuation of SSTP 181, this course builds on the foundation of introduction to behaviour change by expanding the students' knowledge of how to develop and implement procedures for behaviour change.

Prerequisite: SSTP 181

***Note: SSTP 182, 183, and 185 are optional Post-Basic courses.**

SSTP 199
Practicum

Students complete a 16-week practicum. The practicum is designed to help students apply knowledge and skills learned in the prerequisite courses. Supervised placements are provided in a variety of social service agencies.

Prerequisites for students admitted prior to Fall 1995: SSTP 130, 140, 150, 160, 170, 181

Prerequisites for students admitted after Fall 1995: SSTP 130, 140, 150, 160, 170, 172, 181, 186

Technology PROGRAMMES

DIVISIONAL CONTACT

Alistair McVey
Dean, Science and Technology Division
Telephone: (250) 561-5830

One-year certificate:
- Drafting Technician
- Electronics Technician Common Core

Two-year diploma:
- Commercial Aviation
- Electronics Engineering Technology
- Engineering Design Technology
- Forest Resource Technology

One-year diploma:
- Computer/Network Electronics Technician
- Electronics Engineering Technology

One year advanced diploma:
- Geographic Information Systems Technology

Continuing education:
- ABCPF pupil courses
- AutoCad
- Electronics
- Forestry
- Geographic Information Systems Technology
- Custom and specialized courses upon request

The Science and Technology Division offers a variety of programmes which lead to rewarding careers as highly-skilled technicians or technologists in the industrial and business sectors. Technicians and technologists enjoy opportunities to assume high levels of responsibility and leadership, competitive remuneration, promotion, and professional and educational development throughout their working lives. The College of New Caledonia has technology programmes which have developed solid reputations, built on experience and success.

Several programmes are accredited by the Applied Science Technologists and Technicians of British Columbia (ASTTBC); most enjoy national recognition.

DIVISIONAL CONTACT

John English
Dean, Trades Division
Telephone: (250) 561-5804

One-year certificate:
- Wood Processing Technician

One-year diploma:
- Wood Processing and Engineering Technology (September 2000)

DIVISIONAL CONTACT

Catherine Giles
Dean, Arts and Social Services
Telephone: (250) 561-5815

Writing and New Media Technologies

CO-OPERATIVE EDUCATION

The Engineering Design Technology (EDT), Electronics Engineering Technology and Geographic Information Systems Technology (GIS) programmes offer students opportunities to gain practical experience through the integration of work experience with academic course work. The EDT programme includes three paid work terms: two upon completion of the second semester (term) and one upon completion of the third semester (term). The GIS programme has one work term following the completion of the first semester. The Electronics Engineering Technology programme offers some flexible options for work terms. Students choosing the first option (which is the more typical Co-op option) will be eligible to participate in two paid work terms, one after completing the second semester of Common Core and a second work term following completion of the first semester of the Technology programme. Those choosing the Internship option will be available for one year (three consecutive work terms) in **January** after completing the Technology Bridge semester. An optional fourth work term **May to August** will be offered following the first semester of Electronics Engineering Technology. The GIS programme has a single work term which follows completion of the first semester.

Students interested in this option must apply for admission to the Co-operative Education programme. To qualify for work term placement, students must meet the eligibility requirements for each programme and complete the required number of work terms to graduate with a Co-op designation.

STUDENT SUCCESS 800

This credit course is strongly recommended for all students who wish to improve their learning skills. It is appropriate for those students who feel they need help as well as those who are already successful but who wish to be more so. Students who have been away from "formal" learning for any length of time will find it of great value.

Student Success 800

This course teaches the skills and attitudes required to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, notetaking, and tests. It will also deal with a variety of topics such as creativity, relationships, health,

resources, and career planning. It shows you how to organize yourself and attain maximum success in your school, business, and social life.

Corequisite: It is recommended that students be enrolled in at least one other academic course.

2 CR

COMMERCIAL AVIATION

This programme combines 36 credit hours of University Transfer courses with ground school and commercial flight training provided by a local flight training school. The University Credit portion of the programme can also be applied to the first year of an Associate of Arts or Science Degree. This allows graduates of the programme to pursue the completion of their Associate Degrees.

The first year of the programme provides training toward a commercial pilot licence. In the second year students will have the option of specializing in one of two areas:

- Bush Pilot: Multi engine endorsement, float endorsement, tailwheel and ski experience; or
- Instructor Pilot: Multi engine endorsement and flight instructor rating.

A Commercial Aviation Diploma will be awarded to students who successfully complete 36 university credits with a minimum "C" grade in each course and present a letter indicating satisfactory completion of required Transport Canada written examinations and flight tests for the appropriate licence, ratings, and endorsements for one of the above three areas.

CAREER OPPORTUNITIES

Graduates will be prepared for entry level positions as pilots in the Canadian aviation industry. There is a continuing world-wide demand for pilots with intellectual and disciplined skills. This programme prepares pilots who are ready to learn and adapt to increasing levels of technological and societal sophistication.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 (with English 12) or ABE Advanced Certificate or GED Certificate;

2. Math 11 or Math 045 and Physics 11 or Physics 045 (C+ minimum grade recommended);

3. Math 12 or Math 050, Physics 12, and Computer Science 11 are recommended;

4. Letter of recommendation stating that the Department of Transport requirements have been satisfied for commercial flight training. This includes:

- Canadian Private Pilot Licence;
- Transport Canada Category 1 medical certificate;
- Entrance evaluation, including a personal interview; and
- availability of funds to complete the programme.

Note: An accelerated Private Pilot course will be provided from May through July for those who do not have this licence.

5. Other prerequisites must correspond to the chosen university credit courses. The suggested programme may lead to an Associate of Science or Arts Degree.

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records and may be submitted to CNC Admissions, Registration and Records after September 15 for the following year. Applicants are advised to submit their application early in the academic year. Applications completed by April 22 are eligible for the first selection process. Applications after April 22 are eligible pending seat availability. Acceptance into the programme commences mid-May for the intake in September. Only completed applications will be considered in a selection process.

TUITION FEES

The tuition for the academic portion of the programme follows the normal fee structure as outlined elsewhere in this calendar and is payable to the College of New Caledonia.

Tuition for the flying portion is payable to the flight training company. It includes flight training, ground school, books and supplies, and uniforms. The total tuition fee will vary for each individual according to the past experience and rate of progress. Additional costs to be paid by the student include medical fees and Transport Canada examination.

PROGRAMME OUTLINE: COMMERCIAL AVIATION

Semester I September to December

ENGL 103	Composition and Style
MATH 100 or	Precalculus Mathematics
MATH 101	Calculus I
PHYS 105 or	General Physics I
PHYS 101	Introductory Physics I

Ground school courses:

TAVI 150	Basic Meteorology
TAVI 151	Theory of Flight/Airframes & Engines
TAVI 152	Air Law
TAVI 153	Flight Training I

Semester II January to April

ENGL 104	Introduction to Literature and Composition
MATH 101 or	Calculus I
MATH 102	Calculus II
PHYS 106 or	General Physics II
PHYS 102	Introductory Physics II

Ground school courses:

TAVI 160	Flight Instrumentation/ Navigation & Radio Aids
TAVI 161	Flight Operations
TAVI 163	Flight Training II

Semester III September to December

Common to all options

GEOG 201	Weather and Climate

plus 2 University Credit Electives

Ground school courses:

TAVI 251	Advanced Navigation 1
TAVI 252	Survival Training

Bush Pilot Option

TAVI 253	Flight Training—Bush I
TAVI 280	Tailwheel/Ski Flying Operations

Instructor Pilot Option

TAVI 254	Flight Training—Instructor I
TAVI 290	Instructional Techniques 1

Semester IV January to April

Common to all options

GEOG 202	The Surface of the Earth

plus 2 University Credit Electives

Ground school courses:

TAVI 261	Advanced Navigation 2
TAVI 262	Aero Medicine

Bush Pilot Option

TAVI 263	Flight Training—Bush II
TAVI 281	Float/Mountain Flying Operations

Instructor Pilot Option
TAVI 264 Flight Training—Instructor II
TAVI 291 Instructional Techniques 2

Note: For University Credit course descriptions refer to University Credit section of the calendar.

ENGINEERING DESIGN TECHNOLOGY

Students may take a one-year Drafting Technician Certificate or a two-year Technology Diploma in Engineering Design.

DRAFTING TECHNICIAN

The Technician Programme provides the student with a general education in drafting. The student will be taught to read and draft drawings by hand. An introduction to computer assisted drafting with Computer Assisted Design (CAD) drawing projects is provided.

Drafting Technician Goals

1. Acquire expertise in the application of both manual and computer assisted design and drafting.

2. Document solutions provided by others in a format appropriate for construction contracts.

3. Develop the ability to communicate verbally, graphically, and in writing.

Students who successfully complete the programme with a grade point average of at least 2.0, are eligible to receive a Drafting Technician Certificate by applying to Admissions, Registration and Records.

Career Opportunities

Graduates have access to many employment opportunities in both industry and government. Following initial entry level employment as junior draftspersons, graduates may progress to more senior positions such as senior draftsperson, quantity estimators, and technical representatives for manufacturers and suppliers of building materials.

PROGRAMME OUTLINE: DRAFTING TECHNICIAN

Term I **(15 weeks)**
ENGL 158 Technical Communications for Engineering Design Technology I
ENDT 150 Technology Graphics
ENDT 151 Introduction to Computers and CAD
ENDT 152 Materials and Applications
ENDT 153 Surveying
ENDT 154 Design Technology Physics
ENDT 155 Design Technology Mathematics I

Term II **(19 weeks)**
ENDT 170 Mechanical Technology
ENDT 171 Computer Aided Drafting
ENDT 172 Building Technology I
ENDT 173 Civil Technology I
ENDT 176 Electrical Technology
ENDT 190 Drafting Project

ENGINEERING DESIGN TECHNOLOGIST

This two-year technology programme provides training in engineering design, with particular emphasis on the design of buildings, including ancillary internal and municipal services and machinery.

Engineering Design Technology Goals

1. Acquire expertise in the application of both manual and computer assisted design and drafting.

2. Using a problem analysis approach, address and resolve design issues.

3. Document solutions in a format appropriate for construction contracts.

4. Develop the ability to communicate verbally, graphically, and in writing.

Three co-operative work terms are optional for students who maintain a grade point average of 2.0 or better.

Students who successfully complete the programme with a grade point average of 2.0 or better, are qualified to receive the Engineering Design Technology Diploma by applying to the Office of Admissions, Registration and Records.

Co-operative Education

The Technology Diploma programme offers students the option to integrate career-oriented work experience placements into their academic programme. Students will earn a salary during their work terms and gain valuable understanding and experience directly related to Engineering Design.

CAREER OPPORTUNITIES

Employment opportunities are abundant and varied in both industry and government. Entry level positions typically involve working as draftspersons with professional engineers and architects. With additional work experience, graduates progress to various occupations such as senior draftspersons, job captains, specification writers, estimators, contract administrators, and technical representatives for manufacturers and suppliers of building materials.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 **or** ABE Advanced Certificate or GED Certificate.

2. Math 12 or MATH 050 or Math 100 or equivalent **and** Physics 11 or PHYS 045 or Applications of Physics 11 **and** 12 or equivalent with a required standing of "C" or better in all courses. Math 11 or Math 045 or Applications of Math 11 **and** 12 with a standing of "B" or better will be accepted in lieu of Math 12 or Math 050 or Math 100 or equivalent with a standing of "C" or better.

3. Applicants must take the English and Math Achievement Test administered by the College prior to the first semester. Students below the minimum level are required to take a developmental programme in either one or both subjects.

SELECTION CRITERIA

The Engineering Design Programme has limited spaces available for first year students. In case the programme is oversubscribed, the following selection criteria will be used to determine which students will be allowed to enter as selected students, with the remainder of the students being chosen according to College policy for oversubscribed courses.

Applicants shall submit a résumé of their experience with their application in order to have non-academic information considered.

Grade point average based on the best three marks:

English 12 (in all cases)
Math 11 or 12
Physics 11 or 12
(or ABE equivalents) /4

Additional point for "C+" or better in Math, Physics, Chemistry, or Biology at the grade 12 level /1

Current academic standing:
Has the applicant just finished

grade 12 or a suitable upgrading course in the last two years?	/2
Suitable work or experience in a related field: Related fields would be work in an engineering or architect's office, trades, industrial work, etc.	/1
Other diploma or training: Successful completion of a diploma programme or the completion of first year U.T. Science with a standing of "C+" or better, completion of the first year of a two-year programme with a "C+" or better or completion of the ABE programme at the College with a "C+" or better	/1
Total available points	/9

In the case of a tie score, applicants will be ranked by the date of application.

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. Acceptance to the programme begins at the end of April. The programme starts in September.

PROGRAMME OUTLINE: TECHNOLOGIST

Term I	**September to December (15 weeks)**
ENGL 158	Technical Communications for Engineering Design Technology I
ENDT 150	Technology Graphics
ENDT 151	Introduction to Computers and CAD
ENDT 152	Materials and Applications
ENDT 153	Surveying
ENDT 154	Design Technology Physics
ENDT 155	Design Technology Mathematics I
Term II	**January to May (19 weeks)**
ENDT 170	Mechanical Technology
ENDT 171	Computer Aided Drafting
ENDT 172	Building Technology I
ENDT 173	Civil Technology I
ENDT 174	Structural Mechanics
ENDT 175	Design Technology Mathematics II
ENDT 176	Electrical Technology
TJSS 160	Job Search Seminar (6 weeks @ 2 hours per week)
TMGT 175	Management for Technologies
CO-OP 150	**June to August**
CO-OP 250	**September to December**
Term III	**(19 weeks)**
ENGL 258	Technical Communications for Engineering Design Technology II
ENDT 290	Project Report I
ENDT 250	Heating, Ventilation and Air Conditioning
ENDT 252	Building Technology II
ENDT 254	Wood and Steel Design
ENDT 256	Process and Piping Design
ENDT 257	Building Regulations, Contracts and Specifications
CO-OP 298	**June to August**
Term IV	**(15 weeks)**
ENGL 268	Technical Communications for Engineering Design Technology III
ENDT 291	Project Report II
ENDT 270	Plumbing Design
ENDT 273	Civil Technology II
ENDT 274	Reinforced Concrete Design
ENDT 278	Quantity Surveying
ENDT 279	Project Management
TMTH 255	Statistics

ELECTRONICS PROGRAMMES

There are four integrated programmes offered which can be taken in combination to lead to a Computer/Network Electronics Technician Diploma or an Electronics Engineering Technology Diploma. Both diplomas require the Electronics Technician Common Core Programme as a starting point and the Technology Diploma requires completion of the Electronics Technology Bridge and the new one-year Electronics Engineering Technology Programme.

The Electronics Department believes in providing credit for previous education that is directly related to any of the Electronics programmes. Students will have the opportunity to demonstrate that they have previously obtained the competencies and met the goals of a particular course and will either be granted advance standing or may be required to complete a challenge exam, if one is available.

Challenge exams are provided periodically and are not available for all courses. Please consult the Department or the Counselling and Advising Centre and the "Challenge Exam Policy" in the Admissions, Registration and Records section of the Calendar.

Co-operative Education is available in the Technology programme, upon application to the Co-operative Education Department.

ELECTRONICS TECHNICIAN COMMON CORE

Starting annually in September, this two-semester, 30-week programme is the series of courses designed to meet the requirements of the B.C. Electronics Technician Common Core.

The Core is offered over two semesters of 15 weeks each starting in September. While this is a full-time programme of 35 hours per week, the programme can be taken part time over a longer period. Each semester, one or more courses will be offered as a late afternoon, evening, or weekend section. Some prerequisites apply. Before attempting the programme on a part-time basis, please consult a faculty member or a counsellor.

Challenge exams are available for all courses in the Core. They consist of a comprehensive written examination and practical examination. See the "Challenge Exam Policy" under the Admissions, Registration and Records section of this Calendar.

Advanced standing in certain courses is available for those who have documented electrical or electronics training. See "Advanced Standing" under the Admissions, Registration and Records section of this Calendar. To receive the Electronics Technician Common Core Certificate from CNC, the student must successfully complete, challenge, or receive advanced standing for all of the courses in the programme. A minimum of half of the electronics material must be completed at CNC. See the College's Prior Learning Assessment (PLA) Policy.

CAREER OPPORTUNITIES

The Core is not a job preparation programme; it is a standardized curriculum designed to prepare the student for further studies in electronics. Successful completion of the Core will allow the student access to the Computer/Network Electronics Technician Programme, the Technology Bridge, other institutes' programmes, and certain apprenticeship programmes, and any other programme that requires the Core for entry.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE Advanced Certificate, or GED Certificate;

2. Any one of the following with a "C+" or better grade:

Applications of Math 12

Principles of Math 11

Advanced Applied Mathematics

Math 045;or equivalent

3. Any one of the following:

Any provincially mandated grade 11 science or equivalent with a "C+" or better grade

Or competency in a trade

Or other significant work

Or life experience

Students must submit appropriate documentation at the time of application. Also refer to Admissions Requirements, Section 6, Special Admissions in the Calendar for mature student information.

4. Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to entering the programme. Applicants will be advised if there are deficiencies that, if remedied, will improve the student's chances of success.

SELECTION CRITERIA

Students will be accepted into the programme in order of date of original application.

APPLICATION PROCEDURE

Application forms are available from the Office of Admissions, Registration and Records and may be submitted at any time. Acceptance into the programme begins at the end of April. The programme begins in September.

PROGRAMME OUTLINE: ELECTRONICS TECHNICIAN CORE

Semester I	**September to December**
ETCC 150	Electronics I: Basic Electricity and Circuits
ETCC 153	Electronics II: Tools, Hardware, Components, and Cables
ETCC 156	Electronics III: Workplace Skills for Technicians
ETCC 159	Core Electronics Mathematics I
Semester II	**January to April**
ETCC 170	Electronics IV: Solid State Devices
ETCC 173	Electronics V: AC Circuits and I.C. Troubleshooting
ETCC 176	Electronics VI: Digital and Microprocessor Electronics
ETCC 179	Core Electronics Employment and Team Skills
STSS 800	Core Electronics Student Success

COMPUTER/NETWORK ELECTRONICS TECHNICIAN PROGRAMME

This programme prepares the student to go to work in an entry level position as a Computer/Network Electronics Technician. The programme is offered over two 15-week semesters, starting in September and concluding in April of the following year. To enter this programme, successful completion of the Electronics Technician Common Core is required.

The programme is oriented toward microcomputer and network hardware, both at the component and the system level. Emphasis is on installation, configuration, maintenance, troubleshooting and repair, optimization, and testing.

CAREER OPPORTUNITIES

Upon successful completion of this programme, a graduate can assume an entry level position working as a computer hardware repair technician, network installation technician, a company's installation and maintenance technician, or network installer. There are also many opportunities in the contract service sector, so it is anticipated that some of the programme graduates can be self-employed.

ADMISSION REQUIREMENTS

Successful completion of the Electronics Technician Common Core completed at a recognized institution. Successful completion of the Technician Common Core with a "C+" or better grade scored on the CNC competency based grading system.

SELECTION CRITERIA

1. CNC students by date of application.

2. Students from other institutions by date of original application.

PROGRAMME OUTLINE: COMPUTER/NETWORK ELECTRONICS TECHNICIAN PROGRAMME

Semester I	**September to December**
ELET 263	Data and Computer Communications
CNET 252	Software and Operating Systems
CNET 253	Computer Hardware I
CNET 254	Troubleshooting
CNET 255	Computer Video Circuits
Semester II	**January to April**
CNET 263	Computer Hardware II
CNET 261	Peripheral Technology
CNET 262	Professional Relations
CNET 264	Advanced Networks
CNET 265	Advanced Topics

ELECTRONICS TECHNOLOGY BRIDGE PROGRAMME

The Bridge provides the link between the Electronics Technician Common Core and Electronics Engineering Technology Programme. The primary purpose is to study more advanced academic materials in applied math and science, learn more advanced circuit analysis methods, learn about the engineering design process, and to think and organize according to engineering standards.

ADVANCED STANDING

Consistent with the Electronics Department philosophy of providing credit for previous education, students will have the opportunity to demonstrate that they have previously obtained the competencies and met the goals of a particular course and will be granted advanced standing in the Electronics Technology Bridge Programme. Advanced standing for Mathematics will be granted to students who have a "C" grade or better in MATH 101 and MATH 102 or their equivalents. Advanced credit for Physics will be granted to students who have a "C" grade or better in PHYS 101 or PHYS 105 or their equivalents. Students who can provide documentation of successful completion of a high level computer language suitable to the Department may be granted advanced standing for CSC 109. Refer to "Advanced Standing" in the Admissions, Registration and Records section of the Calendar.

ADMISSION REQUIREMENTS

1. Successful completion of the Electronics Technician Common Core completed at a recognized institution. Successful completion of the Electronics Technician Common Core with a "C+" or better grade scored on the CNC competency based grading system or 70% or better.

SELECTION CRITERIA

1. CNC students by date of application.

2. Students from other institutions by date of application.

PROGRAMME OUTLINE: ELECTRONICS TECHNOLOGY BRIDGE PROGRAMME

Semester I	**September to December**
MATH 101	Calculus I
PHYS 105	General Physics
CSC 109	Computing Science I
ENGL 103	Composition and Style
ELET 151	Electric Circuits and Devices

For course descriptions of MATH 101, PHYS 105, CSC 109, and ENGL 103, see the University Credit Programmes section of this calendar.

ELECTRONICS ENGINEERING TECHNOLOGY PROGRAMME

Electronics Engineering Technology Programme prepares graduates to design, construct, install, and maintain electronic equipment over a wide range of employment settings. The programme provides students with a strong theoretical background and a high level of proficiency in shop and lab skills.

The programme is completed over two semesters starting in January. This programme is designed to be completed following successful completion of the Electronics Technician Core Curriculum and the Electronics Technology Bridge. An opportunity for on-the-job training through Co-operative Education is available at the end of the first semester (of the Technology Programme) to students who maintain a "C" (2.0) or better grade point average.

THE PROGRAMME

Full-time students are eligible for student membership in the ASTTBC. Graduates may apply for registration as an Applied Science Technologist after completing a minimum of two years of relevant experience and passing an ethics exam. The programme provides a general electronics education, covering most of the specialties. It is recommended that the student not work while enrolled in this programme, since the workload is very heavy. Financial assistance is available through the Student Loan Programme and several scholarships and bursaries.

CAREER OPPORTUNITIES

Electronics Technologists will find a very wide range of employment and occupational settings such as:

- radio/broadcasting with radio, television, and cable companies
- heavy and light industry such as pulp and paper and manufacturing operations
- public and private sectors such as forestry, highways, natural gas utilities
- communications such as two-way radio, telephone and alarms and security companies
- computers such as business and personal systems and control systems
- research, development, and standards such as product development and public safety
- security and police such as national and provincial forces, security and intelligence

Technologists are skilled and educated with a combination of practical and design skills, allowing them to adapt and learn quickly. Able to communicate with professional engineers, as well as the skilled trades, they function over the complete spectrum of occupations in an engineering/technical team.

Technologists may choose among career paths such as becoming technical specialists, assuming supervisory and management roles, and taking on project leadership responsibilities. Some technologists apply their background to an apprenticeship or to pursue further education with a view to becoming a Professional Engineer. The career is rewarding and challenging and provides many opportunities and options.

THE FACILITIES

The College maintains three experimental, developmental, and computer networking laboratories, as well as assembly and fabrication facilities. Labs contain equipment such as: signal generators, frequency counters, digital storage oscilloscopes, computers, programmable logic controllers, and communication equipment. The student is trained in facilities similar to those found in industry, including exposure to state-of-the-art software that includes spreadsheets, word processing, printed circuit board, AutoCAD, design CAD, and simulation and mathematical modelling. The Co-op Option (industry experience) is incorporated into the academic and technical training provided by the programme faculty. Co-op placements can be local, province-wide, and sometimes even nation-wide. The Co-op option provides the student with paid work experience, and opportunities to put theory into practice, sometimes leading to opportunities for full-time employment.

CO-OPERATIVE EDUCATION

The Technology Diploma programme offers students the option to integrate career-oriented work experience placements into their academic programme. Students will earn a salary during their work terms and gain valuable understanding and experience directly related to Electronics Engineering Technology. Please see the work term schedules on pages 149–150 for information on the various options available for work term periods in this programme.

ADMISSION REQUIREMENTS

1. Successful completion of all courses in the Electronics Technology Bridge Programme or their equivalents. Applicants who have completed a similar bridging programme or similar courses at another institution shall be considered upon application to the College.

2. Successful completion of the Electronics Technician Common Core completed at a recognized institution. Successful completion of the Electronics Technician Common Core with a "C+" or better grade scored on the CNC competency based grading system or 70% or better.

Students who have completed a similar bridging programme or similar course of studies at another institution shall be considered upon application to the College.

SELECTION CRITERIA

1. CNC students by date of application.

2. Students from other institutions by date of application.

PROGRAMME OUTLINE: ELECTRONICS ENGINEERING TECHNOLOGY

Semester I	**January to April**
ELET 251	Technology Mathematics I
ELET 252	Microcontroller Technology
ELET 253	Power Systems and Electronics
ELET 254	Electronic Communications
ELET 255	Transducers and Interfacing
ELET 256	Design Project I
Semester II	**September to December**
ELET 261	Control Systems
ELET 262	Digital Signal Processing
ELET 263	Data and Computer Communications
ELET 264	Technology English
ELET 266	Design Project II

FOREST RESOURCE TECHNOLOGY

This programme is undergoing substantial revision with implementation to start with the first year student intake in the Fall Semester, 1998. Complete implementation is expected by Fall Semester, 2000. For further information on the proposed changes please contact Alistair McVey, Dean of Science and Technology or any Forest Technology faculty.

STATEMENT OF PURPOSE

The intent of the College of New Caledonia Forest Resource Technology Programme is to develop and foster the mind and character of students so that they may appreciate the integrated functions of the components of the forest environment and its uses and values as determined by the community; to instruct them in specific skills which can be applied to environmentally sound forestry practices; and to produce qualified employable graduates.

This programme provides students with the skills and knowledge required for a technical career in forestry. The curriculum combines lectures, labs, and field work. The latter includes an eight-day forestry orientation course, two five-day field schools, and a maximum nine-day field tour along the B.C. coast.

Students who successfully complete the programme with a grade point average of at least 2.0, are qualified to receive the Forest Resource Technology Diploma by applying to Admissions, Registration and Records. Graduates planning to pursue a university level forestry programme should be aware that some courses may be recognized for advanced credit.

This programme is accredited by the Applied Science Technologists & Technicians of B.C. as a technologist programme.

CAREER OPPORTUNITIES

Graduates find jobs in harvesting, reforestation, engineering, protection, research and management of forest resources. Graduates with high academic standing may receive advanced standing of up to one year at the University of British Columbia, the University of Alberta, or the University of Northern British Columbia should they choose to continue their study of forestry at a university.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must acquire and maintain a valid Level 1 First Aid or equivalent (St. John Ambulance Emergency First Aid or SOFA) throughout the programme. It is recommended that applicants obtain this certificate prior to entrance to the programme.

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate;

2. English 12 or English 045 or Technical and Professional Communications 12 **and** Math 11 or Math 045 or Applications of Math 12, **and** Biology 11 or Biology 045 or successful completion of CNC's Renewable Resource Technical Assistant Programme **with** a standing of "C" or better in each course/programme;

3. Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to the first semester. Students below the minimum level will be advised to take a developmental programme in either one or both subjects. Because of the very heavy workload in the programme, it is strongly recommended that applicants take the test and complete all upgrading before entering the programme;

4. Students must be prepared for strenuous physical activity in all types of terrain and weather;

5. Keyboard skills are a definite asset.

EFFECTIVE FALL 1998 INTAKE SELECTION CRITERIA

In the event that the Forest Resource Technology programme is oversubscribed on the review date, the following guidelines for the selection of students to fill half of the available seats will be used.

Math:

- a "B" or higher in Math 11, Math 045, Applications of Math 12 or equivalent contributes one point
- a "B" or higher in Math 12, Math 050, Math 100 or equivalent contributes two points

Biology

- a "B" or higher in Biology 11 or Biology 045, or the Renewable Resource Technical Assistant Programme or equivalent and/or a "B" in a higher level Biology course contributes one point

English

- a "B" or higher in English 12 or English 045 or Technical and Professional Communications 12 or equivalent contributes one point

Chemistry:

- a "C" or higher in Chemistry 11, Chemistry 045 or equivalent course contributes one point
- a "C" or higher in Chemistry 12, Chemistry 050, CHEM 113, CHEM 114 or equivalent course contributes two points

Forestry Experience

- up to one year of forestry experience contributes one point
- one or more years of forestry experience contributes two points

Forestry Training

- Forestry 12 or equivalent contributes one point

Persistence

- a qualified applicant who applies more than once contributes one point

Geographic Location

- residents of British Columbia or the Yukon will be awarded one point

Maximum Points = 11

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. Acceptance to the programme begins at the end of April. The programme starts the last week in August.

PROGRAMME OUTLINE: FOREST RESOURCE TECHNOLOGY

Semester I	August to December
FOR 150	Forestry Orientation
FOR 155	Silvics and Dendrology
FOR 157	Introduction to Forest Soils and Hydrology
FOR 161	Forest Measurements I
FOR 167	Human Relations in Forestry
FOR 171	Aerial Photography and Mapping I
FOR 177	Introduction to Computers
MATH 151	Technical Mathematics
ENGL 153	Technical Communications for Forest Technology I

Note: Students with two failures in the same Forest Resource Technology course, or a total of three failures in the first year of the Forest Resource Technology programme, will not be considered for re-admission to the Forest Resource Technology programme for one full academic year.

Semester II	January to April
FOR 154	Forest Products
FORS 202	Forest Ecology
FOR 162	Forest Measurements II
FOR 164	Fire Management
FOR 172	Aerial Photography and Mapping II
FOR 176	Forest Cartography
FOR 178	Introduction to GIS/ Microstation
ENGL 162	Technical Communications for Forest Technology II

Semester III	September to December
FOR 251	Forestry Policy and Practice
FOR 253	Silviculture I
FOR 255	Forest Entomology
FOR 263	Forest Measurements III
FOR 273	Habitat Management
FOR 285	Road Engineering I
FOR 287	Logging I
ENGL 252	Technical Communications for Forest Technology III (for implementation in 2000)
FOR 290	Summer Technical Report (not offered after 1999)
ENGL 281	Technical Communications for Forestry Technology II (not offered after 1999)

Semester IV	January to April
FOR 252	Integrated Resource Management
FOR 254	Silviculture II
FOR 256	Forest Pathology
FOR 267	Supervisory Skills in Forestry
FOR 268	Industrial Relations
FOR 286	Road Engineering II
FOR 288	Logging II
FOR 289	Forest Finance and Administration
FOR 299	Extended Field Trip

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY (GIS)

STATEMENT OF PURPOSE

The purpose of the Geographic Information Systems Technology Programme is to provide students with the educational foundation necessary to enter the workforce as GIS practitioners with the skills to apply GIS in automating traditional mapping procedures and to explore and utilize the analytical capabilities of the technology in a variety of fields.

This programme is designed for those with a background in such disciplines as Forestry, Geography, municipal engineering and planning fields, or other related fields, who wish to gain the knowledge and skills required to develop and analyze computerized geo-referenced data for application in their field of interest.

The programme will supplement the field specific skills of the students with introductory programming skills, an understanding of data structure and management issues, an understanding of resources and facilities information issues, as well as project management skills as they pertain to GIS. The initial dominant fields of interest are expected to be forestry, municipal engineering, and urban planning.

Students who successfully complete the programme with a grade point average of 2.0 or better, are qualified to receive the Geographic Information Systems Technology Advanced Diploma by applying to the Office of Admissions, Registration and Records.

CO-OPERATIVE EDUCATION

This GIS Advanced Diploma Programme offers students the option to integrate a career-oriented work experience placement into their academic programme. Students will earn a salary during their work term and gain valuable understanding and experience directly related to Geographic Information Systems.

CAREER OPPORTUNITIES

GIS has a myriad of potential applications. Current applications are heavily concentrated in the environmental, institutional, infrastructural, and socio-economic fields. Within Prince George and surrounding region, forestry consulting companies, municipalities, government ministries, and utility companies currently utilize GIS technology and are expecting a number of increased employment opportunities relevant to the field.

ADMISSION REQUIREMENTS

1. Minimum entry level is the successful completion of:

a) A two-year technology or career diploma in an appropriate field such as forestry, wildlife management, municipal engineering/ planning, mining, or as evaluated by the programme or a College Counsellor

or

b) An Associate Degree or equivalent as evaluated by the programme

2. Computer Science or Computer Information Systems course at the Grade 12 level or equivalent as evaluated by the programme

3. Math 12, Math 050 or equivalent as evaluated by the programme

4. Résumé outlining experience especially as it relates to GIS and computer skills

SELECTION CRITERIA

In the event that the Geographic Information Systems Technology programme is over-subscribed on the review date, the following guidelines for the selection of students to fill half the available seats will be used:

1. Applicants with a strong background in Computer Applications and Statistics or Mathematics will be given first priority for selection.

2. Number of years of field experience related to GIS as outlined in the résumé.

The remainder of students will be chosen according to College policy for over-subscribed courses.

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records.

Acceptance to the programme begins October 1. The programme begins in January. Students are encouraged to apply early. Appliecations will be accepted beginning February 15 for the following intake.

PROGRAMME OUTLINE: GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY

Semester I	**January to April**
GIS 303	Introduction to Spatial Data Analysis and Presentation
GIS 304	Data Base Management Systems
GIS 305	Introduction to C Programming
GIS 310	Data Acquisition and Remote Sensing
GIS 311	Coordinate Geometry
GIS 315	Application Tools I
CO-OP	**May to August (optional)**
Semester II	**September to December**
GIS 302	Tool Analysis, Design and Construction
GIS 306	Spatial Statistics
GIS 321	Cartography
GIS 325	Application Tools II
GIS 330	Image Processing and Analysis
GIS 340	GIS Seminar
GIS 345	Project Management and System Development
GIS 350	GIS Project

Note: GIS 250 is recommended for those students who have no previous experience with GIS.

WOOD PROGRAMMES

WOOD PROCESSING TECHNICIAN CERTIFICATE

The Wood Processing Technician Programme is designed to serve those seeking careers in primary, secondary, and tertiary wood processing sectors. The graduate will be well-positioned to develop advanced skills in operating particular machines and processes and to develop specialized expertise around particular products and processes.

Career Opportunities

Graduates will be prepared to fill positions in production, machine and process operation, marketing and product service, and shop supervision.

Work Experience Requirement

Students are required to complete a minimum of 100 hours of work experience in a value-added wood processing operation over the course of the year and prior to being granted the certificate. The experience must be to the satisfaction of the Department.

Further Opportunities

Students who successfully complete this one-year certificate can continue studying in the Wood Processing and Engineering Technology Programme.

Admissions Requirements

1. Successful completion of Grade 12, or ABE Advanced Certificate or GED Certificate with Applications of Math 12 or Principles of Math 11, or Math 045 or equivalent with a "C+" grade or better.

and

2. Any one of the following:

Any provincially approved Grade 11 science or equivalent with a "C+" grade or better (or competency in a trade, or other significant work, or life experience as evaluated and determined by the programme). Students must submit supporting documentation at the time of application.

3. Applicants must write the English and Math Achievement Test (EMAT) administered by the College prior to entering the programme. Applicants will be advised if there are deficiencies that, if remedied, will improve chances of success.

Selection Criteria

In those cases where the programme is oversubscribed with applicants, the selection criteria will be:

1. Qualified students will be accepted into the programme in order of original date of application.

PROGRAMME OUTLINE: WOOD PROCESSING TECHNICIAN CERTIFICATE

Semester I	**September to December**	
WTEC 100	Wood Technology I	(0,5)
WTEC 110	Woodworking Techniques I	(0,6)
WTEC 120	Applications of Mathematics for Wood Technology	(4,0)
WTEC 130	Introduction to Computers	(2,3)
WTEC 140	Wood Technology Mechanics	(2,3)
		(8,17)
Semester II	**January to April**	
WTEC 150	Wood Technology II	(1,5)
WTEC 160	Manufacturing and Quality Control	(3,2)
WTEC 170	Introduction to the Forest Sector	(1,0)
APSC 120	Engineering Graphics	(2,3)
WTEC 180	Wood Machining and Tooling Technology	(1,5)
WTEC 190	Wood Gluing and Finishing Technology	(1,5)
		(9,18)

WOOD PROCESSING AND ENGINEERING TECHNOLOGY DIPLOMA

The Wood Processing and Engineering Technology Programme is designed to provide those who have completed one year of value-added wood studies with the engineering and technical skills, business, management, and entrepreneurial skills, to assume advanced roles and responsibilities in the value-added industry.

Career Opportunities

For persons who have successfully completed the Wood Processing Technician Programme or equivalent, this second year of study will allow the graduate to assume career roles in engineering and design, management, advanced machines and processes, cnc programming, regulatory management, computer applications, troubleshooting, sales and marketing, consulting, quality control, technical representation, and research support.

Work Experience Requirement

Students are required to complete a minimum of 300 hours of work experience in a value-added wood processing operation prior to being granted the certificate. The experience must be to the satisfaction of the Department.

Further Opportunities

Students who successfully complete this diploma programme can apply to the University of British Columbia's Advanced Wood Processing Degree Program at the third year.

Admission Requirements

1. Successful completion of the College of New Caledonia Wood Processing Technician Programme.

or

2. A Technician level wood processing programme completed at another institution as evaluated and determined by the College of New Caledonia Wood Processing Programme on a case-by-case basis.

Selection Criteria

In those cases where the programme is oversubscribed with applicants, the selection criteria will be:

1. Qualified CNC student by date of application.

2. Qualified students from other institutions by date of application.

PROGRAMME OUTLINE: WOOD PROCESSING AND ENGINEERING TECHNOLOGY DIPLOMA

Semester I	**September to December**	
WTEC 200	Woodworking Techniques III	(0,8)
WTEC 210	Information Systems Technology	(3,0)
WTEC 220	Computer Controlled Wood Manufacturing	(3,3)
WTEC 230	Engineered and Composite Wood Products	(3,4)
WTEC 240	Management and Supervisory Principles	(3,0)
WTEC 245	Communications Skills	(3,0)
		(15,15)

Semester II	**January to April**	
WTEC 250	Industrial Design	(2,6)
WTEC 260	Manufacturing Engineering	(3,2)
WTEC 270	Product Development and Marketing	(3,0)
WTEC 280	Product and Production Costing	(3,0)
WTEC 290	Alternative Wood Products	(3,5)
		(14,13)

WRITING AND NEW MEDIA TECHNOLOGIES

ADMISSION REQUIREMENTS

1. Admission requirements are the same as the College University Transfer Programme.

2. Applicants must submit a typed personal statement (500–700 words) explaining their reasons for applying to the programme. In cases where the programme is oversubscribed, this statement will be evaluated using the following criteria:

- interest expressed in writing and/or publishing as a career
- congruence between career goals and programme objectives
- writing ability
- evidence of enthusiasm and positive attitude

CO-OPERATIVE EDUCATION

Students planning to enroll in the Writing and New Media Technologies Programme will have the opportunity to complete up to three Co-op work terms while at CNC. More information may be obtained by contacting the Co-operative Education office at CNC.

SELECTION CRITERIA

In those cases where the programme is oversubscribed, the typed personal statement will be used for selection purposes as follows:

- interest expressed in writing and/or publishing as a career (maximum of 4 points)
- congruence between career goals and programme objectives (maximum of 4 points)
- writing ability (maximum of 4 points)
- evidence of enthusiasm and positive attitude (maximum of 4 points

Total: Maximum of 16 points

PROGRAMME REQUIREMENTS

Year One

Semester One

WRIT 100	The Self-Employed Writer
WRIT 101	Creativity for the Writer
WRIT 102	Desktop Publishing I
ENGL 103	Composition and Style
UT Option	

Semester Two

WRIT 103	Copy Editing and Manuscript Conventions
WRIT 104	Workplace Writing
WRIT 104	Desktop Publishing II
UT English	
UT Option	

Year Two

Semester One

WRIT 200	Worldwide Web and the Internet
WRIT 201	Introduction to Multimedia
WRIT 202	Freelance Writing
English Option	
UT Option	

Semester Two

WRIT 203	Information Technology
WRIT 204	Integrated Multimedia Project I
WRIT 205	Integrated Multimedia Project II
English Option	
UT Option	

English option: Students will take one university transfer English course per semester. English 103 is a required course. In semester two of first year, students may take any other first-year University Tranfer English course. In second year, students must take one second-year University Transfer English course per semester.

University Transfer options: Students will choose **one** elective at the 100 level (or 200 level, where appropriate) from **each** of the following categories:

1. Natural Sciences: one of Chemistry, Physics, Biology, Geography, Geology, Applied Science

2. One course in Mathematics or Computer Science

3. Social Sciences: one of Sociology, Psychology, Criminology, Anthropology, History, Economics, Human Kinetics

4. Arts and Humanities: One of History, Philosophy, French, First Nations Studies, Women's Studies

COURSE DESCRIPTIONS

The number in parentheses at the end of the descriptions indicates the number of lecture hours and lab or seminar hours per week. Thus (3,2) indicates 3 hours of lecture and 2 hours of lab or seminar per week.

Courses in this section are typically offered once per year in the semester or trimester as indicated under the specific programme. Students requiring further information are advised to contact the Counselling and Academic Advising Centre.

Students may register only in those courses for which they have specific prerequisites.

Students with "D" grades must obtain Instructor and Dean written permission to continue in sequential courses.

TECHNOLOGY COURSES (IN ALPHABETICAL ORDER)

APSC 120
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 solutions 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)

CNET 252
Software and Operating Systems
The fundamentals of microcomputer operating systems, BIOS, the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation.
3 CR / (3,3)

CNET 253
Computer Hardware I
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, system interrupts, memory systems and hardware, serial and parallel ports, video control and monitors, disk drive operations, installation and configuration of the BIOS, and operating systems.
3 CR / (3,3)

CNET 254
Troubleshooting
This course introduces the student to structured troubleshooting methods and techniques at both the hardware and software level. This is a heavily practice-oriented course that includes fault isolation, to at least the board level, and often to the component level. Includes application software problems, data recovery, and diagnostic software.
3 CR / (3,3)

CNET 255
Computer Video Circuits
An introduction to non-broadcast video systems in general and computer video in particular including operation, installation, and troubleshooting. The course starts with the theory of operation of video monitors including sync circuits, high voltage circuits, timing circuits, etc. More topics include video standards, interfacing standards, video cards, and software. The course concludes with a study of current video cards and future developments.
3 CR / (3,3)

CNET 261
Computer Peripheral Technology
A detailed course on the operation and repair of computer peripherals. Emphasis will be on printers and printer technology but also includes scanners, data loggers, and other specialized devices.
3 CR / (3,3)

CNET 262
Professional Relations
The art of working with people as teammates, employers, employees, supervisors, and most important, as customers. This course is a hands-on applied skills course focusing on the development and enhancement of effective communication. The specific skills of stress and time management, assertiveness, giving and receiving feedback, effective listening, and conflict resolution will be introduced. A component of this course will be introducing students to the skills required to network and present themselves effectively to employers, customers, clients, and subordinates. Students will be securing their own work experience as part of this course.
3 CR / (2,3)

CNET 263
Computer Hardware II
A continuation of Computer Hardware I, this course continues through more advanced hardware and its theory and practice.
3 CR / (3,3)

CNET 264
Advanced Networks
A more focused continuation of Data and Computer Communications. The course deals with the configuration, installation, and troubleshooting of wide area networks. Advanced network concepts especially targeted to layout, installation, and troubleshooting. Topics will include security, firewall, industrial networks, data highways, and site specific disaster recovery.
3 CR / (3,3)

CNET 265
Advanced Topics
A series of topics on the latest developments relevant to the discipline. Includes advanced video systems such as flat screen technology, cell interfaces, Internet issues, instrumentation, and control technology. It is intended that this course take students out of the lab and to field installations and shops to interact with people in the industry. The list of topics will be reviewed annually by the Programme Committee and subject to change.
3 CR / (3,3)

ELET 151
Electric Circuits and Devices
This course is designed to introduce the student to a broader and more general view of circuits and devices and the design process. For example, more advanced circuit analysis theorems such as Mesh current and Node Voltage and the superposition theorem applied to sources of different frequencies will be included. As well, pulse and non-linear circuit analysis will be taught. Labs and assignments, with few exceptions, will be characterized by statements such as "design a circuit that…" as opposed to "build the circuit, analyze and verify…". The student will be formally introduced to the engineering design process and will become familiar with software design and prototyping tools (Pspice and MicroCap), in addition to breadboarding and testing methods.
4 CR / (4,4)

ELET 251
Technology Mathematics I
An introduction to differential equations and LaPlace Transforms with emphasis on electrical and mechanical systems. Includes simple first and second order differential equations, their transient and steady state solutions and methods for solving more complex differential equations. Introduction to the LaPlace Transform and its applications in electrical and mechanical systems. Includes several lab experiments associated with LaPlace Transforms and computer methods and tools.
3 CR / (5,0)

ELET 252
Microcontroller Technology
A study of microcontrollers, their architecture, and instruction sets. Topics include architecture, instruction sets, assembly language programming, software development tools, bus concepts, memory devices, interrupts, and interfacing techniques. The course is based on

the Motorola HC11 but other devices such as the PIC may also be presented.

3 CR / (3,3)

ELET 253
Power Systems and Electronics

An introduction to higher voltage systems, polyphase systems, electric machinery, and power related solid state devices. Includes common connection configurations of polyphase circuits, transformers, rotating machinery, industrial standards and specifications, SCRs and triacs, power FETs, and solid state control schemes.

3 CR / (4,3)

ELET 254
Electronic Communications

An introductory course in electronic communications principles and practices. Topics include specialized circuits such as oscillators, PLLs, filters, AM and FM theory, circuits, standards, propagation, transmission lines, antennas, and broadcast standards.

3 CR / (3,3)

ELET 255
Transducers and Interfacing

This course covers the electronic measurement of non-electrical quantities. Topics include transducers, signal conditioning, signal transmission standards, interfacing, D/A and A/D, data logging, and data processing. Lab work includes design and prototyping of complete systems using the PC platform and microcontrollers to acquire data and control non-electrical systems.

3 CR / (3,3)

ELET 256
Design Project I

This is a preparatory course to the Design Project II course. The student will originate a project idea, define the problem to be solved, plan the research and the project management, develop and investigate technical solutions, and anticipate potential problems. Topics for discussion periods include time management, teamwork, documentation, budgets, intellectual property, and project management. Departmental approval of the project is required. This course receives only a successful/unsuccessful grade and is required prior to attempting Design Project II in the next semester.

0 CR / (2,0)

ELET 261
Control Systems

This is an analysis and design course on classical and modern control system theory. The course looks at the behaviour of electrical/mechanical systems and prepares the student to understand their dynamics and design and implement compensation schemes. Classical control topics include frequency domain representation, frequency response methods, stability, compensation, and implementation. Modern control topics include state space analysis and direct digital control. Although this is not a lab course, design assignments will be given.

2 CR / (3,2)

ELET 262
Digital Signal Processing

This is a course in advanced signal processing. Topics deal with digitizing analog signals to extract information using discrete Fourier and fast Fourier algorithms. Also covered is the design and realization of digital filters using recursive and non-recursive techniques. A DSP will be chosen by the instructor for lab experiments.

3 CR / (3,3)

ELET 263
Data and Computer Communications

An introductory lecture/lab course in data communications. The course begins with a treatment of the fundamentals. This includes applications for data communications, including discussion of analog/digital lines (including ISDN), RS-232 and other common serial interfaces, using commercial software with the IBM serial port, media (e.g., fibre optics), modems (theory, operation, standards, installation, use, and troubleshooting), accessing bulletin boards, and an introduction to fax concepts. The course then moves to network fundamentals including terminology, characteristics and advantages of networks, topologies, access techniques, the ISO 7 layer model, IEEE 802 standards, Ethernet and TokenRing networks, considerations for PC networks, wide area networking concepts, and an introduction to the Internet. The course concludes with a case study Novell Netware 3.12, providing the student with important exposure to a very popular client-server implementation. Issues include hardware and software installation, cabling, network management, troubleshooting, and performance evaluation.

4 CR / (4,3)

ELET 264
Technology English

This course provides the student with the knowledge and techniques in report writing and oral presentations required to present and document the work in the Design Project II course.

Corequisite: ELET 266

3 CR / (1,2)

ELET 266
Design Project II

This is a major design course based on a design project determined and planned in Design Project I. The student takes the design from conception to completion to prototype during this course and presents the completed project through a series of oral and written reports. The project will require sufficient challenge as to needed research, design methods, programming, hardware, and fabrication that have not previously been encountered in course material. Students must work successfully in a team environment and are responsible as part of a group for the success of the project.

Prerequisites: ELET 251, 252, 253, 254, 255, 265

Corequisite: ELET 264

5 CR / (7,0)

ENDT 150
Technology Graphics

This course introduces the engineering design technology student to engineering graphics. The core of the course consists of the following topics: orthographic, isometric, and axonometric projections; auxiliary views, plans, and sections; technical sketching, lettering, and dimensioning; systems approaches to drafting; and simple mechanical drawing compositions.

3 CR / (1,3)

ENDT 151
Introduction to Computers and CAD

This course introduces the student to computing with the Windows 95 operating system. The course also covers simple batch programming. The student is taught the use of the Quatro Pro spreadsheet programme, MathCAD, and is introduced to Auto CAD as applied to engineering design.

3 CR / (1,3)

ENDT 152
Materials and Applications I

This course introduces the student to the properties of materials and to material standards. The course also covers the properties and construction methods of soils and concrete. Basic soils testing and concrete batching and testing methods are also included.

3 CR / (3,2)

ENDT 153
Surveying

This course introduces the student to the basic field survey methods of chaining, levelling, and traversing, with emphasis on accurate note-taking and drafting of final plans and

profiles. The student is also taught the methods used for calculating and closing level and transit surveys.

3 CR / (2,3)

ENDT 154
Design Technology Physics

This course introduces the student to the following topics in physics: statics, kinematics, dynamics; energy and power; angular motion; fluid mechanics, wave motion; thermal properties of materials and thermodynamics. The emphasis in the course is on the application of physics to problems in civil and mechanical design.

3 CR / (3,3)

ENDT 155
Design Technology Mathematics I

The topics covered in this mathematics course are as follows: algebra, geometry, trigonometry, linear and quadratic systems, exponential and logarithmic functions. The emphasis in the course is the application of the above topics to structural and mechanical design. The course is also intended to prepare the student for the following mathematics course in calculus.

Prerequisite or Corequisite: MATH 155

3 CR / (4,0)

ENDT 170
Mechanical Technology

This course introduces the student into mechanical design and drafting. The topics covered include descriptive geometry, gears and cams, fasteners, welding specifications, conveyor systems, belts and chains, couplings, reducers and bearings.

Prerequisites: ENDT 150, 154, 155, MATH 155

4 CR / (2,3)

ENDT 171
Computer Aided Design and Drafting

This course is a continuation of AutoCAD drafting methods introduced in ENDT 151. The student is instructed in advanced computer assisted drafting techniques including the use of 3D simulation, customized menu and command creation as well as an introduction to programming using LISP. These techniques will be applied to a more complex project in the course.

Prerequisite: ENDT 151

4 CR / (1,3)

ENDT 172
Building Technology I

This course introduces the student to architectural design as it relates to wood framed residential construction. The student will design a residence and complete a set of working drawings for their design. The course also covers the topics of laminated and heavy timber construction as well as steel structural systems for low and high rise buildings. Basic concepts of the building envelope are also introduced.

Prerequisite: ENDT 150

4 CR / (1,3)

ENDT 173
Civil Technology I

This course instructs the student in the design of civil engineering works including: contour mapping, NTS system of mapping; highway curve calculations in simple, transitional, and vertical; grading drawings; rural and highway road layout; subdivision services layout and earthwork calculations.

Prerequisites: ENDT 150, 151, 153
Prerequisite or Corequisite: ENDT 171

4 CR / (3,3)

ENDT 174
Structural Mechanics

This course introduces the student to structural mechanics. The topics covered in this course are: vectors and force systems as required to design structures, beams of two materials, stress distribution in beams, analysis of indeterminate beams by area moment and moment distribution, Euler's column formulas, tributary load calculations, and the elastic design of simple beams.

Prerequisites: ENDT 154, 155, MATH 155

4 CR / (4,0)

ENDT 175
Design Technology Mathematics II

This course introduces the student to single variable calculus. The topics covered in the course are: analytic geometry, derivatives, maxima and minima problems; motion and related rates; integrals, areas, volumes, centroids, and moments of inertia. The emphasis in the course is on the application of calculus to problems in structural mechanics and civil technology.

Prerequisite: ENDT 155, MATH 155

4 CR / (3,0)

ENDT 176
Electrical Technology

This course introduces the student to the application of electricity to buildings and industrial processes. The topics in this course include power and lighting distribution systems and components, including single and three phase systems, as well as the operation of electrical motors. Also covered in the course are the concept of power factor and power factor corrections.

Prerequisites: ENDT 154, 155, MATH 155

3 CR / (2,1)

ENDT 190
Drafting Project

This course covers the drafting of a larger mechanical or building project appropriate to a one-year technician skill level. The student will be provided with sketched details and will prepare working drawings to engineering office standards.

Prerequisites: ENDT 150, 151
Prerequisites or Corequisites: ENDT 171, 172

6 CR / (1,2)

ENDT 250
Heating Ventilation and Air Conditioning

This course teaches the student the design principles of heating, ventilation, and air conditioning in buildings. The topics covered in this course are: heat loss and heat gain calculations, heating and ventilation systems, air conditioning, related equipment, duct design and layout, and a major HVAC design on a commercial building.

Prerequisite: ENDT 170

4 CR / (3,3)

ENDT 252
Building Technology II

This course teaches the student the design of building elements as they relate to commercial structures using such materials as concrete, masonry, and steel. Given proposal drawings, the student will prepare a set of working drawings for a low rise commercial or industrial building. Based on given concept drawings for a simple building, the student will design appropriate architectural and structural details. Special attention will be paid to the function and assembly of the building envelope including the movement of moisture and heat as well as differential movement.

Prerequisite: ENDT 172

3 CR / (2,3)

ENDT 254
Wood and Steel Design

This course teaches the student the analysis and design of timber structures including beams, columns, and connections. Additional topics covered in the course are: the design of shoring and concrete form work; the design of steel structures including calculations and selection of beams, joists, decking, columns and base plates, bracing, as well as the design of welded and bolted con-

nections. The student will detail and analyze shop drawings to BC Building Code and Canadian Institute of Steel Construction standards.

Prerequisite: ENDT 174

4 CR / (3,3)

ENDT 256
Process Design and Pipe Systems

This course teaches the student the fundamentals of industrial process design. The emphasis in the course is on material handling. The topics covered in the course are: transport of liquids, gases, and bulk solids. The design and selection of the following equipment is covered in the course: motors, fans, compressors, and belt conveyors, and mechanical systems that incorporate these components. The second half of the course covers pipe systems design; selection of valves, fittings, and hangers; design for pressure, temperature, wear, corrosion, and thermal expansion.

Prerequisites: ENDT 170, 175

4 CR / (3,3)

ENDT 257
Building Regulations, Contracts and Specifications

This course instructs the student in federal, provincial, and municipal regulations governing the design and construction of the built environment. Zoning regulations and the British Columbia Building Code will be studied. The student is instructed in the layout and writing of construction specifications according to Construction Specifications Canada guidelines using Canadian Construction Documents Committee and National Master Specification formats. Additional topics covered are: specification types, language CCDC 2 front end, products, workmanship, office procedures, information storage and retrieval, and the bidding process. The second half of the course covers building regulations based on the National Building Code of Canada.

Prerequisites: ENGL 155, 158

4 CR / (2,1)

ENDT 270
Plumbing Design

This course instructs the student in the design of water supply and drainage systems for buildings. Additional topics covered in the course are: the design of storm and sanitary sewer systems as well as fire protection systems. The student will design pressure and gravity systems based on standard calculations and tables as well as the BC Plumbing Code.

Prerequisites: ENDT 154, 155, MATH 155

2 CR / (2,1)

ENDT 273
Civil Technology II

This course teaches the students the design of municipal subdivisions and associated services. The topics taught in the course are: basic urban planning principles, subdivision bylaws; sizing and grading of water and sewer services, storm and hydrological design considerations, storm runoff calculations.

Prerequisites: ENDT 154, 171, 173, 175

3 CR / (3,3)

ENDT 274
Reinforced Concrete Design

This course instructs the student in the analysis and design of reinforced concrete including simple beams and slabs, continuous one-way and two-way floor systems, columns, walls, and foundations. Additonally, details for concrete elements of the building studies in ENDT 252 will be prepared.

Prerequisite: ENDT 254

Corequisite: TEGD 272

3 CR / (3,3)

ENDT 278
Quantity Surveying

This course teaches the student the principles of quantity surveying as practiced in design offices according to the Canadian Institute of Quantity Surveyors standards. The topics covered in the course are: general principles of mensuration, taking-off and extending quantities for material and labour; elemental analysis; unit price preparation for such materials as reinforced concrete, paving, masonry, partitions, insulation, and roofing; and introduction to life-cycle costing.

Prerequisite: ENDT 252

3 CR / (3,2)

ENDT 279
Project Management

This course instructs the student in project planning, scheduling, and control as applied to engineering projects. The topics covered in this course are: systems theory, organization structures, staffing, management functions, time management, conflicts, planning as per CPM and PERT, as well as controlling.

Prerequisites: ENGL 155, 158

2 CR / (2,1)

ENDT 290
Project Report I

This course requires the student to complete a major project on a construction related topic chosen by the student and approved by the Engineering Design faculty advisor. The project must be a written report, but may be based on an individual or group prepared design. In this, the first of two courses, the student will derive a thesis statement, create, outline, and complete all material research required for the project.

Prerequisite or Corequisite: ENGL 258

2 CR / (0,1)

ENDT 291
Project Report II

The student will complete the project commenced in ENDT 290 and make a formal presentation to an audience to defend the report.

Prerequisites: ENDT 290, ENGL 258

Corequisite: ENGL 268

6 CR / (0,2)

ENGL 153
Technical Communications for Forestry Technology I

This course introduces students to the principles and practices of technical style and format, correspondence, summaries, process descriptions, technical instructions, mechanism descriptions, as well as oral and visual communications. Also included is a component on résumé writing.

Prerequisite: ENGL 155

3 CR / (2,2)

ENGL 158
Technical Communications for Engineering Design Technology I

This course introduces students to the principles and practices of technical style and format, correspondence, process descriptions, technical instructions, mechanism descriptions, and electronic mail.

Prerequisite or Corequisite: ENGL 155

3 CR / (1,2)

ENGL 160
Technical Communications for Electronics I

This course introduces students to the principles and practices of technical style and format, correspondence, process descriptions, technical instructions, mechanism descriptions, and electronic mail.

Prerequisite: ENGL 155

3 CR / (1,2)

ENGL 258
Technical Communications for Engineering Design Technology II

This course provides students with the skills to plan and begin the written and oral presen-

tations required to document and present the work of ENDT 290. Topics covered will include written proposals, library skills, electronic research tools, oral communication, production and use of graphics with oral presentations, progress reports, and principles of organizing technical reports.

Prerequisites: ENGL 155, 158

2 CR / (0.5,0.5)

ENGL 260
Technical Communications for Electronics II

This course provides students with the skills to plan and begin the written and oral presentations required to document and present the work of TEGD 275 and TELE 275. Topics covered will include written proposals, library skills, electronic research tools, oral communication, production and use of graphics with oral presentations, progress reports, and principles of organizing technical reports.

Prerequisite: ENGL 160

2 CR / (1,1)

ENGL 268
Technical Communications for EDT III

This course is aimed solely at students in EDT and is designed to teach them the skills needed to complete and present the formal written and oral reports required as a part of their systems project. Topics covered will include the elements of a formal report, the production and use of graphics in written presentations, the principles of completion reports, and the principles of giving formal oral reports.

Prerequisite: ENGL 258

2 CR / (1,1)

ENGL 281
Technical Communications for Forestry Technology II

This course provides the student with knowledge and techniques in report writing and oral presentation skills as required to document and present the work of FOR 290.

Prerequisite: ENGL 181

Corequisite: FOR 290

3 CR / (1,2)

ETCC 150
Electronics I: Basic Electricity and Circuits

This course introduces the student to electrical and shop safety, the fundamentals of electricity, electrical quantities and units, common instruments and test equipment, basic direct current circuits, basic troubleshooting, magnetism, alternating current circuits and oscilloscopes. This course provides an introduction to the application of electrical theory to electronic devices and circuits.

3 CR / (4,5)

ETCC 153
Electronics II: Tools, Hardware, Components, and Cables

This course will instruct the student on how to use chemicals and lubricants; select, use, and maintain hand and power tools; select and use hardware; solder and desolder; assemble, test, and install cable; identify electronic components; use, test, and select batteries, resistive components, switches and relays, transducers, inductors, transformers, and capacitors.

3 CR / (4,5)

ETCC 156
Electronics III: Workplace Skills For Technicians

This course will describe the role of electronics technicians in industry. The material will also instruct how to use, maintain, and produce electronics documentation, connect and operate personal computers, use operating systems, use common application software packages, and communicate effectively in oral and written form.

3 CR / (4,5)

ETCC 159
Core Electronics Mathematics

An algebra course for those studying Core electronics, designed to prepare the student for an applied calculus course. The course covers number systems, solving equations and inequalities, graphing and interpolation and extrapolation, introduction to functions, linear and quadratic equations, polynomial and rational functions, exponential and logarithmic functions, trigonometry and trigonometric identities, complex numbers and complex algebra.

3 CR / (8,0)

ETCC 170
Electronics IV: Solid State Devices

An introduction to solid state semiconductor devices, their application and selection. Starting with diodes, the theory of bipolar junctions is developed. The basic characteristics of PNP and NPN transistors are developed, with emphasis on recognition of common operating characteristics and troubleshooting. Common transistor biasing and amplication configurations are studied. Field effect transistors are studied in a similar manner. Basic Power Electronic components are introduced, with emphasis on sample applications and testing. The course ends with a study of simple power supply configurations.

3 CR / (4,5)

ETCC 173
Electronics V: AC Circuits and I.C. Troubleshooting

The first half of the course is a continuation of Electronics I, extending the analysis of AC circuits to series, parallel, and combination circuits containing inductors, capacitors, and transformers. The student learns how to quickly diagnose and locate common circuit faults and failure modes. In the second half of the course, common module integrated circuits such as timers and oscillators are studied and applications examined. Students are taught how to use service manual diagnostic flowcharts, divide-by-half elimination and other common troubleshooting strategies.

3 CR / (4,5)

ETCC 176
Electronics VI: Digital and Microprocessor Electronics

This course introduces the student to the basics of digital techniques and microprocessors. The course covers number systems and codes common to digital systems, Boolean Algebra, and Karnaugh maps. Basic logic gates and their functions are first studied alone, and then combined into systems. Next are flip-flops, counters and the design of digital logic systems, followed by semiconductor memory and addressing. These components are integrated into a study of basic 8- and 16-bit microprocessor architecture. Basic instruction sets for microprocessor, interfacing, assembly language programming, and internal peripherals are the final topics.

3 CR / (3,6)

ETCC 179
Core Electronics Employment and Team Skills

This course focuses on the theoretical foundation of effective communication. The student will, through small group discussions and experiential learning, understand where their specific styles of communications come from. Topics explored will be conflict styles, listening, motivation, where defensive patterns come from, and the student's effectiveness as a member of a team or as a leader.

2 CR / (5,0)

FOR 150
Forestry Orientation

This two-week course is designed to introduce the students to the basic concepts of forest

technology. Emphasis is placed on survival first aid, safe working practices, and field trips relevant to the programme. Field skills and woods navigation are stressed during a four-day field trip.

0 CR / (8 days)

FOR 154
Forest Products

This course introduces students to the structure and properties of wood, and to the identification of Canadian softwood and hardwood species. Students learn about the characteristics and properties of the primary and value-added wood products industries, with tours of local mills and processing plants being an integral part of the course.

3 CR / (2,2)

FOR 155
Silvics and Dendrology

The purpose of this course is to learn to identify all coniferous and broad-leaved trees native to British Columbia, and their silvical, ecological, and physiological characteristics. It also includes learning to identify and collect plants used in determining the classification of forest sites.

3 CR / (2,2)

FOR 157
Introduction to Forest Soils and Hydrology

This 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 will emphasize sampling description and classification of soils.

4 CR / (3,2)

FOR 161
Forest Measurements I

This field-oriented course introduces the theory and practice of all aspects of forest measurements and surveying. Students will receive a thorough exposure to timber cruising and basic surveying instruments.

4 CR / (2,4)

FOR 162
Forest Measurements II

A continuation of Forest Measurements I (FOR 161), this course emphasizes statistics. The intent of the course 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 BC Forest Service.

It is strongly recommended that FOR 162 and 176 be taken concurrently.

Prerequisites: FOR 161, MATH 151

5 CR / (3,4)

FOR 164
Fire Management

The emphasis in this course is on wildfire control. Successful control of wildfire encompasses four areas of action, including fire prevention, detection, presuppression and suppression activities. Prevention instruction will focus on hazard assessment following harvesting or silviculture activities. Suppression instruction will focus on initial attack, including fire assessment, reporting, forecasting behaviour, determining tactics, and equipment needs. Successful participants will know their responsibilities under the **Forest Practices Code Act** and related regulations. They will also meet basic certification standards for forestry workers. Fire safety will be stressed throughout this course.

3 CR / (2,2)

FOR 167
Human Relations in Forestry

The purpose of this course is to develop personal and interpersonal skills that will maximize students' opportunities for success in both the College environment and employment environments. The course will promote enhanced self-awareness, and improved communication, personal management, and pre-employment skills. Topics of study will include study skills, human behaviour, communications, employment preparation, and personal and professional ethics.

2 CR / (1,1)

FOR 171
Aerial Photography and Mapping I

This is an introductory course in the use of aerial photographs and maps in forestry. It provides the student with a working knowledge of map and air photo indexing and referencing systems, and a practical background in photo orienteering and photogrammetric measurements. Topics include calculation of map and photo scales, use of contour maps, photo geometry, and parallax measurement.

3 CR / (1,3)

FOR 172
Aerial Photography and Mapping II

This course provides the student with an understanding of photogrammetric practice in the area of landform recognition and interpretation, planimetric map construction from aerial photographs, forest cover typing, and special applications in the fields of forest protection, roads, reforestation, and soils.

Prerequisites: FOR 157, 171, 177

3 CR / (1,3)

FOR 176
Forest Cartography

This course is designed to teach basic drafting skills and techniques required in forest cartography. Students will learn the elements of contour and planimetric maps, plotting traverses, and methods used to update history maps. The course has two major projects. The first project will teach students how to draft a plan view of a primary logging road system, complete with logging and riparian boundaries. Emphasis is placed on the engineering principles that are applied when designing and drafting logging roads, landings, and boundary lines on various types of logging terrain. The second project will teach students how to construct a timber type map to Forest Service standards from field survey notes created in FOR 162's surveying and timber cruising project.

Pre- or Corequisite: FOR 162

2 CR / (0,3)

FOR 177
Introduction to Computers

This course provides an introduction to computing, using Windows-based microcomputer applications. Forest industry applications using professional word processing, database management, spreadsheet, and presentation software will be the primary focus of this course.

3 CR / (1,3)

FOR178
Introduction to GIS/Microstation

This introductory course will cover basic GIS concepts and applications in forestry. Emphasis is given to creating, manipulating, mapping, and analyzing spatial data using Microstation and Arc/Info. TRIM data, digital terrain model, and Monorestitution will be examined. Working problems and mapping projects are drawn from forest resource management.

Prerequisites: FOR 177, MATH 151

2 CR / (0,3)

FORS 202
Forest Ecology

This course will provide an introduction to the ecosystem concept, energy biomass and nutrient cycling, the physical environment, population and community ecology, and ecological succession. It will also introduce the biogeoclimatic classification of BC and examples of Central Interior ecosystems. A plant herbarium of 50 vascular plants and mosses is required.

Due to the integrated nature of course materials in FORS 202 and FORS 210, students are strongly advised to take these courses concurrently. Students may encounter difficulties in FORS 202 if they have no previous or concurrent soils course, such as FORS 210.

Prerequisites or Corequisites: FORS 111, 112 or FOR 154, 155, 157

3 CR / (3,2)

FOR 251
Forest Policy and Practice

This course covers the history and legal basis for management of Crown forest land in British Columbia. Major emphasis is placed on the **Forest Act** and **Forest Practices Code of BC Act** and associated regulations. Inventory, yield analysis, and AAC are also introduced.

Prerequisite: Completion of first-year programme

3 CR / (2,2)

FOR 252
Integrated Resource Management

This is a sequential course to FOR 251 in which emphasis is placed on "Integrated Resource Management." Interaction of various resources and resource users are covered. Guidelines established by various Acts and regulations, such as the **Ministry of Forests Act**, the **Forest Act**, and the **Forest Practices Code of BC Act**, are utilized in the preparation of a Management Plan for a selected sub-unit. The management plan is an integrated project of several second-year forestry courses.

Prerequisites: FOR 251, 273

Pre- or Corequisites: FOR 254, 286, 288

4 CR / (2,3)

FOR 253
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 classification, silviculture systems selection, site preparation, soil conservation, and overall monitoring procedures.

Prerequisite: Completion of first-year programme

4 CR / (3,3)

FOR 254
Silviculture II

Continuing with the aim to develop strategies for forest regeneration success established in Silviculture I, this course starts with studies on methods of establishment, seed collection, tree improvement practices, nursery practices, and seedling quality assessment. Studies move on to vegetation management and stand tending to ensure successful establishment. If time allows, techniques used to improve timber yield and value will be studied, including pruning, precommercial and commercial thinning. Participants are expected to synthesize course material at the stand level with the preparation of a silviculture prescription and at the landscape level with the preparation of a Management Plan. Participants are expected to apply silviculture operations within the context of public, environmental, and economic concerns.

Prerequisite: FOR 253

Corequisites: FOR 252, 286, 288

5 CR / (4,2)

FOR 255
Forest Entomology

This course will introduce the characteristics, behaviour, and economic significance of major insects and related organisms affecting forests and wood products in British Columbia. The emphasis will be on detection, evaluation of damage, and management practices.

Prerequisite: FOR 202

3 CR / (2,2)

FOR 256
Forest Pathology

The student will obtain a practical working knowledge of forest disease organisms and their effect upon forest management. The course will emphasize the recognition of the damage caused by the most important diseases in BC. In addition to fungi, biotic and abiotic damaging agents will be studied. Damage appraisal techniques and control will be covered where applicable.

Prerequisite: FOR 202

3 CR / (2,2)

FOR 263
Forest Measurements III

The course covers the practical application of timber cruising in compliance with the BC Forest Service Cruising Manual. Students use field data taken from the First Year Measurements operational timber cruise project (FOR 162) and compile the data into a comprehensive cruise report by using the manual method to provide an understanding of the compilation procedure, and also by using computer software. This course also introduces students to the BC Metric Log Scaling and Grading System, weight scale sampling, the Ministry of Forests cyclic billing practices, and residue and waste assessment.

Prerequisite: Completion of first-year programme

3 CR / (1,3)

FOR 267
Supervisory Skills in Forestry

Building on the individual awareness and skills developed in FOR 167, students in this course will develop group management skills for successful workplace relationships with superiors, peers, and subordinates. The course will promote communication, teamwork, and leadership skills for application in group and supervisory situations. Topics will include group communication and dynamics, leadership styles, motivation, conflict management, problem solving, performance appraisals, and work ethics.

Prerequisite: FOR 167

2 CR / (0,2)

FOR 268
Industrial Relations in Forestry

This course will provide a broad perspective on the political and regulatory systems within which the forest industry, the government, and forestry-related organizations operate. Topics include industrial relations history, unions, collective agreements, industry groups, regulatory agencies, and the interrelationships among these. It also promotes awareness of the technical and ethical standards of associations such as the ABCPF and ASTTBC.

Prerequisite: FOR 267

2 CR / (2,0)

FOR 273
Habitat Management

This course is deisgned to give Forest Technology students an understanding of the diversity of native fish and wildlife in North Central BC and the range of habitats used. The course will focus on forest biodiversity, with

emphasis on the role of fish and wildlife. Students will also study forest practices and management techniques that seek to harmonize biodiversity objectives with forest activities.

Prerequisite: Completion of first-year programme

3 CR / (2,2)

FOR 285
Road Engineering I

The intent of this course is to provide the student with a basic knowledge of forest engineering practice in the fields of forest road design, field location and surveying of forest roads, soil classification and identification, and earthwork calculations. Emphasis is placed on field procedures and microcomputer design applications.

Prerequisite: Completion of first-year programme

4 CR / (2,3)

FOR 286
Road Engineering II

This course provides the student with an understanding of forest engineering practice in the areas of soil mechanics and compaction; stream flow and culvert design; construction equipment productivity; road construction, maintenance, and deactivation. Other topics covered include: control of sediment, Forest Practices Code, grades staking.

Prerequisite: FOR 285

Pre- or Corequisites: FOR 252, 254, 288

4 CR / (2,3)

FOR 287
Logging I

Logging I provides the student with an introduction to the more common logging systems used in B.C. The course will deal with logging planning, logging phases with emphasis on steep slope logging, log transportation and safety management.

Prerequisite: Completion of first-year programme

4 CR / (2,3)

FOR 288
Logging II

Logging II is a continuing of the Logging I course with emphasis on interior British Columbia logging systems and methods. A review of logging layout and logging guidelines will be covered, as well as principles of logging systems, log transportation, and safety management. A management plan will be completed in conjunction with other forestry courses.

Prerequisite: FOR 287

Pre- or Corequisites: FOR 252, 254, 286

4 CR / (2,3)

FOR 289
Forest Finance and Administration

This course introduces the student to the fundamentals of business and finance. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, stumpage appraisal, and contract administration.

Prerequisites: FOR 177, MATH 151

3 CR / (2,2)

FOR 299
Extended Forestry 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. Field activities will involve exercises, observation, and analysis of research facilities, forestry operations, and manufacturing facilities.

Prerequisites: Completion of all courses from Semesters I–III

2 CR / 8 days)

GIS 250
Introduction to Geographic Information Systems

This course will enable students to define the basic concepts and types of GIS, describe the nature of geo-referenced data, differentiate between vector and raster methods, describe various applications of the technology, describe the four main technical components of a GIS (input, storage, processing and output), operate a simple GIS software package and identify GIS project management tasks. It is intended for students of forestry, agriculture, engineering, land use planning, marketing, geography, and computing. It is also highly recommended for those who wish to enroll in the GIS Advanced Diploma Programme.

3 CR / (3,3)

GIS 302
Tool Analysis, Design, and Construction

The aim of the course is for students to gain proficiency in programming a selection of common GIS data processing tasks, to better understand the inner workings of GIS tools. Students will learn to describe, evaluate, and implement solutions to a variety of software problems via the analysis, design, and implementation of vector and raster data structures and algorithms for representing and processing various geographic features.

Prerequisites: GIS 305, 304, 315, 303, and 311

3 CR / (3,3)

GIS 303
Introduction to Spatial Data Analysis and Presentation

This course is designed to introduce the student to the fundamentals of spatial data analysis and presentation particularly as they relate to the GIS environment. The fundamentals of the theory of statistics will be reviewed so that they may be applied to various spatial techniques covered in the course. In addition, the course will cover the basic concepts relevant to spatial data and the fundamentals of spatial data presentation as they relate to map design. Laboratory exercises will complement the theory presented in lectures.

3 CR / (3.3)

GIS 304
Database Management Systems

This course is designed to introduce the student to databases and file systems. File organizations and access methods will be discussed. Different data models (i.e., Relational, Hierarchical, and Network) will be examined and some data manipulation languages will be explored. Document storage and retrieval systems as well as database integrity and security issues will also be discussed. An operational database management system will be used in the laboratory component of this course and programming assignments may also be given.

3 CR / (2,2)

GIS 305
Introduction to Programming

The main focus of this course is to introduce the student to problem solving with emphasis on algorithm development and structured programming using a current programming language.

3 CR / (3,3)

GIS 306
Spatial Statistics

This course provides a link between GIS and statistical/spatial statistical methods. The primary focus of the course will be the consideration of univariate and spatial inferential statistical techniques. Topics covered in the course will include some of the following: point pat-

tern analysis, quadrat analysis, nearest neighbour analysis, spatial autocorrelation, network analysis, cluster analysis, error analysis, and spatial analysis in regression models. Laboratory exercises will complement the theory presented in lectures.

Prerequisite: GIS 303

3 CR / (2,2)

GIS 310
Data Acquisition and Remote Sensing

This course concerns the principles and procedures of gathering and transforming georeferenced data for use within GIS. Topics include data collection, data conversion, GPS surveying, photo interpretation and remote sensing. Emphasis is placed on remote sensing as a means of data acquisition for application in natural resources management.

3 CR / (2,3)

GIS 311
Coordinate Geometry

This course concerns the principles and procedures of computing and recording the geometry of geographic phenomena within a GIS. Students will be able to describe the various types of coordinate systems (such as geographic and cartesian), to perform planar and spherical geometric computations, to explain the methods of projection between reference surfaces and transformation of co-ordinate systems.

3 CR / (2,2)

GIS 315
Application Tools I

The course is designed to introduce the student to the use of raster-based and vector-based GIS software in problem solving. The course will provide the student with hands-on experience by replicating and/or amending approaches outlined in Case Studies. The complexity of the problems will vary, but most of the exercises will require the application of the more rudimentary processes in geographic analysis. The nature of the applications and the technology used will vary in different offerings of the course.

3 CR / (2,3)

GIS 321
Cartography

This course concerns the principles and procedures of designing and producing maps or other products from a GIS. Students will be able to describe the principles of map design and graphic variables; describe and apply various point, line, and region symbolization techniques; evaluate and operate different cartographic software and output devices; and critique any kind of map.

Prerequisites: GIS 315, 303, 311

Corequisite: GIS 325

2 CR / (1,2)

GIS 325
Application Tools II

This course is designed to build on the knowledge acquired in GIS 315 and to provide the student with hands-on experience in working through all stages of problem solving in a GIS environment. The complexity of the exercises provided in this course will be noticeably greater than that of the exercises of the prerequisite course and the students will also be required to prepare most, if not all, of the necessary digital data. The emphasis will be placed on the quality of the input data generated and the validity of the methods used in the analysis. The nature of the applications and the technology used will vary in different offerings of the course.

Prerequisites: GIS 315, 310, 303

3 CR / (0,6)

GIS 330
Image Processing and Analysis

This course explores techniques to analyze remotely sensed data using a variety of image analysis methods. The topics include image rectification and restoration, image enhancement, image operation, image classification, and integration of remote sensing and GIS.

Prerequisites: GIS 310, 305

3 CR / (2,3)

GIS 340
GIS Seminar

The course is designed to have the students consider the wider issues which are of concern to GIS practitioners. The students will use this opportunity to undertake in-depth research on one topic and participate in constructive discussions on several others. The topics to be examined will be drawn from areas which relate to the social, economic, environmental and technological issues which surround the development of GIS in a wide range of implementation contexts. Students will also benefit from the experience/advice of practitioners through guest lectures.

1 CR / (2,0)

GIS 345
Project Management and System Development

The course concerns the principles and procedures of planning, implementing, and operating a GIS from a managerial or organizational perspective. Students will be able to: describe the various types of GIS projects and personnel, describe the project lifecycle (discovery, design, development, and deployment), identify different system architecture options, apply techniques for describing and evaluating systems, describe approaches to project financing and staffing, and identify contemporary socio-economic issues of GIS.

Prerequisites: GIS 304, 305

2 CR / (2,0)

GIS 350
GIS Project

A project course in which a real-world problem is investigated by one or more class groups working as a team of consultants. All phases of the project including problem definition, proposal preparation, and client presentations of interim and final reports are completed within the term. The final report must include project standards, recommendations, and data management guidelines.

4 CR / (0,2)

MATH 151
Technical Mathematics

A review and expansion of Math 12. Topics include plane geometry, trigonometry, intermediate algebra, and practical applications in forest resource technology related areas.

Prerequisite: MATH 155

3 CR / (3,0)

STSS 800
Core Electronics Student Success

This course teaches the skills and attitudes to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, note-taking, and tests. The course will also deal with a variety of topics such as creativity, relationships, health, resources, and career planning. It shows how to organize yourself and attain maximum success in your school, business, and social life.

2 CR / (3,0)

TAVI 150
Basic Meteorology

An introduction to basic meteorology theory, weather reports, weather forecasting, flight planning services, and how they are applied to VFR flight. The setting personal VFR weather limits is also covered.

1.5 CR / (1.5,0)

TAVI 151
Theory of Flight/Airframes and Engines
Aerodynamics and flight theory as well as the aircraft, its components and the systems which must be managed by pilots using proper operational procedures.
1.5 CR / (1.5,0)

TAVI 152
Air Law
The rules, regulations, and procedures governing flight operations are covered. The use of the Air Regulations, Air Navigation Orders, NOTAMS, Information Circulars, and the Aeronautical Information Publication (AIP) are examined.
1.5 CR / (1.5,0)

TAVI 153
Flight Training I
70 hours of flight training.
5 CR / (0,5)

TAVI 160
Flight Instruments/Navigation and Radio Aids
Instrument construction, operation, uses, and limitations are explored. VFR navigation is covered in detail, including definitions, theory, VFR navigation charts, and VFR navigational procedures. The astro compass is introduced. Basic electronic theory as it applies to navigational radio aids and the use of radio navigation charts are also covered.
1.5 CR / (1.5,0)

TAVI 161
Flight Operations
This course covers aircraft and systems handling, including multi engine, aircraft performance and icing, mountain flying and winter flying basics, dangerous goods handling, air-manship, and normal and emergency operating procedures.
1.5 CR / (1.5,0)

TAVI 162
Human Factors
Medical facts for pilots, including judgement and decision making, job stress, physical fitness needs for aircrews, multi crew operations, and cockpit resource management are covered.
1.5 CR / (1.5,0)

TAVI 163
Flight Training II
70 hours of flight training leading to Commercial Pilot Licence.
5 CR / (0,5)

TAVI 251
Advanced Navigation 1
A review of navigational theory, the earth's shape, navigational charts and map projections, and radio navigation charts. This course also reviews the astro compass for astro navigation.
1.5 CR / (1.5,0)

TAVI 252
Survival Training
Focus will be on survival sense for northern flight operations, including basic principles of survival, survival equipment and its use, first aid equipment, basic first aid training, and CPR. Food rations, search and rescue, and the use of the emergency locator transmitter (ELT) will also be covered.
1.5 CR / (1.5,0)

TAVI 253
Flight Training–Bush I
25 hours of flight training.
3 CR / (0,3)

TAVI 254
Flight Training–Instructor I
30 hours of flight training.
3 CR / (0,3)

TAVI 261
Advanced Navigation 2
This is a continuation of Advanced Navigation 1. Astro navigation, inertial navigation systems, Loran C, global positioning systems (GPS), Omega navigation, VLF navigation, radar and radar facilities, as well as transponders are covered.
1.5 CR / (1.5,0)

TAVI 262
Aero Medicine
A detailed look at medical factors relating to flight and a review of human factors in the flying environment, including physical fitness, decision making, and cockpit resource management.
1.5 CR / (1.5,0)

TAVI 263
Flight Training–Bush II
25 hours of flight training leading to a multi-engine endorsement and float rating.
3 CR / (0,3)

TAVI 264
Flight Training–Instructor II
30 hours of flight training leading to a multi-engine endorsement and flight instructor rating.
3 CR / (0,3)

TAVI 280
Tailwheel/Ski Flying Operations
This course covers tailwheel flying techniques needed for bush operations from unprepared surfaces: short field, soft field, and crosswind techniques in tailwheel aircraft, and ground manoeuvring on wheels and skis. Weather factors such as whiteout, cold temperatures, pre-heating and de-icing, lack of weather information, self-reliance, survival, and bush sense will be discussed.
1.5 CR / (1.5,0)

TAVI 281
Float/Mountain Flying Operations
This course covers float plane seamanship, sailing, taxiing, mooring, docking, take off and landing techniques including glassy water, crosswind, rough water and other factors, as well as special equipment needed for float flying operations.

The mountain portion covers mountain weather considerations, flight planning, special equipment, mountain navigation, aircraft performance at high altitudes, and pilot proficiency. Do's and don'ts of mountain flying will be discussed, as well as survival equipment.
1.5 CR / (1.5,0)

TAVI 290
Instructional Techniques 1
A review of VFR navigation, theory of flight, aircraft instruments, and instrument flying techniques; aircraft engines, airframes, systems and general knowledge. The Transport Canada Flight Training Manual (FTM), the Flight Instructor Guide (FIG), and the Aeronautical Information Publication (AIP) will be covered in detail, as well as air regulations and Air Navigation Orders. The Principles of Learning and Instructional Techniques will be introduced.
1.5 CR / (1.5,0)

TAVI 291
Instructional Techniques 2
A continuation of Instructional Techniques 1. Development of preparatory ground instruction for pre-flight briefings and developing lesson plans for airborne flight and ground school instruction will be covered. A commercial pilot training syllabus will be developed. The FTM, FIG, and AIP will be reviewed in preparation for the Transport Canada written exams and flight test.
1.5 CR / (1.5,0)

TJSS 160
Job Search Seminars
This course consists of a series of seminars offering students up-to-date information on résumés and cover letters. Students will also learn what employers look for in an interview and how to build a network of employers.

TMGT 175
Management for Technologies
This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include: personal management, interpersonal communication, and career development skills. Classroom participation and discussion are a necessary part of this course.
2 CR / (1,1)

TMTH 250
Statistics
This course is designed to provide a basic knowledge of statistical methods. Topics include: probability theory, probability distribution, sampling, correlation, and linear regression. Industrial applications are emphasized.
Prerequisite: TMTH 173
(5,0)

TMTH 255
Statistics
This course is designed to instruct the student in the basic knowledge of statistical methods. Topics included in the course are: probability theory, probability distribution, sampling, linear regression. Industrial applications are emphasized in the course.
Prerequisites: ENDT 155, MATH 155
3 CR / (3,0)

WRIT 100
The Self-Employed Writer
This course will focus on the practical business aspects of freelance writing. Students will learn how to develop their product, identify their customers, and learn about their competition. They will develop specific goals for the types of writing they will do and the target market they will approach. Students will also develop a marketing strategy for selling their work. Additionally, the course will examine such issues as business structure, licenses, finances, and copyright. Finally, we will consider some of the rewards and pitfalls of being one's own boss.
Prerequisite: Admission to the programme
3 CR / (3,0)

WRIT 101
Creative Explorations
This course explores creative problem solving in a multi-disciplinary format.
Prerequisite: Admission to the programme
3 CR / (2,2)

WRIT 102
Desktop Publishing I
WRIT 102 is a hands-on course which introduces the student to the basic principles of desktop publishing using a word-processing package. Such topics as publishing concepts and elements of page design, the production of camera-ready copy, and the basic design principles and production techniques of a variety of printed matter are included. A familiarity with word processing and the Windows environment would be helpful.
Prerequisite: Admission to the programme
3 CR / (1,3)

WRIT 103
Copyediting and
Document Manuscript Conventions
An introduction to the process of editing other people's manuscripts. Topics covered will include proofreading, copyediting, manuscript formats, Canadian style conventions, and career opportunities.
Prerequisite: WRIT 100
3 CR / (2,2)

WRIT 104
Workplace Writing
WRIT 104 is designed to introduce students to the fundamentals of professional business communications. Students will develop an ability to write clearly using the various formats, tones, and approaches required for effective expression in current business contexts.
Prerequisite: WRIT 100
3 CR / (2,2)

WRIT 105
Desktop Publishing II
WRIT 105 is an intermediate, hands-on course designed to build on the basics of desktop publishing presented in WRIT 102. WRIT 105 will also introduce students to desktop publishing using a professional level programme such as Quark Xpress or PageMaker.
Prerequisites: WRIT 100, 102
3 CR / (1,3)

WRIT 200
The Internet and the World Wide Web
This course will introduce students to the online world of the Internet and to the basic elements of web page creation. Topics covered will include netiquette, electronic mail, host/client computing, file transfer protocol, Telnet, Gopher, MOOs/MUDs/OWLs, online research, and basic HTML. Emphasis will be placed upon the student as user of the Internet.
Prerequisite: WRIT 100
3 CR / (2,2)

WRIT 201
Introduction to Multimedia
This course will introduce students to the creation of interactive multimedia computer presentations. Students will learn to plan and create interactive computer animations. Students will learn to integrate sound, text, and visual elements. They will be introduced to basic scripting methods and to human interface guidelines.
Prerequisite: WRIT 100
3 CR / (1,3)

WRIT 202
Freelance Writing
In this course, students will apply the skills and strategies learned in WRIT 100. As adaptabilty is of such importance for the freelancer, students will learn to identify and emulate the style and tone of several kinds of publications. Students will also learn to write for some of the less glamourous, yet lucrative, assignments. Based on students' selection of their preferred subject matter and genres, they will actively research the markets available to them in some detail. After selecting a few of their better written assignments, the students will complete the process of finding specific publications and submitting their work. Finally, this course will offer some suggestions for managing all the "hats" the freelancer must wear.
Prerequisites: WRIT 100, 104
4 CR / (2,2)

WRIT 203
Information Technology
The course will introduce students to the broad field of information technology by providing theoretical perspectives on communications, mass media, cultural studies, and post modernism. Through assigned readings and lectures, students will be encouraged to develop a perspective of the social, economic, ethical, and psychological impact of information technology on their career direction.
Prerequisite: WRIT 100
3 CR (3,0)

WRIT 204
Integrated Multimedia Project I (The Design Studio)

In WRIT 204 the student will continue to study the principles of multimedia design. In a studio environment the student will examine multimedia layout, including audio, colour, video, and animation. A variety of design principles and media will be used by the student to create the design for a large-scale student-directed project.

Prerequisites: WRIT 200, 201, 202

3 CR / (2,2)

WRIT 205
Integrated Multimedia Project II (The Content Lab)

WRIT 205 covers the creation of multi-media content in a large student-driven project. Students will continue to study the principles of writing needed for a successful multi-media project. Such topics as business grammar, marketing language, technical writing, audio-visual writing, and visual language will be included.

Prerequisites: WRIT 200, 201, 202

3 CR / (2,2)

WTEC 100
Wood Technology I

This is a first course in wood technology, concentrating on the biology and chemistry of wood and the physical properties of wood. The student will learn about the basic structure and behaviours of wood as a raw material including relationships such as wood and water. The focus will be on Western North American species with other species presented for comparative purposes.

3 CR / (0,5)

WTEC 110
Wood Working Techniques I

The emphasis in this course is on wood machining and shaping, both manual and machine based; there will be minimal emphasis on craft development. The principal objective of successfully completing the course is for the student to develop an intuitive and visual and tactile feel for the way wood reacts to being altered, how it stabilizes, and methods for influencing it. The course is based around a series of hands on exercises and projects.

Corequisite: WTEC 100

3 CR / (0,6)

WTEC 120
Applications of Mathematics for Wood Technology

This course focuses on applications of mathematics as a tool for understanding, managing and processing of wood and related technologies. Emphasis will be on the development of strong algebra skills, graphing, interpolation and extrapolation, trigonometry, and logarithms. Word problems will be the dominant exercise with some laboratory experiments.

Corequisite: WTEC 100

4 CR / (0,4)

WTEC 130
Introduction to Computers

This course is designed to assist the student to learn the basic use of computers and computer networks as working tools. This will include using the computer as a word processor, spreadsheet or databases, plus applications as a calculation, design, control, and management tool as it may pertain to wood processing.

Corequisite: WTEC 110

3 CR / (2,3)

WTEC 140
Wood Technology Mechanics

This is an introductory course to energy, electricity, mechanics, kinemetics, and thermodynamics as these topics pertain to the behaviours and machining of wood. The material will be presented in a very practical way, with emphasis on demonstration, lab work, and problem solving.

3 CR / (2,3)

WTEC 150
Wood Technology II

This course is a continuation of Wood Technology I and Wood Working Techniques I. The course will explore advanced topics of a similar nature plus major topics in wood drying. There will be more emphasis on craft development with the purpose of appreciating presentation and quality control. The student will be expected to complete a design and create a product or process that can serve as a prototype for production purposes. Students will be encouraged to explore non-traditional designs and root their product in terms of a problem to be solved or a market opportunity to be exploited.

Prerequisites: WTEC 100, 110, 140

3 CR / (1,5)

WTEC 160
Manufacturing and Quality Control

Manufacturing technology concepts and the attendant quality control issues and methods as applied generally and specifically to wood processing is the theme of this course. The course takes a quantitative approach to how a manufacturing line functions, is designed and optimized, and controlled. The course presents current standards of quality plus industry methods and standards of controlling quality during manufacturing. How to respond to customer/client expectations in the context of the overall economics of the product is studied. Laboratory exercises include field trips to working plants plus in-school simulations of production lines. Students will be expected to present a solution to a production or quality control product as a final paper in the course.

Corequisite: WTEC 150

3 CR / (3,2)

WTEC 170
Introduction to the Forest Sector

This is a survey course to show the student how the value added wood processing sector relates to the general forest sector and economy of British Columbia and Canada. Topics will vary depending on current issues but will include presentations about the primary wood sector, historical development of the forest industry, legislation, economics, environmental issues, politics, world events, etc.

Prerequisites: WTEC 100 and 110

0 CR / (1,0)

WTEC 180
Wood Machining and Tooling Technology

The course is a series of topics pertaining to the physics of cutting, planing, boring, chipping, and other machining processes applied to wood and wood products. Finished quality and economics are attendant topics. Tooling topics include a survey of historical and developing tooling technologies, care and handling, tool selection and maintenance, alignment and calibration, safety, and troubleshooting.

Prerequisites:WTEC 100, 110, 120, 130, 140

3 CR / (1,5)

WTEC 190
Wood Gluing and Finishing Technology

The first section of the course teaches the fundamentals of gluing technology in terms of its chemistry, applications, performance, and results including quality control and testing methodologies. The latter half of the course teaches the basics of finishing including types, chemistry, applications, performance, material preparation, quality control and testing methodologies. Safety and environmental standards are emphasized throughout. Methods for proper handling and packaging of finished products are taught.

Prerequisites: WTEC 100 and 110

3 CR / (1,5)

WTEC 200
Woodworking Techniques III
This course is principally about the operation of heavy manufacturing and processing equipment and techniques. Matters of safety will be paramount. Students will learn how to set up and calibrate, tool, optimize, and modify equipment that is found in high output, continuous output, and precision output operations.
4 CR / (0,8)

WTEC 210
Information Systems Technology
Having the skills to gather, process, interpret, and apply information is pivotal to overseeing and controlling a complex process and making critical decisions. In this course topics include data gathering methodologies, data processing, error control, critical analysis, means of representing and communicating information, decision making, margins of error, etc. The student will learn how to design information strategies to determine if processes are effective or to troubleshoot processes, etc. The course topics will be supported with practical exercises in the shop and production environments. Upon successful completion the student will be able to make basic decisions with reliable information and recognize situations that require more advanced methodologies.
2 CR / (3,0)

WTEC 220
Computer Controlled Wood Manufacturing
This course teaches the principles of computer applications for control and management of machinery and manufacturing processes in an integrated environment. Concepts of computer networks, data collection and management, Programmable Logic Controllers, and control algorithms are the basic topics. Advanced topics such as optimization, just-in-time output, and decision systems will conclude the course. Universal and machine specific programming languages and hardware will be worked with but the course is intended to show the student how to learn and apply emerging systems.
3 CR / (3,3)

WTEC 230
Engineered and Composite Wood Products
This is both a survey course and quantitative analysis course of engineered and composite wood products. Engineering properties, standards of performance, weaknesses, and life cycles are covered. Topics also include the engineering principles, serviceability principles, and how new products are evaluated and certified for use. The course also analyzes how products move through a life cycle and surveys a series of modern products that are at different points on the life cycle curve.
3 CR / (3,4)

WTEC 240
Management and Supervisory Principles
A technologist's role involves directing the activities of others in some manner, whether it is a workforce, supplier, customer or client. Knowing how to work with and successfully influence others is paramount to a successful operation. Effective interpersonal skills and knowledge of human behaviour and needs are necessary skills. This course presents a series of topics in this regard and promotes the development of skills through studies in human dynamics, role playing, observations, etc.
2 CR / (3,0)

WTEC 245
Communications Skills
Communications skills include writing, speaking, and public presentation skills necessary to communicate ideas and information in the field of business and technology. This course places special emphasis on good organization and clarity of presentations, self-confidence and public speaking skills. To develop these skills, the student will write proposals, present ideas, make sales presentations, and speak to technical and nontechnical audiences.
2 CR / (3,0)

WTEC 250
Industrial Design
For wood processing to have a purpose, even strictly utilitarian, it must be based on some principles of industrial design. This course will introduce the fundamentals of industrial design as applied to wood products and orient the student to the origins, reasons, rationale, and sensitivities behind them. The course will serve to show how creative and design processes occur and can be encouraged. It will introduce and explore the complex relationships between form, material, function, aesthetic, structure and gestalt. Students will participate in a guided design studio to put the principles in a practical context.
3 CR / (2,6)

WTEC 260
Manufacturing Engineering
This course is a primer on the engineering and economics of manufacturing lines and processes. It is a quantitative approach to the analysis, troubleshooting, and design of a system for taking raw materials through to a finished product in an optimal manner. Upon successful completion, students will be able to make decisions and recommendations about manufacturing processes.
3 CR / (3,2)

WTEC 270
Product Development and Marketing
Taking a product from conception to the marketplace at a profit is the central theme of this course. The fundamental principles, behaviours, and realities of the marketplace are studied along with developing the ability to recognize an opportunity to solve a problem or meet a need through the application of wood processing technology. The successful student will know about how cultural and social matters, political effects, and human needs affect the success of a product. Regulatory matters, licensing and trademarks, financing, risk analysis and ethics are all topics that will be presented. Case studies will form the foundation of the course.
3 CR / (3,0)

WTEC 280
Product and Production Costing
Successful business decisions require knowledge of economics and accounting. This course provides the basic principles on which good decisions are based; topics include matters such as operating costs, capital costs, depreciation, sensitivities, forecasting, financing and taxes. Case studies will form the basis for the instruction.
3 CR / (3,0)

WTEC 290
Alternate Wood Products
This is both a survey course about non-traditional wood products and a thinking and imagining session using the technical knowledge, business knowledge and creative skills developed to date. The student will be expected to present a developed idea for a non-traditional wood-based product that has the potential to be marketable. The student will be assessed on both the creativity and practicality of the product.
4 CR / (3,5)

Trades PROGRAMMES

DIVISIONAL CONTACT

John English
Dean, Trades Division
Telephone: (250) 561-5804

Co-operative Education Certificate Programme:

- Automotive Service Programme

Entry Level Certificate Programmes:

- Automotive Mechanical Repair
- Carpentry
- Electrical
- Heavy Duty Mechanic
- Millwright/Machinist

Certificate Programmes:

- Power Engineering
- Welding

Provincial Apprenticeship Programmes:

- Automotive Mechanical Repair
- Carpentry
- Electrical
- Heavy Duty Mechanic
- Millwright

DIVISIONAL CONTACT

Marcia Timbres
Dean, College Foundations Division
Telephone: (250) 561-5826

Certificate Programme:

- Culinary Arts Programme

APPLICATION PROCEDURE

Applications may be submitted at any time, however, students are encouraged to apply early to the programme of their choice. Additional information may be obtained by contacting Admissions, Registration and Records at the Main Campus (561-5867).

ATTENDANCE POLICY

Competency in the techniques and methods necessary to a given trade requires significant supervised practice. An absence from shop exercises of three days is considered the maximum time a student can miss before the student's performance of competencies is jeopardized.

A student with three absences will be asked to account for the absences and may be required to withdraw from the programme if it is determined by the instructor and the Dean that it is no longer possible to meet the competencies required for successful completion of the programme. Students do have recourse to the appeal process.

SAFETY

Workers' Compensation Board regulations apply to all Trades programmes. Students are expected to behave appropriately. For their shop activities students must have safety-toed footwear to be worn at all times in the shops. Some Trades programmes require that students own, use, and maintain proper eye safety wear, two sets of proper coveralls, and hard hats. Details will be provided by instructors at the beginning of the programme.

AUTOMOTIVE SERVICE PROGRAMME CO-OPERATIVE EDUCATION CERTIFICATE

ADMISSION REQUIREMENTS

1. An applicant must be a minimum of 18 years of age.

2. a) An applicant must provide proof of successful completion of an Automotive Entry Level Training programme with a minimum 75% average.

or

b) Related training or industry experience may be considered in lieu of an Entry Level Training programme as evaluated by the Selection Committee. Documentation of at least one and one-half years of related trade experience is the minimum required to be considered for exemption.

3. An applicant is required to submit a résumé and a handwritten cover letter stating why he/she wishes to enter the programme and state career goals and objectives.

4. An applicant must submit a transcript of previous academic achievement.

5. An applicant is required to write an EMAT exam (Level 19) for the purpose of providing additional assistance that may contribute to student success.

SELECTION PROCESS

A Selection Committee consisting of members of the Northern Interior Automotive Industry Steering Committee and representatives from the College of New Caledonia will interview eligible students, as required by Provincial Apprenticeship guidelines, using the following selection criteria.

SELECTION CRITERIA

The following selection criteria will be used by the Selection Committee to select students in the following order of priority:

1. Academic qualifications: as recommended by the Provincial Apprenticeship Branch with preference to those applicants with Grade 12 or ABE Advanced Level Certificate with English 12 or Technical and Professional Communications 12 or ENGL 045 or equivalent, and Math 11 or Applied Math 11 or MATH 044 or MATH 045 or equivalent, and Physics 11, Applied Physics 11, PHYS 045 or Science and Technology 11 or equivalent.

2. Work experience as outlined in the résumé submitted.

3. Level of interest and commitment to the programme as outlined in the written submission and demonstrated in the interview.

4. An employer's recommendation of and commitment to indenture the student for the full apprenticeship period.

Programme Accreditation

Graduates of this programme will receive a certificate from the College and receive apprenticeship credit for first year technical training from the Ministry of Labour. The employer may request/recommend the apprentice write placement exams for additional technical training credit as per ITAC guidelines for additional training credit. Credit for time will be negotiated between the employer, the student, and the ITAC counsellor.

CURRICULUM OUTLINE

This programme follows the Provincial apprenticeship curriculum for years one and two and includes additional skills identified by the local industry, such as auto glass replacement and interpersonal skills.

Module One Year one curriculum	14 weeks
CO-OP 150 Work Term	20 weeks
Module Two Year two curriculum	16 weeks
CO-OP 250 Work Term	14 weeks
Module Three Electrical and Tune-up	4 weeks

ENTRY LEVEL TRADES (ELT) PROGRAMMES

Automotive Mechanical Repair
Carpentry
Electrical
Heavy Duty Mechanical Repair
Millwright/Machinist

The Entry Level Certificate programmes offer an extensive array of options for those seeking a career in Trades. Varying in length from one to seven months, these programmes prepare students for an apprenticeship or related employment in a trade.

ADMISSION REQUIREMENTS

All applicants must meet one or more of the following requirements:

1. Successful completion of Grade 10, or Intermediate ABE Certificate, or GED Certificate.

2. Successful completion of an Entry Level programme in a related discipline.

3. Related industry experience may be considered in lieu of formal qualifications. As part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT) for the purpose of providing additional assistance that may contribute to student success.

4. In order to assist in the selection process in those cases where the programme is oversubscribed, students are required to submit a résumé along with a **handwritten** statement as to why they wish to enter the programme.

Note: If you are planning to continue into the Co-operative Education programmes, you are required to meet additional selection criteria. See the selection criteria for the specific programme in which you are interested.

ENTRY LEVEL AUTOMOTIVE MECHANICAL REPAIR

This five-month programme is designed to introduce students to the automotive repair and service industry and provides an overview of automotive systems, tools, and repair procedures.

CAREER OPPORTUNITIES

This programme prepares students for employment opportunities in the automotive repair and service industries. Successful completion of this programme is a prerequisite for the Automotive Service Programme.

SELECTION CRITERIA (ELT)

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with English 12 or ENGL 045, Math 12 or MATH 050 or equivalent Trades Math, and Physics 11 or PHYS 045.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

Safety and Shop Practices
Tools and Measuring Devices
Brakes
Steering and Suspension
Basic Electricity

Batteries, Alternators, and Starters
Ignition Systems
Fuel Delivery Systems
Engine Cooling and Lubrication Systems
Gas and Diesel Engines
Clutches
Differentials and Drivelines
Standard Transmissions
Transfer Cases
Automatic Transmission Service
Employment Skills

CARPENTRY

This five-month programme introduces the student to a variety of skills required in the construction of buildings. Students may start the programme in September or January. They must be in good physical condition and be prepared to participate in a major class project in an outdoor environment.

CAREER OPPORTUNITIES

The work of a carpenter includes form work, wall and roof framing, and interior and exterior finishing. Carpenters have opportunities to work in residential, commercial, light industrial, or heavy construction fields in the areas of new construction, renovations, and maintenance. Carpenters can go on to become foremen, estimators, building inspectors, or even job superintendents.

SELECTION CRITERIA

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with English 12 or Technical and Professional Communications 12 or ENGL 045, Math 12 or Math 050, Physics 11 or PHYS 045.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

Safety and Work Habits
Tools and Shop Equipment
Blueprints and Specifications
Site Layout
Materials
Roof Framing
Concrete Form Work
Framing
Basic Stair Construction
Finishing
Basic Cabinets

ELECTRICAL

This twenty-week programme is designed to provide students with skills and theory which may aid them in obtaining an apprenticeship or other related work in the electrical field. Students may start the programme in September or February.

CAREER OPPORTUNITIES

This programme prepares the student for entry into the Electrical Apprenticeship Programme as well as other trade related areas such as counter and warehouse personnel for wholesale and distributing outlets.

Upon obtaining sponsorship in the Apprenticeship Programme, the student may become involved in residential wiring as well as the installation and maintenance of electrical equipment in commercial or industrial settings.

SELECTION CRITERIA

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with English 12 or Technical and Professional Communications 12 or ENGL 045, Math 12 or Math 050, Physics 11 or PHYS 045.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

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
Motors and Motor Controls

HEAVY DUTY MECHANICAL REPAIR

This five-month programme is designed to introduce students to the heavy duty repair and service industry and provides an overview of the systems, tools, and repair procedures as per the course outline.

CAREER OPPORTUNITIES

This programme prepares students for employment opportunities in the heavy duty repair industry. Successful completion of this programme is a prerequisite for the Provincial Heavy Duty Apprenticeship Training.

SELECTION CRITERIA

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with English 12 Technical and Professional Communications 12 or ENGL 045, Math 12 or MATH 050 or equivalent Trades Math, and Physics 11 or PHYS 045.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

First Aid
Safety
Tools, Shop Resources, and Equipment
Rigging
Welding
Equipment Operation
Winches and Wire Ropes
Basic Braking Systems
Basic Hydraulic Systems
Frames, Suspension, Steering, and Running Gear
Employment Skills

MACHINIST

This is an introductory programme for those interested in entering the Machinist Trade. Students may start the programme in September or February.

CAREER OPPORTUNITIES

Graduates of this programme will be qualified for employment opportunities in a Machinist field such as machine shops, pulp mills, sawmills, and mines. They work as part of the maintenance crew, making replacement parts.

SELECTION CRITERIA

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with English 12 or Technical and Professional Communications 12 or ENGL 045, Math 12 or Math 050 or equivalent Trades Math, and Physics 11 or PHYS 045.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

Safety
Shop Drawings
Tools and Equipment
Measuring Tools
Metals and Heat Treatment
Drilling Machines
Lathes
Bandsaws
Precision Grinders
Shapers, Planers, and Slotters
Vertical and Horizontal Milling Machines
Computer Numerical Controls

MILLWRIGHT

This is an introductory programme for those interested in entering the Millwright Trade. Students may start the programme in September or February.

CAREER OPPORTUNITIES

Graduates of this programme will be qualified for employment opportunities in a large variety of machinery and heavy stationary mechanical equipment in industrial, commercial, and institutional establishments such as: pulp mills, sawmills, mines, and industrial plants. The activities of a Millwright include the construction of foundations for machinery such as conveyors, pumps, compressors, hydraulic systems, and pneumatic equipment.

SELECTION CRITERIA

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with English 12 or Technical and Professional Communications 12 or ENGL 045, Math 12 or Math 050 or equivalent Trades Math, and Physics 11 or PHYS 045.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

Safety
Shop Drawings
Tools and Equipment
Hydraulics
Pneumatics
Power Drives
Material Handling
Metals and Heat Treatment
Gears, Bearings, Gaskets, and Seals
Machine Installation
Maintenance Procedures

CERTIFICATE PROGRAMMES

Culinary Arts Programme

Power Engineering

Welding

CULINARY ARTS PROGRAMME 151, 152, 153

STATEMENT OF PURPOSE

To provide students with the fundamentals of cookery that will enable them to enter into the hospitality industry at three different levels: Basic, Advanced, and Specialty.

The Culinary Arts programme introduces students to the three levels involved in the Culinary Arts programme. The programme covers all basic fundamentals of cookery and is designed to prepare future cooks to enter the hospitality industry. Students are trained through programmes for self-study, theory lessons, demonstrations in the cooking lab, and practical experience in the kitchen.

The Culinary Arts programme has a duration of 10 months (40 weeks) and is organized into three levels:

- Level 1—Basic (151)
- Level 2—Advanced (152)
- Level 3—Specialty (153)

Each level must be completed with a passing grade before advancing to the next level.

CAREER OPPORTUNITIES

Students who successfully complete the programme are able to find a variety of work placements in hotels, restaurants, catering, or camps. The students may also enter into a formal apprenticeship.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 10 or ABE Intermediate Certificate or GED or mature student status.

2. Documents certifying current TB screening and health examination including a recent

chest x-ray. The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of programme.

3. As a part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT) for the purpose of providing additional assistance that may contribute to student success.

4. In addition to the minimum requirements, it is strongly recommended that anyone planning to apply to this programme acquire some background by taking the secondary level Foods 11 and 12 and Career Preparation/ Hospitality Foods of Cafeteria 11 and 12. It is also advisable to have recent work experience in a kitchen.

5. In order to assist in the selection process in those cases where the programme is oversubscribed, students are required to submit a work experience résumé along with a handwritten statement as to why they wish to enter the programme.

In those cases where the programme is oversubscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Academic qualification with preference to those with Cafeteria 11 and 12.

2. Students transferring from other CNC programmes.

3. Work experience as outlined in the written submission.

4. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

5. Level of commitment to the programme as outlined in the written submission.

Priority for Admission to Level II

1. Continuing CNC Culinary Arts students who have received a "C" or better in Level I,

2. Previous CNC Culinary Arts students who have received a "C" or better in Level I,

3. Students who have received a "C" or better in Level I at other provincial institutions.

4. Students who have completed Cafeteria 11 & 12;*

5. Students transferring from other CNC programmes;*

6. All other students.*

***Note: Challenge procedures apply for admission to Level II.**

CHALLENGE: Students will be allowed to challenge only LEVEL I. Students who have experience from the workforce and would like to challenge the Level I course would have to follow the following procedure:

- review the Level I course outline with the instructor
- produce a résumé which reflects their pertinent experience
- answer verbal "hands on" questions on Level I material
- write the Level I final test and achieve 70% or better

Students must meet initial admission requirements before being eligible to challenge LEVEL I. Students who successfully challenge LEVEL I will be allowed into LEVEL II if space is available. Challenge exam policy (see page 22 of Calendar) will apply.

Priority for Admission to Level III

1. Continuing CNC Culinary Arts students who have received a "C" or better in Level II,

2. Previous CNC Culinary Arts students who have received a "C" or better in Level II.*

3. Students who have received a "C" or better in Level II at other provincial institutions.*

***If space available, all initial admission requirements will apply.**

POWER ENGINEERING– 4TH CLASS

This comprehensive ten-month programme, running from September to June, provides training for a career in power plant operation and maintenance. Topics covered include maintenance of powerhouse equipment, instrumentation, electricity, engineering sciences, and water conditioning. While the practical application of basic principles is emphasized, theory and in-plant training qualifies students to write the Fourth Class Power Engineer's Examination upon completion of the programme.

CAREER OPPORTUNITIES

Fourth Class Power Engineers are employed in sawmills, hospitals, refineries, pulp mills, refrigeration plants, breweries, and public buildings.

ADMISSION REQUIREMENTS

All applicants must meet at least one of the following requirements:

1. Successful completion of Grade 12, or

Advanced ABE Certificate, or

GED Certificate.

2. Related industry experience may be considered in lieu of formal qualifications. As a part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT) for the purpose of providing additional assistance that may contribute to student success.

3. In order to assist in the selection process in those cases where the programme is oversubscribed, students are required to submit a handwritten work experience résumé along with a statement as to why they wish to enter the programme.

SELECTION CRITERIA

When the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.

2. Academic qualifications with preference to those with Math 11 or Applications of Math I2 or Math 045, Physics 11 or PHYS 045, Chemistry 11 or CHEM 045, or Drafting.

3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.

4. Level of commitment to the programme as outlined in the written submission.

COURSE OUTLINE

Plant Safety
Mathematics
Thermodynamics
Drafting
Boiler Regulations
Basic Electricity
Feedwater Treatment
Pumps

Piping and Pipe Fittings
Control Instrumentation
Powerhouse Maintenance
Boiler Fitting, Operation, and Maintenance, Accessories
Heating Boilers and Systems
Internal Combustion Engines
Refrigeration and Air Compression
Lubrication
Boiler Parts and Construction

WELDING

WELDING "C" LEVEL/WELDER FITTER (ENTRY LEVEL)

Upon completion of the programme, a student will have gained sufficient practical experience and theoretical knowledge to successfully complete any of the various skill assessments administered by employers.

This programme, with combined welding and steel fabrication components, will be 40 weeks in duration.

Career Opportunities

Graduates of this programme will be qualified for a variety of employment opportunities in the construction and metal working industries. Production welder, maintenance welder, welder fabricator, or welder fitter are examples of the many possible employment opportunities.

Admission Requirements

All applicants must meet at least one of the following requirements:

1. Successful completion of Grade 10 or Intermediate ABE Certificate, or GED Certificate.

2. Related industry experience may be considered in lieu of formal qualifications. As a part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT) for the purpose of providing additional assistance that may contribute to student success.

Selection Criteria

Qualified students will be admitted based on the date of application.

Course Outline

P-1	Introduction and Programme Orientation
P-2	Gas Cutting
P-3	Gas and Braze Welding
P-4	Shielded Metal Arc Welding
P-5	Air Carbon Arc Cutting
P-6	Gas Metal Arc Welding; Flux Core Arc Welding
RK-1	Material Handling and Rigging
RK-2	Blueprint Reading I
RK-3	Introduction to Metallurgy I
WFS	Welder Fitter Skills

ADVANCED WELDING (UPGRADING, "B" AND "A" LEVELS AND TESTING)

Admission Requirements

1. "B" and "A" Levels require the candidate to have successfully completed the Registered "C" Level.

2. Testers require written proof of industrial welding experience on company letterhead or a signed affidavit from a Notary Public as follows:

*C.W.B.—18 months' full-time work experience
**"C" Challenge—24 months' full-time work experience
**"B" Challenge—36 months' full-time work experience
**"A" Challenge—48 months' full-time work experience

Applicants should contact the CNC Welding Department for assessment, space availability, and testing requirements.

Course Outline: "B" Level

"B" Level contains training in the following practical and related knowledge modules:

P-7	Shielded Arc Welding II (S.M.A.W.II)
P-8	Gas Metal Arc Welding II (G.M.A.W.II)
P-9	Flux Core Arc Welding II (F.C.A.W.II)
P-10	Gas Tungsten Arc Welding I (G.T.A.W.I)
RK-4	Inspection Procedures
RK-5	Welding Standard and Quality Control
RK-6	Blueprint Reading II
RK-7	Metallurgy II

Course Outline: "A" Level

"A" Level contains training in the following practical and related knowledge modules:

P-11	Shielded Metal Arc Welding III (S.M.A.W.III)
P-12	Gas Tungsten Arc Welding II (G.T.A.W.II)
RK-8	Metallurgy III
RK-9	Blueprint Reading III

Testing

Company, industry, government, and other tests are administered at CNC. The instructor will inform interested parties as to the paperwork required by the various companies and the Boiler Inspection Branch. The instructor will supervise the practical test as well as arrange for inspection by the government Boiler Inspector.

PROVINCIAL APPRENTICESHIP PROGRAMMES

An apprenticeship is a formal written agreement between an employer, an employee, and the Province of B.C., during which an apprentice attends training classes at one of several B.C. colleges approximately once a year. The Field Service Branch of the Ministry of Labour schedules the classes, arranges for apprentices to attend, and monitors their progress. Graduates qualify to write the Interprovincial Standards Examination for their chosen trade, following employment as an apprentice for the period of time specified in the Ministry guidelines.

CNC currently offers apprenticeship classes in the following trades:

- Automotive Mechanical Repair
- Carpentry
- Electrical
- Heavy Duty Mechanics
- Millwright
- Welding

Each programme follows the provincial course outline approved by the Ministry of Labour. Persons interested in these or any other apprenticeable trades should contact:

Industry Training and Apprenticeship Commission—Apprenticeship Counsellors
1577 – 7th Avenue
Prince George, BC V2L 3P5
Canada
Telephone: (250) 565-4465

University CREDIT PROGRAMMES

DIVISIONAL CONTACTS

Catherine Giles
Dean, Arts and Social Services Division
Telephone: (250) 561-5815

Alistair McVey
Dean, Science and Technology Division
Telephone (250) 561-5830

STATEMENT OF PURPOSE—UNIVERSITY ARTS

To provide courses contributing to the first two years of university education for students who wish to transfer to a degree-granting institution.

STATEMENT OF PURPOSE—UNIVERSITY SCIENCE

Our prime objective is to provide university transfer programmes so that students may transfer into the third year in the degree programme of their choice or graduate from CNC with an Associate of Science diploma.

CNC offers a broad spectrum of university credit Arts, Social Science, Science, Applied Science, Commerce, and Human Kinetics (Physical Education) courses. Eighteen packaged programmes, comprised of first and second year courses, provide the basis for further study in as many as 70 career paths. The College also offers a two-year criminology diploma and two associate degrees:

- Associate of Arts Diploma—Criminology
- Associate Degree—Arts
- Associate Degree—Science

The NEW CAL TEC (New Caledonia Teacher Education Consortium) programme, established in conjunction with Simon Fraser University (SFU), allows students to complete a Teaching Certificate or Bachelor's Degree in Prince George. This programme is offered at Prince George and School District #91 Nechako and Lakes.

Opportunities for more advanced studies in various disciplines are continually being expanded.

The Regional campuses offer university credit courses and provide information on Open Learning Agency and City University programmes.

All university credit courses are open to qualified part-time students, subject to availability of class space. In addition, a number of courses are offered specifically in response to requests from part-time students.

ADMISSION REQUIREMENTS

It is **strongly recommended** that secondary school students consult with their counsellors to ensure that they select the secondary school courses most appropriate for their chosen career paths. Admission requirements are as follows:

1. Successful completion of Grade 12 (with English 12) or ABE Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application;

Note: The GED certificate meets the general admission requirements but does not meet specific programme or course prerequisites.

2. Compliance with course prerequisites as specified;

3. Students applying for admission to Math 101, CSC 109, PHYS 101 or CHEM 111 who have obtained a "C+" grade or less in Math 12 (interim grade) or Math 050 will be registered in Math 100. A college test in mathematics will be administered to students in Math 100 during the first week of classes in order to indicate whether those students should be in either Math 101, Math 100 or an ABE Math course as appropriate. Students who are not admitted to Math 101 cannot be admitted to CSC 109, PHYS 101 or CHEM 111 but can, instead, be admitted to CSC 105, PHYS 105 or CHEM 113.

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records and may be submitted any time after September 15 for the following year. Acceptances for first year students applying for packaged programmes commence at the end of April. Part-time and returning students are individually advised of appropriate registration procedures by Admission, Registration and Records.

FIRST YEAR STUDENTS

To select a programme, first-year students are advised to consult the Index of Career Paths which lists all options and corresponding programme packages. Once an option has been selected, the programme package (or packages) specified should then be referred to for more detailed information regarding courses and prerequisites. Applicants should contact the Counselling and Academic Advising Department when selecting their programmes.

While it is preferable to select one of the programme packages offered, students may also design their own programmes. Those who do so will not, however, be allowed to pre-register, and may encounter other difficulties, such as timetable conflicts, and inappropriate course selections causing limitations in transferability.

SECOND YEAR STUDENTS

Second year students are strongly advised to consult with a counsellor when selecting their courses. While some may have considerable flexibility in their selections, others may have to adhere to specific requirements prescribed by their programmes.

LANGUAGE PROFICIENCY INDEX PLACEMENT TEST

Dynamics of the LPI and Its Followup

1. If a student achieves a "B" or better in English 12 or English 050 or its equivalent, she or he may take any first year UT English course CNC offers.

2. If a student has passed a UT equivalent course elsewhere, she or he may take any first year UT English course CNC offers.

3. If a student achieves a "B" in English 045 or less than a "B" in English 12 or its equivalent, she or he must pass English 103 before taking any other UT English course at CNC.

4. Any student who wishes to challenge provision 3 above may do so by writing the LPI.

5. If a student scores 5 or 6, she or he may take any first year UT English course CNC offers.

6. If a student scores 4, she or he must pass English 103 before taking any other UT English course at CNC.

7. If a student scores 3 or below, she or he must pass a remedial English course.

Other Considerations

1. A student can write the LPI at any time that it is offered.

2. There will be one official CNC writing of the LPI on the first Wednesday after Labour Day.

3. Results will be available 72 hours later.

4. There will, therefore, be some movement of students during the first two weeks of classes as a result of the LPI.

CAREER PATH INDEX

These paths are available by continuing your studies at the university of your choice.

ARTS AND SOCIAL SCIENCE

Anthropology	1D
Economics	1A, 1B
English	1A, 1B, 1C
Geography	1D
History	1C, 1D, 1F
Industrial Relations	1A, 1B
Mathematics	1A, 1B
Philosophy	1F
Psychology	1A, 1B, 1C, 1D, 1F
Sociology	1F

COMMERCE AND BUSINESS ADMINISTRATION

1A or 1B for all areas

Accounting and Management Information Systems
Commerce and Economics
Commerce and Law (for combined degrees)
Computer Science
Finance
Industrial Administration
Industrial Relations Management
Marketing
Transportation and Utilities
Urban Land Economics

PROGRAMMES FOR ADMISSION TO PROFESSIONAL SCHOOLS

Architecture	Any package
Chiropractic Medicine	2A
Criminology	1E
Dental Hygiene	2E–DENT
Dentistry	2A, 2C, 2D, 2E
Education	
1. Elementary	1C or 1D
2. Secondary	Any package except 1E
Engineering	2H
Forest Science	2F
Home Economics	2A, 2B
Law	Any package
Medical Laboratory Technology	2B
Medicine	2A, 2C, 2D, 2E
Nursing	(see Health Sciences)
Pharmaceutical Science	2A
Human Kinetics (Physical Education)	1G
Rehabilitation Medicine	2E
Social Work	1F
Wood Products Processing	2D
Wood Sciences	2I

SCIENCE

Astronomy	2A, 2B, 2C, 2D
Biochemistry	2A
Biology	2A
Biological Sciences	2A
Biophysics	2A
Chemical Physics	2A, 2D
Chemistry	2A, 2C, 2D, 2E
Computer Science	2C
Geography	2D
Mathematics	2A, 2C, 2D
Microbiology	2A
Oceanography	2A
Pharmacology	2A
Physics	2A, 2D
Physiology	2A
Psychology	2A

AGRICULTURAL SCIENCE

Students interested in Agricultural Science should consult a CNC Counsellor.

APPLIED SCIENCE

2H for all areas

Bio-Resource Engineering (5-year programme)
Chemical Engineering (2H for the 4-year programme)
Civil Engineering
Design and Computer Aided Engineering
Electrical Engineering
Engineering Manufacturing and Business Management
Engineering Physics
Mechanical Engineering
Metallurgical Engineering
Mining and Mineral Process Engineering
Ocean Engineering

Package	Semester I	Semester II	Notes
General Admission Requirements for **all UT packages**: Successful completion of Grade 12 (with English 12) or ABE Advanced Certificate or GED Certificate			
1A	ECON 201 ENGL 101 or 103 MATH 101 CSC 109 PSYC 101	ECON 202 ENGL 102, 103 or 104 MATH 102 CSC 110 PSYC 102	**1. Prerequisite: Math 12 or Math 100 or Math 050.** **2.** Students must take Programme 1A for a career path to a Bachelor of Commerce and Business Administration at UBC. Students may take a university credit elective in the second semester instead of CSC 109/110. **3.** It is strongly recommended that all students considering the Business programme at SFU take COM 204 (1st Semester), CSC 109 (2nd semester; note Math 101 is a corequisite), and Economics 201/202 in lieu of Economics 101/102 during their first year. English 103 is not acceptable as a Group A requirement for SFU's Business Degree. **4.** Students transferring to the Faculty of Commerce and Business Administration at UBC must take English 103 along with one other English. **5.** Students may change PSYC 101/102 to another University Credit elective.
1B	ENGL 101 or 103 ECON 101 MATH 100 CSC 105 or 109 PSYC 101	ENGL 102 or 104 ECON 102 MATH 101 CSC 109 or 110 PSYC 102	**1. Prerequisite: Math 11 or Math 045.** **2.** Students may substitute Math 100/101 for French 101/102 for a General Arts Degree at UBC. **3.** See number 3 in 1A above **Note: Some courses may be changed to other electives. Students will have an opportunity to make changes prior to the start of classes. Students should contact a Counsellor for assistance and clarification. For students *not* transferring to SFU, if ENGL 104 is selected, it must be combined with ENGL 103 for transfer credit.** **4.** Students may change PSYC 101/102 to another University Credit elective.
1C	GEOG 101 or 103 BIO 103 or GEOG 201 ENGL 101 or 103 HIST 103 PSYC 101	GEOG 103 or 101 or 102 BIO 104 or GEOG 202 ENGL 102 or 104 HIST 104 PSYC 102	**1.** This programme has been designed specifically to meet the requirements for students wishing to pursue an SFU Elementary Teaching Certificate and/or subsequent full degree completion. **2.** Students may change PSYC 101/102 to another University Credit elective.
1D	ANTH 102 BIO 103 or GEOG 101 ENGL 101 or 103 HIST 103 PSYC 101	ANTH 101 BIO 104 or GEOG 103 or GEOG 102 ENGL 102 or 104 HIST 104 PSYC 102	**1.** Students may substitute Math 103/104 for any one of the above courses, except English **2.** Students with Biology 11 and/or Biology 12 must substitute Geography for BIO 103/104 if they wish to transfer to the UVic Elementary Education programme. Students must see a Counsellor for clarification **3.** GEOG 201/202 is accepted at UVic to satisfy their science requirement. **4.** Students may change PSYC 101/102 to another University Credit elective.
1E	**Year 1** ENGL 103 CRIM 101 CRIM 103 SOC 101 PSYC 101 **Year 2** CRIM 135 CRIM 201 or 241 PSYC 201* Group B Elective Group C Elective	**Year 1** PSCI 131 CRIM 102 CRIM 106 SOC 102 PSYC 102 **Year 2** CRIM 120 CRIM 230 PHIL 101 or 102 Group C Elective Group C Elective	**1.** Students must take Programme 1E for a career path to a Bachelor's Degree in Criminology at SFU. **2.** Refer to Criminology programme requirements **3.** For group B and C elective information, refer to Criminology diploma description. ***Note: A statistics course is required in the second year (PSYC 201) and must be successfully completed in order to enroll in CRIM 120.**

Package	Semester I	Semester II	Notes
1F	CRIM 101 ENGL 101 or 103 HIST 103 PSYC 101 SOC 101	CRIM 106 or 102 ENGL 102, 103, or 104 HIST 104 PSYC 102 SOC 102	**1.** Students must take Programme 1F to pursue a Bachelor's Degree in Social Work at UBC or at UVic. **Note: A statistics course is strongly recommended during the first two years—Math 104 or PSYC 201.** **2.** Students may change PSYC 101/102 to another University Credit elective.
1G–A to 1G–V (see details below)	**Human Kinetics (Physical Education)** Students should select one of 1G–A, 1G–B, or 1G–V. The selection should be based upon career needs and the transfer university. The following courses are desirable depending on career needs in university: Math 11 and 12, Biology 11 and 12, Chemistry 11, Physics 11, and PE 11 and 12.		**Note: Students should refer to the appropriate university calendar as a guide to selecting electives and consult with a Human Kinetics faculty member or a Counsellor.**
1G–A	**University of Alberta** **Year 1** HK 123 HK 124 ENGL 101 or 103 Two of PSYC 101, BIO 107, or GEOG 101 or 103 Physical activity course **Year 2** HK 220 HK 222 HK 223 Approved option* Physical activity course	 HK 120 HK 122 HK 125 ENGL 102, 103, or 104 PSYC 102, BIO 120, or GEOG 101 or 103 Physical activity course HK 121 HK 221 HK 224 Approved option* Physical activity course	*Note: See University of Alberta Calendar and consult with a faculty member.
1G–B	**University of British Columbia** **Physical Education Program of Study** **Year 1** ENGL 101 or 103 HK 123 HK 124 HK 122 HK 220 **Year 2** HK 223 HK 240 2 Arts/Science electives	 ENGL 102 or 103 HK 121 HK 120 HK 221 Arts/Science elective HK 224 HK 230 2 Arts/Science electives	**1.** ENGL 103 must be taken, but may be taken in either Semester I or Semester II. **2.** Courses should reflect second teaching concentration. **3.** Students wishing to pursue Exercise Science, Leisure and Sport Management or Health and Fitness programmes of study should consult a Human Kinetics (Physical Education) Faculty member or a Counsellor for course selection.
1G-V	**University of Victoria** **Arts Degree with Major in Human Performance** HK 122 HK 123 HK 124 HK 223 HK 240 ENGL 101 or 103 SOC 101	 HK 121 HK 125 HK 224 HK 230 ENGL 102, 103, or 104	Students wishing to pursue a Science Degree with a major in Human Performance should consult the UVic calendar, a Counsellor, and/or a Human Kinetics (Physical Education) faculty member.

Package	Semester I	Semester II	Notes
2A	BIO 107 CHEM 111 ENGL 101 or 103 MATH 101 PHYS 101 or 105	BIO 120 CHEM 112 ENGL 102 or 104 MATH 102 PHYS 102 or 106	**1. Prerequisites: Math 12** or **MATH 100** or **MATH 050, Biology 11** or **BIO 045, Chemistry 12** or **CHEM 050, and Physics 12**. **2.** BIO 107/120 is required in the first year for a Major in the Life Sciences (Biochemistry, Biology, Botany, Microbiology, Pharmacology, Physiology, and Zoology). Other science majors may select an Arts elective. **3.** Home Economics majors must replace PHYS 101/102 with ECON 201/202, and may replace MATH 101/102 with MATH 103/104 or a Social Science if Math 12 was taken. **4.** Students wishing to transfer to the UBC Biology programme are advised to take both Physics 105 **and** Physics 106 while at CNC.
2B	BIO 107 CHEM 113 ENGL 101 or 103 MATH 100 PHYS 105	BIO 120 CHEM 114 ENGL 102 or 104 MATH 101 PHYS 106	**1. Prerequisites: Math 11** or **MATH 045, Chemistry 11** or **CHEM 045, Biology 11** or **BIO 045, Physics 11** or **PHYS 045** **2.** Students majoring in a Physical Science may replace BIO 107/120 with an Arts elective. **3.** Home Economics majors must replace PHYS 105/106 with ECON 201/202, and may replace Math 101/102 with Math 103/104 or a Social Science if Math 12 was taken. **4.** Students wishing to transfer to the UBC Biology programme are advised to take both Physics 105 **and** Physics 106 while at CNC.
2C	CHEM 113 ENGL 101 or 103 MATH 101 CSC 109 PHYS 105 or CSC 115	CHEM 114 ENGL 102 or 104 MATH 102 CSC 110 PHYS 106	**1. Prerequisites: Math 12** or **MATH 100** or **MATH 050, Chemistry 11** or **CHEM 045, Physics 11** or **PHYS 045.**
2D	CHEM 111 ENGL 101 or 103 MATH 101 CSC 109 PHYS 101	CHEM 112 ENGL 102 or 104 MATH 102 CSC 110 PHYS 102	**1. Prerequisites: Math 12** or **MATH 100** or **MATH 050, Chemistry 12** or **CHEM 050 and Physics 12.** **2.** Students majoring in Physical Geography must replace CSC 109/110 with GEOG 201/202. **3.** Students wishing to pursue a career in physics are advised to take CHEM 111/112.
2E	BIO 107 CHEM 111 or 113 ENGL 101 or 103 MATH 100 PSYC 101	BIO 120 CHEM 112 or 114 ENGL 102 or 104 MATH 101 PSYC 102	**1. Prerequisites: Math 11** or **MATH 045, Biology 11** or **BIO 045**, **Chemistry 11** or **CHEM 045** (for CHEM 113), **Chemistry 12 or CHEM 050** (for CHEM 111). **2.** Students majoring in Rehabilitation Medicine should replace MATH 100 with MATH 104 and may change MATH 101 to another university credit elective.
2E–DENT (Dental Hygiene)	BIO 111 CHEM 111 or 113 ENGL 103 Elective PSYC 101	BIO 112 CHEM 112 or 114 ENGL 102 or 104 Elective PSYC 102	**1. Prerequisites: Biology 11** or **BIO 045**, **Biology 12** or **BIO 050** or **107, Chemistry 11** or **CHEM 045** (for CHEM 113), **Chemistry 12 or CHEM 050** (for CHEM 111), **Biology 12** or **BIO 050** (for BIO 111). **2.** Prospective Dental Hygiene students must take ENGL 103 or equivalent.
2F	ENGL 101 or 103 FORS 111 MATH 101 MATH 104 BIO 107 or CHEM 113 or PHYS 105	ENGL 102 or 104 FORS 112 MATH 102 MATH 105 BIO 120 or CHEM 114 or PHYS 106	**1. Prerequisites: Math 12** or **MATH 100** or **MATH 050, Biology 11** or **BIO 045, Chemistry 11** or **CHEM 045, Physics 11** or **PHYS 045 and one of Biology 12, Chemistry 12,** or **Physics 12.** **2.** Students must select the science which was **not** taken at the grade 12 level. **3.** Please consult a CNC Counsellor concerning specific requirements for UBC and U of A.

Package	Semester I	Semester II	Notes
2F—UNBC	BIO 107 CHEM 111 PHYS 105 ECON 201 MATH 101	BIO 120 CHEM 112 CSC 105 ENGL 103 MATH 102	**1. Prerequisites: Math 12** or **MATH 100** or **MATH 050**, **Chemistry 12** or **CHEM 050, Physics 11** or **PHYS 045, and Biology 11** or **BIO 045.**
2H	MATH 101 PHYS 101 ENGL 103 CHEM 111 APSC 100 CSC 109 Elective	MATH 102 PHYS 102 CHEM 112 APSC 120 MATH 204 PHYS 204	**1. Prerequisites: Physics 12** or **PHYS 050**, **Chemistry 12** or **CHEM 050** and **Math 12** or **MATH 050** with a "B" minimum. **2.** Students planning to enter directly into the first year of UBC's 4-year Applied Science programme must be outstanding high school graduates (see Prerequisites) and must be prepared to undertake an intensive workload. **3.** Please consult a Counsellor concerning acceptable electives. Elective must be an Arts or Social Science course.
2I	MATH 101 PHYS 101 ENGL 103, 104 or 107 CHEM 111 or 113 ECON 201	MATH 102 PHYS 102 MATH 204 or 205 CHEM 112 or 114 PHYS 204	**1. Prerequisites: Math 12** or **MATH 100** or **MATH 050**, **Physics 12**, and at least **Chemistry 11**.

DEGREES

The College of New Caledonia offers associate degrees in Arts and in Science for two years of university level study in accordance with the following requirements. The classification of subjects in Arts (Social Sciences and Humanities) and Sciences is set out in the list following these requirements. (The Associate Degree—Arts is also available at the Quesnel Campus.)

ASSOCIATE DEGREE—ARTS

To be eligible for the Associate Degree—Arts, a student must have:

1. completed 60 semester credits of courses that have articulated assigned or unassigned university transfer credit at the 100-level or higher;

2. completed at least 30 of these 60 semester credits at the College of New Caledonia, of which at least 12 credits are in courses that have assigned or unassigned university transfer credit at the 200-level or higher;

3. completed at least 6 semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English (ENGL 101, 102, 103, 104);

4. completed at least 18 credits in Arts courses (other than English) that have assigned or unassigned university transfer credit at the 100-level; at least 6 of these credits must be in the Humanities (English, French, History, Music, Philosophy), and at least 6 of these credits must be in the Social Sciences (Anthropology, Commerce, Criminology, Economics, Geography (Human) 101, 102, 103, 203, 205, Human Kinetics (Physical Education), Political Science, Psychology, Sociology), and no more than 6 credits shall be in any one subject area;

5. completed at least 18 semester credits in Arts courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two different subject areas;

6. completed at least 9 semester credits in Science courses, including at least 3 credits in Mathematics or Computing Science or Statistics (i.e., any statistics course that transfers to a university as a 100-level or higher Science course) and at least 3 credits in a laboratory Science course (i.e., 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 or Computing Science);

7. completed at least 9 semester credits in courses that have assigned or unassigned transfer credit at the 100-level or higher; credits may be for university transfer courses in subjects listed on the following page or for university transfer courses in other subjects (e.g., Commerce, Human Kinetics (Physical Education);

8. achieved a grade of at least "C" in each course counting towards the 60-credit requirement, and a cumulative Grade Point Average of at least 2.0 over all of the courses counting towards the requirement;

9. Commencing May 1998, students must have completed at least three semester credits in the year the degree is awarded.

Note:

1. No course will be used to meet more than one of the specific requirements.

2. Students are advised to consult with a counsellor in order to determine specific course requirements for entry to a particular university degree programme.

GENERAL COURSE REQUIREMENTS FOR AWARDING AN ASSOCIATE DEGREE—ARTS

Courses/ Programmes	# of Credits	Total	Conditions
English	6	6	100 level
Arts Courses			100 level
Humanities	6		Excludes English
Social Sciences	6		Only 6 credits maximum in one subject area
Social Sciences or Humanities	6	18	
Arts Courses	18	18	200 level or higher credits must be in at least 2 subject areas
Science Courses			100 level or higher
Mathematics or ComputerScience or Statistics	3		
Laboratory Science	3		Requires min. 2-hour lab & excludes any course in Applied or Computer Science
Science Course	3	9	
Electives*	9	9	100 level or higher
		60	

ASSOCIATE DEGREE—SCIENCE

To be eligible for the Associate Degree—Science, a student must have:

1. completed 60 semester credits of courses that have articulated assigned or unassigned university transfer credit;

2. completed at least 30 of these 60 semester credits at the College of New Caledonia, of which at least 12 credits are in courses which have assigned or unassigned university transfer credit at the 200-level or higher;

3. Unassigned credits from other institutions for inclusion in the course work leading to the Associate Degree—Science be accepted, but limited to 15 credits. The final decision for determining course area, level and number of credit hours will be made by the Division Chair or senior academic administrator in the UT Science programme area.

4. completed at least 6 semester credits in Calculus (Math 101, Math 102, Math 201 and Math 202);

5. completed 6 semester credits in first-year (100-level) English (ENGL 101, 102, 103, 104);

6. completed at least 18 semester credits in first-year Science courses (Applied Science, Astronomy, Biology, Chemistry, Computer Science, Forest Science, Geology, Mathematics, Physics);

7. completed at least 18 semester credits in second-year Science courses in two or more subject areas;

8. completed at least 6 semester credits in Arts courses at the 100-level or higher,

excluding English and excluding Mathematics and laboratory-based Science (i.e., "lab science") courses;

9. completed at least 6 semester credits of first-or second-year courses;

10. achieved a grade of at least "C" in each course counting toward the 60-semester credit requirement, and a cumulative Grade Point Average of at least 2.0 over all the courses counting towards the requirement;

11. Commencing May 1998, students must have completed at least three semester credits in the year the degree is awarded.

Note:

1. No course will be used to meet more than one of the specific requirements.

2. Students are advised to consult with a counsellor in order to determine specific course requirements for entry to a particular university degree programme.

GENERAL COURSE REQUIREMENTS FOR AWARDING AN ASSOCIATE DEGREE–SCIENCE

Courses/ Programmes	# of Credits Total	Conditions
English	6	100 Level
Calculus	6	- from Mathematics 101, 102, 201 or 202
Science	18	100 Level - only 6 credits maximum in one subject area
Science	18	200 Level - must be in at least 2 subject areas
Arts Elective	6	100 level or higher - excluding English, Mathematics and laboratory based science courses
Electives*	6	100 level or higher

***Note: May be Arts or Science courses or other subjects, e.g., Commerce, Business Management, Human Kinetics (Physical Education) with university transfer credits.**

Classification of Subjects for Associate Degrees

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 above requirements, the College of New Caledonia courses are categorized as follows:

Arts–Humanities
- English
- French
- History
- Philosophy

Arts–Social Sciences
- Anthropology
- Commerce
- Criminology
- Economics
- Geography (Human) (101, 102, 103, 203, 205)
- Human Kinetics (Physical Education)
- Political Science
- Psychology
- Sociology

Sciences
- Applied Science
- Astronomy
- Biology
- Chemistry
- Computer Science
- Forest Science
- Geography (Physical) (201, 202, 204)
- Geology
- Mathematics
- Physics

Note: Some courses in the subjects listed above may not carry transfer credit and/or satisfy major requirements at a particular university. Please consult the transfer guide, university calendars, or the Counselling and Academic Advising Department.

DIPLOMA–CRIMINOLOGY

This programme prepares students for entry into various career options within the criminal justice field. For those planning to further their education, the Criminology Diploma is directly transferable to SFU's School of Criminology, and is equivalent to the first two years of the Bachelor of Arts programme at that institution.

In total, the programme is comprised of 20 courses (60 credits). It entails two years of practical and theoretical instruction, with an emphasis on the provincial criminal justice system, and Northern B.C. practices and institutions. Students gain insight into criminological research methods through computer training, and by working directly with criminal justice system personnel in the articulation, design, analysis, and presentation of research issues.

Programme Requirements

Group A	Group B	Group C
CRIM 101 CRIM 102 CRIM 103 CRIM 106 CRIM 120 CRIM 135 CRIM 230 and CRIM 201 or CRIM 241	COMM 222 ECON 101 ECON 102 ENGL 103* HIST 104 One of: PHIL 101 or PHIL 102 PSYC 101* PSYC 102* PSCI 131* PSYC 201 * SOC 101* SOC 102*	Any 3 CNC courses carrying direct university credit transfer to SFU, 9 credit hours required.
24 credit hours	27 credit hours	9 credit hours

All courses which are asterisked (*) **must** be taken plus 1 elective (3 credit hours) chosen from the above list.

Note:

1. At least 30 credits must be completed at CNC.

2. No course may be used more than once to meet diploma requirements.

DIPLOMA–HUMAN KINETICS

This programme allows the student in Human Kinetics the opportunity to obtain a two-year diploma while completing University credit courses including anatomy, conditioning, team and individual sport analysis, coaching theory, and programme planning, among others.

The programme consists of two years of study including 20 courses (60 credits). It entails

both practical and theoretical components of instruction. The student completing the diploma would have the opportunity to transfer to a four-year institution to obtain a degree in a related field, or alternatively, seek employment in related areas.

PROGRAMME REQUIREMENTS

Year One

Semester One

HK 122	Conditioning for Sport and Physical Activity
HK 123	Biodynamics of Physical Activity
HK 220	Analyzing Performance in Team Sports
ENGL 103	Composition and Style
Option (1)*	

Semester Two

HK 100	National Coaching Certificate Programme Level I
HK 200	National Coaching Certificate Programme Level II
HK 120	Biomechanical Analysis of Sport and Dance Performance
HK 121	An Introduction to the Study of Sport
HK 125	Dance Forms
Option (1)*	

Year Two

Semester One

HK 124	Dynamics of Motor Skill Acquisition
HK 210	Programme Planning
HK 223	Human Functional Anatomy
HK 240	Performance Analysis of Selected Team Sports and Activities
Option (1)*	

Semester Two

HK 221	Physical Growth and Motor Development
HK 230	Performance Analysis of Selected Individual Sports and Activities
HK 290	Field Experience in Human Kinetics
Options (2)*	

***Options are to be approved by a Human Kinetics faculty member. In Year One: Arts/Science/Commerce (two); in Year Two: Arts/Science/Commerce (two), HK elective (one)**

EDUCATION

The New Caledonia Teacher Education Consortium (NEW CAL TEC) programme, established in conjunction with SFU, offers students the opportunity to complete a teaching certificate or Bachelor's degree in Prince George. Students interested in this option should enroll in package 1C. Upon completion of five semesters of academic work, students will be accepted into the SFU Professional Development Programme (PDP) based on satisfactory work experience and academic performance records.

HUMANITIES

Humanities is a non-disciplinary programme based on a reading list of great works of literature, philosophy, history, etc. The programme is designed to provide the first-year student with comprehensive practice in reading significant works intelligently and in thinking, talking, and writing about those works. Considerable emphasis is placed on essay writing: five major essays per semester are required.

Humanities is team-taught by two or more instructors of different academic specializations. The instructors use both lecture and seminar formats and meet frequently with students on an individual basis to assess progress and help with difficulties.

A limited number of students will be accepted into the Humanities programme. The programme carries credit for three courses per semester and demands a proportionate amount of students' time. In order to receive credit for a full first year, students must take two additional regular courses each semester.

Students interested in this programme should obtain a more detailed outline from either the counsellors or one of the Humanities instructors.

Note: The Humanities programme is most beneficial to students who remain in the programme for both semesters (i.e., Humanities 101 and 102). Students who enter the programme in the fall semester are strongly encouraged to commit themselves to remaining in the Humanities programme for both Fall and Spring semesters.

COURSE DESCRIPTIONS

The number in parenthesis at the end of the descriptions indicates the number of lecture hours and lab or seminar hours per week. Thus (3,2) indicates 3 hours of lecture and 2 hours of lab or seminar per week. Students who take courses which consist of both lecture and lab sections must achieve a passing grade for both the lecture and the lab in order to receive a passing grade in the course.

Course transfer information is contained in the British Columbia Transfer Guide published by the British Columbia Council on Admissions and Transfer (available in the CNC Counselling Department) to verify transferability of credits.

Note: Not all courses are necessarily offered every semester.

ANTH 101
Introduction to Socio-Cultural Anthropology

This course examines major institutions in a variety of societies: subsistence, belief, power, law, health, marriage, family, language, and change. It also explains the theories used by anthropologists to understand human behaviour cross-culturally.

3 CR / (3,0)

ANTH 102
Introduction to Physical Anthropology and Archeology

This course investigates the origins of humans, examines the evidence for Darwinian Evolution, explores our relationship with other primates, and examines the oldest civilizations.

3 CR / (3,0)

ANTH 201
Social Structure I: Ethnography

An examination of the ethnological approach to culture and society with a focus on the social/cultural varieties of religious belief and expression.

Prerequisite: ANTH 101 or permission from instructor

3 CR / (3,0)

ANTH 202
Social Structure II: Theory and Method

Examination of major concepts used in structural anthropology (role, social structure, institution, etc.). This examination will be framed within the context of the anthropological

exploration of Canadian First Nations cultures.

Prerequisite: ANTH 101 or permission from instructor

3 CR / (3,0)

APSC 100
Introduction to Engineering

This is a mandatory non-credit course for Engineering students. The student is provided an opportunity to meet practising engineers and discuss their areas of specialization.

0 CR / (1,0)

APSC 120
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 / (3,0)

ASTR 101
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 coordinates, astronomical instruments, and the relevant basic physics.

Prerequisites: Physics 11 or PHYS 045 and Math 11 or MATH 045

3 CR / (3,3)

ASTR 102
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).

Prerequisite: ASTR 101 or permission of the instructor

3 CR / (3,3)

ASTR 105
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.

3 CR / (3,0)

BIO 103
Biology for Non-Majors I

Biology for non-majors I (Biology 103) is the companion course to Biology for Non-Majors II (Biology 104). This course focuses on the fundamental unit of living organisms: the cell. A study of cell structure and metabolism provides a basis for discussion of human nutrition, genetics, and cancer.

3 CR / (3,3)

BIO 104
Biology for Non-Majors II

Biology for non-majors II (Biology 104) is the companion course to Biology for Non-Majors I (Biology 103). This course focuses on how cells combine to form multicellular organisms and on the relationship between living things. The basics of evolution and ecology, selected topics in human and plant functional anatomy, and specific examples of human viral and bacterial diseases, including AIDS, are covered.

3 CR / (3,3)

BIO 105
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 will also include asepsis, immunology, chemotherapeutic drugs, and epidemiology of infectious diseases.

Note: This course is designed primarily for students interested in Nursing.

Prerequisites: Biology 12 or 050, Chemistry 11 or 045

3 CR / (3,1)

BIO 107
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)

BIO 111
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 Programmes, e.g., Dental Hygiene, Nursing, etc.

Prerequisites: Biology 12 or BIO 050 or BIO 107 and Chemistry 11 or CHEM 045

3 CR / (3,3)

BIO 112
Human Anatomy and Physiology II

This course is a continuation of BIO 111. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis will be on the importance of homeostasis and how it is maintained by the concerted functioning of the body systems. An extensive laboratory curriculum is also included.

Prerequisite: BIO 111

3 CR / (3,3)

BIO 120
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)

BIO 201
Cell Structure

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eucaryote cells. Additional topics include cell events (mitosis, meiosis, and movement) and correla-

tions 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)

BIO 202
Cell Chemistry

An introductory course dealing with the chemical basis of life. This course emphasizes basic life processes: energy conversion, transfer, and storage. Cell structures are discussed from the standpoint of their roles in all aspects of energetics.

Prerequisite: BIO 201

Prerequisite or Corequisite: CHEM 204

3 CR / (3,3)

BIO 205
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)

BIO 206
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)

BIO 207
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.

Prerequisites: BIO 107 and 120

3 CR / (3,3)

BIO 211
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.

Prerequisites: BIO 107 and 120

3 CR / (3,3)

CHEM 111
Fundamentals of Chemistry I

This course is for students who have passed B.C. Chemistry 12 within the last two years, and who intend to take applied science, medicine, or other science programmes at university. Topics covered are modern bonding theories, properties of molecules, and organic chemistry.

Prerequisite: Chemistry 12 or CHEM 050, with a "C" or better recommended

3 CR / (3,3)

Note: Prerequisite: Math 12 or Math 050 with a "C" or better may be required

CHEM 112
Fundamentals of Chemistry II

This course includes thermodynamics, a quantitative discussion of equilibrium and ionic solutions, and reaction kinetics. Together with CHEM 111 this course gives credit for first year university chemistry at an appropriate science major, applied science, and premed level.

Prerequisite: Chemistry 12 or CHEM 050, with a "C" or better recommended

3 CR / (3,3)

Note: Prerequisite: Math 12,or Math 050 with a "C" or better may be required

CHEM 113
Introduction to Chemistry I

This is a general chemistry course primarily intended for students without Chemistry 12 and whose major programme areas require one or two years of university level chemistry. Topics include stoichiometry and atomic structure, periodic table, bonding, and organic chemistry.

Prerequisite: Chemistry 11 or CHEM 045

3 CR / (4,3)

CHEM 114
Introduction to Chemistry II

This is a general chemistry course primarily intended for students without Chemistry 12 and whose major programme areas require university-level chemistry. Topics include thermodynamics, solution equilibria, acids and bases, electrochemistry, and kinetics. It is recommended that students take CHEM 113 prior to taking CHEM 114.

Prerequisite: Chemistry 11 or CHEM 045

3 CR / (4,3)

CHEM 201
Physical Chemistry

This course, a survey of physical chemistry, is suitable for students majoring in science programmes 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)

CHEM 202
Inorganic and Co-ordination 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)

CHEM 203
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 infra-red spectroscopy.

Prerequisite: CHEM 111 or 113

3 CR / (3,3)

CHEM 204
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)

CHEM 205
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 organic, inorganic, and environmental analysis.

Prerequisites: CHEM 111 and 112 or 113 and 114

3 CR / (3,3)

COM 204
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 / (3,0)

COM 212
Managerial Accounting

Introduction to the development and use of accounting information for management planning and control and the development of various cost information analyses. Major topics include job and process costing, cost allocation, cost behaviour, cost-volume-profit analysis, budgeting, standard costing, and variance analysis.

Prerequisite: COM 204

3 CR / (3,0)

COM 222
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 will be examined through lecture, discussion, case analyses, and practical applications of the material.

3 CR / (3,0)

CRIM 101
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 will also focus on current issues related to crime and the administration of criminal justice.

3 CR / (3,0)

CRIM 102
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)

CRIM 103
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)

CRIM 106
Sociological Explanations of Crime and Deviance

The major sociological perspectives and theories will be 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 will be evaluated. Finally, the practical implications of these approaches will be discussed.

Prerequisite: SOC 101 or CRIM 101 or 103

3 CR / (3,0)

CRIM 120
Research Methods in Criminology

Introduction to 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 computer experience and direct working interaction with local criminal justice system agencies.

Prerequisites: PSYC 201 and 4 of CRIM 101, 102, 103, 106, 241

3 CR / (3,1.5)

CRIM 135
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 will consider 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 will also examine the process of law reform in Canada.

Prerequisite: None

3 CR / (3,0)

CRIM 201
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)

CRIM 230
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)

CRIM 241
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)

CSC 105
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 will be a definite asset.

Prerequisite: Math 11, Math 045, or Applications of Math 12

3 CR / (3,3)

CSC 109
Computing Science I

This is a general introductory course in computer science. The topics include computer architecture, computer systems, development of algorithms and computer programmes, and programming style. The 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: Math 12 or Math 050 Students with a grade of "B" or better in CSC 12 may take CSC 110 instead of CSC 109

3 CR / (3,3)

CSC 110
Computing Science II

This is a continuation of CSC 109 and more advanced algorithms and computer programmes are developed. The topics include advanced string processing, sets, recursion, and linear and non-linear data structures.

Prerequisite: CSC 101 or 109 or a grade of "B" or better in CSC 12

Prerequisite or Corequisite: MATH 101

3 CR / (3,3)

CSC 115
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: Math 12 or MATH 050 or MATH 100

3 CR / (3,0)

CSC 210
Numerical Methods

This course is an introduction to the numerical techniques used in the solution of mathematical problems. It is intended for students in mathematics, computer science, and applied science. Students will learn to use a library of programmes to solve numerical problems, and also to write their own programs. FORTRAN 77 is the programming language used in the course.

Prerequisites: CSC 110 and Math 201

Prerequisites or Corequisites: Math 202, 215, and 204

3 CR / (3,3)

CSC 214
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 will be 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.

Prerequisite: CSC 110

3 CR / (3,3)

CSC 215
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)

CSC 216
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 structures applications will include sorting techniques, hash tables, sparse matrix representation, and priority queues. An object-oriented programming language is used in this course.

Prerequisite: CSC 110

3 CR / (3,3)

CSC 224
Computer Organization

This course is an introduction to the internal structure (at the logic block level) of the major components of modern digital computers and 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, micro-programmed control, ALU, I/O bus structures, interrupts—are studied.

Prerequisite: CSC 215

3 CR / (3,3)

ECON 101
Introduction to Economics

An introduction to Economics and the Free Enterprise Economy. Topics include: an overview of economic systems, supply and demand and various product, labour, and financial markets; organization and behaviour of business under different industry environments and topics in consumerism. Throughout, issues related to the national, provincial, and local economy will be discussed.

3 CR / (3,0)

ECON 102
Canadian Economics Issues

This course reviews current (mostly macroeconomic) issues such as unemployment, inflation, taxation, the role of government in the macro-economy, international trade, and GNP/ GDP. Current events are dealt with at length. Both ECON 101 and 102 are aimed at the liberal arts student who may not pursue a degree in Commerce or Economics, but wishes to become more familiar with the economic issues of the day as reported in the media.

3 CR / 3,0)

ECON 201
Principles of Economics– Microeconomics

This course examines the market system's inner workings, characterized by supply and demand. Various market structures such as a

perfect competition and monopolies will be studied. Time will be spent looking at ways in which the market system "fails," leading to discussions about government's role, in certain circumstances, as 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.

3 CR / (3,0)

ECON 202
Principles of Economics–Macroeconomic

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.

3 CR / (3,0)

ENGL 099
Preparation for College Writing

The purpose of English 099 is to prepare students for the writing tasks they will face in ENGL 103 and in many other courses which require students to write essays and reports.

Prerequisite: A score of 3 or lower in the Language Proficiency Index

3 CR / (3,0)

ENGL 101
Literature and Composition I

A study of 20th Century short stories and drama, and a consideration of effective composition practices. Students will write a minimum of three essays.

3 CR / (3,0)

ENGL 102
Literature and Composition II

A study of 20th Century poetry and novels, and a consideration of effective composition practices. Students will write a minimum of three essays.

3 CR / (3,0)

ENGL 103
Composition and Style

A study of grammar, composition, style, and research techniques. A vigorous programme 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)

ENGL 104
Introduction to Literature and Composition

A survey of selected stories, poems and plays from the classical to the modern periods. Another first year college level English course is suggested. Students will write essays and exams. Students wishing to transfer to UBC should not take both English 104 and English 107.

3 CR / (3,0)

ENGL 106
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 will write essays and exams; non-university credit students may audit the course for general interest.

3 CR / (1,2)

ENGL 107
Literature and Composition: First Nations' Literature

This first year course will focus on a broad spectrum of Native Literature. Students will assess traditional tales from an oral storytelling tradition as well as poems, plays, and short stories by contemporary native writers. As well, students will learn effective composition skills and the techniques of literary analysis. Students will be required to write a minimum of three major essays. Students wishing to transfer to UBC should not take both English 104 and English 107.

3 CR / (3,0)

ENGL 201
English Literature, 1350–1688

A survey of English Literature from Chaucer to Milton based on a selection of works from major authors. Students are required to submit at least three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104,107

3 CR / (3,0)

ENGL 202
English Literature, 1688–1900

A survey of English Literature from Dryden to Hopkins based on a selection of works from major authors. Students will submit at least three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104,107

3 CR / (3,0)

ENGL 203
Canadian Literature I

An introduction to the study of Canadian Literature involving writers from beginning to the 1940s. Journals, poetry, and fiction will be included. Students are required to submit a minimum of three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 204
Canadian Literature II

A study of the development of poetry, fiction, drama, and essays from 1940 to the present. Students will be required to submit a minimum of three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 205
Creative Writing

Creative Writing is a university transfer workshop/writing course meant to provide a context in which beginning and seasoned writers can present their work (poetry, fiction, and drama) for comment and criticism. The lectures, assignments, and seminar discussions will involve a wide range of topics meant to reveal possible approaches to language and writing, and to stimulate improvement of the work submitted for discussion and evaluation.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 206
Creative Writing

This course is a continuation of ENGL 205.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 213
Short Fiction I

A survey of the short story and novella from Poe to Lawrence. Students will be required to write at least three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 214
Short Fiction II

A survey of the short story and novella from Kafka to the present. Students will be asked to write at least three essays on literary topics.

Prerequisites: 2 of ENGL 101,102,103,104, 107

3 CR / (3,0)

ENGL 215
Children's Literature I

A study of children's literature focussing on the different genres: fantasy, realistic fiction, science fiction, historical fiction, etc.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 216
Children's Literature II

English 216 is a continuation of English 215. Ideally, English 216 would be preceded by English 215. However, students could take only one of the two courses, or they could take this course out of sequence. While English 215 is organized around the different genres, English 216 will take an historical approach to the study of children's literature. We will examine representative literature from the Victorian period to the Modern period. The course will address the question of how our definitions of children's literature and our attitudes toward children's literature have changed over the years.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 217
Women in Literature I

This course will focus on techniques of literary study, with emphasis on the ways in which women are represented in, and have contributed to, the literary tradition. Focusing on literary, feminist, and general social-cultural concerns, the course will provide a fresh insight into our literary traditions. Students will be asked to write at least three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 218
Women in Literature II

This course will explore gender and literary theory from a feminist viewpoint. This course will explore some of the controversies which have arisen in the study of literature and some of the ways in which feminist ideas and practices are changing the way in which literature is read and taught. We will study several novels, plays, short stories, and poems and consider how writers spoke to an audience of women at the time they were written and what message they have for contemporary audiences. Students will be asked to write at least three essays on literary topics.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 219
Contemporary First Nations Authors

This course will focus on contemporary Native authors. We will study novels, plays, and poems which reflect the experiences of First Nations people in Canada from the 1940s to the 1990s. We will consider how the literature reflects specific regional/personal concerns and issues. As well, we will consider the universal themes developed in these writings. We will also compare First Nations authors with Canadian authors studied in traditional and Canadian literature classes and consider similarities/differences in style, themes, subject matter.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 220
Children's Literature– First Nations Authors

This course will examine some of the traditional tales from the oral story telling tradition as well as tales told by contemporary novelists. We will assess these stories in terms of character, plot, and theme. As well, we will consider how these pieces of fiction challenge the child reader's social, emotional, moral, and intellectual growth. Students will critically evaluate the texts and determine what sort of values and lessons are incorporated into the text by the storyteller.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 231
Intermediate Composition I

Students will study and practice the principles of effective prose. They will write a variety of expository and argumentative essays (some done in class) and a final examination. Students will 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.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (2,1)

Note: This is not a remedial or basic skills course.

ENGL 232
Intermediate Composition II

Students will write a variety of expository and argumentative essays (some done in class) and a final examination. Particular emphasis will be 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.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107

3 CR / (2,1)

Note: This is not a remedial or basic skills course.

FNST 100
An Introduction to the World View of First Nations People

This course has been designed through an extensive collaborative effort on the part of the Carrier Sekani Tribal Council, the Prince George Native Friendship Centre, and CNC. The teaching and learning styles it promotes are those indigenous to First Nations cultures. The content is a blend of academic information and perspectives with those of the First Nations people. It is a research-driven format that demands a blend of library, classroom (learning circle format), and fieldwork learning framed by a firm belief in experiential process.

3 CR / (3,0)

FNST 101
First Nations Studies II

Focuses on the diversity and development of native cultures in Canada prior to European contact and on the nature of First Nations/Euro-Canadian interaction from contact to the present day. In addition, it will introduce students to crucial concepts, perspectives, and issues relevant to contemporary First Nations experiences.

Prerequisite: FNST 100

3 CR / (3,0)

FORS 100
Introduction to Forestry

History of forestry and the forestry profession, present status and role of forestry, forest policy, and future trends in the forest resource use.

2 CR / (2,0)

FORS 111
Dendrology I

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover structure and function of seed, roots, stem, and leaves; tree growth; dormancy and stand development. The labs concentrate on recognition of B.C. and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.

Prerequisite: Biology 11 or BIO 045

3 CR / (3,2)

FORS 112
Dendrology II

A continuation of FORS 111, this course concentrates on the function of trees (water relations, photosynthesis, respiration), reproduction, forest regions of Canada, ecological classification, geographical distribution, elementary B.C. conifers, and the more important North American/World species. Analytical and experimental labs will be assigned.

Prerequisite: FORS 111

3 CR / (3,2)

FORS 202
Forest Ecology

The ecosystem concept; energy biomass and nutrient cycling; the physical environment; population and community ecology; ecological succession. Introduction to the biogeoclimatic classification of B.C., and some Central Interior ecosystems. A plant herbarium of 50 vascular plants and mosses required.

Due to the integrated nature of course materials in FORS 202 and FORS 210, students are strongly advised to take these courses concurrently. Students may encounter difficulites in FORS 202 if they have no previous or concurrent soils source, such as FORS 210.

Prerequisites or Corequisites: FORS 111, FORS 112 or FOR 154, 155, 157

3 CR / (3,2)

FORS 203
Silvics of Forest Trees of Western Canada

Ecological and silvical characteristics of forest trees of western provinces; assessment and ecological site quality; application of silvics in silviculture.

Prerequisites: FORS 202, FORS 210

3 CR / (3,2)

FORS 210
Introduction to Forest Soils

This course covers the physical, chemical, and biological properties of soils; soil formation, classification, use and conservation of forest soils.

Due to the integrated nature of course materials in FORS 202 and FORS 210, s tudents are strongly advised to take these courses concurrently.

3 CR / (3,2)

FORS 213
Land Survey

An introduction to the basic techniques of surveying, with special emphasis on the problems encountered in a forest environment. This course is taken during the week preceding the beginning of lectures in the second year and for five consecutive Saturdays.

3 CR

FORS 237
Introduction to Forest Mensuration and Photogrammetry

Measuring and estimating tree volumes, form, and taper; timber scaling and grading; computer applications; basic photogrammetry, mapping for photography and photo-based inventory systems.

Prerequisite: Math 104

3 CR / (3,2)

FORS 238
Forest Mensuration

Forest inventory methods; growth and yield prediction; applications of multiple linear regression and sampling techniques; introduction to multiple resource inventories.

Prerequisites: FORS 237, MATH 102

3 CR / (3,2)

FREN 101
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.

Prerequisite: French 12

3 CR / (3,1½)

Note: Students with preparation in French other than specific course prerequisite may be admitted. Please contact a counsellor.

FREN 102
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 / (3,1½)

GEOG 101
Man's 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 will be 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 B.A. in Geography; it will prove useful for those students who wish to enter programmes in Architecture, Urban and Regional Planning, Education, etc.

3 CR / (3,3)

GEOG 102
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)

GEOG 103
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 use-

ful for students wishing to enter programmes in elementary and secondary education.

3 CR / (3,0)

GEOG 201
Weather and Climate

This course is a laboratory science course which provides an introduction to the major concepts in the sub-disciplines of meteorology and climatology. Emphasis will be on the analysis of processes, distributions, and interrelationships. It is a required course for a B.Sc. degree in Geography.

3 CR / (3,3)

GEOG 202
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 B.Sc. degree in geography. GEOG 202 is combined with GEOG 201 to make up a full introductory Physical Geography course.

3 CR / (3,3)

GEOG 203
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 will be examined in the light of these two approaches. This course may be useful for students wishing to enter programmes in Economics, Commerce, Appraising, and Municipal Administration.

Prerequisites: GEOG 101 and 103

3 CR / (3,0)

GEOG 204
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; microclimate of soils, crops, forests, and animals; microclimate modification and air pollution; climate classification and land capability.

3 CR / (3,2)

GEOG 205
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)

GEOL 101
Earth Materials

An introduction to the origin, history, and structure of the earth will be followed by detailed study of mineral and rock types. Sedimentary environments will be discussed in connection with sedimentary rock types. Minerals and rocks will be examined in the laboratory. Biology 11 (or BIO 045) or Biology 12 (or BIO 050) and Chemistry 11 (or CHEM 045) or Chemistry 12 (or CHEM 050) are recommended but not required.

3 CR / (3,3)

GEOL 102
Historical Geology

Geological structures, correlation, geologic time, paleontology, and climate will be discussed before tackling the historical geology of North America. These topics will be explored in a series of labs, including field trips (weather permitting). Biology 11 (or BIO 045) or Biology 12 (or BIO 050) and Chemistry 11 (or CHEM 045) or Chemistry 12 (or CHEM 050) are recommended but not required.

3 CR / (3,3)

GIS 250
Introduction to Geographic Information Systems

This course will enable students to define the basic concepts and types of GIS, describe the nature of geo-referenced data, differentiate between vector and raster methods, describe various applications of the technology, describe the four main technical components of a GIS (input, storage, processing and output), operate a simple GIS software package and identify GIS project management tasks. It is intended for students of forestry, agriculture, engineering, land use planning, marketing, geography, and computing. It is also highly recommended for those who wish to enroll in the GIS Advanced Diploma Programme.

3 CR / (3,3)

HIST 101
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 World War II.

3 CR / (3,0)

HIST 102
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)

HIST 103
History of Canada To 1867

A survey of social, economic, and political developments. Topics include Native-white relations, early exploration, imperial rivalries, political reform, and social conflict.

3 CR / (3,0)

HIST 104
History of Canada Since 1867

A sequel to HIST 103. Emphasis is placed on Confederation, the Riel Rebellion, immigration, urbanization and industrialization, the evolution of foreign policy.

3 CR / (3,0)

HIST 204
History of the Prairie West

A lecture/seminar surveying prairie development from the mid-19th century to the present. Focusing on Natives 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)

HIST 205
History of B.C.

A lecture/seminar surveying B.C. 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)

HIST 206
Pre-Confederation British North America

A lecture/seminar course focusing on social, economic, and political developments in BNA from 1759 to 1867. Students will 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)

HIST 211
Local History

An introduction to the north central interior of British Columbia. Topics include Native-White relations, resource development, and settlement patterns. Particular emphasis is placed on historical methodology and research.

3 CR / (3,0)

HIST 213
Foundations of Nineteenth Century European Intellectual History

A survey of key contributors to the Western intellectual tradition from the ancient Greeks and Hebrews, through the Middle Ages, Renaissance, and Enlightenment to Kant, Hegel, and the rise of modern political ideologies in the early nineteenth century.

Prerequisite: One first year course in either English or History or Philosophy.

3 CR / (3,0)

HIST 214
Late Nineteenth and Early Twentieth Century European Intellectual History

A sequel to History 213, covering the development of the modern Western intellectual tradition from Darwin, Nietzsche, and Freud, through logical positivism and existentialism, to feminism and post-structuralism.

Prerequisite: One first year course in either English or History or Philosophy.

3 CR / (3,0)

HIST 216
Introduction to South Asia

A multi-disciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent. Credit will not be granted for both History 215 and History 216.

Prerequisite: One first year course in either English or History or Philosophy.

3 CR (3,3)

HIST 217
Introduction to Southeast Asia

A multi-disciplinary course, intended to introduce students to the history, geography, religion, literature, and economics of the countries of Southeast Asia. Credit may be granted for both History 215 and History 217.

Prerequisite: One first year course in either English or History or Philosophy.

3 CR / (3,0)

HK 100
National Coaching Certificate Programme Level I

This course is designed to teach you how to introduce skills, to organize training lessons, and to design a safe, positive, supportive, and challenging sport environment for beginning athletes. Students will develop a Practice Planning Instrument.

1 CR / (3,0)

HK 120
Biomechanical Analysis of Sport and Dance Performance

This course introduces the student to biomechanical analysis of movement patterns in sport and dance.

3 CR / (3,0)

HK 121
An Introduction to the Study of Sport

An introductory examination of leisure and sport from the perspectives of the humanities and social sciences. Emphasis is placed on the definition of basic concepts and on different theories which purport to explain the nature and role of leisure and sport in society.

3 CR / (3,0)

HK 122
Conditioning for Sport and Physical Activity

An analysis of the practical and theoretical concepts of athletic conditioning used in the development of general and specified training programmes for games and sports will be the prime focus of this course.

3 CR / (3,0)

HK 123
Biodynamics of Physical Activity

An introductory examination of the mechanical, anatomical, and physiological bases of human physical performance. This course provides a fundamental understanding of how the physical laws of nature govern human movement observed in athletic skills.

3 CR / (3,0)

HK 124
Dynamics of Motor Skill Acquisition

An introduction to motor skill acquisition and performance including the important related topics of: 1) growth, 2) motor development, and 3) psychological concerns. Basic principles and concepts that provide a foundation for more advanced study in each of the three topic areas; emphasis on the complexity and inter-relationship of these topics in the acquisition and performance of motor skills.

3 CR / (3,0)

HK 125
Dance Forms

The theory and practice of dance as a human physical activity. Focus will be on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The course will include movement content, techniques, improvisation, and composition in a variety of dance forms.

3 CR / (3,0)

HK 200
National Coaching Certificate Programme Level II

This course is designed to help you to introduce athletes to training for competition. Students will develop a Seasonal Planning Instrument.

Prerequisite: HK 100 or NCCP Level I

2 CR / (3,0)

HK 210
Programme Planning

This course is designed to provide the student with the opportunity to gain knowledge about theories of planning programmes for leisure, sport, recreation, and health. Practical course components will allow for the opportunity to apply theories to actual programming planning situations.

3 CR / (4,0)

HK 220
Analyzing Performance inTeam Sports

Utilizing selected team sports as models, this course examines the role of analysis in contributing to effective team sport performances.

3 CR / (3,0)

HK 221
Physical Growth and Motor Development

Characteristics of physical growth and motor development and their inter-relationships to physical activity. Topics include maturation, factors affecting physical growth and motor development, and long-term development programmes.

Prerequisite: HK 124

3 CR / (3,0)

HK 222
Sport in Canadian Society

Historical and contemporary perspectives of Canadian sport: Canadian sport systems; historical, geographical, sociological factors that have shaped Canadian sport; role of sport in Canadian society; and sport ideologies.

Prerequisite: HK 121

3 CR / (3,0)

HK 223
Human Functional Anatomy

This course examines the structural anatomy of the human skeletal and articular muscular systems. The relationship between structure and human movement is also examined.

Prerequisite: HK 123

3 CR / (4,0)

HK 224
Human Applied Physiology

This course examines the functional characteristics of human systems. A homeostatic approach to selected systems facilitates an understanding of how exercise affects the human physiological condition.

Prerequisite: HK 123

3 CR / (4,0)

HK 230
Performance Analysis of Selected Individual Sports and Activities

Specific individual topics to be announced each year.

Prerequisite: HK 120

3 CR / (2,2)

HK 240
Performance Analysis of Selected Team Sports and Activities

Specific individual topics to be announced each year.

Prerequisite: HK 220

3 CR / (2,2)

HK 290
Field Experience in Human Kinetics

This course is intended to provide students with a practical learning experience in a specified field of interest related to Human Kinetics. It offers students the opportunity to be active participants in a work-related environment and apply theory, concepts, and skills learned previously.

Prerequisite: HK 210

3 CR / (1¾,5)

Note: This is not a university transfer course, but is required for the Human Kinetics Diploma

HK 300
National Coaching Certificate Programme Level III

Level III theory integrates material covered in Levels I and II with new information aimed at "completing the coach" of developing athletes. Level III culminates in the Yearly Planning Instrument. The primary goal of Level III is learning to plan for a year of training and competition.

Prerequisite: HK 200 or NCCP Level II

3 CR / (3,0)

HUM 101
Humanities I

Humanities 101 and 102 provide a non-disciplinary programme of liberal education based on a reading list of great works of literature, philosophy, and history. The programme is designed to provide the first-year student with comprehensive practice in reading significant works intelligently and in thinking, talking, and writing about those works clearly and critically. Considerable emphasis is placed on essay writing; five major essays per semester are required. The programme involves considerable instruction and criticism in how to write effective academic essays at the college level.

Prerequisite: Permission of the instructors

9 CR / (9)

HUM 102
Humanities II

A continuation of Humanities 101.

Prerequisite: Humanities 101 or permission of the instructors

9 CR / (9)

MATH 100
Precalculus Mathematics

This course is designed to prepare 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 been unsuccessful in passing the Calculus Readiness Test administered by the College or who have not studied any mathematics during the past few years. The 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: Math 11, MATH 045, or Applications of Math 12

3 CR / (4,0)

MATH 101
Calculus I

This course is the first half of a two-semester introductory calculus sequence. The topics covered in the course are: the concepts, techniques, and applications of differentiation and an introduction to integration. Instruction will include using the computer algebra system Maple V software. Together with Math 102 this course satisfies the first year mathematics requirement in all university transfer science and applied science programmes.

Prerequisite: Math 12 or MATH 100 or MATH 050

3 CR / (4,0.5)

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in Math 100

MATH 102
Calculus II

This course is a continuation of Math 101 and forms the second half of the two-semester introductory calculus sequence. The 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. Instruction will include using the computer algebra system Maple V software. Together with Math 101 this course satisfies the first year mathematics requirement in all university science and applied science programmes.

Prerequisite: MATH 101

3 CR / (4,0.5)

MATH 103
Finite Mathematics

Math 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics will be 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: Math 11, MATH 045, or Applications of Math 12

3 CR / (3,0)

MATH 104
Introduction to Statistics

This course is designed to provide a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary prob-

ability 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: Math 11, MATH 045, or Applications of Math 12

3 CR / (3,0)

MATH 105
Introductory Programming with Statistics

This course is a continuation of Math 104, and is intended for students who are planning to study Forestry at UBC. The students will write their own programmes and also use a library of programmes in order to solve problems (word-processing, spreadsheet, and database programmes).

Prerequisite: MATH 104

3 CR / (3,3)

MATH 190
Principles of Mathematics for Teachers

This course 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)

MATH 201
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.

Prerequisite: MATH 102

3 CR / (3,0)

MATH 202
Calculus IV

Multiple integrals, vector fields, line and surface integrals, Green's Theorem, Stoke's Theorem, Gauss' Theorem, complex numbers and functions, and an introduction to differential equations.

Prerequisite: MATH 201

3 CR / (3,0)

MATH 203
Introduction to Analysis

A course 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.

Prerequisite: MATH 102

3 CR / (3,0)

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean (561-5830).

MATH 204
Linear Algebra

Systems of linear equations, matrices, determinants, geometry of 2-space and 3-space, vector spaces, linear transformations, eigenvalues, applications.

Prerequisite: MATH 101

3 CR / (3,0)

MATH 205
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.

Prerequisite: MATH 101

Prerequisite or Corequisite: MATH 102

3 CR / (3,0)

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean (561-5830).

MATH 215
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)

PHIL 101
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)

PHIL 102
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)

PHIL 103
Critical Thinking

A study of the criteria of sound reasoning. This course undertakes to establish some elementary criteria for assessing the validity of deductive arguments and the strength of inductive arguments.

3 CR / (3,0)

PHIL 104
Critical Thinking II

This course is a sequel to PHIL 103 and will be 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 a group of authors there will be 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 western thought, students will develop their abilities to read, write, and speak, and to uncover the meaning and structure of arguments in a variety of genres and subjects.

3 CR / (3,0)

PHIL 205
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?

3 CR / (3,0)

PHIL 220
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
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)

PHIL 230
Introduction to Philosophy of Education

An introduction to philosophical issues concerning education. No previous acquaintance with Philosophy is presumed. We will 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)

PHYS 101
Introductory Physics I

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 products and dot products will be introduced.

Prerequisites: Physics 12, Applications of Physics 12 with a "B" or better, or PHYS 050 and Math 12 or Math 050 or 100

Prerequisite or Corequisite: MATH 101

3 CR / (3,3)

PHYS 102
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)

PHYS 105
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.

Prerequisites: Physics 11, Applications of Physics 12 with a "B" or better, or PHYS 045 and Math 11 or Math 045

3 CR / (3,3)

PHYS 106
General Physics II

This course, along with PHYS 105, will satisfy the physics requirement for those whose major programme 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.

Prerequisites: Physics 11, Applications of Physics 12 with a "B" or better, or PHYS 045 and Math 11 or Math 045

3 CR / (3,3)

PHYS 204
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.

Prerequisites: PHYS 102 or 106, Math 102

Prerequisites or Corequisites: Math 201 and 204

3 CR / (3,0)

PHYS 205
Mechanics II—Dynamics

A continuation of Physics 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
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, the third law. This course is identical to PHYS 201 except that there is no lab component.

Prerequisites: PHYS 101 or PHYS 105, MATH 102

Corequisite: MATH 101

3 CR / (3,0)

PHYS 212
Introduction to Linear Circuits

This course is recommended for students of engineering and the applied sciences. The programme addresses advanced applications of Kirchhoff's Laws; Thevenin and Norton Circuit Theorems; D.C. Circuits; RLC circuits natural and forced response; and impedance phasors.

3 CR / (3,3)

Prerequisite: PHYS 102

PSCI 131
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 purpose of the course is to provide 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)

PSYC 101
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)

PSYC 102
Introduction to Psychology II
A continuation of PSYC 101. Topics will 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)

PSYC 103
Human Sexuality
This course is designed to provide a basic understanding of human sexuality from a biological, psychological, and social perspective. Topics will include such items as anatomy, physiology, and sexual responses, psychosexual development, sexual behaviour, and sexual complications.
3 CR / (3,0)

PSYC 201
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 will also be gained on the use of computer programmes for data analysis. Highly recommended for majors in the social sciences.
Prerequisite: MATH 11, MATH 045, or Applications of Math 12
3 CR / (3,3)

PSYC 202
Research Methods in Psychology
This course introduces the logic and application of various research methods in psychology. Students will learn how to formulate research questions and choose appropriate research designs. Direct experience in data collection and research design will be 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 / (3,3)

PSYC 203
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 assessment 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)

PSYC 204
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)

PSYC 205
Developmental Psychology I
This course involves an examination of theory and research related to the development of the human being from conception through childhood. Topics are organized according to the physical, cognitive, social, and emotional aspects of development.
Prerequisites: PSYC 101 and 102—minimum "D" grades
3 CR / (3,0)

PSYC 206
Developmental Psychology II
This course involves an examination of theory and research related to the development of the human being from adolescence through late adulthood. Topics are organized according to the physical, cognitive, social and emotional aspects of development.
Prerequisites: PSYC 101, PSYC 102—minimum "D" grades
3 CR / (3,0)

PSYC 207
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)

PSYC 209
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 PSYC 102—minimum "D" grades
3 CR / (3,0)

PSYC 210
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 PSYC 102—minimum "D" grades
3 CR / (3,0)

SOC 101
Introduction to Sociology I
An introduction to the basic Sociological theories and methods for studying individuals, groups, and institutions. Topics described and explained will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.
3 CR / (3,0)

SOC 102
Introduction to Sociology II
A continuation of SOC 101. Topics described and explained will include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns will be illustrated and developed with Canadian materials.
Prerequisite: SOC 101—minimum "D" grade
3 CR / (3,0)

SOC 201
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 will focus on an analysis of the sociological and economics theories and debates that deal with the results of industrial capitalist and bureaucratic forms of organizing and managing work this century. Sociological research will be drawn upon to present a critical accounting 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 will deal with a variety of contemporary concerns, including: globalization, downsizing, technology and deskilling, 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 will be specficially designed to have students research an occupation in which they have an interest.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 202
The Sociology of Work—Industry, Technology, and Social Change

This course has been designed to deal with a variety of specific topics relevant to contemporary labour markets and the globalized economy. The course will focus 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 including the use of information technology, unpaid labour, designing leisure, entrepreneurialism, the informal economy and micro-entrepreneuralism will be addressed. The course will present 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 is also designed to provide 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)

SOC 203
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)

SOC 204
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 Natives in Canada. An analysis of the land claims issue in Canada.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 206
Social Problems

A sociological study of the creation, causes and consequences of contemporary social problems in Canadian society. Topics described and explained will include organized crime, corporate crime, juvenile delinquency, sexual harassment, rape, AIDS, mental illness, alcoholism, and drug abuse. Factual and moral arguments concerning these and other social problems will be evaluated.

Prerequisite: SOC 101 or CRIM 101 or instructor's permission

3 CR / (3,0)

SOC 220
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)

WMST 101
Introduction to Women's Studies I

This course uses a multidisciplinary approach to the study of women in society and academia. It explores the 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 will be explored, with the aim of understanding the relationship between personal empowerment and social change.

3 CR / (3,0)

WMST 102
Introduction to Women's Studies II

This course continues the multidisciplinary approach to the study of women developed in WMST 101. The course will focus 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 will be placed on Canadian institutions as well as class, race, and age differences between groups of women in Canadian society.

Prerequisite: WMST 101

3 CR / (3,0)

UNIVERSITY TRANSFER GUIDE

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 in the CNC Counselling Centre and Library.

CNC counsellors 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.bccat.bc.ca

College Staff

AITKEN, Daniel, B.Sc. (Victoria)
Biology

AMES, Gregory, D.D.S., F.A.G.D.
Dental Studies

ANDERSON, Darlene
Physical Plant Services Clerk

ANDERSON, Kevin
Support Analyst, Computing Services

ANDREW, Christine, B.N. (McGill), M.Ed. (Victoria), M.Ed. (Alberta)
Counselling

ANDREWS, Bryan E., B.Comm (Guelph), MMS (Guelph)
Hospitality

APPLEGATE, Mary, R.N., B.Sc.N. (Western Ontario), M.N. (Alberta)
Nursing

ASHURST, Cathy
Acting Regional Manager, Lakes District

BACON, D.D. Jordan
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BAHER, Debra
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BAKER, Robert
Power Plant

BALL, Robert, B.Sc., M.Sc. (Waterloo)
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BANIA, Jennifer, A.H.T.
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BARKER, Wesley
Maintenance/Physical Plant Services

BAXTER, Eunice, B.A. M.A. (British Columbia), Ph.D., M.B.A. (Oregon)
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BEKKERING, Beatrice
Co-operative Education Co-ordinator

BELSHAM, Floyd
Custodian

BERRY, Diana
Switchboard, Receptionist

BERRY, Stuart, Diploma, Telecom. & Electronics
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BHATTASALI, Sonali, B.A.
Computer Information Systems

BIECH, TED, B.Sc.(Hons.), M.Sc., Ph.D. (Simon Fraser)
Mathematics

BJORNSON, Eileen
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BLAIN, Robert
System Support Analyst, Computer Services

BLAKE, JIM, B.Comm, M.B.A., C.A.
Vice President, Administration and Bursar

BOESE, Barbara, B.A. (Hons.)
Institutional Research Officer

BOURELLE, Arthur
Toolroom Attendant, Trades

BOWMAN, John, B.A. (Manitoba)
Regional Manager, Quesnel

BOWNESS, Brad
Novell Network, Computing Services

BRAUN, Darren
Custodian

BRISBOIS, Susan
Senior Payroll Clerk

BROWN, Heather, C.D.A. (CNC)
Dental Studies

BRUNDIGE, Donna, R.N., P.H.N. (UBC), Nurse Practitioner (UBC), M.Ed. (SFU), I.D.
Centre for Student Success

BRUVOLD, Wanda
Library Technician

BUCK, Nicholas, B.Sc. (Concordia), M.Sc. (Carleton)
Mathematics

BUKSA, Doris, G.C.I.U., T.Q.
Toolroom Attendant, Trades

BULL, Nancy
Senior Accounts Payable Clerk

BURNETT, Patti-Rae
Daycare

BUSWELL, R. Alan, B.S.A. (Hons.) (Saskatchewan); PDP (Simon Fraser); Grad. Cert. Ed (Brisbane); P. Ag.
Forestry

BYRON, Arlene
Financial Aid Clerk

CAMPBELL, Gayle
Access Clerk, Quesnel

CAMPBELL, Steve, T.Q. Automotive Mechanics, T.Q. Electrical Work, I.P.
Electrical

CAPUTA, Jolanta, B.Ed.
English as a Second Language

CAREW, Julie
Cafeteria Supervisor

CARMICHAEL, Susanna, B.Sc. (Waterloo)
Biology Technician

CARTER, Marie
Custodian

CASWELL, Penny, CIS Dip. (CNC)
Daycare

CERINA, Carla
Statistics/Reports Assistant

CHULKA, Sandra, B.H.E. (Manitoba), M.L.S. (British Columbia)
Librarian

CHUNG, Stan, B.A. (Hons.) (British Columbia), M.A. (Toronto), B.C.Teaching Cert. (Simon Fraser)
English

CLAY, Brenda
Office Assistant IV, Payroll

COLDWELL, Lana, B.S.W., M.S.W. (UNBC), Reality Therapy Cert.
Social Services

COMEAU, Wilfred
Power Plant

CONNORS, Joan, B.Sc. (Hons.) (Alberta), M.A. (Victoria)
College and Career Preparation

CONROY, Kathleen, B.A., M.A., M.S.W.
Counsellor

COOK, Stanley, T.Q. Electrical Work/Inspector, I.P.
Electrical

CORNELL, Linda
Advisor, College Directions

COVINGTON, Patricia, R.D.H. (DelMar), B.Sc. (University of Texas), M.Sc. (UNBC)
Dental Studies

CRAMPTON, Dorinda, B.A. (Victoria), I.D.
College and Career Preparation

CRIST, Elaine
Continuing Education Admissions

CROSINA, Kara, B.Sc. (British Columbia)
Lab Technician, Chemistry

CURRIE, Beverley, B.A. (British Columbia), M.Ed. (Toronto)
Social Service Training Programme

DAHL, Helen
Library Technician

DANG, Ken, B.Sc. (British Columbia)
Application Support Analyst, Computer Services

DAVIDSON, Sharon
Administrative Assistant, Lakes District

DAVIES, Karen
Regional Manager, Nechako

DAVISON, George, B.A.(Hons.), M.A., Ph.D.
History

DELL, Wanda
Head, Daycare, Lakes District

DELORME, Judy
Accounts Data Entry Clerk

DEMMAN, Betty
Secretary, Business

DEUTCH, William, T.Q. & I.P., Auto, I.D.
Automotive Mechanics

DITTMAN, Kris
Placement Officer

DOBIE, Diane
Executive Secretary, Human Resources

DOBROWOLSKI, Edward, B.Sc., M.Sc., Ph.D. (Wroclaw)
Mathematics

DONKOR, Kingsley, B.Sc. (Hon) Ghana, M.Sc., Ph.D. (Alberta)
Chemistry

DONOVAN, Rachael, B.A. (Mount St. Vincent), M.Sc. N. (Western Ontario), Ph.D. (Alberta)
Vice-President, Academic

DRAGUSICA, Mellhina, B.A.
Adult Special Education

DUFFEY, Natalie, ECE Basic/Post-Basic Cert., I.D.P. (VCC)
Early Childhood Education

DUMAS, Al, B.Sc. Eng., (Saskatchewan) P.Eng.
Engineering Design Technology

DUPRAS, Lonnie
Office Assistant III, Counselling

EADIE, Jim
Forestry Technology, Nechako

ELLIOT, Pirie, Technician Diploma (BCIT), A.Sc.T., R.P.F., I.D.
Forestry

EMERSON, Cheryl
Assistant, Head Daycare Teacher

ENGLISH, John, B.A.Sc. (British Columbia), P.Eng.
Dean, Trades Division

ETHIER, Mark
Custodian

EWART, Peter, B.A. (Lakehead), M.A. (Western Ontario)
Project Planner, Continuing Education

FAHLMAN, Penny, B.A., CMA
Controller

FARR, Bill, B.Comm, LLB
Finance and Law

FITZPATRICK, Colleen
Co-ordinator, Co-operative Education

FLECK, David, C.F.C.C. Cert. Journeyman
Culinary Arts Programme

FOWLER, Sylvia, CPS
Executive Assistant to the President & College Board

FRIEDRICH, Kori, R.N., B.S.N.
Nursing

GABRIELSON, Diane M.
Daycare

GHARAKHANIAN, Varujan, B.Sc., C.H.R.P.
Director, Human Resources

GIBAS, June
Cafeteria Assistant

GIESE, D. Lynn
Room Bookings/Cashier

GILES, Catherine A., B.A., M.A. (Ed)
Dean, Arts and Social Services

GILES, Wayne, B.A. (Ryerson)
Geographic Information Systems (GIS)

GIROUARD, Norma
Office Assistant III, Admissions

GRAHAM, William, B.A. (British Columbia)
College and Career Preparation, Lakes District

GRIFFITH, Alva
Maintenance/Physical Plant Services

GRIFFITH, Eric, M.Ed. (SFU)
Manager, Continuing Education

GRUNDMAN, Dale, B.Comm. (British Columbia), M.Ed. (Victoria),
Registrar

HALL, David, C.A.(Cda), C.A.(S.A.), C.A.(Zim)
Accounting and Finance

HAMEL, Lorne, T.Q.Auto, T.Q. & I.P.HDM, T.Q. Heavy Duty Mechanics

HARRIS, Bob, B.A. (Western Ontario), B.Ed. (Western Ontario), M.Ed. (British Columbia), B.C. Teaching Cert. (British Columbia)
Counsellor

HARRIS, John, B.A., M.A., Ph.D.
English

HARTMAN, Wanda
Regional Manager, Mackenzie

HARTT, Taunia
Programme Assistant, Continuing Education

HATFIELD, Susan, B.A.
College and Career Preparation

HEALEY-OGDEN, Marion, R.N., B.S.N.(British Columbia), M.A. (Victoria)
Nursing

HEIN, Douglas
Groundsperson, Physical Plant Services

HEINZ, Wayne, Tech Diploma (BCIT)
Computer Information Systems

HEINZMANN, Gloria, R.N., I.D., B.S.N.
Home Support/Resident Care Attendant

HELZEL, Patricia
Administrative Assistant, Quesnel

HEPBURN, Yvette
Daycare Teacher

HERMANSON, Wayne
Driver

HILDEBRANDT, Tana
Office Assistant III, Admissions

HINES, Dougal, M.R.C., I.D.
Adult Special Education, Quesnel

HOFF, Doris Anne
Word Processing Operator

HOFMEIER, Elizabeth, B.Sc., B.C.Teaching Cert.
Adult Basic Education, Quesnel

HOLM, David, B.A.(Hons.), M.P.A. (Victoria), M.A., Ph.D. (Yale)
History

HOLM, Melba, RN, B.Phys.Ed, M.Ed., Cert. Adult Education, MHSA
Dean, Health Sciences

HORNIBROOKE, Patrick
Power Engineering

HOYER, Jim
Manager, Security and Safety

HUNTER, Blaine, CNA
Computer Information Systems

HUNTER, Susan, B.A., Ont. Teaching Cert.
Co-operative Education

IBBERSON, John, B.A. (Hons.), M.A. (Calgary), D.Phil. (Oxford)
Philosophy

JACKMAN, Christine, B.A., M.A. (SFU)
English

JACKSON, Christine
Head Daycare Teacher

JACKSON, Judith
Manager, Public Relations and Student Information

JACQUES, Lynn, Cert. in Bus. Mgt., IDP, NAID, Dip. in Adult Ed., M.Ed.
Acting Regional Manager, Mackenzie

JAMES, Marion
Office Assistant, Mackenzie

JAROSCH, Conrad, B.S.A. (British Columbia), M.Sc. (Western Ontario), R.P.Bio
Biology

JENSEN, Jim, I.D., I.P., 1st Class Electrical
Electrical

JENSEN, John, T.Q. & I.P., Alta. Auto, T.Q., I.D.
Automotive Mechanics

JOHNSON, Joy
Admissions Officer, Admissions

JOHNSON, Judith, B.Sc. (Hons.) (McMaster), M.Sc. (Waterloo)
Biology

JOHNSTON-SCHUETZ, Cheryl, Technician Diploma (CNC)
Lab Technician, Forestry

JONES, Brenda
Custodian

JONES, Robert
Maintenance/Physical Plant Services

KANE, Greg, B.A. (Hons.), I.D., Techn. Dipl., B.M.Cert.
Computer Information Systems

KAPPHAHN, Bob, IP, TQ
Electrical

KAWEESI, George, B.Sc. (Hons.) (Dar-es-Salaam), M.Sc. (Saskatchewan)
Computer Science

KEIM, Sharon L.
Secretary, Health Sciences

KEMP, Eldonna
Custodian

KENNEDY, George, B.Soc.Sc., M.A.
Economics

KENNEDY, Tracey, CIS Dip. (CNC)
Network Administrator, Computing Services

KERR, Michael
ITA Advisor

KOHORST, Sandra
Public Services Clerk, Admissions

KOSOWICK, Terry, B.B.A. (Simon Fraser), C.G.A., I.D.
Accounting & Finance

KRUSHELNICKI, Earl, B.Ed.
Adult Special Education

KRUSHELNICKI, Nancie
Manager, Student Residence

LALONDE, Micki
Advisor, College Directions

LANGEVIN, Carmen
Library Assistant

LASKO, Garth, I.P., T.Q.
Welding

LA VALE, Erin, Diploma, Journalism Arts (S.A.I.T.)
Administrative Assistant, Mackenzie

LAVOIE, Alain, C.Tech., IP
Electrical

LAW, Debra, CMA.
General Accountant

LEONARD, Allyson
Receptionist, College Directions

LENTZ, Karin
Senior College Store Clerk

L'HERAULT, Carole
Employment and Academic Advisor, Mackenzie

LIND, Shelley
Personnel Assistant, Human Resources

LINDAAS, Sylvia
Office Assistant III, Lakes District

LO, Raymond, B.Sc. (Hons.) (Concordia), Ph.D. (McGill), R.P.Bio
Biology

LOERKE, Bruce, B.A. (Simon Fraser)
Geography

LOERKE, Edward
Technician, Instructional Media Services

LYNCH, Nancy, R.N., B.Sc.N.
Nursing

MACDONALD, John
Custodian

MACKAY, Cyril D.
Power Plant

MACKEY, Diana, C.D.A., Ortho Module
Lab Technician, Dental Studies

MacNEIL, Debbie, B.A. (Acadia), E.C.E.Certificate (N.S. Teachers' College)
Early Childhood Education

MADILL, Marleen
Manager, College Store

MADJITEY, Jacob, B.Sc. (Hons.) (Ghana), M.Sc. (Regina)
Computer Science

MADSEN, Jennifer, B.A. Dip., B.M. Cert.
Office Assistant, Trades Division

MAGUIRE, Joan
Library Assistant

MAIDA, Ralph, B.A. (Notre Dame), M.Sc. (Eastern Washington), Ph.D. (Pacific Western), B.C. Teaching Cert. (Pacific Western)
Counsellor

MAIDES, Peter, B.A., M.A. (UVic)
English

MAISONNEUVE, Cindy
Purchasing

MALCOLM, Ben, B.Sc., M.Sc. (British Columbia)
Chemistry

MALCOLM, Judith, B.Sc. (Calgary)
Mathematics

MALLAIS, Maureen
Project Planner, Community Education

MASSE, Lila
Office Assistant III, Admissions

MASTROMATTEO, Jan, B.A. (Gen.), B.A. (Spec.), M.A.
Sociology

MATERI, Brent
Security Guard

MCALLISTER, Shirley
Toolroom Attendant, Trades

MCALLISTER, Susan, A.A.T.
Budget Officer

MCCLELAND, Linda
Daycare

MCCOMB-TARDIF, Tina, B.H.K., M.H.K. (Windsor), B.Ed. (Western Ontario)
Human Kinetics

MCDONALD, Tim, B.Sc. (Distinction) (Washington State), M.A. (British Columbia), R.Psych.
Psychology

MCFETRIDGE, Susan
Adult Special Education, Nechako

MCKENZIE, Paulette, I.D.
Office Administration, Lakes District

MCKINNON, Barry, B.A., M.A.
English

MCKIVETT, Gary
Library Technician

McLEAN, Erin
Office Assistant, Community Education

MCLEOD, Angus, B.Sc. (Alberta), M.Sc. (Alberta), R.P.F., P.Ag.
Forestry

MCPHERSON, Ralph, B.A. (Waterloo), C.M.A., I.D.
Accounting & Finance

MCVEY, Alistair, M.A. (Hons.) (St. Andrews), M.A. (Simon Fraser) Geography
Dean, Science & Technology

MERRINGTON, David
Manager, Physical Plant

MILLER, Beverly
Registration & Scheduling Officer

MILLER, Eldoreen
Clerk, College Store

MILLER, Fran, B.A., B.Ed.
Disability Support Services

MILLER, Robert, B.Sc.
Dean, Business

MINHAS, Shyama
Office Assistant IV, Co-op

MITCHELL, Marcia, I.D.
Office Administration/Adult Basic Education, Quesnel

MOLLOY, Katie, I.D. Teaching Diploma (Eire)
College and Career Preparation, Quesnel

MORGAN, John, B.A. Sc. (British Columbia), P.Eng., I.D.
Engineering Design Technology

MORONG, Joseph, B.Sc. (Winnipeg), M.Sc. (London)
Geographic Information Systems (GIS)

MORRICE, Edward, B.Sc.F., (Lakehead) R.P.F.
Forestry

MORRISON, Donald, T.Q., P.W.P., I.D.
Welding

MOSS, Dana
Programme Coordinator, Quesnel

MUNK, Lindy, B.A. (British Columbia), M.A. (Ed.) (Simon Fraser)
Psychology

MUNRO, Cris, C.P.P.
Manager, Purchasing

MURGULY, George, B.A.Sc.,(Toronto) P.Eng.
Engineering Design Technology

NEITZEL, Severine, Technologist Diploma
Electronics Technologist

NELSON, Robert, B.Sc.(Hons.), M.Sc., Ph.D. (British Columbia)
Physics and Astronomy

NESDOLY, Katherine
Office Assistant III, Gym Clerk

NEUMANN, John, BSF, MSF (British Columbia), RPF
Forestry

NI, Shudao, B.Sc. (Hebei, China), M.Sc. (China University of Geoscience)
Forestry

NIELSEN, Allan, T.Q.I.P. Auto, TQ Auto Machinist, I.D.
Co-operative Education Co-ordinator

NOBLE, Patricia, R.D.H., A.A.S. (SUNY-Farmingdale), B.Sc. (Ohio State University), M.Ed. (University of Georgia)
Dental Studies

NOEL, Sheryl, CPS
Secretary, Community & Continuing Education

NORDAL, Allan, C.Tech., CNA., Cert. Ed./Voc. Tec.
Electronics

NORTHEY, Bruce, B.A. (Carleton), M.S.W. (British Columbia), R.S.W.
Anthropology/Sociology

NORUM, Marlene
Custodian

NUDDS, Michael, Technologist Diploma (CNC)
Lab Technician, Forestry

NUNWEILER, Victoria
Instructional Media Services Assistant, Instructional Media Services

OAKLEY, Darryl P., B.Sc (Alberta), PDP (SFU)
Programmme Coordinator, Continuing Education

ODIORNE, Lance
Security

OLLECH, Sandra, R.N., B.S.N.
Nursing

O'MEARA, Tami, SEAC, B.A. (Distinction) (UVic)
Academic Advisor, Counselling and Advising

OUELLETTE, Peter
Employment Skills Training, Lakes District

PACHECO, John, B.Sc. (British Columbia), Teaching Certificate (Simon Fraser)
College and Career Preparation

PARKER, Ken, B.A., M.A.
Criminology

PARKER, Marie, R.N., B.S.N.
Home Support/Resident Care Attendant

PASTRO, Nives D
Secretary, Science & Technology

PATEY, Albert F.
Advisor, College Directions

PAULSEN, Susan L.
Programme Assistant, Continuing Education

PEACOCK, Eric, C.Tech., I.D., Technolgist
Diploma, GIS (CNC)
Engineering Design Technology

PENNER, Maureen, R.D.H. (Manitoba), B.Sc.D. (Toronto)
Dental Studies

PETERS, John, T.Q. & I.P., Carpentry
Carpentry

PITT, Vicki, B.Sc.(Hons.) (Lakehead), I.D.
College and Career Preparation

PLETT, Katherine, B.A., M.L.Sc. (British Columbia)
Associate Director, College Resource Centres

POEPPEL, Laura A.
Office Assistant II, Shipping and Receiving

POZZEBON, Anna
Production Cook, Cafeteria

PRECOSKY, Don, B.A. (Lakehead), M.A., Ph.D. (New Brunswick)
English

PRICE, Anne
Project Planner FAS, Lakes District

PRICE, Nettie, C.D.A.
Lab Technician, Dental Studies

RAGHAVAN, Vedapuri (Sunder), B.A., M.A., M.Phil., Ph.D. (Washington State University)
Economics

RAGSDALE, Joan
Access Upgrading Centre, Lakes District

RAMAGE, Maggie, B.A. (Hons.) (Queens), B. C. Teaching Cert.
Community Education

RAMSEY, Hazel, B.Sc. (Carroll), M.A. (Western Illinois)
College and Career Preparation

RAMSEY, Paul, B.A. (Carroll), M.A. (Western Illinois)
English **On Leave

RAPHAEL, Clifford, B.A. (Hons.) (McMaster), M.Sc. (British Columbia)
Geography

REA, Bill, B.A. (Hons.), M.A. (Toronto)
Sociology/Criminology

REIS, Tom, M.S.W., M. Sc.
Social Services

RICHARDS, Neil
Power Engineer

RITCH, Elizabeth, B.Sc. (British Columbia), M.Ed. (British Columbia), M.Sc. (British Columbia)
Teaching Certificate
College and Career Preparation

RIVET, Laurier
Handyman, Physical Plant Services

RIVET, Virginia
Office Assistant III, Admissions

RIVETT, Tracey
Community Networking Centre Clerk, Mackenzie

ROBERTSON, Barbara, B.Sc., M.A.
Psychology

ROBINSON, Sandra, R.N., B.Sc.N.
Nursing

ROCHE, Linda
Classroom Aide, Adult Special Education

RODALL, Katherine, C.D.A., I.D.
Dental Studies

ROY, Angela, B.A. (Western Ontario), Diploma Ed. (Western Ontario)
Office Administration

RUFFLE, Kathryn, B.A. (British Columbia), M.L.S. (South Carolina)
Head, Reference Services; Library

RYAN, Ron, B.Comm. (Sir George Williams)
Marketing/Management

SALI, Lois
Office Assistant IV, Centre for Student Success

SANGHA, Harminder
Evening Gym Clerk, Athletics and Recreation

SCHAMEHORN, Cheryl A.
Office Assistant, Quesnel

SCHIENBEIN, Garth
Facilities Assistant, Lakes District

SCHLUETER, Claus, C.Tech.,I.D.
Electronics Engineering Technology

SCOTT, Michelle
Secretary, College Foundations

SCOTT, Steven
Advisor, College Directions

SCOTT, Wilma
Printroom Clerk

SEDGWICK, Edward
Groundsperson, Physical Plant Services

SEENS, Paul, B.A. (British Columbia), M.A. (McMaster), M.L.Sc. (Western Ontario)
Director, Student Services

SHAFFER, Stan, B.A. (Hons.) (Concordia), M.A. (SUNY-Binghamton)
English

SHAW, Jeff
Maintenance/Physical Plant Services

SHELLEY, Stephen
Pre-University Science Certificate, Dawson College
Manager, Computer Services

SIDSWORTH, Chris, B.A., M.A. (British Columbia)
English

SINNOTT, Marie, B.A. (Waterloo), C.M.A., I.D.
Accounting & Finance

SLUYTER Debra
Administrative Assistant, Trades

SLUYTER, William, T.Q. & I.P., Carpentry, I.D.
Carpentry

SMILINSKI, Charlyne
Access Facilitator, Career Centre, Nechako

SOMERO, Jenny
Executive Assistant to the Vice President, Academic

SORER, Sharon
Secretary, Arts and Social Services

STEARNS, Dave, B.Sc.F.,(Utah) R.P.F., I.D.
Forestry

STEWART, Patricia
Accounts Payable Clerk

STURDY, Mary Ann, I.D., B.C. Teaching Cert.
College and Career Preparation, Quesnel

SUTHERLAND, Michael
Classroom Aide, Trades

SUTTON, Shawna, R.D.H., B.A.
Dental Studies

SUWALA, Halina, M.Ed., B.C.Teaching Cert. (British Columbia)
Disability Support Services

SYMMES, Nancy, R.N., B.S.N.
Nursing

SYNOTTE, Lynn
Project Planner, Lakes District

TARDIF, Michel, B.E.P. (Ottawa), M.H.K. (Windsor), B.Ed. (Western Ontario)
Human Kinetics

TAYLOR, James, B.A.Sc. (Toronto), Ph.D. (McMaster)
Psychology

TAYLOR, Robin, T.Q. Millwright
Millwright/Machinist

TAYLOR, Walter, T.Q. & I.P.HDM, T.Q. & I.P.Auto, T.Q. & I.P. Comm. Transport
Heavy Duty Mechanics

TEICHROEB, Luella
Custodian

TERRY, Linda
Office Assistant II, Admissions

THAIR, Brian, B.A., M.A. (Saskatchewan), Ph.D. (Latrobe)
Biology/Forest Science

THAIR, Maree, B.A. (Latrobe), TPTC (Phillips Inst.), BC Prof. Teaching Cert.
Centre for Student Success

THOMPSON, Gail
Cafeteria Assistant

TIERNEY, Mary Ann, B.A., TESL (British Columbia)
International Education Co-ordinator, English as a Second Language

TIMBRES, Marcia, B.A.
Dean, College Foundations

TOBIN, James, B.Sc. (British Columbia)
Centre for Student Success

TORGALSON, Del, IP, IDP, Adult Ed Dip.
Millwright

TROTTER, Maureen, B.A., M.Ed., BCACC
Social Services, Quesnel

TRUJILLO, Tanya
Library Assistant

TUCK, Cynthia, B.Sc., M.A.
College and Career Preparation, Mackenzie

TUCK, David, T.Q. & I.P. AUTO
Automotive Mechanics

TUTTOSI, Cheryl
Custodian

TYNDALL, Greg, B.Sc., M.A. (applied)
Psychology/Management Studies

UHRICH, James
Computer Technician, Computing Services

URL, Manfred
Security Guard

VANDERVELDE, Joanne
Instructor, Co-operative Education

VICKERS, Jill
Office Administration, Vanderhoof

VU, Thai Thi
Cafeteria Assistant

WALTERS, Derek, T.Q.Millwright, Cert. Mech.Eng.
Millwright/Machinist

WANG, Li, B.Sc. (Xian Jiaotong, China), M.Eng. (Memorial)
Electronics Engineering Technology

WANKE, Heather A
Executive Assistant to Vice-President, Administration and Bursar

WARD, Ken, B.Sc. (Saskatchewan)
Chemistry

WATSON, William
Classroom Aide

WATT, Evelyn, B.Comm., CHRP
Employee Relations Officer, Human Resources

WEED, Valerie, B.A., M.S.W.,
Social Services

WELLER, Jennifer
Daycare

WENINGER, Terence, B.Sc., B.Ed. (Saskatchewan), M.Ed. (Alberta), Ed.D. (Arizona)
President

WERSTIUK, Karelyn
Office Assistant II, College Store

WHEATLEY, Nancy
Accounts Receivable Clerk

WHEELER, Brenda
Administrative Assistant, Nechako

WHITEHORN, Sue
Clerk, Student Services, Quesnel

WHITMER, Carole, S.D.T., R.D.H., B.V./T.Ed.
Dental Studies

WIEBE, Karen
Office Assistant II, Lakes District

WIEBE, Roger Darrin
Custodian

WILLIAMS, Bonnie
Office Administration

WILSGARD, Richard, B.A., Oregon Teaching Cert.
College and Career Preparation, Lakes District

WILSON, Michael J., CCC–CI, Certified Journeyman
Culinary Arts Programme

WINDSOR, James, B.E.S. (Hons.) (Waterloo), M.N.R.M. (Manitoba), Cert. Ld. Econ. (Dalhousie), M.P.A. (Queen's), Cert. Intercult. St. (UBC)
Geography

WISHART, Catherine, B. Jour (Carleton), M.Ed. (Calgary)
Director, Community & Continuing Education

WU, Leanne
Deli Worker

YEE, Brenda, B.A. (Alberta), M.L.S. (Toronto)
Librarian

YENSEN, Joan
Custodian

ZACKOWSKI, Kay
Financial Aid Officer

Co-operative WORK TERM SCHEDULES

STATEMENT OF PURPOSE

The purpose of the Co-operative Education department is to deliver quality service to students, employers, and the community by delivering programmes that prepare and assist students for transition to their career.

ACCOUNTING AND FINANCE

Fall	Winter	Summer
Semester 1	Semester 2	Co-op 150
Semester 3	Co-op 250	Co-op 298
Semester 4		

Fall	Winter	Summer
Semester 1	Semester 2	Co-op 150
Co-op 250	Semester 3	Co-op 298
Semester 4		

Optional Schedule B

COMPUTER INFORMATION SYSTEMS

Fall	Winter	Summer
Semester 1	Semester 2	Co-op 150
Semester 3	Co-op 250	Co-op 298
Co-op 299	Semester 4	

Final academic Semester 4 and Work Terms 2 and 3 will be scheduled and approved in advance during Semester 3

GEOGRAPHIC INFORMATION SYSTEMS

Winter	Summer	Fall
Semester 1	Co-op 150	Semester 2

MARKETING AND MANAGEMENT

Fall	Winter	Summer
Semester 1	Semester 2	Co-op 150
Co-op 250	Semester 4	Co-op 298
Semester 3		

Note: Semesters 3 and 4 may be taken in reverse sequence as shown

HOSPITALITY ADMINISTRATION

Fall	Winter	Summer
Academic 1	Academic 2	Co-op 150
Academic 3	Co-op 250	Co-op 298
Academic 4		

ENGINEERING DESIGN TECHNOLOGY

Fall	Winter	Spring
Academic 1	Academic 2	Co-op 150
Co-op 250	Academic 3	Co-op 298
Academic 4		

ELECTRONICS ENGINEERING TECHNOLOGY

(TWO OPTIONS TO CHOOSE FROM)

Fall	Winter	Spring
Academic 1	Academic 2	Co-op 150
Academic 3	Academic 4	Co-op 250
Academic 5		

Co-op Option: two four-month work terms

Fall	Winter	Spring
Academic 1	Academic 2	Summer Break
Academic 3	Internship Co-op 150	Internship Co-op 250
Internship Co-op 298	Academic 4	Internship Co-op 299
Academic 5		

Internship Option: one one-year work term (divided into three consecutive four-month terms) and one four-month work term

WRITING AND NEW MEDIA TECHNOLOGIES

Fall	Winter	Summer
Academic 1	Academic 2	Co-op 150
Academic 3	Co-op 250	Co-op 298
Co-op 299	Academic 4	

Glossary

ABESAP
Adult Basic Education Student Assistance Programme

ASE
Adult Special Education

ASTTBC
Applied Science Technologists & Technicians of B.C.

ATP
Admission Testing Programme

AV
Audio-Visual

BCAC
B.C. Association of Colleges

BCSAP
B.C. Student Assistance Programme

CA
Chartered Accountant

CAD/CAM
Computer Aided Design/Computer Aided Manufacturing

CAI
Computer Assisted Instruction

CCP
College and Career Preparation

CE
Continuing Education

CEC
Canada Employment Centre

CGA
Certified General Accountant

CIS
Computer Information Systems

CMA
Certified Management Accountant

CNC
College of New Caledonia

CO-OP
Co-operative Education

CT
Career Technical

ECCAD
Emily Carr College of Art and Design

ECE
Early Childhood Education

EDT
Engineering Design Technology

ELT
Entry Level Trades

EMAT
English and Math Achievement Test

FNESS
First Nations Education Support Services

FTE
Full-time Equivalent Student

GED
General Education Development (Grade 12 equivalency)

GIS
Geographic Information Systems

GMAT
Graduate Management Admission Test

GPA
Grade Point Average

HDM
Heavy Duty Mechanics

HK
Human Kinetics (Physical Education)

HS/RCA
Home Support/Resident Care Attendant

IMS
Instructional Media Services

JET
Job Education and Training

LPN
Licensed Practical Nurse

LSAT
Law School Admission Test

MCAT
Medical College Admission Test

NIRS
Northern Institute for Resource Studies

NITEP
Native Indian Teacher Education Programme

NTE
National Teacher Examinations

NVIT
Nicola Valley Institute of Technology

OA
Office Administration

OLA
Open Learning Agency

PD
Professional Development

PDP
Professional Development Programme

PE
Physical Education (Human Kinetics)

PVT
Pre-Vocational Training

RN
Registered Nurse

RNABC
Registered Nurses' Association of B.C.

SAE
Senior Alternate Education

SAT
Scholastic Aptitude Test

SFU
Simon Fraser University

SOFA
Safety Oriented First Aid Certificate (St. John Ambulance)

SSAT
Secondary School Admissions Test

SSF
Social Services Foundation

SSTP
Social Services Training Programme

SSWK
Social Services Worker

TARGET
Techniques for Access, Reaching Goals and Employment Training

TEC
Training Enterprise Centre

TOEFL
Test of English as a Foreign Language

TSE
Test of Spoken English

UBC
University of British Columbia

UNBC
University of Northern British Columbia

UT
University Transfer

UVIC
University of Victoria

VALT
Volunteer Adult Literacy Tutoring

YDLI
Yinka Dene Language Institute

Calendar COMMENTS

Your feedback is important to the production of the College Calendar. Our aim is to produce a document that is reader-friendly and free of errors.

If you have any suggestions, comments, or great ideas, please note them on this page and drop them off, mail, or fax them to:

Manager, Public Relations and
Student Information
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Fax: (250) 561-5863
e-mail: askcnc@cnc.bc.ca

Application for ADMISSION / RE-ADMISSION

APPLICATION INSTRUCTIONS

Return all copies to:

CNC Admissions and Registration
3330 – 22nd Avenue
Prince George, B.C. V2N 1P8
Canada
Telephone: (250) 562-2131
Toll-free: 1-800-371-8111

Please read carefully. The information entered on this form becomes part of your permanent record at the College. Use a ballpoint pen and print clearly.

1. HOW TO APPLY

A. Consult the College Calendar/Counselling and Academic Advising Department—It is important that applicants understand the nature of the programme for which they are applying. Students are encouraged to discuss their educational objectives with a counsellor before beginning the application process. The Counselling and Academic Advising Department can be reached at 561-5818.

B. Complete the Application for Admission Form(s) carefully—Answer all questions fully and accurately. Failure to do so may result in the application being returned. As official contact is often conducted by mail, it is important to maintain up-to-date information with the College. The College will not accept responsibility for problems caused by incorrect address information.

C. Application Fee—A **non-refundable $15 application fee** must be submitted for each application to a programme at the College. Applications received without the $15 fee will be returned. **Please do not send cash in the mail.** Applicants who have previously taken courses other than Continuing Education courses at CNC and are applying for re-admission are exempt from this fee.

D. Include supporting documentation—No application for admission can be considered for approval until all required documents have been submitted. Original documents which cannot be replaced should not be sent. A Certified Copy of the original will be accepted. Confirmation of admission status is not given until all required documents are submitted.

2. TRANSCRIPTS AND CERTIFICATES

An official transcript is one that has been issued by the educational institution offering the programme or course. **Photocopies are not acceptable.** Most official transcripts will bear an official stamp and/or signature.

A. Students from the Province of British Columbia must submit an official statement of their grade 11 and 12 marks. The original or a photocopy certified by the school is required. All submissions of an Interim statement of grades are to be followed by an official transcript as soon as one is available. Only a conditional Admission will be determined on the basis of interim transcripts.

B. Students who have completed their education outside the Province of British Columbia must submit official certificates or transcripts of grades indicating the subjects completed and the standing in each subject.

C. Students who have attended, or are currently attending, Colleges or Universities, may be granted advance standing. Submit official transcripts with a written request for evaluation. Statement of grades will not be accepted as official transcripts.

D. All transcripts and other documents filed in support of your application become the property of the college.

3. ACCEPTANCE FOR ADMISSION

Only completed applications with required documentation can be considered for processing and approval. Official notification of acceptance will be issued by the Office of the Registrar. A Letter of Acceptance is mailed to all students prior to registration. The letter will confirm eligibility to register for courses.

4. REGISTRATION

The admission form is **not a registration into specific classes**. If registration information is not sent with the Letter of Acceptance, it will be mailed separately. New students who do not register for any courses in their first term of studies will be required to re-apply to the College. Also, students who do not attend consecutive semesters or trimesters are required to re-apply for admission.

INCOMPLETE OR INCORRECT APPLICATIONS WILL BE RETURNED

College of New Caledonia
Admissions and Registration

3330 – 22nd Avenue, Prince George, B.C. V2N 1P8

Application for Admission/Re-Admission

Application Fee
$15.00

- **Please print**
- **Complete application thoroughly**

•Have you ever attended CNC? Yes ☐ No ☐

•Have you ever applied but not attended? Yes ☐ No ☐

Student Number

Surname Miss ☐ Mrs. ☐ Ms. ☐ Mr. ☐

Given Names

Former Surname if applicable

Mailing Address

Home Telephone Number ( ) -

City and Province

Postal code

Business Telephone Number ( ) -

Local Address (if different than above)

Home Telephone Number ( ) -

City and Province

Postal code

Telephone Number ( )

Date of Birth Year Month Day

Gender M ☐ F ☐

Emergency Contact Name:

Telephone ( )

Citizenship: Canadian ☐

If not Canadian, attach copy of entry papers and indicate status (Non Canadians)

Student ☐ Landed Immigrant ☐ Other (Please Specify) _____

Country of Citizenship if not Canadian _____

Do you have a disability that you believe would require Support Services during your programme? Yes ☐ If yes, please contact the College Access Department at 562-2131 local 248

Name of Programme Applied for:

Full Time ☐ Part Time ☐

Preferred Entry Date Year Month

Which campus do you plan to attend? ☐ Prince George ☐ Quesnel ☐ Vanderhoof ☐ Mackenzie ☐ Burns Lake

Previous Education

(Official Transcripts are required for all institutions attended)

Last Secondary School Attended	Location	Provincial Exam Number
Last Grade Completed		

Post-Secondary Institutions Attended				Transcripts
Name	Location	Date Last Attended	Programme	☐ Enclosed
1.				☐ On File
2.				☐ To Follow

Main Activity During Past Year

Please indicate your main activity during the past year:

1. ☐ Attending Secondary School
2. ☐ Attending College
3. ☐ Attending University
4. ☐ Attending Educational Institute not specified
5. ☐ In labour force (employed or seeking work)
6. ☐ None of the above (e.g. full-time domestic responsibilities)

Where were you located:

1. ☐ In B.C.
2. ☐ In another province
3. ☐ In another country

If you ever attended a B.C. Secondary School, please answer the following:

- The B.C. School District (or High School) which you attended: Schools District No. _____

  High School Name _____
- Your last date of attendance at a B.C. Secondary School: Year _____ Month _____

Declaration

The information on this form is collected under the Authority of the *Freedom of Information Protection of Privacy Act* (Part 3, Division 1, Sec. 267 (c)). The information provided will be used in accordance with the *Act* (Part 3, Division 2, Sec. 32(a). If you have any questions about the collection and use of this information, contact the Freedom of Information Coordinator, College of New Caledonia..

I declare that the information contained in this application is to the best of my knowledge, complete and correct. I hereby agree to comply with the rules and regulations as listed in the College of New Caledonia Calendar and as amended by the Board of the College of New Caledonia.

_____ Signature

_____ Date

For office use only

Date _____

Operator _____

Two-Year CALENDAR

JANUARY 1999

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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FEBRUARY 1999

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28						

MARCH 1999

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APRIL 1999

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MAY 1999

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JUNE 1999

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JULY 1999

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AUGUST 1999

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SEPTEMBER 1999

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OCTOBER 1999

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NOVEMBER 1999

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DECEMBER 1999

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JANUARY 2000

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FEBRUARY 2000

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MARCH 2000

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APRIL 2000

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MAY 2000

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JUNE 2000

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JULY 2000

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[23]30	[24]31	25	26	27	28	29

AUGUST 2000

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SEPTEMBER 2000

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OCTOBER 2000

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29	30	31				

NOVEMBER 2000

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DECEMBER 2000

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[24]31	25	26	27	28	29	30